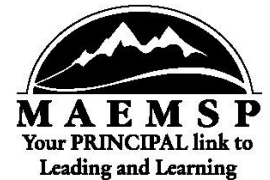


# MONTANA ASSOCIATION OF ELEMENTARY AND MIDDLE SCHOOL PRINCIPALS



## CONSTITUTION

Revised February 2007  
Revised October 2008  
Revised January 2015  
Revised January 2022

### PURPOSES

The primary purpose of education in the United States is to provide for the maximum development of children so that they may function as effective citizens in our democratic society. The elementary and middle schools are a vital part - the foundation - of the total education program. The responsibility for the development and maintenance of this program in the elementary and middle schools rests primarily with the principal.

Other purposes of our organization are:

- To encourage professional activity, growth, and study and fellowship among educational administrators.
- To affect higher standards of training for elementary and middle school principals.
- To develop cooperation and good fellowship among educational administrators.
- To work cooperatively with other organizations and individuals interested in improvement of education.

### ARTICLE I: NAME

The name of the organization shall be the Montana Association of Elementary and Middle School Principals.

### ARTICLE II: MEMBERSHIP

*Section 1.* Active Membership is open to those who support the objectives and pay the dues of the Montana Association of Elementary and Middle School Principals/National Association of Elementary School Principals and who are employed in professional work related to the elementary and middle school principalships.

*Section 2.* Active members who retire are eligible for Retired Membership status. They shall pay a fee to the Montana Association of Elementary and Middle School Principals/National Association of Elementary School Principals and shall have all the rights and privileges of Active Membership.

*Section 3.* An Aspiring Principal Membership is open to those who have participated in the Aspiring Principal program or who are interested in elementary and middle school administration and are not otherwise eligible for membership. They shall pay a fee to the Montana Association of Elementary and Middle School Principals/National Association of Elementary School Principals. An Aspiring Principal member shall have no voting rights.

**Section 4.** The Montana Association of Elementary and Middle School Principals is an affiliate of the School Administrators of Montana. Institutional members of School Administrators of Montana may attend all meetings and serve on Committees, but have no voting rights.

### **ARTICLE III: OFFICERS/MAEMSP BOARD OF DIRECTORS**

**Section 1.** The Officers of the Montana Association of Elementary and Middle School Principals shall be a President, President-Elect, Vice-President, and Past President. The Officers, Regional Directors, Federal Relations Coordinator, State Representative, SAM Representatives, and Middle School Representative shall make up the MAEMSP Board of Directors. The President shall appoint any members as representatives to the School Administrators of Montana Board of Directors and a Middle School Representative.

The term of office of the President, President-Elect, and Vice-President shall begin on May 1 following election and shall extend for a period of one (1) year which shall end on April 30.

The Vice President will ascend to President-Elect.

The President-Elect will ascend to President.

The term of office of the State Representative shall begin on May 1 following election and shall extend for a period of three (3) years which shall end on April 30.

The terms of the two SAM Representatives, and Middle School Representative will be three year positions appointed by the MAEMSP President and on a rotation system outlined in Offices, Duties and Responsibilities Procedure Handbook with a new member being appointed each year. The present representative may be reappointed. If a representative is appointed to complete a term of a resigned representative, the rotation will continue as outlined.

The term of office of the Federal Relations Coordinator shall begin on May 1 following election and shall extend for a period of three (3) years which shall end on April 30.

**Section 2.** Regional Directors, one (1) from each of the Association's Regions, shall be elected for a three (3) year term, such terms to expire on successive years. The term of office of Regional Director shall begin on May 1 following election and shall extend for a period of three (3) years which shall end on April 30.

**Section 3.** The MAEMSP President will appoint two Ad Hoc members to serve on the Board of Directors, one from OPI and one retired. The Ad Hoc members shall have no voting rights.

**Section 4.** The Executive Board shall consist of the President, President-Elect, Vice-President, and Past President. The SAM Executive Director and/or the Associate Director will serve as ex-officio members of the Executive Board. The Executive Board shall have the power to act on official MAEMSP business that needs immediate attention and falls between regularly scheduled MAEMSP Board of Directors meetings.

### **ARTICLE IV: ELECTIONS**

**Section 1.** The election of those elective members of the MAEMSP Board of Directors shall take place immediately following the Montana Association of Elementary and Middle School Principals' Annual State Convention.

**Section 2.** Election ballots of those elective members of the MAEMSP Board of Directors shall be posted electronically and a notice with a website-link for voting sent to all Active and Retired members within seven (7) days following the Montana Association of Elementary and Middle School Principals' Annual State Convention. Election results are to be counted by the Election Committee within 14 days after the date they were posted by the Association office. Candidates will be notified immediately. Only those members from the Region for which a Regional Director is to be elected may vote on Regional Directors.

**Section 3.** Only Active and Retired members of the Montana Association of Elementary and Middle School Principals are entitled to vote.

**Section 4.** The President shall appoint a Nominating Committee for the office of Vice President, State Representative (when necessary) and Federal Relations Coordinator (when necessary) and they shall be notified of such at least three (3) months before the Montana Association of Elementary and Middle School Principals' Annual State Convention; the Committee shall consist of three (3) members. The Vice President shall be a member and shall act as Chairperson. No two (2) members of the Committee shall be from the same school district. The Nomination Committee shall make every effort to nominate two (2) candidates for Vice President, State Representative and Federal Relations Coordinator in accordance with Article Three. Nominations from the floor at the Montana Association of Elementary and Middle School Principals' Annual State Convention shall not be permitted.

**Section 5.** The President shall appoint a Nominating Committee for the Region from which Regional Directors are to be elected at least three (3) months prior to the Montana Association of Elementary and Middle School Principals' Annual State Convention. The Committee shall consist of three (3) members. The present Regional Director shall be a member and shall act as Chairperson. No two (2) members of the Committee shall be from the same school district. The Regional Nomination Committee shall make every effort to nominate two (2) candidates for Regional Director, in accordance with Article Three. The nominations shall be submitted to the Vice President. Nominations from the floor at the Montana Association of Elementary and Middle School Principals' Annual State Convention shall not be permitted.

**Section 6. Vacancies -** In the event a vacancy should occur among any of the Officers, Regional Directors, Federal Relations Coordinator or State Representative, the President will appoint a member of the Montana Association of Elementary and Middle School Principals to fill such vacancy until the term expires.

If a vacancy occurs in the office of President, then the individual who holds the position of President-Elect will become President for the remainder of the term as well as their term. The individual who holds the position of the Vice President will become President-Elect for the remainder of the term as well as their term. The position of Vice President will be appointed by the President for the remainder of that term.

**Section 7. Tie Vote -** In the event of a tie vote:

1. The Executive Director of the Montana Association of Elementary and Middle School Principals will prepare ballots for a special election between the tied candidates and will electronically post ballots to all eligible voters according to our bylaws.
2. The special election ballots shall be distributed at least fifteen days prior to the deadline date for counting ballots.

3. In case of a second tie which might occur in the special election, the tie shall be broken by a flip of a coin by the President of the Montana Association of Elementary and Middle School Principals.

#### **ARTICLE V: DUTIES OF OFFICERS/MAEMSP BOARD OF DIRECTORS**

**Section 1.** The President shall preside at all meetings of the Association and of the MAEMSP Board of Directors, call meetings or conference phone calls of the MAEMSP Board of Directors at his/her pleasure or upon written request of four (4) of its members, sign all orders on the treasury, and perform such other duties as may from time to time devolve upon him/her. He/She shall be an ex-officio member of all Standing Committees.

**Section 2.** In the absence of the President, the President-Elect shall perform the duties of that office.

**Section 3.** The State Representative shall be the liaison officer between the Montana Association of Elementary and Middle School Principals and the National Association of Elementary School Principals on membership and services.

**Section 4.** The Federal Relations Coordinator shall be the liaison officer between the Montana Association of Elementary and Middle School Principals and the National Association of Elementary School Principals on legislative issues.

**Section 5.** The MAEMSP Board of Directors shall aid in planning meetings and provide a continuity of planning for the Montana Association of Elementary and Middle School Principals and advise the officers accordingly.

**Section 6.** The Executive Director and/or Associate Director shall serve as the Secretary and Treasurer of the Association. He/she shall keep minutes of the Montana Association of Elementary and Middle School Principals' Annual State Business Session and of any other Board meetings. Within ten (10) days after such meetings he/she shall provide the members of the MAEMSP Board of Directors with a copy of the minutes. He/she shall keep a record of the receipts and disbursements of the organization and perform such other duties as assigned by the President. He/she shall serve as an ex-officio, non-voting member of the MAEMSP Board of Directors.

**Section 7.** The MAEMSP Board of Directors shall be the administrative body of the Association, subject to call of the President. Members shall supplement and assist the President in the conduct of his/her office. The President or the MAEMSP Board of Directors shall prepare in advance a program for each meeting of the Association prior to the meeting.

**Section 8.** The MAEMSP Board of Directors shall maintain an Offices, Duties and Responsibilities Procedure Handbook which will contain job descriptions to be used as guidelines for the MAEMSP Board of Directors.

#### **ARTICLE VI: DUES/BUDGET**

**Section 1.** The annual dues for Joint Membership in the Montana Association of Elementary and Middle School Principals shall be one hundred sixty dollars (\$160.00) and such dues as are assessed by the National Association of Elementary School Principals. The Retired Membership fee shall be twenty dollars (\$20.00) in addition to an amount equal to the National Association of Elementary School Principals' assessment. The Aspiring Principal Membership fee shall be twenty dollars (\$20.00) in addition to an amount equal to the National Association of Elementary School Principals' assessment.

The Memberships shall run from July 1 through June 30.

*Section 2.* The MAEMSP Board of Directors shall prepare a budget which is to be presented to the Membership at the Montana Association of Elementary and Middle School Principals' Annual State Conference Business Session. The budget must be approved by a majority of the members present.

#### **ARTICLE VII: RULES OF ORDER**

The Association meetings shall be governed by Robert's Rules of Order, insofar as they are applicable.

#### **ARTICLE VIII: AMENDING THE CONSTITUTION**

*Section 1.* An amendment to the Constitution may be proposed by the MAEMSP Board of Directors or by petition of at least ten (10) members of the Association.

*Section 2.* The proposed amendment shall be e-mailed to members of the Montana Association of Elementary and Middle School Principals by the Executive Director, at least two (2) weeks before the Montana Association of Elementary and Middle School Principals' Annual State Conference.

*Section 3.* Two-thirds (2/3) of the members present at the Montana Association of Elementary and Middle School Principals' Annual State Conference Business session will be necessary to make the proposed amendment part of the Constitution.

## **BYLAWS**

#### **ARTICLE I**

Bylaws may be adopted or amended by a majority vote of the members present at any regular meeting of the Montana Association of Elementary and Middle School Principals.