

# SCHOOL ADMINISTRATORS OF MONTANA BYLAWS

Revisions Approved by SAM Membership October 20, 2016



## ARTICLE I – Offices

The principal offices of School Administrators of Montana (SAM) shall be in Helena, Montana.

## ARTICLE II – Membership

1. Affiliate Membership. Current membership in SAM includes the following affiliates:
  - Montana Association of School Superintendents (MASS)
  - Montana Association of Elementary and Middle School Principals (MAEMSP)
  - Montana Association of Secondary School Principals (MASSP)
  - Montana Association of County School Superintendents (MACSS)
  - Montana Council of Administrators of Special Education (MCASE)
  - Montana Educational Technologists Association (META)
2. Institutional Membership. An institutional membership in SAM is available to an institution of higher learning in Montana and to the Montana Office of Public Instruction and organizations whose primary purpose is the support of Pre-K – 12 education. Persons listed under an institutional membership may attend all meetings and serve on committees. An institutional member has the same voting rights as affiliate members except that an institutional member may not vote on any matter regarding resolutions establishing positions on educational issues. A fee will be charged for institutional membership.
3. Addition of an Affiliate. An organization wishing to become an affiliate member of SAM shall petition the SAM Board of Directors for admission at the fall Board of Directors meeting. During the next business meetings of the current affiliate members, the membership shall each vote to accept or reject the petition for affiliation. Current affiliate members shall promptly notify the SAM Executive Director of the voting results. All current affiliate members must approve the petition for affiliation.
4. Termination of Affiliate Membership. An affiliate member must notify the SAM Board of Directors in writing of its intent to terminate its affiliation not later than the January SAM Board of Directors meeting.
5. Addition of a Caucus. An organization wishing to form a Caucus of SAM shall petition the SAM Board of Directors for consideration at the fall Board of Directors Meeting. The SAM Executive Board review of the petition to form a Caucus must meet the following criteria:

- Benefits each SAM affiliate.
- Benefits the SAM association.
- Benefits the Caucus being formed.
- Caucus representatives may participate on the SAM Board and Affiliate Boards in an ex-officio, non-voting capacity only.
- Caucus representatives must be SAM members and affiliate members of the affiliate they represent.
- Caucus representatives are selected and assigned duties by the Caucus with approval of the Affiliate Board.
- Caucus formation increases opportunities for communication and understanding to improve opportunities for all involved.

Based upon meeting the criteria, the Executive Board will make a recommendation to approve or deny the formation of the Caucus for SAM Board of Directors' consideration (approval or denial). The recommendation implies that each SAM affiliate is aware of the Caucus formation through their representation on the SAM Executive Board. An affirmative decision of the SAM Board of Directors to form the Caucus establishes the Caucus and its relationship with SAM and its affiliates.

6. Termination of a Caucus. A Caucus must notify the SAM Board of Directors in writing of its intent to terminate its relationship not later than the January SAM Board of Directors meeting.

### **ARTICLE III – Board of Directors**

1. Composition of the Board of Directors. The SAM Board of Directors shall have between seven (7) and twenty (20) directors. The Board shall consist of the President, President-Elect, and Immediate Past President of the SAM Board of Directors and representatives from each affiliate member. Each affiliate is entitled to at least one (1) Director on the Board of Directors. Affiliates may be allowed more than one Director in proportion to their size, although the number of Directors on the Board may not exceed twenty (20). An affiliate wishing to increase or decrease the number of Directors it is allowed may petition the Board of Directors at the fall Board of Directors meeting. Each Director shall have one (1) vote.
2. Officers of the Board of Directors. The officers of the Board of Directors shall be the President, President-Elect, and Immediate Past President of SAM. The President and Immediate Past President will not count as one of the affiliates' Directors on the Board.
3. Officer Eligibility. The officers shall serve a term of one year and shall be elected annually by the Board of Directors. If no candidate receives a majority vote for an office, the two candidates receiving the most votes shall be subject to a run-off vote of the SAM Board of Directors.
4. President. The President must have been a member of the Board of Directors for two (2) years prior to standing for election. The President of the SAM Board of Directors

may not serve as a President of an affiliate at the same time he or she is the President of the SAM Board of Directors.

5. President-Elect. Eligible candidates for President-Elect must have been members of the Board of Directors for one (1) year prior to standing for election, must not serve as Presidents of their respective affiliates, and must not be members of the affiliate of the current President or President-Elect. Ballots listing Directors who are eligible to serve as President-Elect and who have expressed an interest in doing so will be distributed to affiliates before the June Board meeting. They must be returned to the SAM office and will be counted after the June meeting. The President-Elect shall assume the position of President at the fall SAM Board of Directors meeting. In the event the President-Elect is unable to assume the duties of President at the fall meeting, the SAM Board of Directors will elect a new President. Depending on the time of year when the President-Elect becomes unable to serve as President, the SAM Board of Directors may decide by majority vote to elect a new President-Elect.
6. Executive Director. The Executive Director shall be selected by a majority vote of the Board of Directors and shall serve without voting privileges at the will of the Board of Directors. The Executive Director shall perform the duties set forth in his or her job description and carry out other directives of the President and the SAM Board of Directors as assigned. The Board of Directors shall evaluate the performance of the Executive Director and make decisions regarding hiring, retention, compensation, duties, and discipline for that position.
7. Executive Board. The Executive Board shall consist of the officers of the SAM Board of Directors and the Presidents of the affiliate members who are also Directors. The Executive Board shall have the power to act on official SAM business that needs immediate attention and falls between regularly scheduled SAM Board of Directors meetings.

#### **ARTICLE IV – Board of Directors Meetings**

1. There shall be at least four (4) regular meetings of the SAM Board of Directors during each calendar year.
2. The Board of Directors shall arrange for at least one meeting each year of the general membership of the association during the Montana Conference of Education Leadership.
3. Special meetings of the Board of Directors may be called by the President or upon written request of the majority of the SAM Board of Directors.
4. A quorum for all meetings of the Board of Directors shall consist of a majority of the Board of Directors.

5. The President shall call Executive Board meetings approximately two weeks prior to the Board of Directors meeting to discuss the upcoming meeting and agenda.
6. Special meetings of the Executive Board may be called by the President or upon written request of the majority of the affiliate Presidents serving on the Board of Directors.
7. The President may call a meeting of the SAM Board of Directors or Executive Board and use electronic means (i.e. conference call, etc.) to conduct the business at hand.
8. Roberts Rules of Order, revised, shall be the authority on all questions of procedure not specifically stated in the Articles of Incorporation or Bylaws.

#### **ARTICLE V – Annual SAM Business Meeting**

1. SAM resolutions and position statements, presented by the Delegate Assembly, must be approved by a majority of SAM members present and voting at the annual SAM Business Meeting held in the fall. Each member shall have one vote.
2. The Delegate Assembly Steering Committee shall act as a Resolutions Committee at the annual SAM Business Meeting.
3. In order to be considered, Non-Delegate Assembly resolutions and position statements presented by individual members must be submitted in writing to the Chair of the Delegate Assembly Steering Committee by 8 a.m. the first day of the annual MCEL Conference.
4. In order to be considered, Non-Delegate Assembly resolutions and positions statements presented by SAM Affiliates must be submitted in writing to the Chair of the Delegate Assembly Steering Committee immediately following the Affiliates' Business Meeting.
5. Persons presenting individual member and affiliate resolutions and position statements for consideration shall be granted five (5) minutes to present a rationale for adoption. Without further debate, a three-fourths (3/4) vote of members present and voting shall be required for further consideration of the resolution or position statement. If approved for further consideration, such resolutions and position statements require a three-fourths (3/4) majority vote for final approval.

#### **ARTICLE VI – Delegate Assembly**

1. The Delegate Assembly shall consist of nine (9) delegates from each of the five SAM geographic regions and the officers of the SAM Board of Directors. Delegates shall be appointed by their respective affiliate presidents not later than April 1. The nine (9) delegates from each SAM region shall consist of two representatives from the Montana Association of School Superintendents, two representatives from the

Montana Association of Secondary School Principals, two representatives from the Montana Association of Elementary and Middle School Principals, one representative from Montana Association of County Superintendents of Schools, one representative from the Montana Council of Administrators of Special Education, and one representative from the Montana Educational Technologists Association. Each delegate shall be a member in good standing of his/her respective affiliate. The affiliate presidents can appoint alternate delegates.

2. Delegates shall serve for a term of two years, beginning June 1, unless an affiliate has two delegates, in which case the first appointment shall be for two years and the second appointment shall be for three years. New delegates shall be required to attend the “New Delegate Orientation” held just prior to the Delegate Assembly. One week prior to convening of Delegate Assembly, no substitutions may be made to the Delegates appointed by affiliate presidents. Appointed Delegates are responsible for attending the Delegate Assembly Caucus for deliberation of proposed actions and also to attend and vote on Positions and Resolutions proposed during the Delegate Assembly.
3. The SAM Board of Directors shall annually select a six (6) member steering committee, including a chair, from the Delegate Assembly at the June meeting. It shall be the responsibility of the steering committee to organize a Delegate Assembly meeting to be held no later than August 15. Other delegate meetings may be called at the discretion of the steering committee.
4. A simple majority of delegates at the Delegate Assembly present at any meeting shall constitute a quorum.
5. The Delegate Assembly shall study and formulate resolutions and position statements affecting the condition of public education in the State of Montana. Resolutions and position statements must be approved by a three-fourths (3/4) majority vote of delegates present and voting.
6. The Delegate Assembly’s recommendations shall be posted electronically on the SAM website and a reminder will be sent via the affiliate list serves in advance of the annual Montana Conference of Educational Leadership (MCEL).

#### **ARTICLE VII – Finances**

1. The annual budget for SAM shall be formally adopted by a three-fourths (3/4) majority vote of the Board of Directors.
2. The annual budget shall be formulated by the Executive Board under the director of the Executive Director.
3. SAM dues shall be uniform for all affiliate members. Increases in dues shall be authorized by a majority of members present and voting at the fall meeting and shall

become effective the following year. The annual budget adopted by the Board of Directors shall reflect anticipated dues revenue.

4. The fiscal year for SAM shall be July 1 to June 30 of the next calendar year.

#### **ARTICLE VIII – Committees**

Appointed committees may be of two types: standing and ad hoc. Both standing and ad hoc committees shall be appointed by the President. In making appointments, the President shall give due consideration to representation from the affiliates which comprise SAM.

#### **ARTICLE IX – Amendments**

These Bylaws may be amended by a majority vote of three-fourths (3/4) of the SAM members present and voting at SAM's annual fall meeting. Proposed amendments must originate from the SAM Board of Directors.

#### **ARTICLE X – Schedule of Review**

The SAM Constitution, Bylaws and Policy Manual shall be reviewed for updating at least every four (4) years using a process and schedule as developed by the SAM Past President.