

PUBLIC SCHOOL SUPERINTENDENTS' ASSOCIATION OF MARYLAND

CONSTITUTION AND BY-LAWS

MISSION STATEMENT

The Public School Superintendents' Association of Maryland (PSSAM) is an organization of leaders united to advocate for the success of all students by:

- Creating a vision for the future of public education
- Engaging in the legislative process at the local, state and national levels
- Promoting professional growth opportunities
- Networking to consider mutual concerns
- Collaborating with other organizations
- Providing collegial support

ARTICLE I - NAME

The name of this Association shall be the Public School Superintendents' Association of Maryland.

ARTICLE II – SUPERINTENDENT MEMBERSHIP

Membership is open on an institutional basis to superintendents representing the 24 local education agencies in the State of Maryland.

ARTICLE III – MEETINGS

The meetings of the Association shall be held at times and places to be determined by the Executive Committee. The Executive Committee shall meet on the call of the President.

ARTICLE 1V- OFFICERS AND EXECUTIVE COMMITTEE

Section 1 - Officers

The officers of the Association shall be the President, President-Elect, Secretary, Treasurer, Legislative Chair and Immediate Past President (if still active).

The President, President-Elect, Secretary and Legislative Chair shall be elected by the membership at the regularly scheduled meeting in June and shall hold office for a period of one year. The term shall begin July 1 and end June 30 of the following year.

The Treasurer will be a member of the PSSAM Chief Finance Officers' Committee who will be selected at the June meeting for a term of two years; the term shall begin July 1 and end June 30 of the applicable year. The Treasurer must be nominated by the superintendent from the county in which he/she is employed and may be re-elected.

The Chair of the legislative committee will be elected by the membership at the regularly scheduled meeting in June and shall hold office for a period of one year; the term begins July 1 and end June 30 of the following year.

The Terms of the officers and legislative chair shall begin July 1 and end of June 30 of the following year. It is not expected that the officers commit to succeed through chairs. If still active, it is preferred that the outgoing President serve the following year as Immediate Past President.

Section 2 - Executive Committee

The Executive Committee of this Association shall consist of the elected officers, the Immediate Past President (if still active), the Chair of the Legislative Committee and the Executive Director.

ARTICLE V - DUTIES OF OFFICERS

The Officers shall perform the duties which usually devolve upon officers of such an Association, together with other duties prescribed by the Constitution and By-Laws of the Association.

Section 1 - Duties of the President

The President, with the approval of the Executive Committee, shall fill all vacancies occurring in the offices of this Association until the time of the next election.

The President, with the approval of the Executive Committee, shall appoint the membership of the legislative committee which shall be comprised of the Legislative Chair and at least five (5) regional members each representing a geographic/enrollment portion of the state.

The President, with the approval of the Executive Committee, shall appoint Ad Hoc committees as necessary, and shall fill all vacancies occurring in the committees during his/her term of office.

The President shall serve as chairperson of the Executive Committee.

Section 2 - Duties of the President-Elect

The President-Elect shall perform those duties generally ascribed to that office. The President-Elect shall also be given assigned responsibilities by the President.

Section 3 - Duties of the Secretary

The Secretary shall keep and distribute accurate minutes of all regular meetings of the Association. The Secretary shall assist in the distribution of materials as directed by the President.

Section 4 - Duties of the Treasurer

The Treasurer shall be responsible for the safe keeping of all monies belonging to the Association. The Treasurer and the Executive Director shall be required to sign all checks for payment of bills. The Treasurer shall prepare, at the direction of the Executive Committee, a tentative budget to be submitted to the membership at the request of the President at which time it may be adopted. The Treasurer shall give a financial statement at each regular meeting of the Association.

Section 5 - Duties of the Immediate Past President

The immediate Past President (if still active) shall be a member of the Executive Committee, and shall act in an advisory capacity to the President, when requested.

Section 6 - Duties of the Executive Committee

The Executive Committee shall meet at the request of the President and assist in the conduct of the activities of this Association. The Executive Committee shall recommend the employment of an Executive Director, recommend the salary and expenses of the Executive Director, and review the Executive Director's duties and contract annually. The Executive Committee shall be responsible for all matters related to budget and finance.

Section 7 - Duties of the Executive Director

The Executive Director is to perform such duties as determined and outlined by the Executive Committee.

Section 8 - Duties of the Legislative Chair

The Legislative Chair is to perform such duties as determined and outlined by the Executive Committee.

Section 9 - Duties of the Advisory Committee

The Maryland Negotiating Service (MNS) has been designated as the Advisory Committee on labor relation issues. The Executive Director shall serve as the PSSAM liaison to MNS.

ARTICLE VI - AMENDMENTS

This constitution may be amended at any meeting by a two-thirds vote of the membership present, provided that three-fourths of the member institutions are present. No proposal for amending the constitution may be acted upon unless it has been submitted to the membership in writing at least thirty (30) days prior to the meeting at which the amendments are to be considered.

BY-LAWS

ARTICLE VII - MEETINGS

Section 1 - Regular Meetings

There shall be at least five regular meetings of the Association during each year.

Section 2 - Special Meetings

There shall be special meetings of the membership as called by the President, with the approval of the Executive Committee.

ARTICLE VIII - VOTING

Voting is to be carried out on an institutional basis. Institutional votes can be cast only by the superintendent of the member institution or his/her designee. Sixty percent of the votes cast are sufficient for the adoption of any motion that is in order, provided that a quorum of the membership is present (with the exception of voting on amendments). A quorum shall consist of at least one-half of the membership.

ARTICLE IX - DUES

Dues for the membership year shall be as determined upon the recommendation of the Executive Committee and approved by the membership.

ARTICLE X - MEMBERSHIP YEAR

The membership year of the Association shall be on a fiscal year basis.

ARTICLE XI - TERMINATION OF MEMBERSHIP

Membership in the Association shall continue until terminated by any one of the following circumstances:

1. Non-payment of dues
2. Formal written withdrawal

ARTICLE XII - AUDITING

An annual audit of accounts shall be conducted by the LEA in which the treasurer is employed and presented to the membership.

ARTICLE XIII - NOMINATING COMMITTEE

The Nominating Committee shall be appointed by the President in May and announced to membership. The nominating committee shall submit a slate of officers to present at the regularly scheduled meeting in June. Nominations can be made from the floor at the June meeting as well.

ARTICLE XIV - COMMITTEES

The standing committees of this Association shall be as follows:

- Legislative - Committee to be comprised of the Legislative Chair and at least five (5) superintendents, each representing a geographic/enrollment portion of the state.
- Advisory Committee – MNS has been designated as an advisory committee on labor relations issues and will report back to the association

ARTICLE XV - AMENDMENTS TO BY-LAWS

Any provisions of these by-laws may be suspended, altered, or amended at any meeting by a vote of two-thirds of the membership present, provided that three-fourths of the member institutions are present.

ORGANIZED - SEPTEMBER 21, 1954

Revised 9/16/71, 5/20/85, 5/22/00, 4/5/13, 12/5/14, 11/16/16, 8/25/2017, 5/21/2021, 6/11/2021