

# **PUBLIC SCHOOL SUPERINTENDENTS' ASSOCIATION OF MARYLAND**

## **CONSTITUTION AND BY-LAWS**

### **CONSTITUTION**

#### **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 April and shall hold office for a period of one year.

The Treasurer will be a member of the PSSAM Chief Finance Officers' Committee who will be selected at the April meeting for a term of two years. 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 April and shall hold office for a period of one year.

The Terms of the officers and legislative chair shall begin at the conclusion of the meeting in May. It is expected that the officers commit to succeed through chairs.

### **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 two meetings before the regularly scheduled meeting in April and shall submit its nominations at the regularly scheduled meeting in April.

## **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*