

**Constitution of
The Maryland Association of
Secondary School Principals**

Table of Contents

Article I - Name and Purpose	1
Article II - Membership and Dues	1
Article III - Officers.....	1
Article IV - Executive Board.....	2
Article V - Elections	2
Article VI - Duties	3
Article VII - Committees.....	4
Article VIII - Meetings	5
Article IX - Quorums.....	5
Article X - Amendments.....	5
Article XI - Operational Guidelines.....	5

Constitution of The Maryland Association of Secondary School Principals

Article I - Name and Purpose

Section 1: The name of the organization shall be the "Maryland Association of Secondary School Principals."

Section 2: The Maryland Association of Secondary School Principals is a professional organization of administrators and supervisors in secondary education. It is non-governmental and self-supporting and is affiliated with the National Association of Secondary School Principals. The purpose of this association shall be to work for the improvement of the quality of education through professional research, to provide professional leadership in education activities throughout the state, to maintain decision-making powers in the daily operation of the school, and to improve the status and welfare of the local school administrator.

Article II - Membership and Dues

Section 1: The following are eligible for full membership in the Association: all persons in administrative and supervisory positions in the secondary field of instructional service of the Maryland public and private school system, members of departments of education of Maryland colleges and universities, and retirees from the above groups. Other persons with special interests in secondary education, such as members of departments of education of Maryland colleges and universities, and the state department of education of Maryland, may be associate members. Associate members may vote, serve on committees, but may not hold an office in the Association.

Section 2: The annual dues of active members, which shall include membership in the National Association of Secondary School Principals, shall be set by the Executive Board subject to the approval by the membership at any statewide meeting. The annual dues of retired members may include membership in the National Association of Secondary School Principals and shall be set by the Executive Board subject to the approval by the membership at any statewide meeting.

Article III - Officers

Section 1: The officers of this association shall be: President, President-Elect, Immediate Past President, Secretary, Treasurer, and State Coordinator. These officers shall comprise the Steering Committee.

Section 2: All officers, other than the State Coordinator, shall be elected as provided for in this constitution. The State Coordinator shall be appointed by the Executive Board of the Association for a term of three years.

Article IV - Executive Board

Section 1: The officers listed in Article III, Section 1, plus the additional members herein defined shall be the Executive Board of this Association. Each representative shall be selected by the principals' association of the local school system for a term of two ears. Even numbered units will select representatives in even years; odd numbered in odd years. The Executive Board may propose the name of a representative for any local system failing to select representatives prior to the November meeting of the Executive Board.

Section 2: The units are:

Unit I:	Allegany County	Unit XIV:	Howard County
Unit II:	Anne Arundel County	Unit XV:	Kent County
Unit III:	Baltimore City	Unit XVI:	Montgomery County
Unit IV:	Baltimore County	Unit XVII:	Prince George's County
Unit V:	Calvert County	Unit XVIII:	Queen Anne's County
Unit VI:	Caroline County	Unit XIX:	St. Mary's County
Unit VII:	Carroll County	Unit XX:	Somerset County
Unit VIII:	Cecil County	Unit XXI:	Talbot County
Unit IX:	Charles County	Unit XXII:	Washington County
Unit X:	Dorchester County	Unit XXIII:	Wicomico County
Unit XI:	Frederick County	Unit XXIV:	Worcester County
Unit XII:	Garrett County	Unit XXV:	Nonpublic Independent schools
Unit XIII:	Harford County		

Article V - Elections

Section 1: Elections shall be held at the spring meeting of the Association. Elections shall be made from the slate presented by the Nominating Committee and from nominations from the floor.

Section 2: Any person who currently is a full member in the Association is eligible to be nominated for an office.

Section 3: The President-Elect, Secretary and Treasurer shall be elected by the Association for a term of one year.

Section 4: The President-Elect shall automatically assume the office of President the next year.

Section 5: The retiring President automatically becomes the Immediate Past President for the next year.

Section 6: The officers and Executive Board members shall assume duties on May 1. They shall hold office until April 30.

Article VI - Duties

Section 1: The **President** shall perform the usual duties of such an officer. The President shall preside at all meetings of the Association and of the Executive Board. The President shall appoint such committees as are authorized. The President shall also appoint member representatives to serve MASSP interest with other State education organizations; with the State legislature; with study commissions, task forces, clinics, workshops, and other groups or organizations actively involved in areas of mutual interest.

Section 2: The **Immediate Past President** shall assist the President in the President's many duties.

Section 3: The **President-Elect** shall assist the President in any assigned duties and shall assume the duties of the President in the event of the absence of the President and will assume the duties of the Coordinator in the absence of the Coordinator.

Section 4: The **Secretary** shall keep a complete record of the proceedings of the Association and of the Executive Board and shall present minutes at the next meeting.

Section 5: The **Treasurer** shall collect the annual dues, pay bills upon the authorization of the President of the Association and approval of the Executive Board, and keep an accurate record of all financial transactions.

Section 6: The **State Coordinator** shall: represent both the State and National Association of Secondary School Principals at state, regional, and national meetings as needed; interpret and explain the work and the various programs of the National Association to the State Association; encourage individual participation in the professional work of the State Association for committee assignments by the Board of Directors of the National Association of Secondary School Principals; keep the National Association informed of the projects of the State Association.

Section 7: The **Executive Board** shall be the planning committee for the Association. This Board shall plan the major outlines of the professional and business life of the organization, with

special emphasis on well-planned professional meetings each fall and spring. It should also promote and sponsor such regional and county organizations as are needed to carry out the announced purposes of the Association. It shall empower the President to appoint such committees as are required to carry out these purposes. It shall fill any vacancies on the Executive Board of officers or other members that may occur. It shall approve a budget to cover the work of the Association.

Section 8: The duties of the other committees shall be outlined by the Executive Board.

Article VII - Committees

Section 1: The Association shall have the following standing committees to be appointed by the President and approved by the Executive Board to serve for one year except the Nominating Committee that is to be elected annually. Ad hoc committees, as needed, shall be appointed by the president and approved by the Executive Board.

Section 2: Nominating Committee: It shall be the duty of this committee to nominate candidates for the required offices to be filled at the spring meeting. Interested members will be encouraged to send their names and the names of others to serve on the Nominating Committee. These names shall be voted on at the spring membership meeting with the five receiving the highest number of votes being elected to the committee and the member receiving the highest number of votes being named the chair.

Section 3: Legislative Committee: This committee shall consider educational legislative that may be significant to the overall objectives of the Association. Position papers will be developed and appropriate testimony will be provided as needed.

Section 4: Assistant Principals' Committee: This committee shall develop recommendations of special interest to the position of the assistant principal.

Section 5: Middle Level Committee: This committee shall promote matters related to the administration of junior high and middle schools.

Section 6: Spring Conference Committee: This committee will make plans for, promote, and conduct an annual conference for the membership of the Association.

Section 7: All committees defined in this article are responsible to assist the Executive Board in the performance of its duties and to report their activities to the Association prior to or at the spring meeting when requested to do so by the President.

Article VIII - Meetings

Section 1: The Association as a whole shall meet each spring at a time and place to be determined by the Executive Board.

Section 2: Additional meetings of the Association as a whole may be called by the Steering Committee.

Section 3: Meetings of the Executive Board shall be established and published by the Steering Committee.

Article IX - Quorums

Section 1: At any general meeting to which due notice has been given to the membership, those present will constitute a quorum.

Section 2: Eleven Board members shall constitute a quorum of the Executive Board.

Article X - Amendments

Section 1: This constitution may be amended at any statewide meetings by affirmation of two-thirds of the members present. Proposed revisions will have been previously announced in the newsletter, via email, or by mail. Such changes shall be effective immediately upon adoption.

Article XI - Operational Guidelines

The Executive Board is authorized to develop a set of operational guidelines for the purpose of codifying decisions it has made. The Executive Board may add, delete, or modify the guidelines at a regularly scheduled Executive Board meeting. The Executive Board is to give notice to the membership that such changes are being considered through publishing of the minutes of the prior Executive Board meeting. The Operational Guidelines cannot in any manner be contrary to the Constitution of this Association.

Amended by membership March 26, 2004.