

CONSTITUTION AND BY-LAWS

Revised September 2019

Northwest Missouri Association of Elementary School Principals

ARTICLE I - NAME

Name: The name of the organization shall be the Northwest Missouri Association of Elementary School Principals.

ARTICLE II - PURPOSE

Purpose: The purposes of this Association are: to form closer relations with persons concerned with the education of children, to bring about a greater unity of action among the elementary principal's of the Northwest District of Missouri, with particular emphasis on elementary education, and to foster activities that permit increased professional growth and networking of elementary and middle school principals in the Northwest Missouri Association.

ARTICLE III - MEMBERSHIP

Section 1: Membership shall be of five classes: (1) active members, (2) institutional members, (3) aspiring principal members, (4) associate members, (5) retired members.

Section 2: Active membership is restricted to those persons working in the Northwest District who pay their regular membership fee and (1) who have paid regular membership fees to the Missouri Association of Elementary School Principals; (2) who hold a valid elementary principal and/or middle school principal's certificate and have a major responsibility for the supervision and administration of an elementary school, regardless of title.

Section 3: Institutional membership is reserved for persons working in institutions of higher education or the Departments of Elementary and Secondary Education and who are actively engaged in educational research, professional education, elementary or middle school administration. This membership requires regular dues which entitles them to all privileges of the Association except the right to vote or hold office.

- Section 4:** Aspiring principal membership is reserved for persons not serving in an elementary or middle school administrative or supervisory capacity. Membership dues shall be regular dues and aspiring principal members shall be eligible for all privileges of the Association except the right to vote and hold office.
- Section 5:** Associate membership is reserved for those who are not eligible for other types of membership. Associate members must pay regular dues which will entitle them to all privileges of the Association except the right to vote or hold office.
- Section 6:** Retired membership shall be for those retired administrators of an elementary or middle school. Retired members shall pay regular dues and have all rights and privileges of active members.

ARTICLE IV - OFFICERS

Section 1: The officers of the Association shall be a president, vice-president, secretary/treasurer, legislative representative, public relations representative and the number of district representatives allowed by the Missouri Association of Elementary School Principals. The positions of secretary/treasurer, vice-president, president and district representative are each two year positions and automatically move to the next level every other year. The legislative representative and public relations representative shall be elected when the position is vacated by the current representative. If more than one district representative is necessary, terms should be staggered so no more than one new representative is elected in any given year. The officers are authorized to conduct any business of the Association not otherwise provided for, that may arise between meetings. The officers shall assume their duties following the completion of the last spring Association meeting and serve until their term expires or until they are no longer eligible for active membership in the Association.

ARTICLE V - ELECTION OF OFFICERS

- Section 1:** The officers of the Association shall be elected from the active membership at the April meeting of the Association by a majority of those present and voting. A president shall be elected if the vice-president does not succeed to the presidency. Nominations from the floor during the meeting of the election will be accepted.
- Section 2:** The president shall have the power to fill vacancies occurring in all offices of the Association except the office of President, which shall be filled by the Executive Committee of the Association. These appointees shall hold office until the next regular election of the Association.
- Section 3:** Officers must be an active member of the Northwest Missouri Association of Elementary School Principals and Missouri Association of Elementary School Principals.

ARTICLE VI - DUTIES OF OFFICERS

Section 1: Duties of the respective officers shall be:

President: Perform all duties that customarily pertain to this office, appoint all committees, designate and secure meeting places, and serve as a member of the nominating committee of MAESP.

Vice-President: Assume the duties of the president in his/her absence, assist with programs for the year, and all other duties assigned by the president.

Secretary/Treasurer: Secretary performs all duties which are normally associated with this office including: (1) Take minutes at all meetings; (2) Present minutes of previous meetings for approval; (3) Fulfill any other duties assigned by the president.

Treasurer performs all duties which are normally associated with this office including: (1) Present an updated report on the financial status of the Association; (2) Collect yearly dues and sign checks; (3) Fulfill any other duties assigned by the president.

District Representative: Shall represent the Association on the Executive Committee of the Missouri Association of Elementary School Principals and provide a line of communication between both organizations.

Legislative Representative: Legislative Representative performs all duties which are normally associated with this office including: (1) Keep up-to-date on educational legislation; (2) Present educational legislation information at Association meetings.

Public Relations Representative: PR Representative performs all duties which are normally associated with this office including: (1) Market the Association's success to the public (2) Work with the Missouri Association of Elementary School Principal PR Committee, especially pertaining to state conference.

ARTICLE VII - MEETINGS

Section 1: There shall be a minimum of five meetings annually. The date, time, and place of meetings will be determined by the Executive Committee. Meeting shall be held in locations that encourage attendance from members in all parts of the Northwest Association. Dates may be changed by the Executive Committee and special meetings may be called by the Executive Committee.

ARTICLE VIII - AMENDING THE CONSTITUTION AND BY-LAWS

Section 1: Amendments may be proposed either in writing at any regular meeting of the Association or in writing to the Executive Committee through the President.

Section 2: Proposed amendments shall be read and voted upon at a general membership meeting of the Association. Provided there is a quorum present, a majority vote shall be required.

ARTICLE IX - ASSETS, FUNDS, and RECORDS

Section 1: Association records and accounts shall be the property of the Northwest Missouri Association of Elementary School Principals and shall be open to inspection by any member upon written request to the Executive Committee.

Section 2: No part of the net income or revenue of the Association shall be used for the personal benefit of any member, officer, or private individual except

that reasonable compensation may be paid for expenses or services. No member, officer, or private individual shall be entitled to share in the distribution of any part of the assets of the Association on its dissolution or liquidation. In the event of such dissolution or liquidation, the assets of the Association, after payment of debt and obligations, shall be transferred to an organization with a federal tax exemption for charitable and educational uses and purposes similar to those of this Association. The receiving organization shall be designated by the Executive Committee at its final meeting.

BY-LAWS

ARTICLE I - QUORUMS

Section 1: Twenty members present and voting shall constitute a quorum.

ARTICLE II - RULES OF ORDER

Section 1: The proceedings of this Association shall be governed by “Robert’s Rules of Order, Newly Revised” in cases in which it is not in conflict with the Constitution and By-Laws of the Association.

ARTICLE III - DUES AND MEMBERSHIP

Section 1: The annual dues of NW MAESP shall be twenty-five dollars (\$25.00).

ARTICLE IV - NOMINATIVE COMMITTEE AND PROCEDURES FOR ELECTION OF OFFICERS

Section 1: Nominations from the floor shall be called for during the annual election of officers. Each election cycle shall require nominations for Secretary/Treasurer. Public Relations Representative and Legislative Representative nominations shall be made if that position is vacated. The District Representative position is filled every other year by the past president. If more than one District Representative is required based on membership number with MAESP and that positions two year team is up, nominations will be made to fill that position.

Section 2: If more than one person is nominated for said position a vote of the membership will determine the person to fill the position.

ARTICLE V - PRINCIPAL RECOGNITION

Section 1: Northwest Distinguished Principal

The Northwest Distinguished Principal Committee, consisting of the past three Distinguished Principals, shall be charged with the selection of the Northwest nominee. The suggested criteria for the selection of the DP candidate will be voiced to NW MAESP members in an effort to include

members in the selection of the nominee. The candidate must be a member of NW MAESP, MAESP, and NAESP. Nominations are accepted from the opening of the September meeting until the closing of the October meeting. Nominations can be made from the floor at the September or October meeting or via email to a member of NW MAESP Executive Committee prior to the October meeting. Teachers or school personnel may send the nomination form for their Principal to a member of the NW MAESP Executive Committee prior to the October meeting. *All nomination forms must be submitted by the closing of the October meeting.* The committee will send the nominees a questionnaire to complete and send it back to the committee. The committee will go through the questionnaire answers and nominations to make the final choice and present the candidate to the general membership at the November meeting.

Section 2: Northwest New Exemplary Principal

The suggested criteria for the selection of the New Exemplary Principal candidate will be voiced to NW MAESP members in an effort to include members in the selection of the nominee. The candidate must be a member of NW MAESP and MAESP. Nominations are accepted from the opening of the September meeting until the closing of the October meeting. Nominations can be made from the floor at the September or October meeting or via email to a member of NW MAESP Executive Committee prior to the October meeting. Teachers or school personnel may send the nomination form for their Principal to a member of the NW MAESP Executive Committee prior to the October meeting. *All nomination forms must be submitted by the closing of the October meeting.* The nomination forms will be sent to NW MAESP members and a survey will be conducted for members to vote for a candidate. The candidate with the most votes will be presented to the general membership at the November meeting.

Section 3: Northwest Assistant Principal Recognition

The suggested criteria for the selection of the Assistant Principal recognition will be voiced to NW MAESP members in an effort to include members in the selection of the nominee. Principals may nominate their Assistant starting at the opening of the September meeting until the closing of the October meeting. Nominations can be made from the floor at the September or October meeting or via email to a member of NW MAESP Executive Committee prior to the October meeting. The nominator will be asked to write a short statement underlying why the candidate

would be the best choice for NW MAESP. The statements will be sent to members and a survey will be conducted for members to vote for a candidate. The Candidate with the most votes will be presented to the general membership at the November meeting.

ARTICLE VI - AFFILIATIONS

Section 1: The Northwest Association shall be associated with the Missouri Association of Elementary School Principals.