MASA Region 4 Bylaws of the Minnesota Association of School Administrators

ARTICLE I

NAME AND PURPOSE

SECTION 1 - NAME

The organization shall be named the Minnesota Association of School Administrators/
Region 4, hereinafter commonly referred to as MASA/Region 4. The MASA/ Region 4 is a regional association of the Minnesota Association of School Administrators, hereinafter commonly referred to as MASA.

SECTION 2 - PURPOSE

The purpose of the MASA/Region 4 is to promote and support school administrators in general, MASA and MASA/Region 4 activities specifically and to provide input to MASA.

ARTICLE 2

MEMBERSHIP

SECTION 1 - ACTIVE MEMBERSHIP

To be an active member in MASA/Region 4, one must be an active member of MASA within the MASA/Region 4, pay MASA/Region 4 dues in a timely manner, and participate in MASA/Region 4 activities. Active members have voting privileges and are eligible to serve as MASA/Region 4 officers.

SECTION 2 - SPECIAL MEMBERSHIPS

Persons eligible to be an Honorary Life member under MASA bylaws may be an Honorary Life member in MASA/Region 4. Honorary Life members shall have no voting privileges, nor shall they be eligible to serve as MASA/Region 4 officers other than ex-officio.

SECTION 3 - ELIGIBILITY AND TERMINATION

The Leadership Team of MASA/Region 4 shall have the sole authority and discretion to determine all questions of eligibility for and termination of membership consistent with MASA bylaws.

SECTION 4 - DUES

1. Dues for active members shall be determined annually. There shall be no dues for Honorary Life members.

2. The membership and fiscal year shall date from July 1 of one year to June 30 of the following year.

ARTICLE 3

OFFICERS

SECTION 1 - CHAIR

The Chair shall be the chief elective official of the MASA/Region 4 and shall administer its affairs under the direction of the Leadership Team. The Chair shall preside over all meetings of the Leadership Team and the membership, call meetings of the Leadership Team as necessary or upon the request of a majority of the members of the Leadership Team, and perform such other duties as may be prescribed in these bylaws.

SECTION 2 - CHAIR-ELECT

The Chair-Elect shall assist the Chair and perform the duties of the Chair during his/her absence. In the event of a vacancy in the office of the Chair, he/she shall immediately become Chair for the remainder of the unexpired term as well as for the subsequent term.

SECTION 3 - PAST-CHAIR

The Past-Chair shall serve as a member of the Leadership Team.

SECTION 4 - SECRETARY/TREASURER

The Secretary/Treasurer shall maintain minutes of the Leadership Team and general membership meetings, notify members of meetings, provide copies of

the bylaws to all new members. The Secretary/Treasurer shall perform other usual and customary functions delegated to the Secretary of an organization.

The Secretary/Treasurer shall maintain the funds of MASA/Region 4, collect dues from members, maintain the financial records of MASA/Region 4, and pay bills approved by the Leadership Team. The Secretary/Treasurer shall perform other usual and customary functions delegated to the Treasurer of an organization.

SECTION 5 - MASA BOARD OF DIRECTORS' REPRESENTATIVE

The MASA Board Representative(s) shall serve as the liaison between MASA/Region 4 and the MASA Board and attend Leadership Team meetings as is possible.

SECTION 6 - REGIONAL LEADERSHIP TEAM

Within MASA/Region, one representative shall be elected from each Component Group, as defined by MASA. Each component group representative shall lead the activities of his/her component group members while serving on the MASA/Region 4 Leadership Team, and maintain communication with the statewide MASA component group officers and Board representatives.

SECTION 7 - TERMS OF OFFICE

The term of office for regularly elected officers shall begin on July 1. Each officer shall serve a one-year term. The Chair-Elect shall automatically become Chair following his/her term as Chair-Elect.

SECTION 8 - VACANCIES

In case a vacancy occurs in the office of Chair-Elect or Secretary/Treasurer, an individual may be appointed to fill the vacancy only after proper notice of a general membership meeting of at least a week. Nominations and voting shall then proceed as outlined in Article 4 (Elections) of these bylaws.

ARTICLE 4

ELECTIONS

SECTION 1 - APPOINTMENTS

The Past-Chair and two other members of the Leadership Team appointed by the Chair will present the following nominations to the general membership of the MASA/Region 4 by April 1: Chair-Elect (two-year term - one year as Chair-Elect and one year as Chair), Secretary/Treasurer (one-year term), and if a MASA Board Representative is required it will be for a (three-year term).

Additional nominations for Chair-Elect, Secretary/Treasurer, and the MASA Board Representative may be made from the floor. No member of the Nominating Committee may be nominated for these offices.

SECTION 2 - VOTING

Immediately following the receipt of the nominations, ballots will be mailed to active members. If any candidate for a position receives less than a majority of the votes cast, a runoff shall be held between the two candidates receiving the highest number of votes.

ARTICLE 5

LEADERSHIP TEAM

SECTION 1 - MEMBERSHIP

The Leadership Team of MASA/Region 4 (Chair, Chair-Elect, Past Chair, and Secretary/Treasurer), shall be the administrative body of MASA/Region 4, and as such shall exercise all the powers, duties, and rights of corporate directors subject to the limitations and restrictions provided by these bylaws and MASA's bylaws. Its duties shall include, but not be limited to:

1. Plan and coordinate the region's meetings and activities.
2. Develop and maintain a communications network throughout the region and liaison with MASA.
3. Make recommendations to the general membership and implement recommendations and policies adopted by them.
4. Perform such responsibilities as may be prescribed elsewhere by these bylaws.
5. Approve for payment all bills submitted to MASA/Region 4.

SECTION 2 - MEMBERSHIP REQUIREMENTS FOR ACTION

A majority of the Leadership Team present at any appropriately scheduled meeting shall have the power to act.

SECTION 3 - MEETINGS

The Leadership Team shall hold no less than two meetings per year.

ARTICLE 6

GENERAL MEETINGS

SECTION 1 - NOTICE

Members must receive at least a one-week notice for a general meeting of the MASA/

Region 4 membership to be held.

SECTION 2 - MINIMUM NUMBER OF MEETINGS

There shall be a minimum of two meetings of the general membership each year.

SECTION 3 - MEMBERSHIP REQUIREMENTS FOR ACTION

A majority of those present at any meeting of the general MASA/Region 4 membership shall have the power to act.

SECTION 4 - POWERS AND DUTIES

The powers and duties of the general membership shall include the following:

1. Consider and act on all recommendations and proposals brought before it and advise the
Leadership Team on implementing decisions of the general membership.

2. Perform such other responsibilities as may be prescribed elsewhere in these bylaws.

ARTICLE 7

COMMITTEES

SECTION 1 - SPECIAL COMMITTEES

Special committees to deal with regional issues may be authorized by the general membership, the Leadership Team, or these bylaws. Size, membership, and termination date of the committee shall be determined by the authorizing agent. In cases where these factors are not clear, the Leadership Team shall make the final decisions.

ARTICLE 8

BOARD OF DIRECTORS VACANCY

SECTION 1 - REGIONAL REPRESENTATION

In the event that the MASA/Region 4 is not represented on the MASA Board of Directors, the MASA/Region 4 Leadership Team shall establish a process to elect a regional representative to serve a 3 year term on the MASA Board of Directors.

ARTICLE 9

RULES OF ORDER

SECTION 1 - PARLIAMENTARY PROCEDURES

Robert's Rules of Order, Newly Revised shall control parliamentary procedure.

SECTION 2 - STANDING RULES AND POLICIES

All rules, policies, and positions adopted by the general membership or the Leadership Team in accordance with these bylaws, but not specifically covered therein, shall be recorded in a document entitled the "Standing Rules and Policies of MASA/Region 4."

SECTION 3 - AMENDMENTS TO THESE BYLAWS

These bylaws may be amended at any meeting of the general membership of MASA/Region 4 by a majority vote of the active members present, provided that either:

1. The proposed amendment was submitted in writing at the previous general meeting and
subsequently mailed to all MASA/Region 4 members at least one week before the
scheduled vote, or

2. The proposed amendment was submitted by the Leadership Team and the written proposed
amendment mailed to all MASA/Region 4 members at least one week before the
scheduled vote.

ARTICLE 10

DISSOLUTION OR LIQUIDATION

In the event MASA/Region 4 dissolves or liquidates, it shall be done in accordance with the procedures in the MASA bylaws