

**CONSTITUTION OF THE MONTANA ASSOCIATION OF
COUNTY SCHOOL SUPERINTENDENTS**

Adopted March 16, 1989
Amended March 1991
Amended February 2011

ARTICLE I—NAME

The name of this organization shall be the Montana Association of County School Superintendents, hereinafter referred to as “MACSS”

ARTICLE II—OBJECTIVES AND PURPOSES

The purpose of MACSS is to assist in the promotion of the general educational welfare of our state and respective counties. In general, this may be achieved by:

- Section 1. Each County Superintendent acting as a liaison between the state and local governmental units.
- Section 2. Insuring that the Constitution and the Laws of the State of Montana concerning education are understood and carried out at the local level.
- Section 3. Coordinating effort and action for the general welfare of the entire membership.
- Section 4. Working cooperatively with other organizations and individuals interested in improvement of education. (Adopted February 2011)

ARTICLE III—MEMBERSHIP

The membership of MACSS shall be composed of the elected or acting County Superintendents of Montana whose dues are paid for the current year which runs from January 1st to December 31st (Adopted March 1991).

ARTICLE IV—OFFICERS

- Section 1. The officers of MACSS shall include a President, First Vice President, Second Vice President, Secretary and Treasurer. Each officer must have a valid teaching certificate.
- Section 2. The Executive Board shall consist of the five officers and the immediate Past President, and shall have full authority to act between the semi-annual meetings.

ARTICLE V—MEETINGS

Section 1. MACSS shall meet twice annually.

ARTICLE VI—FINANCE

The budget shall be prepared by the Executive Board and approved by the membership.

ARTICLE VII—LEGISLATIVE

Representation and lobbying activities will be carried on only by designated agents of MACSS.

ARTICLE VIII—AMENDMENTS

Section 1. Any amendment to this constitution shall be submitted at the spring meeting.

Section 2. An affirmative vote of a majority of the total membership is necessary for ratification on any amendments to this constitution.

**BYLAWS OF THE MONTANA ASSOCIATION OF COUNTY
SUPERINTENDENTS**

Amended May 1996
Amended March 1997
Amended September 1997
Amended April 1998
Amended April 2000
Amended February 2011

Article I—Procedures

Commonly accepted rules of parliamentary procedure shall be followed on all questions of procedure not specifically stated in the Constitution or Bylaws. A Parliamentarian shall be appointed by the President prior to each meeting of the membership and shall be present at all business meetings. A quorum shall constitute one-third of the paid membership (Amended, February 2011).

Article II—Amendments

If a quorum exists, these bylaws may be amended at any regular meeting of the MACSS by a majority vote of those paid members present.

Article III—Officers

The officers shall be elected at the spring meeting for a two-year term, with the exception of the Treasurer, who shall be appointed by the Executive Board. In case of a vacancy in any office, the First Vice President shall become President automatically. The 2nd Vice President will ascend to the 1st Vice President. The Secretary will ascend to the 2nd Vice President. The Executive Board will appoint a secretary to fill the unexpired term (Amended, February 2011)

Section 1. Officers-- Description and Duties

A. President

The President shall preside at all meetings of MACSS and at the meetings or conference phone calls of the Executive Committee. The President shall appoint all committees, both standing and special. In consultation with the Executive Board, the President shall prepare programs/agendas for each meeting of the Association and act as spokesperson for the organization.

B. First Vice President

In the absence of the President, the 1st Vice President shall perform the usual duties of the office of President.

C. Second Vice President

The second vice president shall be in training and perform duties as assigned by the President or Executive Board.

D. Secretary

The Secretary shall be responsible for a complete and accurate record of all meetings of the Association and Executive Committee. The Secretary will perform roll call at each meeting of the Association and determine that a quorum is present. The Secretary may provide correspondence for the Association as necessary.

E. Past President

The Past President shall serve in an advisory capacity to the President and Executive Board as needed.

F. Treasurer

The Treasurer shall receive all monies due the organization, keep all funds of the Association deposited in a designated bank, pay out of funds of the Association all bills approved by the Executive Board or membership, make a report at all Association meetings and prepare the annual budget for review by the Executive Board and approval of the members. (Adopted, February 2011)

Section 2. Executive Board Duties

The Executive Board shall conduct necessary business between meetings of the Association subject to the call of the President and/or any other two members of the Executive Board. The Executive Board shall aid in planning meetings and in decision making on behalf of the Association and provide communication to the members. (Adopted, February 2011)

Article IV—Committees

The Standing committees of MACSS shall include Historian, Bylaws, Nominating, Sunshine and Legislative Committees. Other committees may be appointed as necessary (Amended, February 2011).

Article V—Dues and Annual Budget

Section 1. The dues shall be set at one and three fourths percent (.0175) of each County Superintendent's annual salary for those offices that are full time, one and three fourths percent of the County Superintendent's annual salary for those offices that are part-time positions, one and three fourths percent of the annual salary for those offices that have been combined with another county office with the minimum of \$125.00 for those combined offices and a cap of \$450.00 for full-time Superintendents. (Adopted April 17, 1998)

- Section 2. The annual operating budget, approved by the membership shall be in effect from January 1 to December 31. The budget shall be approved annually by the membership at each fall meeting for the next calendar year. Funds may be expended only to the total approved amount. The executive board may make line item changes as conditions warrant during the life of the budget. The treasurer shall monitor the budget, its total and its line item amounts. (Adopted May 10, 1996) (Amended March 6, 1997) (Amended September 15, 1997)

Article VI—Meetings

The date and place of the spring meeting shall be set by consensus of members at the preceding spring meeting.

Article VII—Voting

- Section 1. Every paid member shall have one vote. (Amended March 6, 1997)
- Section 2. Mail ballots may be sent to the total membership at the discretion of the Executive Board.
- Section 3. A vote of the membership shall be binding on the Executive Board.

Article VIII—Nominations

The nominating committee shall submit the candidates for office to the paid membership one month prior to the spring meeting.

Article IX—Reports

Any members acting as a representative of MACSS for the Executive Board or President that attends a related meeting shall submit a written report of the meeting to the President within 30 days of attendance of the meeting. (Adopted April 13, 2000)