

BYLAWS OF THE MONTANA ASSOCIATION OF COUNTY SCHOOL SUPERINTENDENTS

Amended May 1996
Amended March 1997
Amended September 1997
Amended April 1998
Amended April 2000
Amended February 2011
Amended March 2013
Amended October 2014
Amended February 2015
Amended March 2016
Amended September 2018

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 the office of the President, 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) (Amended, March 2013)

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 Board. 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, payout 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).

G. Budget Authority

The signatures on the savings and checking accounts shall be the current president and current treasurer. Each check issued by MACSS shall be signed by either the current president or current treasurer. (Amended, March 2013).

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, in decision making, and approving committee expenditures on behalf of the Association and provide communication to the members. (Adopted, February 2011) **(Amended March 2016)**

Article IV—Committees

Section 1

The Standing committees of MACSS shall include Historian, Bylaws, Nominating, Sunshine, Audit, Teacher of the Year, and Legislative Committees. Other committees may be appointed as necessary. All committees will include an odd number of MACSS

members. MACSS shall budget for these committees' expenses. (Amended, February 2011) (Amended October 2014) (Amended March 2016)

Section 2

MACSS Rural Teacher of the Year

Membership shall consist of 5 MACSS members. The application shall be consistent with the NREA application form. A vote from the majority of the MACSS committee shall select the MACSS winner annually.

MACSS shall budget to pay for registration, travel and room for the winning teacher to attend the NREA. (Adopted March 8, 2013) (Amended February 2015)

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 \$175.00 for any office and a cap of \$450.00 for full-time Superintendents. (Adopted April 17, 1998) (Amended March 2013)

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. **Audits by our Audit Committee will take place at the spring meeting.** (Adopted May 10, 1996) (Amended March 6, 1997) (Amended September 15, 1997) **(Amended September 2018).**

Article VI—Meetings

The date and place of the spring meeting shall be set by consensus of members at the preceding spring meeting. **The fall meeting shall be set at the preceding fall meeting (Amended September 2018).**

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 or oral report of the meeting to the President within 30 days of attendance of the meeting. A written summary of the meetings will be presented to the association at the spring and fall conferences. (Adopted April 13, 2000) (Amended March 2016)

Article X—Relationships with Other Organizations

- Section 1. The MACSS budget shall include travel and expenses for the attendance at these organization meetings if not covered by the respective association.
- Section 2. The Association shall be an affiliate of the School Administrators of Montana (SAM). The current president or their appointee shall be a member of the SAM board.
- Section 3. The Association shall join the National Rural Education Association (NREA) as an institutional member annually. Current members of the Executive Committee will be designated as individual members of the NREA. The Treasurer shall budget for expenses to attend the Annual NREA conference. The following prioritized list will be followed in determining whose expenses will be covered: First priority would be the TOY winner's County Superintendent. Second priority would be the MACSS President. Third priority would be an E-Board member. Fourth priority would be a member at large. (Amended September 2018).

- Section 4 The Association shall partner with the Montana Small Schools Alliance (MSSA). The current president or their appointee shall be a member of the MSSA board, **and one County Superintendent elected at large to serve two years alternating with president's term.** (Amended September 2018)
- Section 5** The Association in partnership with MSSA and MREA shall share the dues equally for the National Rural Schools Advocacy Coalition NREAC so that MACSS voice for Montana can be heard. (Amended September 2018)
- Section 6** The Association shall partner with the Montana Association of Counties (MACo) through a board association representative.
- Section 7.** The Association shall partner with the Montana School Boards Association (MTSBA) through open communication and conference participation.
- Section 8.** The Association shall partner with the Montana Association of School Business Officials (MASBO) through open communication and conference participation. (Amended March 2016)
- Section 9.** **The Association shall partner with the Montana Rural Education Association (MREA) through open communication and conference for participation and the betterment of Rural Schools. (Amended September 2018)**