

# **BY-LAWS**

## **of the MARYLAND ASSOCIATION OF PUPIL PERSONNEL**

### **02/23/22**

#### **Article I – Name**

The name of this association shall be the Maryland Association of Pupil Personnel (MAPP).

#### **Article II – Purpose**

The purpose of the association shall be:

- (a) To study, evaluate, promote, and strengthen pupil personnel services;
- (b) To stimulate professional advancement among the membership by improving standards of practice and qualifications for pupil personnel workers; and
- (c) To assist local education agencies (LEA's) in the understanding and development of pupil personnel services.

#### **Article III – Membership**

##### **Section 1**

Membership in this Association shall be classified as active, associate, or Golden Lifetime.

##### **Section 2 – Eligibility**

- (a) All individuals engaged in pupil personnel work in the State of Maryland, upon payment of the annual dues, may become active members with all rights and privileges of the Association including the right to hold office and vote;
- (b) All other persons involved in education in the state upon payment of the annual dues, may become associate members with all privileges of the Association excluding the right to hold office; and
- (c) Any retiring active member, upon payment of Golden Lifetime Membership dues, may continue to be a member with all rights and privileges of the Association including the right to hold office and vote. Conference fee per event will be determined annually.

##### **Section 3 – Dues**

The annual dues shall be set by the Executive Board and shall be effective July 1 through June 30. An active member or associate member must pay annual dues. Upon retirement, active members may pay a onetime fee of \$100.00 for Golden Lifetime Membership.

#### **Article IV – General Membership Meetings**

##### **Section 1**

A minimum of one General meeting shall be held annually. The time and place of meetings shall be decided by the Executive Board.

## Section 2

Other meetings shall be called as deemed advisable by the President or the Executive Board

## Section 3

Members shall be sent notification electronically of regularly called meetings.

## Article V – Officers

### Section 1

The elected officers of the Association shall be President, Past President, First Vice-President, Second Vice-President, Secretary, and Treasurer. All officers shall be active members of the Association.

### Sectional 2 – Election of Officers

Officers shall be elected at the spring meeting of the Association. These persons shall take office as of June 1, following the spring meeting. The President, First Vice-President, and Second Vice President shall be elected for two-year terms. For continuity, the Second Vice-President shall succeed to the First Vice President, after serving as Second Vice-President for the two-year term. The First Vice-President shall succeed to the Presidency after serving as First Vice President for the two-year term. The President, following his/her term of office, shall become the Past-President for a one-year term. The Secretary and Treasurer each shall be elected for a term of two years.

### Section 3 – Duties of the Officers

- (a) President – To schedule and preside at all meetings of the Association, the Executive Board, and the Advisory Committee; to appoint all committee chairpersons; to call special meeting of the Executive Board, to call special meetings of the Association; upon direction of the Executive Committee, to authorize payment of expenditures, i.e. including, but not limited to ATM and check writing privileges to serve as the official spokesperson on matters pertaining to the Maryland Association of Pupil Personnel to the Maryland State Department of Education and to perform all other necessary duties Related to the Office of President; the President shall be bonded;
- (b) Past-President – To serve as chairperson of the Nominating Committee;
- (c) First Vice-President – To assist the President. In the absence of the President, the First Vice-President shall fulfill the duties and assume the responsibilities of the President and serve as chairperson of the Program Committee;
- (d) Second Vice-President – In the absence of the First Vice-President, the Second Vice-President shall fulfill the duties and assume the responsibilities of the First Vice-President. The Second Vice-President shall assist the President in the function of coordinating the activities of the standing committees. The Second Vice-President shall serve on the Program Committee.

- (e) Secretary – To keep an accurate record of the business transacted at each meeting of the Association and turn the records over to the incoming Secretary at the end of the term. Minutes shall be distributed to the general membership following the executive board meeting; and
- (f) Treasurer – To have custody of all funds and make payments as directed by the Executive Board and to present a financial statement at each meeting. The Treasurer shall be bonded and chairperson of the Audit Committee.

## **Article VI – Executive Board**

### **Section 1**

The Executive Board shall be composed of the six elected officers and representative(s) from the Maryland State Department of Education as consultant(s). The majority of the Executive Board shall constitute a quorum.

### **Section 2**

The duties of the Executive Board shall be:

- (a) To execute the appointment of Committee chairpersons;
- (b) To approve the appointment of Committee chairpersons and members;
- (c) To assume all committee functions in lieu of an inactive committee
- (d) To review and approve the recipients of the PPW of the Year Award, Distinguished Service Award, and Scholarship Awards.
- (e) To seek the consultative advice of the Advisory Committee in executing and managing the affairs of the Association;
- (f) To develop an annual budget;
- (g) To set annual dues; and
- (h) To direct the distribution of funds.

## **Article VII – Advisory Committee**

### **Section 1**

The Advisory Committee shall be composed of the Executive Board, Chairpersons of the Standing Committees, and a representative(s) from each of the twenty-four LEAs. The consultant(s) from the Maryland State Department of Education shall have a vote on the Advisory Committee.

## Section 2

The Advisory Committee will counsel the Executive Board in carrying out their functions.

### Article VIII – Standing Committee

#### Section 1

There shall be the following standing committees: Audit, By-Laws, Membership, Nominating, Policy and Legislation, Professional Ethics and Standards, Programs, Public Relations, and Scholarship. Each committee shall have a minimum of 3 members and 1 chairperson. The chairperson of each standing committee will attend Executive Board meetings as requested by the President. The Executive Board will assume all committee functions in lieu of an inactive committee.

#### Section 2

##### Duties of the Committees

- (a) **Advisory Committee** – Shall formulate and propose policies for the Association; To identify issues and propose revisions to policies for the Association; and to manage functions in the best interest of the Association and not in conflict with the By-Laws.
- (b) **Audit** – Shall audit the Treasurer's books annually.
- (c) **By-Laws** – Shall review the by-laws of the Association and recommend revision.
- (d) **Membership** – Shall collect membership applications; issue membership cards; MAINTAIN A MEMBERSHIP LIST; and publish a state directory of all pupil personnel workers to include, at a minimum name, business phone, fax, and EMAIL ADDRESS.
- (e) **Nominating** – Shall solicit and establish procedures for the election of officers.
- (f) **Policy and Legislation** – Shall review the policies of the Association and recommend appropriate actions in relation to federal and state legislation; shall study legislation affecting pupil personnel services; and recommend procedures for action and provide testimony to federal and state legislators regarding pupil personnel services.
- (g) **Professional Ethics and Standards** - Shall study areas of concern for the professional development of the membership and make appropriate recommendations; shall review the certification requirements on national and state levels; shall collaborate with universities and colleges in the establishment of MSDE certification standard courses and professional development workshops for pupil personnel workers; shall be responsible for the professional recognition of retirees and for soliciting nomination for the Distinguished Service Award and Pupil Personnel Worker of the Year Awards.
- (h) **Program** – Shall develop the theme, establish the program, and select the site for general membership meetings. Fifty Percent of fees per conference will be waived.

(i) **Public Relations** – Shall communicate items of professional interest to the membership through the MAPP website [WWW.THEMAPP.ORG](http://WWW.THEMAPP.ORG); and shall assist the Association in promoting the role of the pupil personnel worker.

(j) **Scholarship** – Shall distribute scholarship information and applications to all general membership; shall collect, review application(s), and select scholarship recipient.

## **Article X – Amendments**

### **Section 1**

By-laws may be proposed as necessary.

### **Section 2**

Procedures for the enactment of an amendment will be as follows:

- (a) Any member may propose an amendment. An amendment proposal will be submitted in writing to the Executive Board for consideration;
- (b) The Executive Board will instruct the By-Laws Committee to make a draft of the proposed amendment;
- (c) The draft will be reviewed and acted upon by the Advisory Committee;
- (d) The proposed amendment will be electronically mailed or faxed to all the membership at least thirty (30) days prior to the Association meeting where a vote on the proposed amendment will take place. With the consent of the majority of membership present, the proposed amendment will be enacted. Vote to be sent to secretary.
- (e) Voting on a proposed amendment will occur either at the General Meeting or *electronic mail*. When voting by electronic mail, the ballots shall be sent at least thirty (30) days prior to the deadline designated on the ballot. With the consent of the majority of the membership, the proposed amendment will be enacted.

## **Article IX Parliamentary Authority**

Unless otherwise agreed upon, Robert's Rules of Order, latest revision, shall prevail at all meetings. A Parliamentarian shall be appointed by the President annually.

The Maryland State Department of Education **Maryland Association of Pupil Personnel** does not discriminate based on age, ancestry/national origin, color, disability, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups.