

MISSOURI ASSOCIATION OF ELEMENTARY SCHOOL PRINCIPALS

CONSTITUTION AND BY-LAWS

ARTICLE I - NAME

Name: The name of the organization shall be the Missouri Association of Elementary and Middle School Principals- (hereafter referred to as the Bylaws of the "Association").

ARTICLE II - PURPOSE

Purpose: The purposes of this Association are to: form closer relationships with persons concerned with the education of children; bring about a greater unity of action among the elementary and middle school principals of Missouri, with particular emphasis on elementary and middle school education; and foster activities that permit increased professional growth of all elementary and middle school principals.

ARTICLE III - MEMBERSHIP

Section 1: Membership shall be of six classes: -(1) active members, ~~(2) institutional members,~~ ~~(3-2)~~ aspiring principal membership, ~~(43)~~ associate members, ~~(45)~~ honorary members, ~~(56)~~ retired and ~~(67)~~ lifetime retired members.

Section 2: Active membership is ~~restricted to those for any person licensed as an elementary or middle level principal, actively engaged in a supervisory role as principal, assistant principal, administrative intern, or district staff responsible for supervising principals, who pay their regular membership fee and (1) who hold a valid elementary principal and/or middle school principal's certificate or have a major responsibility for supervision and administration of an elementary and/or middle school, regardless of title,; (2) persons who are actively engaged in educational research, professional education, elementary or middle school administration.~~

Section 3: ~~Institutional membership is reserved for higher education institutions and the Department of Elementary and Secondary Education. Membership dues shall be set at active dues rate plus \$50 as outlined in Article III, Section 1 of the By Laws, entitle the members to 3 copies of each MAESP publication, and make any regular employee of the member institution who is not an elementary principal eligible to attend MAESP conferences at the member rate. This membership does not include the right to vote, hold office or receive legal financial support.~~

Section 43: Aspiring principal membership is reserved for persons with an interest in entering the profession and/or enrolled in a recognized administrator preparation program, but not serving in an elementary and/or middle school administrative or supervisory capacity. Aspiring

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principal members shall be eligible for all privileges of the Association except the right to vote, hold office or receive legal financial support.

Section 54: Associate membership is reserved for ~~those a licensed non-practicing administrator or post-secondary educator, or a retired principal working in education, but outside an active principalship, who are not eligible for other types of membership.~~ Associate members will be entitled to all privileges of the Association except the right to vote, hold office or receive legal financial support.

Section 65: Retired ~~and Lifetime Retired~~ membership shall be for those administrators of an elementary or middle school, who have officially retired from a public or private school. Retired ~~and Lifetime Retired~~ members shall have all rights and privileges of active members except the right to hold office.

ARTICLE IV - OFFICERS AND EXECUTIVE COMMITTEE

Section 1: The officers of the Association shall be president, president-elect, vice president, and the immediate past-president, with the president-elect and vice president elected annually. ~~The state representative of the National Association of Elementary School Principals (NAESP) shall also be elected and serves a 3-year term.~~ The office of the president shall be filled by the ascendancy of the president-elect except as provided in Article VI, Section 3. The officers and the Executive Committee shall assume their duties on July 1. Officers shall serve until replaced the year following their election or until they are no longer eligible for active membership in the Association.

Section 2: The Executive Committee shall ~~serve as a representative body of the members of the association and~~ consist of: president ~~and~~, immediate past-president, the president-elect, the vice president, the state representative of the National Association of Elementary School Principals (NAESP) ~~who shall also be elected and serve a 3-year term,~~ and the following representatives: (1) representatives elected by or appointed from each of the ~~districts~~ MAESP-affiliated regional networks; (2) a representative of the retired principals ~~who shall be appointed every three years appointed~~ by the MAESP president ~~-(3) current NAESP~~ Zone 8 Director when from Missouri; (4) ~~any current NAESP President or President-elect~~ Officer when from Missouri; and (5) the MAESP Executive Director or his/her designee. The MAESP Executive Director or his/her designee shall serve as an ex-officio, non-voting member.

All members of the Executive Committee shall be members of MAESP at the time of their election or appointment and throughout their tenure.

Each ~~district~~ MAESP-affiliated regional network is to elect their representative(s) to the Executive Committee for a term of two (2) years. This body shall constitute a board of directors and is authorized to conduct any business of the Association not otherwise provided for that may arise ~~between general membership meetings during each year.~~ The names of these representatives shall be submitted to the MAESP office by July 1. Each ~~district~~ MAESP-

affiliated regional network shall submit a copy of their Constitution and By-Laws to the MAESP office biannually.

Section 3: ~~General membership district MAESP-affiliated regional network -representation of on~~ the Executive Committee shall be based on paid membership from the previous year and shall be determined as follows:

Number of Paid Members	Number of Representatives
75 or less	1
76 - 125	2
126 - 175	3
176 - 225	4
226 - 275	5
276 - 325	6

ARTICLE V – MEETINGS

Meetings: Regularly scheduled face-to-face or electronic meetings of the Executive Committee shall be held three (3) times each year, one of which shall occur prior to the MAESP annual conference. A quorum must be present for the Executive Committee to conduct business. ~~An annual General membership meetings is to may~~ be held during the ~~annual conference, with other meetings optional~~ --- year at the discretion of the ~~officers~~ Executive Committee.

ARTICLE VI - ELECTION OF OFFICERS and NAESP REPRESENTATIVE

Section 1: In the case of contested races, the president-elect, the vice president, and NAESP Representative (every third year) shall be elected by a marked electronic or paper ballot ~~mailed no later than submitted within~~ ten days following the MAESP Spring Leadership Conference. ~~Nominations from the floor during the Business Meeting at the Spring Conference will be accepted, providing the proposed nominee meets the criteria for running for office outlined in Article IV, Section 3, parts B and C of the By-Laws. Ballots shall be postmarked for return no later than twenty four (24) days following the ending date of the MAESP Spring Conference.~~ If there are no contested ~~officer races/offices,~~ the candidates for office shall be approved by the Executive Committee and announced during the Leadership Conference a

~~motion may be made during the business meeting to accept the ballot by acclamation or by voice vote,~~ in lieu of mailing ballots. In the event of a tie vote on a written ballot between candidates for a contested election for officers, the state officers and one voting representative from each MAESP-affiliated regional network~~district~~ shall cast a secret ballot to break the tie.

Section 2: The members who shall fill the vacancies regularly occurring in the Executive Committee shall be elected by the respective ~~districts~~MAESP-affiliated regional network and reported to the MAESP office by July 1 of each year. All MAESP Executive Committee members must be members of MAESP during their tenure.

Section 3: The Executive Committee shall have power to fill vacancies occurring in the office of president, president-elect, vice president, and NAESP Representative. Such appointees shall hold office until the next regular election of the Association. If the vacancy occurs in the office of president, the president-elect automatically becomes acting president (unless unable to serve) for the remainder of that term. This in no way interferes with his/her right to a regular term as president. Should the office of president-elect be filled by the Executive Committee, the appointee shall not succeed as president unless recommended by the nominating committee and/or elected by the membership ~~present and voting at the annual meeting.~~

Section 4: When any ~~district~~MAESP-affiliated regional network has a vacancy on the Executive Committee for a period longer than three months, the Executive Committee shall have power to appoint a representative from that ~~district network~~ to serve until a representative is regularly elected.

ARTICLE VII - DUTIES OF OFFICERS and NAESP REPRESENTATIVE

Section 1: Duties of the respective officers and NAESP Representative shall be:

President: Perform all duties that customarily pertain to this office and ~~serve as delegate to attend~~ the annual NAESP Conference ~~and Expo and attend~~ the annual NAESP National ~~Leaders-Leaders~~ Conference. It shall be the president's duty to appoint all committees and inform all committee members of their duties.

President-Elect: Assume all duties of the president in his/her absence; appoint an Assistant Director of Arrangements for the MAESP Annual Conference; serve as an active member of the Steering and Finance Committee; attend ~~and serve as a delegate at~~ the NAESP National Leaders Conference and ~~annual~~ NAESP ~~Annual~~ Conference; serve as chairperson of the nominating/elections committee; serve as program chairperson for the annual conference; and any other duties assigned by the president.

Vice President: Take responsibility for minutes at all meetings; serve as an active member of the Steering and Finance Committee; chair a committee to develop and coordinate the

recognition of outstanding assistant principals at the annual conference; and fulfill any other duties assigned by the President.

Past President: Serve as an active member of the Steering and Finance Committee; chair the Membership and Redistricting Committee as needed; chair a committee to develop and coordinate the recognition of exemplary new principals at the annual conference; serve as the NAESP Federal Relations Coordinator for MAESP; work with the NAESP State Representative to establish appointments with the Missouri US Legislators for the Missouri delegation at the NLC; and fulfill any other duties assigned by the President.

NAESP Representative: Represent NAESP at meetings with the MAESP Executive Committee; give reports on NAESP membership at meetings designated by the MAESP President; act as a liaison between MAESP and NAESP; attend and serve as a delegate at the NAESP National Leaders Conference (NLC) and NAESP Annual Conference; work with the Federal Relations Coordinator to establish appointments with the Missouri US Legislators for the Missouri delegation at the NLC; keep general membership apprised of actions and services of NAESP; ~~identify and secure delegates for any NAESP delegate assembly;~~ provide NAESP with requested information; represent Missouri ~~on at the annual~~ Zone 8 Governing Board meeting; assume responsibility for the state/zone ~~booth activities~~ at the annual NAESP ~~Annual~~ Conference; and serve as the chair of the Missouri National Distinguished Principal selection committee.

Section 2: The Executive Committee shall be responsible for all work of the Association, arrangement of programs, the designation of time and place for meetings, the planning of study groups, special conferences, and other work which will promote the welfare of the members and the cause of elementary education.

ARTICLE VIII - AMENDING THE CONSTITUTION AND BY-LAWS

~~Section 1: Amendments may be proposed in writing to the Executive Committee through the President. Members of the Association shall be informed of and be furnished with a copy of the proposed amendments at least 30 days prior to the date of the meeting at which a vote for adoption is to be taken or ballots mailed. A printing of the proposed changes in a MAESP magazine or newsletter, a posting on the MAESP web site, or an email to the full membership will constitute proper notice to the membership. A copy of any amendment proposed by a member shall be sent to the president who will in turn notify the MAESP Officers and Executive Committee. The president shall be responsible for getting a copy to the MAESP Executive Director who shall oversee proper dissemination of the proposed changes.~~

The Bylaws shall be amended according to the following procedures:

A) A proposal to amend or repeal the Bylaws may be proposed by:

1. The Executive Committee by at least a two-thirds vote during a meeting at which a quorum of the Executive Committee is present.

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2. A petition containing at least 80 signatures of active members representing at least 4 different recognized regional networks. The required number of signatures must be divided equally among the regional networks represented.
 3. The proposed amendment or repeal of the Bylaws must be submitted in writing to the President, who shall refer it to the Executive Committee for action.
- B) The Executive Committee may amend or repeal the Bylaws by a two-thirds vote at a meeting at which a quorum of the Board is present, except as stated in subsections C and D of this section. The President shall notify the members when the Bylaws have been amended.
 - C) Without a vote of the general membership, the Executive Committee may not amend the Bylaws to increase the quorum or voting requirements of the Executive Committee.
 - D) Without a vote of the general membership, the Executive Committee may not amend the Bylaws to require cause to remove an Executive Committee member or specifying what constitutes cause to remove a member of the Executive Committee.

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Section 2: Only pProposed amendments regarding the preceding Section 1:C and 1:D shall be voted on at a general membership meeting of the Association. Provided there is a quorum present, a majority vote shall be required to approve such changes.

ARTICLE IX - ASSETS, FUNDS, AND RECORDS

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

Section 2: The Association may receive grants for special purposes and may deposit and expend these funds according to terms specified by the grantor and approved by the Executive Committee.

Section 3: The properties and funds of the Association, together with any funds or properties received by gift, bequest, devise or accrued income, shall be the charge of the Executive Committee for investment and safekeeping. No part of the funds shall be spent except as recommended by the Steering and Finance Committee by majority vote. The MAESP Executive Director shall make a financial report at each meeting of the Executive Committee ~~and to the membership at its annual business meeting.~~ The Association records and accounts shall be audited annually by a certified public accountant and a report made to the Executive Committee. The MAESP Executive Director, shall be responsible for maintaining a complete accounting system which clearly identifies all receipts and expenditures. The Executive Director and other office personnel shall be bonded for the amount of funds handled by the Association.

Section 4: No part of the net income, revenue or grants 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 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: For general membership meetings, thirty (30) members, representing at least six (6) of the MAESP districts, shall constitute a quorum.

Section 2: A quorum for the Executive Committee shall consist of either the president or president-elect and twelve (12) additional members or their proxies, representing at least six (6) of the ~~districts~~ MAESP-affiliated regional networks. Voting members of the Executive Committee who cannot attend may register a proxy vote. The member who cannot attend must contact the MAESP Executive Director or his/her designee to notify him/her of their absence and register the person to cast the proxy ballot. The proxy shall be a MAESP member of the same MAESP ~~district~~ MAESP-affiliated regional network as the Executive Committee member who registered the proxy. The process must be completed prior to the Call to Order of the Executive Committee Meetings.

ARTICLE II - RULES OF ORDER

Rules of Order: 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: MAESP dues are adjusted annually (to round dollars) based on the U.S. government consumer price index, also known as cost of living adjustment or COLA, unless the MAESP Steering and Finance Committee ~~recommends differently~~ makes a different recommendation to the Executive Committee and it is approved by a majority vote.

Section 2: First year Missouri principals and first year assistant principals will be charged seventy-five (75) percent of active member's dues.

ARTICLE IV - NOMINATING/ELECTIONS COMMITTEE AND PROCEDURES FOR ELECTION OF OFFICERS

Section 1: The Nominating/Elections Committee shall be composed of the ~~district~~ president or his/her duly designated representative from each ~~district~~ MAESP-affiliated regional network. The president-elect shall serve as chairperson.

Section 2: It shall be the chairperson's responsibility to review eligibility of candidates for the Association's elective offices and to work with MAESP staff to inform the Executive and Nominating Committees of those candidates making proper filing applications.

Section 3: Those persons wishing to become a candidate for the office of president-elect or vice president must be in a fourth (4) consecutive year (or more) as an active member of MAESP. Each potential candidate should:

- a. -Notify the MAESP Executive Director in writing of their intent to become a candidate by December 1.
- b. Send a resume of their professional activities (not to exceed 200 words in length) to the MAESP office by December 1.

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Section 4: Those persons wishing to become a candidate for the office of NAESP Representative must be a practicing elementary or middle level principal in their sixth (6) consecutive year (or more) as an active member of MAESP **and** NAESP. The term of the office of NAESP Representative shall be for three years, and he/she may succeed him/herself for a second term of three years. Each potential candidate should:

- a. Notify the MAESP Executive Director in writing of their intent to become a candidate by December 1.
- b. Send a resume of their professional activities (not to exceed 200 words in length) to the MAESP office by December 1.

Section 5: The Nominating/Elections Committee shall if necessary review eligibility of candidates, make nominations if no candidate has filed for an office, and if necessary, prepare the ballot for the election. A nomination shall be made for president in case the president-elect does not succeed to the presidency.

Section 6: If there are no candidates for an office ~~between December 2 and before December 45 on December 2~~, the President-Elect in collaboration with the District Presidents will seek qualified candidates for that MAESP office which has no candidate. Those candidates must meet the requirement of Section 3 or 4. After being nominated, the candidate shall send a letter of intent to be a candidate to the MAESP Executive Director by January 1.

Section 7: Any candidate ~~who is nominated from the floor or~~ whose name is marked as a write-in on ~~the a~~ ballot must meet requirements under Article IV, Section 3 or 4.

ARTICLE V - COMMITTEES

Revised March 9, 2014

Section 1: The Committees of MAESP include Steering and Finance, Legislative, Membership and Redistricting, Public Relations, Distinguished Principal Selection, Distinguished Principal Banquet Arrangements, Exemplary New Principal Recognition and Assistant Principal Recognition. Additional committees may be appointed as needed by the MAESP President.

Section 2: STEERING AND FINANCE COMMITTEE: The Steering and Finance Committee shall be composed of the president, past-president, president-elect, and the vice president.

The MAESP Executive Director shall propose an annual budget to the MAESP Steering and Finance Committee. It shall be the duty of the MAESP Steering and Finance Committee to review and approve an annual budget.

Section 3: LEGISLATIVE COMMITTEE: There shall be a Legislative Committee composed of one member from each ~~district~~MAESP-affiliated regional network. Each MAESP-affiliated regional network~~District~~ President shall annually appoint one member to the Legislative Committee. The name of this representative shall be submitted to the MAESP Office by June 1. The MAESP President shall appoint a chairperson of the Legislative Committee for a term of one year. The committee shall meet one time each year as a group at a time determined by the chairperson and may meet at other times at the discretion of the President. The committee shall meet to review current resolutions; make recommendations to the Executive Committee for revisions as necessary; prepare the legislative platform priorities; and provide guidance to MAESP staff on emerging legislative issues.

The Legislative Committee shall also include ~~a Coordinating Committee to be appointed annually by the President of MAESP. The Coordinating Committee shall have the additional~~the responsibility ~~of for~~ working with the MAESP lobbyists and the MAESP Executive Director to coordinate legislative testimony and communicate with MAESP-affiliated regional network~~district~~ legislative committee members on issues as needed.

Section 4: MEMBERSHIP AND REDISTRICTING COMMITTEE: This committee shall be composed of one representative from each MAESP-affiliated regional network~~MAESP District~~. Where there is more than one (1) representative from a ~~district~~network, the ~~district~~regional president shall designate one (1) representative to be the ~~district~~ membership chairperson. The chairperson of this committee shall be the MAESP Past President. It shall be the duty of this committee to encourage individual membership of principals in local, state and national associations.

The committee will consider problems of realigning or forming new districts or sub-~~districts~~MAESP-affiliated regional networks with the recognized district and make suggestions, where desirable, to the Executive Board for action.

At the present time, there are 12~~44~~ recognized districts~~MAESP-affiliated regional networks~~. They are as follows: Central, Clay-Platte, Jefferson County, ~~Kansas City~~, Kansas City Suburban, Northeast, Northwest, St. Joseph, St. Louis Suburban, ~~St. Louis~~, South Central,

Southeast, Southwest, and Springfield.

Section 5: PUBLIC RELATIONS COMMITTEE: There shall be a Public Relations Committee comprised of one representative from each ~~district~~ MAESP-affiliated regional network and two at-large members and the Executive Director or his/her designee. ~~The Each district regional~~ representative shall be appointed by the president of each MAESP-affiliated regional network~~district~~. The two at-large members shall be appointed by the MAESP president and along with the Executive Director shall be responsible for the statewide activities. The two at-large members shall be appointed for concurrent three-year terms.

Section 6: NATIONAL DISTINGUISHED PRINCIPAL SELECTION COMMITTEE: The National Distinguished Principal Selection Committee shall be charged with the selection of the Missouri National Distinguished Principal. The committee shall be comprised of five (5) persons including: the NAESP Representative, who will serve as the chairperson, the past year's NDP recipient, and the MAESP Retired Principal Representative. The chairperson shall select two (2) additional committee members each year from former Missouri National Distinguished Principals or current or past members of the NAESP Board of Directors from Missouri.

Section 7: DISTINGUISHED PRINCIPALS BANQUET COMMITTEE: The Distinguished Principals Banquet Committee shall be charged with the responsibility for the arrangement of the Distinguished Principals banquet. The committee shall be appointed annually by the MAESP President.

Section 8: EXEMPLARY NEW PRINCIPALS RECOGNITION COMMITTEE: The Exemplary New Principals Committee shall be responsible for coordinating a recognition ceremony and activities at the annual conference. The Past President shall serve as the chairperson of this committee. The committee members shall be recommended by the Past President and officially appointed by the President.

Section 9: OUTSTANDING ASSISTANT PRINCIPALS RECOGNITION COMMITTEE: The Outstanding Assistant Principals Recognition Committee shall be responsible for coordinating a recognition ceremony and activities at the annual conference. The Vice President shall serve as the chairperson of this committee. The committee members shall be recommended by the Vice President and appointed by the President

ARTICLE VI - AFFILIATIONS

Section 1: The Missouri Association of Elementary School Principals shall be affiliated with the National Association of Elementary School Principals. The State of Missouri shall be divided into MAESP-affiliated regional networks~~districts~~ as provided by this Constitution and By-Laws and representatives shall be elected or appointed by, and from, each district.

Section 2: Any group of local ~~school district~~ principals wishing to change ~~districts-MAESP-affiliated regional networks~~ within MAESP must:

- a. Be located within a school district with contiguous boundaries to the MAESP-affiliated regional network ~~MAESP district~~ they wish to join.
- b. Obtain a petition from the MAESP state office.
- c. File a petition with the MAESP ~~-affiliated regional network district~~ they wish to leave.
- d. File a petition with the MAESP affiliated regional network ~~district~~ they wish to join.
- e. File a petition with the MAESP Executive Committee through the Membership and Redistricting Committee of MAESP.

If the petition is approved by all the above-mentioned groups, the redistricting shall be achieved and MAESP ~~district-affiliated regional network~~ boundaries shall be redrawn within 30 days to show the approved change. If the petition is not approved by ~~either of the two~~ any districts-affiliated regional network affected, they shall file a letter with the Executive Committee stating their reasons. The Executive Committee of MAESP shall make a determination based on evidence submitted by the ~~districts-MAESP-affiliated regional network~~ involved.

Section 3: Any group of local school ~~district~~ principals wishing to dissolve their existing MAESP ~~district-affiliated regional network~~ and consolidate with another MAESP ~~-affiliated regional network district~~ must:

- a. Be located in a MAESP ~~district-affiliated regional network~~ with contiguous boundaries to the MAESP ~~district-affiliated regional network~~ they wish to join.
- b. Obtain a petition from the MAESP state office.
- c. File a petition with the MAESP ~~district-affiliated regional network~~ they wish to leave. The petition must contain signatures of the lesser of a minimum of twenty active MAESP members or eighty percent of current active membership from the ~~district-MAESP-affiliated regional network~~ seeking dissolution.
- d. File a petition with the MAESP ~~district-affiliated regional network~~ they wish to join. The petition must contain signatures of the lesser of a minimum of twenty active MAESP members or eighty percent of current active membership from the ~~district-MAESP-affiliated regional network~~ seeking dissolution.
- e. File a petition with the MAESP Executive Committee through the Membership and Redistricting Committee of MAESP. The petition must contain signatures of the lesser of a minimum of twenty active MAESP members or eighty percent of current active membership from the ~~district MAESP-affiliated regional network~~ seeking dissolution.

If the petition is approved by all the above-mentioned groups, the redistricting shall be achieved, MAESP ~~district-regional~~ boundaries shall be redrawn within 30 days, and representation on the MAESP Executive Committee for the dissolved ~~district-MAESP-affiliated regional network~~ shall immediately be withdrawn. If the petition is not approved by either of the two ~~districts-MAESP-affiliated regional networks~~ affected, they shall file a letter with the Executive Committee stating their reasons. The Executive Committee of MAESP shall make a determination based on evidence submitted by the ~~districts-MAESP-affiliated regional networks~~ involved.

Section 4: Any group of local school district principals wishing to incorporate a new MAESP-~~affiliated-district-regional network~~ must:

- a. Present a description of the proposal for the new ~~district-regional network~~ to the MAESP state office. The description must clearly identify the boundaries of the proposed ~~district-regional network~~ and recommend a name for it.
- b. File a written request with each MAESP-~~affiliated regional network~~ ~~district~~ whose geographic area would be reduced if the proposed new ~~district-regional network~~ were approved. The request must contain signatures of a minimum of thirty active MAESP members located within the newly proposed MAESP-~~affiliated regional~~ ~~district~~network.
- c. File a written request with the MAESP Executive Committee through the Membership and Redistricting Committee of MAESP.

If the request is approved by all MAESP-~~affiliated~~ ~~districts-regional networks~~ whose geographic area would be reduced and by the MAESP Executive Committee, the new ~~district-MAESP-affiliated regional network~~ shall be officially recognized on the next July 1 following approval and given the name approved by the MAESP Executive Committee. MAESP ~~district-regional~~ boundaries shall be redrawn to include the new ~~districtregional network~~, ~~district~~ officers shall be elected, and representation on the MAESP Executive Committee shall be granted in accordance with Article IV, Section 3 of the MAESP Constitution. If the petition is not approved by all MAESP-~~affiliated~~ ~~districts-regional networks~~ whose geographic area would be reduced, the petitioners shall file a letter directly with the MAESP Executive Committee through the MAESP President asking for further consideration of their request. If the petitioners are not satisfied with the decision of the Executive Committee, they may appeal their case to the membership by requesting time on the agenda at the ~~annual-annual~~ MAESP ~~Conference Business Meeting~~Leadership Conference.

ARTICLE VII - NAESP ~~DELEGATE SELECTION~~REPRESENTATION

Section 1: ~~The official state delegates to any NAESP Conference will be selected by the NAESP Representative with assistance from the State President in the following order:~~

- ~~a- The Missouri State Representative to NAESP is an automatic delegate shall serve as the delegate to any and all NAESP General Assemblies.-~~

~~b. The State President shall be the next delegate selected.~~

~~c. The State President-Elect shall be the next delegate selected.~~

~~d. The Vice President shall be next delegate selected.~~

~~e. The remaining delegate quota will be selected by the NAESP Representative with assistance from the State President. All recommended delegates shall be members of MAESP and NAESP.~~

~~Section 2: The NAESP Representative will be chairperson of the State Delegation.~~

ARTICLE VIII - REPRESENTATIVE FOR ZONE 8 NAESP

Section 1: The ~~Missouri State NAESP~~ Representative ~~of MAESP to NAESP~~ shall serve as the Zone 8 representative.

ARTICLE IX - EXECUTIVE DIRECTOR AND ADMINISTRATIVE ASSISTANT

Section 1: MAESP shall employ an Executive Director and an administrative assistant to carry out the functions of MAESP. Other personnel including ~~an attorney and~~ a director of legislative advocacy shall be approved by the MCSA governing board necessary to carry out the administrative functions of MCSA.

Section 2: MAESP shall contribute annually an amount, as determined by the MAESP Steering and Finance Committee, to the Missouri Council of School Administrators (MCSA). MCSA, a non-profit service organization, shall be governed by the president, past president, and the president-elect of MAESP; and the president, past president, and the president-elect of the Missouri Association of School Administrators.

Section 3: The complete duties of the Executive Director are outlined in a job description ~~which is~~ on file in the MAESP office. ~~The duties of the MAESP attorney and the duties of the director of legislative advocacy will be on file in the MAESP office.~~

Section 4: The complete duties of the MAESP Administrative Assistant ~~and other ancillary personnel~~ are outlined in ~~a~~ job descriptions ~~which is~~ on file in the MAESP office.

Section 5: Terms of employment including salary, expenses, fringe benefits, working relations with other educational organizations, etc. for the MAESP Executive Director and the MAESP Administrative Assistant shall be determined by the MAESP Steering and Finance Committee. Expenses incurred by the Executive Director while performing official MAESP business such as in-state auto expenses, lodging, meals, out-of-state transportation, registration fees, and membership dues shall be reimbursed by MAESP. Expenses reimbursed by MAESP

shall be subject to MAESP expense guidelines.

Section 6: The Executive Director may serve as an ex-officio member of any MAESP committee at the request of the President of MAESP.