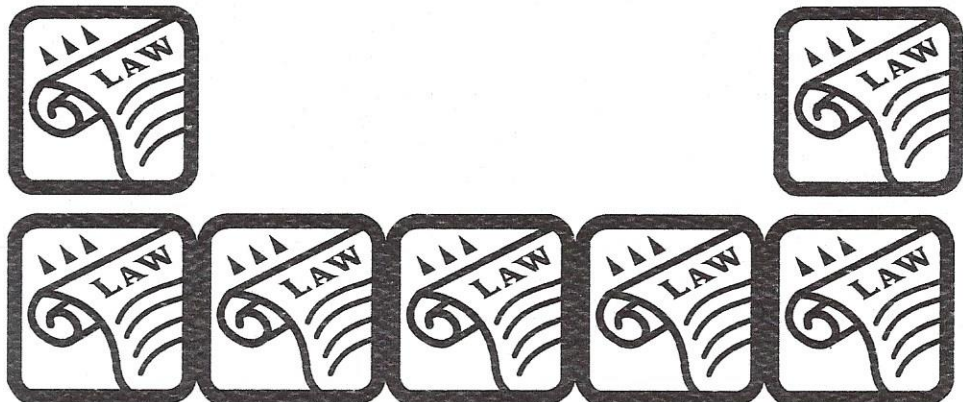




**CONSTITUTION  
OF THE  
PUBLIC SCHOOL  
ADMINISTRATORS AND  
SUPERVISORS ASSOCIATION  
OF  
BALTIMORE CITY**



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**PUBLIC SCHOOL ADMINISTRATORS AND SUPERVISORS ASSOCIATION  
BALTIMORE CITY - PREAMBLE**

The Public School Administrators and Supervisors Association of Baltimore City is established in order to unit all of those eligible for membership to achieve the highest goals in education; maintain and improve standards, benefits and conditions for personnel without regard to color, race, sex, background, or national origin; obtain and maintain job security; protect seniority and merit; cooperate with all responsible organizations in educational promote understanding, participation, and support of the public, communities, and agencies for the Baltimore City Public Schools; be alert to resist attacks and campaigns which would create or entrench a spoils system, whether by public, administrative, legislative, or funded corporations.

**ARTICLE I - NAME**

This Association shall be known as **THE PUBLIC SCHOOL ADMINISTRATORS AND SUPERVISORS ASSOCIATION OF BALTIMORE CITY.**

**ARTICLE II - OBJECTIVES**

The objectives of this Association are:

1. To demonstrated professional leadership and stimulate professional growth.
2. To cooperate with all divisions of the Baltimore City Public Schools for the constant improvement of the educational program.
3. To establish and maintain good working relationships with the community.
4. To study questions that are of vital concern to its members and recommend solutions.
5. To speak through it's duly elected officers on issues as directed by the membership.
6. To protect and enhance the professional status, job security, and conditions of employment of its membership through representation in the negotiation of collective bargaining agreements, in grievance procedures, and in all other matters affecting the membership of this Association.

**ARTICLE III - MEMBERSHIP**

**SECTION 1 - DEFINITION**

Membership in this Association, upon payment of appropriate dues, shall be open to anyone who is currently employed in, or is retired from, an administrative or supervisory position in the Baltimore City Public Schools, and any other such position permitted by and/or included in the bargaining unit of any collective bargaining agreement between the Association and the Board of School Commissioners of Baltimore City.

## SECTION 2 - TYPES

- A. **Active Member:** An active member shall be one who is currently employed by the Baltimore City Public Schools as defined in Section 1 and who has paid dues for the current school. Only an active member shall be entitled to vote and hold office.
- B. **Retired Member:** A retired member shall be a former active member of this Association who has retired from the Baltimore City Public School System. A retired member shall be required to have paid dues as set by the Executive Committee and retiree committee and shall have no voting privileges **but shall have representation on the Executive Board.**
- C. **Member on Leave of Absence Without Pay:** A member on leave without pay may continue to pay dues and assessments in order to maintain membership rights.

## SECTION 3 - WITHDRAWAL OF MEMBERSHIP

Any member wishing to withdraw from the Association shall do so in writing. Termination of membership shall not become effective until July 1.

## SECTION 4 - AFFILIATIONS

- A. American Federation of School Administrators **AFSA**

PSASA is Local 25 of AFSA; the national administrators union which has 86 locals and 19,000 members.

- B. Federation of Maryland School Administrators and Supervisors - **FMSAS**

PSASA is Local 25 of FMSAS, the state coalition of administrators unions which has 3 locals including Baltimore City, Prince George County and Calvert County.

- C. Metropolitan Council of the AFL-CIO and the Maryland Council of the AFL-CIO.

- D. Jacob/William, Inc. - Benefit Program for Financial Consultation

## ARTICLE IV - OFFICERS

### SECTION I - TITLES

The Officers of the Association shall be the President, Vice President, Recording Secretary, Treasurer, Parliamentarian, Public Relations Officer, and Members-At-Large.

### SECTION 2 - ELIGIBILITY

- A. Officers shall have been active members of the Association for a minimum of two (2) years with service on a recognized standing or ad hoc committee as defined in Article IV, Section I and 3.

B. PSASA's president shall be a BCPSS administrator actively working or retired. The retired president shall be elected as a full time employee of PSASA and continue to pay association dues.

### **SECTION 3 - TERMS OF OFFICE**

The President, Vice President, Recording Secretary, Treasure, Parliamentarian, Public Relations Officer, and Members-at-Large shall serve a term of three (3) years.

### **SECTION 4 - ASSUMPTION OF OFFICE**

The officers shall assume duties on July 1. They shall hold office until June 30 of the third year.

### **SECTION 5 - NOMINATION**

The Nominating Committee shall consist of one (1) member appointed by each officer. The President shall appoint a chairperson. The committee shall prepare a slate of nominees for President, Vice President, Recording Secretary, Treasurer, Parliamentarian, Public Relations Officer, and Member-at-Large. The Nominating Committee shall present the slate of candidates to the general membership at the March meeting. Additional nominations may be made from the floor at this meeting. Such nominations shall be subject to review by the Nominating Committee.

### **SECTION 6 - ELECTIONS**

The Executive Director shall prepare and mail ballots to all members in good standing as defined in Article II, Section 2A by April 30 of the third year.

Elections shall be by secret ballot. The President, with approval of the Executive Committee, shall appoint a committee of three (3) members, none of whom is a member of the Nominating Committee, to tabulate the result of the election. Ballots shall be received by this committee by June 1.

Election shall be by a plurality of those voting. Results of the election shall be announced by official bulletin to each member.

In the event that there are more than two candidates for any office, and no candidate receives a plurality of votes case, a run-off election shall be held between the two candidates receiving the largest number of votes. The Executive Committee shall establish procedures for a run-off election.

### **SECTION 7 - VACANCIES IN OFFICE**

If a vacancy occurs in any office except that of President, the President shall appoint an active member of the Association, with the approval of the majority of the Executive Committee in attendance to fill the unexpired term.

The Vice President shall serve as President in the event of the inability of the President to complete his/her term in office.

If both President and Vice President are unable to complete their terms of office, a special election shall be called by the Executive Committee within four (4) weeks.

## **SECTION 8 - DUTIES**

**PRESIDENT:** The President shall be the executive head and shall preside at all meetings of the Association and of the Executive Committee. He/She shall appoint, except as herein provided, the chairpersons of all committees, subject to the approval of the Executive Committee, and shall serve as an ex-officio member of each committee except the Nominating Committee. He/She shall supervise the activities of the Association and perform all other duties pertaining to the office.

**VICE PRESIDENT:** The Vice President shall assume all the duties of the President in the event of the President's absence or of a vacancy in the office of President. He/She shall serve as Chairperson of the Program/Professional Development Committee and shall perform other duties as requested by the President.

**RECORDING SECRETARY:** The Recording Secretary shall be responsible for keeping accurate minutes of all meetings of the Association and of the Executive Committee. He/She shall prepare items of information that may be of interest to the Publications Committee and shall perform other duties that may be delegated to him/her by the President. He/She shall serve as an ex-officio member of the Publications Committee.

**TREASURER:** The Treasurer shall be the custodian of all funds and property of the Association and shall receive and disburse the funds at the direction of the Association through its Executive Committee. He/She shall supervise and be responsible for the records of receipts and disbursements and make available the books of the Association for annual audit. He/She shall make all reports required by the President and the Executive Committee. He/She shall submit quarterly financial reports to the Executive Committee and perform all duties appropriate to the office as requested by the President.

**PARLIAMENTARIAN:** The Parliamentarian advises the president and other officers, committees and members on matters of parliamentary procedures. He/She must become familiar with the rules and regulations of governing meetings according to Robert's Rules of Order.

**PUBLIC RELATIONS OFFICER:** The Public Relations Chair shall serve to assist the organization in promoting a positive image and in maintaining favorable relations. The committee will function to inform and clarify with regard to the organization goals and accomplishments

**MEMBERS-AT-LARGE:** Members-at-Large shall serve as liaisons between their constituencies and the Executive Committee of the Association. They shall meet at least quarterly with their respective constituencies to disseminate pertinent information and to discuss needs and concerns. Members-at-Large shall report on the needs and concerns of their constituencies to the Executive Committee.

## **SECTION 9 - RESPONSIBILITIES**

All officers shall perform the duties as prescribed in the Constitution of the Association. All officers shall deliver all official materials and records to their successors on or before July 1, of the third year of the term.

## **SECTION 10 - REVIEW OF THE STATUS OF THE ASSOCIATION**

The Membership shall receive a written annual report of the status of the Association prepared by the committee of three, which must include the President.

## **ARTICLE V - COMMITTEES**

The composition of all committees shall be representative of all active members of Unit II.

## **SECTION I - STANDING COMMITTEES**

The Standing Committees of the Association shall be functional. These committee shall include Legislative, Nominating, Program/Professional Development, Publications, Negotiations and Benefits.

## **SECTION 2 - FUNCTIONS OF COMMITTEES**

- A. **Legislative Committee:** The Legislative Committee shall be well informed about the legislation that affects public education. It shall work for the initiation and enactment of such legislation and shall be responsible for information the Executive Committee and membership of all pertinent legislation.
- B. **Nominating Committee:** The Nominating Committee shall function as provided for in Article IV, Section 5.
- C. **Negotiations Committee:** Whenever the Association negotiates with the Board of School Commissioners with respect to the collective bargaining agreement, the Association will be represented by a team, the members of which will consist of the President, the Vice President, with the approval of the Executive Committee, shall designate. The President, with approval of Executive Committee, may retain such outside consultants, as he/she deems necessary to assist in the negotiations. Members of this committee shall receive training in advance of the negotiation sessions.

When a contract has been negotiated with the Board of School Commissioners, it shall be submitted to the Executive Committee for the purpose of making recommendations to the membership. No contract shall be effective unless it has been ratified by a majority vote of the membership present and voting at a regular or special meeting of the Association.

- D. **Program/Professional Development Committee:** This committee shall plan and organize activities for members of the Association who seek professional improvement. This committee shall submit to the Executive Committee at the June meeting a proposed program for the following year. After approval by the Executive Committee, the Program Development Committee shall present

the plans to the membership at the October meeting. This committee shall be responsible for implementing the program. The chairperson of this committee shall be the Vice President.

- E. **Publications Committee**: The Publications Committee shall be responsible for the preparation of the official publication of the Association the PSASA PACESETTER; for the preparation of news items for appropriate publications of the Baltimore City Public Schools; and for keeping the membership of the Association, the professional staff of Baltimore City Public Schools, and the general public informed about the program and activities for the Association. The Recording Secretary shall be an ex-officio member of the committee.
- F. **Personnel**: The personnel committee shall collaborate with BCPSS to clarify processes and procedures for human resource practices.
- G. **Fundraising/Scholarship**: The Fundraising/Scholarship Committee shall plan "fun" and engaging activities periodically to raise funds to provide financial assistance for students so that they can participate in enriching academic endeavors and/or further their education. The Committee will seek partnership with other concerned citizenry and/or organizations to maximize financial scholarship recipients.
- H. **Public Relations Committee**: The public relations committee will promote the image and identity of PSASA. They will function to inform and clarify with regard to the organization goals and accomplishments.
- 1. **Collective Bargaining Advisory Council**: This committee shall be appointed by the president and executive board to solicit member input for the development of proposals by the negotiating committee.

### **SECTION 3 - AD HOC COMMITTEE**

The President may point ad hoc committees whenever necessary and shall have the authority to dissolve such committees.

### **SECTION 4 - COMMITTEE CHAIRPERSON**

The President shall appoint, with the consent of the Executive Committee, all committee chairpersons except as herein stated. All committee chairpersons shall be active members of the Association.

### **SECTION 5 - DUTIES OF CHAIRPERSONS**

Committee Chairpersons shall submit reports of the Executive Committee as directed by the President. They may require a place on the agenda of any meeting of the Executive Committee.

Committee Chairpersons shall meet regularly with the committee members. They may compile annual budget request and submit them in writing the Executive Committee by February 1. They shall also prepare an annual report approved by a majority of the committee members. This report shall be submitted at the June Meeting of the Association and shall become a part of the minutes of this meeting.

### **SECTION 6 - COMMITTEE MEMBERS**

Committee members shall be active members of the Association.



## **ARTICLE VI - MEETINGS**

### **SECTION 1 - REGULAR GENERAL MEMBERSHIP MEETINGS**

There shall be three (3) regular general membership meetings per year, held during the months of October, March, and June. The June Meeting shall be known as the Annual Meeting and shall be open to all members in good standing.

### **SECTION 2 - SPECIAL MEETINGS**

Special meetings may be called by the President or upon the written request of twenty-five (25) active members. Special meetings shall be announced in advance by mail.

### **SECTION 3 - QUORUM**

Members present shall constitute a quorum for regular and special meetings of the Association's general membership.

## **ARTICLE VII - FINANCES**

### **SECTION I-FISCAL YEAR**

The fiscal year for the Association shall be the period beginning July 1 and ending June 30 of the following year.

### **SECTION 2 - DUES**

The annual dues of the Association shall be set by the Executive Committee and submitted for approval by the membership at a general meeting. The present dues shall remain in effect until changed.

### **SECTION 3 - BUDGET**

The Treasurer shall prepare an annual budget for approval by the Executive Committee in April, and by the general membership at the June meetings.

### **SECTION 4 - DISBURSEMENTS**

All monies of the Association shall be deposited in a federally insured bank and/or savings and loan association. Monies may also be used to purchase interest-bearing certificates for the Association. PSASA would have the option to invest up to 20% of its funds in non-certificates of deposit or pass book accounts that a federally insured. All recommendations for such investments must be presented to the Executive Committee for approval. The Treasurer may, with the approval of the Executive Committee, transfer monies from the checking account to a savings certificate account in order to take advantage of a higher interest rate, so long as the bank's deposits are insured by a Federal agency.

Disbursements shall be made by check as directed by the Association through its Executive Committee. All checks shall contain two signatures. One of the signatures must be that of the Treasurer and the other may be that of the President or the Executive Director.

*The President, with the approval of the Executive Committee, may authorize the disbursement of a sum not to exceed two hundred dollars (\$200.00) for an emergency item not included in the annual budget.*

**SECTION 5 - AUDIT**

The Executive Committee shall appoint a certified auditor to examine the accounts annually.

**ARTICLE VIII - TERMINATION OF ASSOCIATION**

Upon the termination of the Association, or the abandonment of the Association's activities due to its impracticable or inexpedient nature, the assets of the Association shall be distributed, transferred, conveyed, delivered, and paid over to any other association or entity having a similar or analogous character or purpose in some way similar to or with the Association, and which is also determined to be non-profit by the Internal Revenue Service. In the absence of such analogous group, the assets shall be liquidated and contributed to a scholarship fund and/or charitable organization as approved by the membership.

**ARTICLE IX - EXECUTIVE DIRECTOR**

**SECTION 1**

The Executive Committee shall employ an Executive Director to carry out the directives of the Executive Committee and the General Membership. The duties and responsibilities of the Executive Director shall be determined by the Executive Committee.

The Executive Committee shall have on file a job description for the Executive Director.

**ARTICLE X - REFERENDA**

As a result of a two-thirds (2/3) vote of the Executive Committee, or by a petition of twenty percent (20%) of the membership of the Association, the Executive Committee shall submit to a referendum vote any matter except one relating to the admission or expulsion of a member, or matter relating to dues and assessments. A majority vote of the valid ballots cast in a referendum shall decide the issue presented.

**ARTICLE XI - PROCEDURES AND AMENDMENTS**

**SECTION 1 - RECOMMENDATIONS FOR AMENDMENTS**

The President shall direct the Executive Committee to prepare and present the amendment in proper form to the membership as provided in Article XIII, Section 2.

**SECTION 2 - VOTING**

An amendment to the Constitution shall be presented in writing to the active members of the Association, and must appear on the agenda of a regular meeting. Voting on the amendment shall be by secret ballot. A plurality of votes shall be necessary to ratify an amendment to the Constitution. Ballots shall be counted by a committee appointed by

the President. A report of the results of the voting shall be made at the first regular meeting following voting.

**ARTICLE XII - PROCEDURES FOR REVISIONS**

**SECTION 1**

Revisions to this constitution may be recommended by the Executive Committee or the Executive Committee by a petition signed.