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2017
MISSISSIPPI ASSOCIATION OF EDUCATORS
CONSTITUTION AND BY-LAWS

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CONSTITUTION
PREAMBLE

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We, the members of the Mississippi Association of Educators, in order that this Association may serve as the unified voice of education in this state, advance the educational interest of the State, promote professional excellence among educators, and protect the rights of educators as well as advance their interest and welfare, do hereby adopt this Constitution.

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ARTICLE I - NAME

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The name of this Association shall be Mississippi Association of Educators.

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ARTICLE II - PLACE OF BUSINESS

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The headquarters of the Association shall be in the city of Jackson, Mississippi. The executive director is herein designated as the agent to receive all legal instructions and writs against it.

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ARTICLE III - GOVERNANCE

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Section 1. The Association shall be governed by its Charter, this Constitution, the By-Laws, and such other actions as the Representative Assembly, the Board of Directors and Executive Committee may take consistent therewith.

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Section 2. The Association shall have the power to have and to use a common seal, and to alter and change the same as it deems proper. It shall further have power and authority to acquire by lawful means any real or personal property and to hold, grant, convey, hire or lease the same for the purpose of its operation.

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ARTICLE IV - MEMBERSHIP

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Section 1. Membership in this Association shall consist of ten (10) classes: Active, Active-Life, Active Educational Support, Reserve, Substitute, Retired, Retired-Life, Staff, Student and Associate.

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Section 2. Criteria set in the By-Laws shall determine the membership in each of the ten (10) classes.

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ARTICLE V - OFFICERS

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Section 1. The officers of this Association shall be a President, Vice-President, and a Secretary-Treasurer.

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Section 2. The term of all MAE elected officers shall begin in July at the time of the closing gavel of the annual NEA Representative Assembly.

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Section 3. The President, Vice-President, and Secretary-Treasurer shall serve for a term of three (3) years. The President, Vice-President, and Secretary-Treasurer may be elected to no more than two (2) complete, consecutive terms.

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ARTICLE VI

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THE BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE (ALSO SEE ARTICLE VII, SECTION 3, SUBPARAGRAPHS A & B)

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Section 1. The Board of Directors shall consist of the At-large elected officers of the MAE, the Immediate Past President, who shall serve for one year immediately following his/her term as President, the NEA State Director(s) and proportional representatives of non-supervisory, members, administrative members, student members, higher education members, active educational support

1 personnel members, and retired members elected within regions or from among statewide constituency
2 groups on the basis of one-person one-vote through open nominations and by secret ballot as follows.
3

4 **Section 2.** The Executive Committee shall consist of the officers of the Association, the immediate
5 past-president, (if still serving as a Board member), the NEA State Director(s) and five (5) directors
6 elected by and from the directors of the seven (7) regions and any at-large director who has been
7 elected by the full membership. If feasible these five (5) directors shall represent different regions.
8

9 **Section 3.** The NEA Director(s) shall be an ex officio and voting participant(s) in the deliberations of
10 the Board of Directors of the Mississippi Association of Educators.
11

12 **ARTICLE VII - TERM OF OFFICE AND ELECTIONS -**
13 **OFFICERS, BOARD OF DIRECTORS,**
14 **EXECUTIVE COMMITTEE, NEA DIRECTOR (S)**
15 **AND ALTERNATE DIRECTOR**
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18 **Section 1.** Every director from each region shall be elected for a term of three (3) years and may be
19 elected to no more than two (2) consecutive terms of office. This does not prohibit an individual from
20 serving part of an unexpired term and two (2) full terms, provided the unexpired term is less than half of
21 a full term and the ethnic majority and ethnic minority guarantee in that position is not violated.
22

23 **Section 2.** In addition to the officers of the Association, the immediate past-president and the NEA
24 State Director(s) elected by the MAE membership, the Board of Directors shall consist of
25

26 A) One (1) active non-supervisory member for every 450 active full-time members, or major fraction
27 thereof, in each region. The first two (2) Directors shall consist of one (1) member from an ethnic
28 majority and one (1) member from an ethnic minority. When a region's membership has reached the
29 number of members necessary to qualify for additional Directors those Directors shall be elected from
30 either the ethnic majority or ethnic minority membership within that region. Each region shall elect its
31 Directors through open nomination and secret ballot procedures.
32

33 B) The apportionment formula in A. above shall be reviewed by the Board of Directors once every
34 three (3) years to insure compliance with the one-person one-vote principle.
35

36 C) One (1) administrator member, one (1) higher education member, one (1) active educational support
37 member, for every active full-time administrator, higher education, educational support, or major
38 fraction thereof, shall be elected statewide, through open nomination and secret ballot procedures. The
39 Student Program (MAE-SP) President shall serve as the MAE Student Board Member. The
40 Mississippi Association of Educators-Retired President shall serve as MAE Retired Board Member.
41

42 D) Additional at-large representatives shall be appointed by the Board to meet the constitutional and
43 merger requirements. Such appointments shall be made in such a manner as to best reflect the racial and
44 numerical makeup of the membership in the Association.
45

46 E) An NEA Director-At-Large who is an active MAE member shall be a non-voting member of the
47 MAE Board of Directors and Executive Committee.
48

49 F) It shall be the responsibility of the MAE Elections Committee with the approval of the MAE Board
50 of Directors to designate and post ethnic majority or ethnic minority guarantees on the Board of
51 Directors.
52

53 G) The term of office for the immediate past-president shall be for one (1) year immediately following
54 that individual's term as president.
55

56 **Section 3.** The president, vice-president and secretary-treasurer shall be elected by the membership-
57 at-large.
58

1 In the event a vacancy occurs, in the office of the president, the vice-president shall be elevated to the
 2 presidency to fill an unexpired term. Should the vice-president be unable to serve in this office, the
 3 Board of Directors shall appoint a person to fill the office until an election can be held. In the event that
 4 the vice-president and/or secretary-treasurer position(s) is/are vacant, the Board of Directors shall
 5 appoint a person to fill the office of the vice-president and/or secretary-treasurer until the next regular
 6 election.

7
 8 **Section 4.** The directors from each region shall be elected by the membership within that region. In the
 9 event a vacancy occurs in a region, a special election of the membership in that Region shall be
 10 authorized within four (4) months by the MAE Elections Committee to fill the unexpired term; or, the
 11 remainder of the term can be filled by a member elected at a meeting of such region.

12
 13 **Section 5.** In the event a vacancy occurs in an At-Large Director's position, the Board of Directors
 14 shall appoint a representative to serve until the next regular election at which time the full membership
 15 shall vote to fill the unexpired term. In no event shall the appointed representative serve more than one
 16 (1) year.

17
 18 **Section 6** The MAE Student Program President who is elected annually by the MAE-SP members for
 19 a term of one (1) year and the MAE-Retired President who is elected biannually for a term of two (2)
 20 years beginning September 1, 2010 shall be voting members of the MAE Board. The MAE-SP
 21 President shall be elected from among the student membership through open nominations and by secret
 22 ballot. The MAE-Retired President shall be elected from among the retired membership through open
 23 nominations and by secret ballot as outlined by the Bylaws of the MAE-Retired.

24
 25 **Section 7.** The Executive Committee shall consist of:

26
 27 A) The President, vice-president, past-president, secretary-treasurer, the NEA State Director(s) and
 28 five (5) director(s) elected by and from the directors of the regions and any at-large directors who have
 29 been elected by the full membership.

30
 31 B) The election of the Executive Committee members shall be conducted at the first official meeting of
 32 the Board each year and members shall hold one (1) year terms. The five (5) at-large members shall be
 33 elected to post 1, post 2, post 3, post 4, and post 5. Elections for each post shall be separate and in
 34 numerical order. If feasible, the posts shall be filled from regions that are not already represented on the
 35 Executive Committee by the MAE officers, the immediate past-president, and NEA State Director(s),
 36 or a previously filled post. When each MAE region has representation on the Executive Committee, the
 37 remaining post(s) can be elected from any of the MAE regions.

38
 39 The composition of the Executive Committee shall be as equally representative of ethnic
 40 minority/majority makeup of MAE as possible.

41
 42 C) If a vacancy on the Executive Committee occurs, a person shall be elected to fill the unexpired term
 43 in the same manner as provided in (A) of this section. The election for filling such vacancy shall be
 44 conducted at the next official Board meeting after the seat has become vacant.

45
 46 **Section-8.** The principle of one-person one-vote shall be adhered to at all times.

47
 48 **Section 9. NEA DIRECTOR (S)**

49
 50 A) The NEA State Director(s) shall be elected at-large by the MAE membership.

51
 52 B) One (1) NEA Alternate Director shall be elected at-large by the MAE membership to serve a term
 53 of office that coincides with the NEA State Director(s). The ballot for MAE President shall also list the
 54 position of Alternate NEA Director to allow the president to serve as an Alternate NEA Director
 55 elected at-large by the MAE membership.

56

1 C) If a vacancy occurs within the term of the NEA State Director(s), the Alternate NEA State Director
2 shall be recommended by the MAE Board of Directors to the NEA Board of Directors to fill such
3 vacancy until the next regularly scheduled MAE election.

4
5 If a vacancy occurs in the position of NEA Alternate Director, the position shall be filled on the
6 recommendation of the MAE Board of Directors, and the person selected shall serve until the next
7 regularly scheduled MAE election.

8
9 D) The MAE President shall serve as an Alternate NEA State Director in the event that neither the
10 NEA State Director nor Alternate NEA State Director is able to attend an NEA Board of
11 Directors meeting.

12
13 E) In the event MAE shall be entitled to two (2) NEA Directors, the Association shall take such steps
14 as may be legally permissible to elect one (1) director from an ethnic-minority group.

15
16 **ARTICLE VIII - DUTIES OF OFFICERS,
17 BOARD OF DIRECTORS, EXECUTIVE COMMITTEE**

18
19 **Section 1.** The President shall preside at all general meetings of the Association and at the meetings of
20 the Representative Assembly. The President shall call meetings of the Board of Directors and Executive
21 Committee, and shall serve as the chairperson of the Board of Directors and the Executive Committee.
22 The President shall direct all phases of the work of this Association; shall recommend, subject to the
23 approval of the Board of Directors, all chairpersons and members of committees not otherwise
24 provided for in this Constitution and By-Laws; shall deliver an official report at one of the general
25 sessions of the annual convention; and shall perform such other duties as properly pertain to the office.
26 The President shall serve as an Alternate NEA State Director in the event that neither the NEA State
27 Director nor the Alternate NEA State Director is able to attend an NEA Board of Directors meeting.

28
29 **Section 2.** The vice-president shall assume the duties of the President in the absence of the President
30 and shall perform such other duties as may be designated by the President, the Executive Committee or
31 the Board of Directors.

32
33 **Section 3.** The secretary-treasurer shall be responsible for the minutes or records of the several
34 sessions of the Association. The secretary-treasurer shall assist the executive director, the Executive
35 Committee and the Budget Committee in the preparation of the annual budget. The secretary-treasurer
36 shall monitor the records of receipts and disbursements and any other financial transactions of this
37 association.

38
39 **Section 4.** The duties of the Board of Directors shall be as follows:

40
41 A) Select an executive director whose contract shall not exceed four (4) years, fix his/her remuneration
42 and prescribe duties on the recommendation of the executive director; employ additional personnel, fix
43 their duties and salaries on the recommendation of the executive director.

44
45 B) Be responsible for the financial affairs of the Association including the management of properties and
46 funds, submit a budget to the Representative Assembly, and submit a financial report annually to the
47 Representative Assembly.

48
49 C) Formulate and implement such plans as may be deemed advisable and give general direction to the
50 work of the Association, subject to the direction of the Representative Assembly.

51
52 D) Set time and place of the annual convention.

53
54 E) Elect from its membership annually five (5) members to serve with the President, the vice-president,
55 the secretary-treasurer, the State NEA Director, and the immediate past president as the Executive
56 Committee.

57
58 F) Delegate to the Executive Committee the authority to perform the necessary operational
59 responsibilities.

1
2 **Section 5.** The duties of the Executive Committee shall be to perform the duties delegated to it by the
3 Board of Directors.
4

5 **ARTICLE IX - THE STAFF AND ITS DUTIES**

6
7 **Section 1.** The executive director, selected by the Board of Directors for a term not to exceed four (4)
8 years, shall conduct the affairs of the Association as defined in a written job description by the Board of
9 Directors and implement the policies adopted by the Board of Directors and Representative Assembly.
10

11 **Section 2.** All professional staff with the exception of the associate executive director, should such a
12 position exists, shall be recommended by the executive director based on guidelines adopted by the
13 Board of Directors. The Board of Directors shall approve the hiring of professional staff.
14

15 The executive director shall have the full authority to hire support staff to fill vacancies.
16

17 **Section 3.** The Board of Directors, upon the recommendation of the executive director shall have the
18 power to add staff positions, as it deems necessary.
19

20 **Section 4.** The Board shall, in a written document, define the grounds for termination of its employees
21 and the procedures to be used in the event such termination becomes necessary. All employees shall be
22 assured due process in matters of discipline, demotion and discharge.
23

24 **ARTICLE X - COMMITTEES**

25
26 **Section 1.** Standing committees of the Association shall be the following: Budget, Constitution and
27 Resolutions, Credentials, Elections, Legislative, Member Rights, Membership, Instruction and
28 Professional Development, and Human and Civil Rights. Members of standing committees shall serve
29 three (3) year staggered terms.
30

31 **Section 2.** Special committees shall be those considered necessary by the Board of Directors or the
32 Representative Assembly.
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35 **ARTICLE XI - SALARIES AND EXPENSES**

36
37 The salaries and the expenses of officers and committees of the Association shall be provided for in the
38 By-Laws.
39

40 **ARTICLE XII - REPRESENTATIVE ASSEMBLY**

41
42 **Section 1.** The legislative power of this Association shall be vested in a Representative Assembly. The
43 Representative Assembly shall have the power to transact all general business of the Association,
44 determine general policies, and make regulations governing the work of officers and committees of the
45 Association.
46

47 **Section 2.** Representatives to the Representative Assembly shall be elected through open nomination
48 and secret ballot procedures and shall consist of Mississippi Association of Educators members who
49 are delegates from the various local affiliates as hereinafter provided, the officers, members of the Board
50 of Directors, and former presidents of the Mississippi Association of Educators. Each local affiliate shall
51 be entitled to representation as determined annually by the Board of Directors.
52

53 **Section 3.** Delegates from local affiliates shall be elected by the Mississippi Association of Educators
54 members of the local organizations and shall be certified to the President on or before April 15 for a
55 term of twelve (12) months from that date. The delegates shall represent, as nearly as possible,
56 majority/minority composition and the various categories included in the composition of the local
57 membership. Each local affiliate may elect such Alternates, as it deems necessary.
58

1 **Section 4** Each local affiliate shall have representation at the MAE Representative Assembly as outlined
2 in the Bylaws of the MAE Constitution.

3
4 **Section 5** Each local student chapter shall be represented by one (1) delegate at the MAE
5 Representative Assembly.

6
7 **Section 6** The Credentials Committee shall officially certify the delegates from each local affiliate and
8 from any other group eligible for representation.

9
10 **Section 7** Proposed amendments to this Constitution or By-Laws may be made by the Board of
11 Directors, MAE Constitution Committee, a local affiliate, or by a petition signed by fifty (50) or more
12 active members of this Association. The proposed amendments shall be mailed to the MAE President
13 on or before November 30. The proposed amendments will be mailed to the delegates at least thirty
14 (30) days prior to the Spring Representative Assembly. New Business Items or other proposals may
15 be made by the Board of Directors, an MAE Committee, a local affiliate or by any active member of
16 the Association. New Business Items and other proposals will be submitted in compliance with the
17 Standing Rules or Order of Business of the Representative Assembly.

18
19 **Section 8** The President of the Association shall preside at sessions of the Representative Assembly.
20 The executive director shall be responsible for keeping a full record of the business transacted at the
21 sessions. The first order of business shall be that of determining the delegates entitled to be seated.

22
23 **Section 9** One percent (1%) of MAE Active membership in the Association as of January 10th of the
24 calendar year shall constitute a quorum. The Representative Assembly shall adopt its own rules of
25 procedure not in conflict with the Constitution and By-Laws, provided that at least a majority vote shall
26 decide all questions.

27
28 **Section 10** The Representative Assembly shall approve annually a Budget for the State Association.
29 This budget shall be submitted by the Budget Committee to the MAE Board of Directors for final
30 approval before being submitted to the Representative Assembly for action.

31 **ARTICLE XIII - ASSOCIATION GOVERNANCE REGIONS**

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34 **Section 1.** The State of Mississippi shall be divided geographically into governance regions with
35 approximately the same number of MAE members in each region. Changes of governance regions must
36 be approved by the MAE Representative Assembly.

37
38 **Section 2.** Every three (3) years, at its first meeting after the NEA Annual Representative Assembly,
39 the Board of Directors shall review the numerical membership. This review shall take place during the
40 2nd year of each presidential term.

41
42 **Section 3.** If the Board of Directors determines that a change of governance regions shall be
43 recommended, such recommendation shall be presented to the spring Representative Assembly during
44 the 2nd year of a sitting MAE President's term. If such recommendation is not approved by the
45 delegates, the Board must wait to make another recommendation at least until the next 2nd year of a
46 sitting MAE President's term in office.

47 **ARTICLE XIV - LOCAL ASSOCIATIONS**

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50 **Section 1.** A local affiliate affiliated with Mississippi Association of Educators shall form the basis of
51 representation in the Representative Assembly. A local affiliate may be one (1) of six (6) kinds and
52 formed as follows:

53
54 A. Professional educators of any county who are active members of this Association may form a local
55 affiliate.

56
57 B. Professional educators of any local school district who are active members of this Association may
58 form a local affiliate provided that this type of local affiliate shall have a membership of not fewer than
59 10.

1
2 C. The faculty and professional educators of any university, senior college or junior college who are
3 active members of this Association may form a local affiliate.

4
5 D. Members of the State Department of Education who are active members of this Association may
6 form a local affiliate.

7
8 E. Employees working in a school system not covered in this article, Section 1, 1A, 1B, 1C, and 1D,
9 who are active members of this Association may form a local affiliate.

10
11 F. Students on junior and senior college campuses who are members of the Student Mississippi
12 Association of Educators may form a local chapter.

13
14 G. Employees of the Mississippi School for Math and Science may organize a local affiliate of MAE or
15 may choose to be members of the Columbus Association of Educators.

16
17 **Section 2.** Each local affiliate shall adopt a constitution and By-Laws as the members may deem
18 necessary, provided that such constitution and by-laws are in harmony with the Constitution and By-
19 Laws of the Mississippi Association of Educators and the National Education Association.

20
21 **Section 3** All local affiliates shall be chartered by the Board of Directors.

22
23 **Section 4** The President of this Association shall advise all local affiliates of annual convention dates
24 and meetings and shall communicate all general information pertaining to this Association to local
25 affiliates.

26
27 **Section 5** All local affiliates shall submit the names, addresses and telephone numbers of its officers
28 and faculty representatives to the MAE President on or before May 1 of each year.

29 30 ARTICLE XV - MEETINGS

31
32 **Section 1.** The annual Representative Assembly of this Association shall be held at such time and place
33 as may be decided by the Board of Directors provided that the time and place shall be announced to all
34 state and local officers at least one (1) month prior to the assembly.

35
36 **Section 2.** The annual meeting of the Representative Assembly shall be held at such time and place as
37 designated by the President with the approval of the Board of Directors. Special meetings, upon a
38 week's written notice to each delegate, may be called by the President with the approval of the Board
39 of Directors. Special sessions shall be called by the President upon the request of the majority of the
40 Board of Directors or upon written request of 25% or more members of the Representative Assembly
41 to the President. Any such meeting shall be held within fifteen (15) days of receipt of said request. The
42 business of the special meeting shall be limited to the matters listed in the call.

43
44 **Section 3.** The Executive Committee shall meet at the request of the President or upon written request
45 to the President by a majority of the members of the Executive Committee. Said meeting shall be called
46 within fifteen (15) days of request.

47
48 **Section 4.** The Board of Directors shall meet at least quarterly and at the request of the Executive
49 Committee or upon written request to the President by a majority of the members of the Board of
50 Directors. Said meeting shall be held within fifteen (15) days of request.

51 52 ARTICLE XVI - QUORUMS

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54
55 A majority of the members of any board or committee shall constitute a quorum of that board or
56 committee.

57 58 ARTICLE XVII - AMENDMENTS, RULES, REGULATIONS

1 **Section 1.** Amendments to this Constitution may be proposed by the Board of Directors, Constitution
2 Committee, local affiliate or by a petition signed by fifty (50) or more active members of this
3 Association.

4
5 **Section 2.** Any proposed amendment shall be submitted in writing to the President prior to November
6 30. The President shall submit the proposed amendment to the certified delegates not later than thirty
7 (30) days before the spring meeting of the Representative Assembly. Such proposed amendments shall
8 be published in a publication of the Association prior to the spring meeting of the Representative
9 Assembly.

10
11 **Section 3.** This Constitution may be amended at the Annual Spring meeting by a 2/3 vote of delegates
12 present and voting.

13 14 **ARTICLE XVIII - BY-LAWS**

15
16 By-Laws shall be adopted in connection with this Constitution, and such By-Laws may be amended by
17 majority vote at any session of the Representative Assembly.

18 **BY-LAWS**

19 **ARTICLE I - CLASSIFICATION OF MEMBERSHIP**

20
21 Membership in this Association shall be classified as follows:

22
23
24 **Section 1.** Active Membership. Active membership is open to any person who is engaged in or who is
25 on a limited leave of absence from professional educational work or who is serving as an executive
26 officer of the Association or of a state or local affiliate. Active members shall hold or shall be eligible to
27 hold a baccalaureate or higher degree or the regular teaching, vocational, or technical certificates
28 required by their employment. Active membership is limited to persons who support the principles and
29 goals of the Association and who maintain membership in the local, state and national affiliates where
30 eligible.

31
32 **Section 2.** Active Life Membership. A person who has served this Association with distinction may be
33 granted an active life membership by the Board of Directors. The active life member shall be entitled to
34 all rights and privileges of membership for life without the payment of dues. All life members of the
35 former MEA and MTA at the time of the adoption of this Constitution shall retain their life membership
36 status.

37
38 **Section 3.** Active Educational Support. Active Educational Support membership is open to any
39 employee of a school district, college or university, or other educational institution who is not eligible for
40 Active membership and/or does not hold a valid teaching certificate including a person who is on limited
41 leave of absence from such employment. Active Educational Support members shall have all rights of
42 membership including the right to vote and hold office.

43
44 **Section 4.** Substitute membership is open to an educational employee employed on a day-to-day basis
45 who is eligible for membership in the Active category. Substitute membership is unified. Substitute
46 members shall receive benefits and services authorized by the Board of Directors. Substitute dues shall
47 be set by the Representative Assembly.

48
49 **Section 5.** Reserve. Reserve membership is open to any person who is on leave of absence at least
50 six (6) months from the employment that qualifies him or her for Active or Educational Support
51 membership or who has held Active or Educational Support membership but whose employment status
52 no longer qualifies that individual for such membership.

53
54 **Section 6.** Retired. Retired membership is open to any retired member who has held membership in
55 the Association for at least one (1) year prior to retirement.

56
57 **Section 7.** Retired-Life. Retired-Life membership is open to any member eligible for the Active
58 category. Dues for Retired-Life shall be established through a retired membership for life program

1 established by the Board of Directors.

2
3 **Section 8.** Staff. Staff membership is open to persons whose primary professional employment is with
4 NEA and its governance and non-governance affiliates.

5
6 **Section 9.** Student. Student membership is open to any student enrolled in or preparing for a program
7 of study in an accredited institution of higher learning that qualifies the student for a career in education
8 or serving as an executive officer of Student NEA or one of its affiliates.

9
10 **Section 10.** Associate. Associate membership is open to any person who is interested in advancing
11 the cause of public education but who is not eligible for any other class of membership in the
12 Association. Associate members may not vote or hold elective or appointive office.

13 14 15 **ARTICLE II - ELECTION OF OFFICERS AND DIRECTORS**

16
17 **Section 1.** Only an active member who has been in good standing for the previous three (3) years with
18 the Association shall be eligible to serve as an officer of the Association. Good standing is defined as
19 unified - local, state, and national with all dues paid.

20
21 **Section 2.** Nominations of the President, vice-president and secretary-treasurer shall be open and shall
22 be made in one of the following ways: (a) by a petition with signatures of 100 active members or (b) by
23 any chartered local affiliate.

24
25 **Section 3.** When the MAE is entitled to two (2) NEA Directors, the Association shall take such steps
26 as may be legally permissible to elect one (1) director from an ethnic-minority group.

27
28 **Section 4.** The nomination shall be forwarded to the Elections Committee and the President with the
29 written consent of the nominee prior to November 30 to be certified as a candidate for that office.

30
31 **Section 5.** All certified nominees for President, vice-president and secretary-treasurer should be
32 announced in writing to all members prior to the election. The election shall be by secret ballot and shall
33 be conducted in a manner decided upon by the Elections Committee and approved by the Board of
34 Directors. Any candidate receiving the majority of votes shall be declared elected. If no candidate
35 receives a majority, a run-off election of the two (2) candidates receiving the most votes shall be held.

36
37 **Section 6.** The non-supervisory directors from each district shall be elected through open nominations
38 and secret ballot procedures and shall be elected by a majority vote and for staggered terms in a
39 manner that reflects the racial composition of that region for the year preceding that election.

40
41 **Section 7.** The Administrator, Higher Education and Education Support representatives shall be
42 elected by the state-at-large to reflect their proportion of membership of this Association. The election
43 shall be held by open nominations and secret ballot procedures.

44
45 **Section 8.** The regions shall be constituted every three (3) years by the Board of Directors. A list of
46 regions and the Locals in those regions shall be posted on the MAE website, provided to the Board of
47 Directors, and be available in writing or via email to any member who requests a copy.

48
49 **Section 9.** The Board of Directors shall review the numerical membership of the regions every three
50 (3) years.

51
52 **Section 10.** The MAE Board of Directors shall be the final authority in determining and declaring a
53 vacancy among its members and on the Executive Committee for any of these reasons: moving from the
54 district, changing classifications, resigning, refusing to attend, and any other such irregularities not
55 consistent with the Constitution and By-Laws.

56
57 **Section 11.** The classification of school personnel by the Mississippi State Department of Education
58 shall be used for determining a person's eligibility for a particular position on the Board of Directors.
59

1 **Section 12.** Once a member has declared ethnic status based on the State of Mississippi census, ethnic
 2 status cannot change for the purpose of MAE committee and/or MAE office representation.
 3

4 **ARTICLE III - REPRESENTATIVE ASSEMBLY**

5
 6 **Section 1.** The allocation of delegate credentials to local affiliates for the MAE Representative
 7 Assembly shall be on the basis of Active membership in the Association as of January 10th of the
 8 calendar year that the Representative Assembly is held.
 9

10 **Section 2** Local affiliates shall be allocated one (1) delegate credential for each thirty (30) members or
 11 major fraction (16) thereof. Two or more local affiliates within the same region, each with less than 16
 12 active members, may form a cluster to have at least one delegate credential.
 13

14 **Section 3** Each local student chapter shall be allocated one (1) delegate credential for each thirty (30)
 15 members or major fraction (16) thereof.
 16

17 **Section 4** Once a quorum has been established and the Representative Assembly has convened the
 18 affirmed quorum remains in effect.
 19

20 **Section 5** – In the event a quorum of Active members are not present at a given Representative
 21 Assembly, the MAE Board of Directors has authority to take action on the MAE Legislative Agenda
 22 and/or the MAE Annual Budget.
 23

24 **ARTICLE IV - DEPARTMENTS AND SECTIONS**

25
 26 The Mississippi Association of Educators may form sections and/or departments for those members of
 27 the Association who have common professional interests. All such sections and departments must be
 28 approved by the Board of Directors of the Association.
 29

30 **ARTICLE V - DUES**

31
 32 **Section 1.** The Representative Assembly shall set annual dues for membership in this Association.
 33

34 **Section 2.** Membership in this Association shall entitle the member to a subscription to "Mississippi
 35 Educator".
 36

37 **Section 3.** Annual dues shall be payable beginning on or before the first of September. Membership in
 38 the Association shall be understood to be continuous unless a member notifies the MAE in writing
 39 he/she wishes to cancel his/her membership from the Association. Membership will be immediately
 40 cancelled upon notification of a member's death.
 41

42 **ARTICLE VI - FISCAL YEAR AND TERMS OF OFFICE**

43
 44 **Section 1.** The fiscal year shall begin the first day of September and end the 31st day of August.
 45

46 **Section 2.** The term of office for all elected officers, Board members, and Executive Committee
 47 members shall begin in July at the time of the closing of the gavel of the annual NEA Representative
 48 Assembly.
 49

50 **ARTICLE VII - BOND**

51
 52 The Board of Directors shall require that all employees of the Association be covered by a
 53 comprehensive blanket position fidelity bond in an amount deemed adequate by the Board of Directors.
 54 The premiums of said bond shall be paid by the Association.
 55

56 **ARTICLE VIII - SALARIES AND EXPENSES**

57
 58

1 **Section 1.** The MAE President may be the only officer, director or committee member to receive a
2 salary.

3
4 **Section 2.** The necessary traveling and living expenses of the Board of Directors incident to the
5 business of the said Board shall be paid by the Association. The Board of Directors shall authorize the
6 payment of expenses of members of committees and other persons employed by the Board to render
7 special services to the Association.

8
9 **Section 3.** Annual travel allowance for the officers shall be fixed by the budget approved by the RA.

10 **ARTICLE IX - AUDIT OF ASSOCIATION BOOKS**

11
12
13 **Section 1.** The Board of Directors shall employ a certified public accountant that shall audit the books
14 of the Association at the end of each fiscal year.

15
16 **Section 2.** A certified copy of the auditor's report together with a financial statement of the Association
17 shall be provided to the Board of Directors each membership year. The auditor's report and financial
18 statement will be made available to any MAE member upon written request to the MAE President.

19
20 **Section 3.** Beginning in 2017 the Board shall direct the Executive Director to retain a new auditor
21 through a Request for Proposal (RF) process if the most recent auditing firm has performed these duties
22 consecutively for three (3) years. The auditing firm most recently having performed an audit may submit
23 an RFP for consideration provided that, should the firm be selected, personnel who have performed the
24 audits in the last three (3) years will not work on future audits.

25 **ARTICLE X - DUE PROCESS**

26
27
28 No MAE member may be censured, suspended or expelled and no MAE affiliate may be censured,
29 suspended or disaffiliated except by due process and appeal procedures which are to be provided
30 under MAE Board policy.

31 **ARTICLE XI - COMMITTEE JOB DESCRIPTIONS**

32
33
34
35
36 The duties of each MAE standing committees shall be:

37
38 a. **Legislative** - to ascertain by the democratic process the feelings of the membership toward certain
39 items of legislation, to mold these into a legislative program and then, to submit the program to the
40 Representative Assembly for approval, and any other duties as delegated by the Board of Directors
41 and/or Representative Assembly.

42
43 b. **Constitution and Resolutions** - to examine the MAE Constitution for problems contradictions and
44 unnecessary limitations and to recommend any changes to the Representative Assembly and to
45 recommend to the delegates any changes as requested by other committees, associations and/or
46 individuals and any other duties as delegated by the Board of Directors and/or Representative
47 Assembly, and to accept resolutions from the membership, to write resolutions and to present these
48 resolutions to the spring MAE Representative Assembly, and any other duties as delegated by the
49 Board of Directors and/or Representative Assembly.

50
51 c. **Budget** - to work with the President, executive director, and MAE staff in proposing a budget for
52 the coming Association fiscal year; to present the budget to the Board of Directors for approval at least
53 ninety (90) days prior to the Representative Assembly, and all other duties as delegated by the Board of
54 Directors and/or Representative Assembly

55
56 d. **Credentials** - to register all delegates to MAE Representative Assemblies; to certify that credentials
57 of all delegates are in order; to register all visitors to the MAE Representative Assemblies; to monitor
58 the entrance to Representative Assemblies and direct those entering to their proper section; to report to

1 the assemblies that there is or is not a quorum of delegates present and duly certified and any other
2 duties as delegated by the Board of Directors and/or Representative Assembly.

3
4 e. **Human and Civil Rights** - to develop strategies for furthering the understanding and acceptance of
5 oneself and others and any other duties as delegated by the Board of Directors and/or Representative
6 Assembly.

7
8 f. **Instruction and Professional Development** - to build and maintain a high level of professionalism
9 at the state and local level of MAE and any other duties as delegated by the Board of Directors and/or
10 Representative Assembly.

11
12 g. **Elections** - to monitor rotation of elected positions, to establish procedures and dates for elections;
13 to designate and post ethnic majority or ethnic minority guarantees on the Board of Directors with the
14 approval of the Board of Directors; to execute elections and to tally and report the results and any other
15 duties as delegated by the Board of Directors and/or Representative Assembly.

16
17 h. **Membership and Member Benefits** - to develop MAE membership recruitment and retention
18 plans, to assist in the delivery of membership recruiter training, and to monitor and assess the outcomes
19 of the recruitment and retention plans. To study and recommend to the MAE Board of Directors plans
20 of insurance available that would meet the general needs of educators and represent the best dollar
21 value and any other duties as delegated by the Board of Directors and/or Representative Assembly.

22 **ARTICLE XII - AMENDMENTS TO BY-LAWS**

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24
25 **Section 1.** Proposed amendments to the By-Laws may be made by the Board of Directors, MAE
26 Executive Committee, MAE Constitution/Resolutions Committee, a local affiliate, or by a petition signed
27 by fifty (50) or more active members of this Association.

28
29 **Section 2.** The proposed amendments shall be mailed to the MAE President on or before November
30 30. The proposed amendments will be mailed to certified delegates at least thirty (30) days prior to the
31 Spring Representative Assembly.

32
33 **Section 3.** A majority of the certified delegates present and voting shall be required for the adoption of
34 a proposed amendment.

35 **ARTICLE XIII - DEFINITION OF TERMS**

36
37
38 As used in the Constitution and these By-Laws the Association adopts and adheres to the following
39 definitions of terms:

40 a. **Ethnic Majority:** Ethnic majority shall mean persons designated as ethnic majority by
41 statistics published by the United States Bureau of the Census.

42 b. **Ethnic Minority:** Ethnic minority shall mean those persons designated as ethnic minority by
43 statistics published by the United States Bureau of the Census. This designation shall
44 specifically include American Indian/Alaska Native, Asian and Pacific Islander, Black, Hispanic
45 and any other ethnic minority group.