

Michigan Occupational Special Populations Association Bylaws

Article I Membership

Section I: **Membership Committee**

There shall be a Membership Committee. This committee is appointed by the Executive Council and is directly responsible to the Treasurer. This committee shall work with regional board members in soliciting new members. This committee shall also be responsible for a state-wide membership solicitation through membership renewal mailings, regional meetings, ect.

Section II: **Dues**

The board shall determine the amount of dues that shall be collected and may choose to suspend dues collection if deemed unnecessary to operate the business of the organization

Article II Committees

Section I: **Standing Committee**

Standing committees shall be the Membership committee Website Committee, Conference Committee and Awards Committee.

Section II: **Additional Committees**

The President shall establish additional committees as necessary, subject to approval by the Executive Council.

Article III Meetings

Section I: **Executive Council**

Meeting of the Executive Council Shall be held a minimum of three times per

school year, in conjunction with the state board meeting. Additional meetings may be called on an “as needed” basis.

Section II: **Board Meetings**

Meetings of the Board of Directors shall be held a minimum of three times per school year. These meetings shall coincide where possible with the Executive Council meetings. Additional meetings may be called on an “as needed” basis.

Article IV
Elections

Section I: **Nominations**

Nominations for officers and board members shall be solicited through Regional Representatives and shall be accepted by the President Elect who will establish a time frame for this process.

The Nominating Committee shall consist of the President-elect, the Regional Representatives and the At- Large Representative.

The position of President Elect shall alternate between a Secondary and Post-Secondary nominee each year.

The Nominating Committee shall evaluate the nominations and submit a ballot to the voting membership at the annual spring conference.

Section II: **Voting Procedures**

Ballots for officers shall be made available by the Nominating Committee. Ballots must be returned to the Nominating Committee chairperson. Officers will be announced after the vote & posted on the MOSPA website.

Section III: **Installation of Officers and Board Members**

New officers shall be installed at the last Board of Directors meeting of the school year.

Section IV: **Vacancies (as amended April 2002)**

Vacancies among the elected positions (President-Elect, Secretary, Treasurer and At-Large Representative) shall be filled by Board of Directors vote with majority of those present.

(See the MOSPA Constitution, Article V- Organizational Structure, Section III for a vacancy in the office of the President.)

Article V Regional Structure

Section I: Structure

The regional board members shall determine the regional structure.

Section II: Expenditures

By May 31 each region should submit a budget for proposed activities for the following school year. These requests will be reviewed by the state executive board for approval. For each individual expenditure a funds request must be approved by the state board. Upon approval of the funds request the funds will be provided to the appropriate provider.

Section III: Regions

The state shall be made up of eleven regions. Any changes in these regions shall be approved by the Board of Directors.

Article VI Expenditures

Section I: Regional

All regional expenditures must be approved by the state board.

If a region becomes in-active the finances must be sent to the State Treasurer until such time that the region becomes active again.

Section III: State

All expenditures must be approved by a majority vote of the Executive Council.

Article VII Order of Business

The order of business at the board meeting shall be as follows:

- Call to order by the President or the delegated officer/ President's comments.
- Review of the minutes of the last meeting.
- Report of the Secretary
- Report of the Treasurer
- Report of the Standing Committees
 - Membership
 - Conference
 - Awards
 - Website
- Report of the Legislative Liaison (s)
- Regional Reports
- Unfinished Business
- New business
- Announcements
- Adjournment

Article VIII Amendments

Section I: Changes

Changes to the bylaws shall be presented to the members of the Board of Directors at least thirty days prior to any action.

Section II: Amendments

The bylaws may be amended at any meeting of the Board of Directors by two - thirds majority of the members in attendance.

Section III: Meeting

There shall be an annual business meeting of the association for the purpose of installing officers, discussing MOSPA goals and objectives and conducting business. Meetings of The Executive Council and Board of Directors shall be defined in the bylaws.

**Article IX
Calendar Year**

The calendar year of the association shall be from July 1 until June 30.

**Article X
Amendments and Changes**

- Section I: Changes to the Constitution must be presented to and approved by the Board of Directors prior to distribution to the membership for a vote.
- Section II: Amendments to this constitution shall be distributed to the membership and will be changed by a two-thirds majority of members voting.