

Michigan Elementary and Middle School Principals Association

BYLAWS

July 1, 2025

Michigan Elementary and Middle School Principals Association

Mission Statement

The Michigan Elementary & Middle School Principals Association is a professional organization serving elementary and middle level principals.

MEMSPA is dedicated to supporting principals in the delivery of quality educational experiences to the students of the State of Michigan by providing leadership, legislative advocacy, professional development and guidance.

MEMSPA BYLAWS

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MICHIGAN ELEMENTARY AND MIDDLE SCHOOL PRINCIPALS ASSOCIATION

BYLAWS

Adopted December 5, 2024 to amend the former Bylaws dated December 7, 2017.

ARTICLE I NAME AND FORM OF ORGANIZATION

Section 1. Name. The name of this organization shall be the Michigan Elementary and Middle School Principals Association.

Section 2. Form of Organization. The Association is a voluntary, nonprofit, incorporated, professional membership association.

Section 3. Fiscal Year. The fiscal year of the Association is July 1 through June 30.

ARTICLE II DEFINITIONS

"Association" shall refer to the Michigan Elementary and Middle School Principals Association. **"Board"** shall refer to the Board of Directors of the Association as set out in Article IX. **"Board Member"** shall refer to a person serving on the Board of Directors. A **"Director"** shall refer to a Board Member who is not an Officer or Executive Committee Member. **"Officer"** or **"Executive Committee Member"** are synonymous terms, and shall refer to persons holding the positions as set out in Article X, and include all those remaining Board Members who are not Directors. **"Individual Member"** or **"Individual Membership"** shall refer to an individual person in good standing as a Member of the Association as set out in Article V. **"Member"** or **"Membership"** shall refer to both Member Groups and Individual Members. **"Association Headquarters"** shall refer to that location wherein the paid Association staff and the Executive Director are situated. **"Region"** shall refer to each of the 14 regions in Michigan which are a part of the Association and whose organization and powers are more fully set out in Article VII and other sections of these Bylaws. **"Person"** shall mean an individual, partnership, co-partnership, limited partnership, joint venture, association, corporation, receiver, estate, trust or any other group or combination acting as a unit.

ARTICLE III COMPLIANCE WITH LAW

The Association, its Officers, Directors, and Members shall at all times act in compliance with the law, including, but not limited to, antitrust laws and regulations that may be enacted from time to time. Any acts of the Association, or its Officers, Directors, and Members, contrary to law are hereby declared null and void *ab initio*.

ARTICLE IV PURPOSE AND POWERS

Section 1. Purpose The purpose or purposes for which the corporation is organized are:

The betterment of the professional and working conditions of those persons who are professionally employed by an educational institution or agency serving as a principal or assistant principal in an elementary or middle school; a director or supervisor with Pre-K - 8 or Pre-K - 12 responsibilities; an assistant to the principal in an administrative capacity, with the majority of students in pre-k through 8th grade or middle school; a person engaged in the professional education of elementary and middle school principals or teachers; and thereby the promotion and improvement of quality education for children and youth.

The association shall achieve this purpose by being of service to its members through:

1. **Student Achievement:** To promote and improve quality education for children and youth;
2. **Strengthen Leadership:** To strengthen the elementary and middle level principal's role as an educational leader;
3. **Promote Professional Rights and Individual Welfare:** To provide the means to promote and secure the professional rights and individual welfare of the elementary and middle level principal;
4. **Promote Communication:** To promote communication between the membership and organizations, institutions, corporations, governments and agencies concerned with education; and
5. **Influence the Legislative Process:** Work to influence the legislative process in the interest of children and helping schools to offer the best possible educational programs for all children.

Section 2. Powers. In order to effectuate the foregoing purposes, the Association, through its Executive Committee and Board, is empowered to take all necessary and proper actions to further the purposes of the Association consistent with the Articles of Incorporation and these Bylaws, including but not limited to, the power to serve or act as a trustee or in other fiduciary capacities, and the Executive Committee and the Board shall be the sole governing authority of the Association except at such times as the Association is in Annual or Special Meeting assembled.

ARTICLE V

MEMBERSHIP

Section 1. Classification. Current classes of membership:

- A. **Professional Members.** Professional membership in this association shall be open to any person who is professionally employed by an educational institution or agency serving as a principal or assistant principal in an elementary or middle school; a director or supervisor with Pre-K - 8 or Pre-K - 12 responsibilities; an assistant to the principal in an administrative capacity, with the majority of students in Pre-K through 8th grade or middle school; a person engaged in the professional education of elementary and middle school principals or teachers. Upon payment of dues such persons shall become professional members and shall be entitled to all the rights and privileges of membership in MEMSPA.
- B. **Aspiring Principals.** Aspiring principal membership in this association shall be open to any person who is a professional teacher or a student who is taking courses in administration and who wishes to become an elementary or middle school principal. Upon payment of dues such persons shall become aspiring principal members. The privileges of membership shall be limited to: receiving publications and attendance at specified workshops or conferences at member rates.
- C. **Associate Members.** Associate membership in this association shall be open to any person who is professionally employed by an educational institution or supporting educational agency interested in MEMSPA/NAESP. Upon payment of dues such persons shall become associate members. The privileges of associate members shall be limited to: receiving publications and attendance at workshops or conferences at member rates.
- D. **Retiree Members.** Retiree membership in this association shall be open to any person who retires from education and has been an active member of MEMSPA. Upon annual application and the payment of dues, such persons shall become retiree members. The privileges of retiree members shall be limited to complimentary state conference admission, MEMSPA publications, and voting rights in association state elections.

Section 2. Membership Year. The membership year shall be from July 1 through June 30.

Section 3. Dues. The annual dues for members of this association shall be set by the Board of Directors by simple majority.. No member shall be registered for the Representative Assembly whose dues have not been paid.

Section 4. Assessments. In the case of financial emergency, the board of directors may authorize an assessment of all active members of this association.

ARTICLE VI OFFICERS

The officers of this association shall be a President, a President-Elect, a Secretary/Treasurer, NAESP & Membership Representative, State & Federal Relations Coordinator, Past-President and Professional Learning Committee Chair. All of these officers must be active members of the Michigan Elementary and Middle School Principals Association and the National Association of Elementary School Principals.

Section 1. Powers of Officers. The officers of this association shall have the power of their office as described by parliamentary authority and these bylaws.

- A. **President.** The President is responsible for conducting the association in keeping with the mission, objectives and goals established by the Board of Directors. As chief elected officer, the President is a spokesperson for the association to represent the best interests of the members, the association, and the profession. The President has the authority to hire and to negotiate terms of employment with the Executive Director and is to provide a strong motivational force for the association. The President provides personal leadership to the other officers, board members, committee members, and staff.
- B. **President-Elect.** The President-Elect is the second ranking elected officer in the association and assumes the presidency at the conclusion of his or her term, and would assume the presidency if a vacancy should occur in that office. The President-Elect supports the President in fulfilling the goals and objectives of the Board of Directors by providing continuity to established programs and formulating future programs for their own presidency.
- C. **NAESP & Membership Representative.** The NAESP & Membership Representative serves as the liaison to the National Association of Elementary School Principals (NAESP). The NAESP & Membership Representative works with staff and region membership chairs on membership retention and recruitment efforts.
- D. **State & Federal Relations Coordinator.** The State & Federal Relations Coordinator shall serve as chair of the MEMSPA legislative committee and as a key contact to NAESP.
- E. **Secretary/Treasurer.** The Secretary/Treasurer has general supervision over all financial affairs of the association and represents the financial interests of the membership and ensures the financial viability of the association and its programs. The Secretary/Treasurer is spokesperson on financial matters and is responsible for the maintenance of accurate, written accounts of actions taken at board and executive committee meetings and their distribution.
- F. **Past-President.** The Past-President serves as counsel to the President in fulfilling the goals and objectives of the Board of Directors; and chairs both the Awards and Nominations Committees.
- G. **Professional Learning Chair.** The Professional Learning Chair serves as the chair of the professional development committee.

Section 2. Duties of Officers. The officers of this association shall perform the duties described in the parliamentary authority and in these bylaws.

A. President. The President shall:

1. Call and preside at all meetings of the association, the Board of Directors, the Executive Committee, and the Representative Assembly;
2. Approve all region representatives;
3. Monitor the progress and effectiveness of ongoing programs, and make sure new programs and policies that will further the goals of the association are presented to the Board;
4. Delegate duties to other officers, members of the Board, and committee chairs in keeping with approved programs and association policies; and
5. Fulfill job description as approved by the Board of Directors.

B. President-Elect. The President-Elect shall:

1. Assume the duties of the President in the absence of that officer;
2. Appoint, with the approval of the Board of Directors, all non-elected members of the Board of Directors including the Minority Board Representatives and the middle level chairs.
3. Accept responsibilities delegated by the President; and
4. Fulfill job description as approved by the Board of Directors.

C. NAESP & Membership Representative. The NAESP & Membership Representative shall:

1. Serve as liaison between NAESP and MEMSPA and perform other duties as assigned;
2. Work with staff and region membership chairs on membership retention and recruitment efforts; and
3. Fulfill job description as approved by the Board of Directors.

D. State & Federal Relations Coordinator. The State & Federal Relations Coordinator shall:

1. Serve as liaison between NAESP and MEMSPA and perform other duties as assigned;
2. Chair legislative committee and work with the Executive Director and designated lobbyist(s) on state and federal legislative issues; and,
3. Fulfill job description as approved by the Board of Directors.

E. Secretary/Treasurer. The Secretary/Treasurer shall:

1. Serve as the Secretary of the Board of Directors, the Executive Committee, and the Representative Assembly; maintaining or causing to be maintained a complete and accurate record of their proceedings;
2. Serve as Treasurer of the funds of the association; work with the Executive Director and designated accountant to prepare the budget and approve its submission to the finance committee and the full board; and
3. Fulfill job description as approved by the Board of Directors.

F. **Past-President.** The Past-President shall:

1. Chair the Awards Committee and oversee the selection of the MEMSPA Principal of the Year;
2. Chair the Nominations Committee and oversee the recruitment and nomination of candidates for MEMSPA officer positions;
3. Perform such duties as may be assigned by the President or the Board of Directors; and
4. Fulfill job description as approved by the Board of Directors.

G. **Professional Learning Chair.** The Professional Learning Chair shall:

1. Collaborate with the MEMSPA staff to plan and facilitate meetings with the professional learning committee;
2. Fulfill job description as approved by the Board of Directors.

Section 3. Nomination and Elections

A. **Nominating Committee.** The nominating committee shall be composed of the Presidents of the regions. The chair of the nominating committee shall be the immediate Past President. The committee shall nominate no more than two candidates for each office to be filled and shall report such nominations to the President and Executive Director of MEMSPA.

B. **Nomination by Petition.** Active members of the association may have their names placed in nomination for any state-wide elective office by obtaining a minimum of twenty (20) signatures of MEMSPA active members from each of three different regions, giving a minimum of sixty (60) active MEMSPA members who support their candidacy. These signatures must be on an official MEMSPA petition and the signatures must be submitted to the president and executive director not later than 60 days prior to the MEMSPA Representative Assembly of the current fiscal year. The President and Executive Director shall inspect the petitions and ensure that the required number of signatures have been submitted and then shall certify that the person(s) named on the petition are candidates for the office(s) indicated. These names shall be reported to the MEMSPA membership no later than 45 days prior to the MEMSPA Representative Assembly of the current fiscal year.

C. **Election Committee.** An election committee composed of a portion of the members of the nominating committee appointed by the President shall cause ballots to be prepared showing the names of those nominated by the nominating committee, the names of those who have been certified by the nominating committee through the petition process described above, and with a space for a write-in candidate for each office.

D. **Election Process.** Either one of two methods may be used to conduct the election. To use the U.S. mail an official ballot shall be mailed first class to each and every voting member of the association within one week following the Representative Assembly. Members must return their ballots within fifteen (15) calendar days after the date of mailing to the membership. Any ballot postmarked sixteen (16) or more calendar days after this date will not be considered valid. To conduct the voting digitally an official ballot shall be emailed to every voting member of the association within one week following the representative assembly. An on-line survey service may be used to produce the official ballots and record the votes. Voting members who don't have email accounts will receive official ballots via U.S. mail as previously described. The election committee shall count the ballots, paper and electronic, and report the results to the president of MEMSPA within 45 days following the representative assembly. The candidate receiving the highest number of votes for each office shall be declared elected. A plurality vote shall be considered sufficient for election. In the event of a tie vote for any office, the winner shall be determined by lot. When the nominating process produces only one candidate for each office, the above preparation and mailing of an official ballot will not be used. When this situation occurs, the Representative Assembly will ratify the election of the slate, which contains one candidate for each office.

Section 4. Term of Office. The officers of this association shall serve the term of office indicated below. All officers will assume office on July 1 and their terms shall expire on June 30 or when their successors are elected and have assumed office:

- A. **One-year terms.** The President, the President-Elect, and the Past President shall serve a term of one (1) year or until their successors are elected and have assumed office.
- B. **Three-year terms.** The NAESP & Membership Representative, Secretary/Treasurer, State & Federal Relations Coordinator, and Professional Learning Committee Chair shall serve a term of three (3) years or until a successor is elected and has assumed office.

Section 5. Vacancies. Whenever a vacancy occurs in the office of President, the President-Elect shall assume the office of President and serve for the remainder of the President's term. Whenever a vacancy occurs in the office of Past President, the Board of Directors may fill the vacancy from among eligible Past Presidents. Whenever a vacancy occurs in any other elective office, the Board of Directors may fill the vacancy.

ARTICLE VII REGIONS

Michigan Elementary and Middle School Principals Association shall be sub-sectioned into units called regions.

Section 1. Purpose. The purpose of regions shall be:

- A. **Student Achievement:** to promote and improve quality education for children and youth.
- B. **Communication:** to develop and/or promote active involvement within the association and its affiliates, local regions, state office and National Association of Elementary School Principals and communication to the state office as directed by the Board of Directors.
- C. **Strengthen leadership:** to strengthen the elementary and middle level principal's role as an educational leader through quality professional learning; and
- D. **Networking:** to strengthen professional fellowship and resource attainment among its members.

Section 2. Officers. The officers of the regions may be a President, a President-Elect, a Secretary, a Treasurer, a Past President, a MEMSPA Board of Directors' Member, and standing committee representatives (i.e. membership, professional learning, legislative committees, and diversity, equity, inclusion, etc.).

Section 3. Duties of Region Officers. The region officers of this association shall perform the duties described below.

- A. Communicate with the Executive Committee regularly, at minimum provide updates prior to all meetings.
- B. Host and attend Board and Executive Committee meetings as requested.
- C. Ensure region representation at all association events.
- D. Coordinate region attendance at the MEMSPA Representative Assembly.

Section 4. Election and Officer Year. The election and officer year of region officers shall coincide with association elections and officer year.

Section 5. Boundaries. The Representative Assembly shall determine boundaries of the regions. Those boundaries have been determined by the following counties of the State of Michigan:

Region 1 – Wayne County

Region 2 – Monroe, Washtenaw and Livingston Counties

Region 3 – Jackson, Hillsdale and Lenawee Counties

Region 4 – Kalamazoo, Calhoun, St. Joseph and Branch Counties

Region 5 – Van Buren, Berrien and Cass Counties

Region 6 – St. Clair and Macomb Counties

Region 7 – Oakland County

Region 8 – Eaton, Ingham, Clinton and Shiawassee Counties

Region 9 – Montcalm, Kent, Ionia, Barry and Allegan Counties

Region 10 – Lapeer, Genesee, Tuscola, Sanilac and Huron Counties

Region 11 – Clare, Gladwin, Arenac, Isabella, Midland, Bay, Gratiot and Saginaw Counties

Region 12 – Ottawa, Muskegon, Oceana, Newaygo, Mecosta, Mason, Lake, and Osceola Counties

Region 13 – All counties in Lower Peninsula North of and including Manistee, Wexford, Missaukee, Roscommon, Ogemaw and Iosco Counties

Region 14 – All counties in the Upper Peninsula.

Section 6. Finance and Recordkeeping. The finances of the region will be maintained by MEMSPA. All accounts will be in the name of the organization.

ARTICLE VIII

REPRESENTATIVE ASSEMBLY

Section 1. Representative Assembly. There shall be a Representative Assembly which shall meet annually. The Representative Assembly derives its power from and shall be responsible to the membership of the association.

- A. **Meetings.** The Representative Assembly shall meet during the annual conference at a time and place to be determined by the Board of Directors.
- B. **Membership.** The membership of the Representative Assembly shall consist of delegates elected from among the active membership of MEMSPA by the regions on a ratio of 1 delegate for every 25 voting members or major fraction thereof. The representatives of the regions to the Board of Directors and the elected officers of the association shall serve as ex-officio delegates to the Representative Assembly.
- C. **Delegation Chair.** The regional representative to the Board of Directors shall serve as the chair of the regional delegation to the Representative Assembly.
- D. **Duties and Responsibilities.** The Representative Assembly shall transact such business as shall be necessary for the proper functioning of the association which shall include, but not be limited to:
 - 1. Consideration of amendment to these bylaws;
 - 2. Adopting resolutions in accordance with the standing rules of the association;
 - 3. Receiving reports from MEMSPA officers, committees, and the Board of Directors;
 - 4. Abiding by standing rules as approved by the Representative Assembly; and
 - 5. Transacting such other business as may be properly presented.
- E. **Quorum.** The quorum in the Representative Assembly shall consist of a majority of the delegates to the Representative Assembly.

ARTICLE IX

BOARD OF DIRECTORS

Section 1. Membership. The members of the Board of Directors shall include the officers of the association; one member from each region, who also shall be a member of the region executive committee; co-minority chairs, with the goals of the co-minority chairs being leaders of color, and co-middle level chairs, one retiree chair with full voting rights equal to one vote in total if co-chairs exist. The Executive Director shall serve as an ex-officio member of the Board of Directors without the right to vote.

Section 2. Powers of the Board. The Board of Directors shall be responsible to the Representative Assembly. The board shall determine the mission and the purpose of the association and ensure that there is effective organizational planning so that goals and objectives can be accomplished. The Board shall ensure adequate resources and see that those resources are managed effectively. The Board shall determine and monitor the association's policies, guidelines, programs and services and enhance the association's public image. The Board shall direct the affairs of the association between meetings of the Representative Assembly.

Section 3. Meetings. The Board of Directors shall meet not less than three (3) times per year subject to the call of the President or one third (1/3) of its members.

Section 4. Quorum. A quorum of the Board of Directors shall consist of a majority of its voting members.

Section 5. Term of Office. Regionally selected members of the Board of Directors shall serve for a term of two (2) years. Board of Director's representatives are limited to two successive terms. Regional representatives from even numbered regions shall take office in even numbered years and representatives of odd numbered regions shall take office in odd numbered years.

Section 6. Alternates. When a representative of a region is unable to be present at a meeting of the Board of Directors, a designated alternate shall represent the region at that meeting of the Board of Directors with full voting rights.

Section 7 Vacancies. When a vacancy shall occur in the office of region representative, the region shall replace its representative within sixty (60) days. Such replacement shall serve for the remainder of the unexpired term.

Section 8. Committees of the Board. The President, with the approval of the Board of Directors, may appoint committees of the board as deemed necessary to carry out the work of the association.

Section 9. Appointments. The President-Elect shall recommend, and the Board of Directors shall approve the appointments of the minority representatives and the middle level chairs.

ARTICLE X EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall be responsible to the Board of Directors and consist of elected officers. The Executive Director shall be a non-voting member of the Executive Committee.

Section 2. Duties and Responsibilities. The Executive Committee shall:

- A. Execute and carry on the association's business, which is of an emergency nature, when a quorum of the Board of Directors is not able to be present on an immediate notice;
- B. Serve in an advisory capacity to the President, the Board of Directors and the Executive Director;
- C. Appoint, with the approval of the Board of Directors, evaluate, dismiss, and determine the duties and working conditions of the Executive Director;
- D. Coordinate the activities of all committees with the approval of the Board of Directors.

Section 3. Quorum. A quorum of the Executive Committee shall be a majority of its members.

Section 4. Meetings. The Executive Committee shall meet at the call of the President or one third (1/3) of its members.

Section 5. Emergency Authority. In the event of national emergency or extreme acts of God, the Executive Committee has the authority to act outside the bylaws and normal procedures of the association in order to protect the interests of the association. The Executive Committee shall report any actions taken under this authority to the Board of Directors as soon as possible

ARTICLE XI COMMITTEES

The standing committees of the association shall be the finance committee, professional learning committee, middle level committee, state and federal relations committee, Diversity, Equity, and Inclusion, retiree committee and membership committee. The purpose of each standing committee shall be as set forth below:

Section 1. Purpose of Standing Committees.

- A. **Finance Committee.** This committee will monitor the financial condition of the association. The committee is chaired by the Treasurer.
- B. **Professional Learning Committee.** This committee contributes to the planning of MEMSPA member's learning with an emphasis on all aspects of the elementary and/or middle school principalship and is composed of representatives from each region. The committee is chaired by the Professional Learning Chair.
- C. **Middle Level Committee.** This committee deals with issues specific to the middle level grades. The committee is chaired by the Middle Level chair(s).
- D. **State & Federal Relations Committee.** This committee deals with issues specific to political activities at the State and Federal level. The committee is chaired by the State and Federal Relations Coordinator.
- E. **Diversity, Equity and Inclusion Committee.** This committee focuses on diversity, equity and inclusion within the Association and represents an underrepresented population. The committee is chaired by the Minority chair(s) and the President-Elect.
- F. **Membership Committee.** This committee supports membership efforts throughout the state and is made up of a representative from each region. The committee is chaired by the

NAESP & Membership Representative.

G. Retiree Committee. This committee deals with issues specific to retirees from the elementary and middle level principalship. The committee is chaired by the Retiree chair.

Section 2. Each Region of the association shall select one person to serve on the professional development learning, middle level, state & federal relations, Diversity, Equity, Inclusion, and membership committees. These committee members shall serve for two (2) years or until their successors are selected. Regions with even numbers shall select committee members on even-numbered years and regions with odd numbers shall select committee members on odd-numbered years.

Section 3. The President of MEMSPA with recommendation by the President-Elect and the approval of the Board of Directors shall appoint chairs of all standing committees. These chairs shall serve for two (2) years, unless otherwise specified. Chairs for these committees shall be appointed prior to January 1 of the year in which they will take office but shall not take office until July 1.

Section 4. Duties and Responsibilities. Each standing committee shall function within the policies of the association and under the direction of the Board of Directors. Each standing committee shall be authorized to establish subcommittees and to formulate the charter, rules and regulations under which they shall operate, subject to the approval of the Board of Directors.

These subcommittees must operate within the scope of responsibility granted to the standing committee by whom it was created. All recommendations made, or activities conducted, by subcommittees are subject to the approval of the Board and/or Executive Committee.

ARTICLE XII FINANCE

Section 1. Financial Records and Accounts Association financial records and accounts shall be the property of the Association and shall be open to inspection by any member upon written request to the Executive Director.

Section 2. Reserve Funds The Reserve Funds shall consist of the real properties and long-term investments of the Association, together with any other funds or properties received by gift, bequest and devise, and accrued income from Reserve Funds investments. The Reserve Funds shall be in the charge of the Executive Committee, which shall provide for the investment and safekeeping of such funds. The Executive Committee shall report the conditions of the funds to the General Assembly.

Section 3. Grants The Association may receive grants and may deposit and expend these funds according to terms of the grantor and accepted by the Executive Committee.

Section 4. Distribution of Assets No part of the net income, revenue, and grants of the association shall insure to the benefit of any member, officer, or any individual except that reasonable compensation may be paid for services rendered, and make payments and distributions to further the purposes set forth in Article II. No member, officer, or 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 debts and obligations, shall be transferred to one or more organizations either with federal tax exemption for charitable and educational uses, or with objectives similar to those of the association. The receiving organizations shall be designated by the Executive Committee at its final meeting.

ARTICLE XIII PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern this association in all cases to which they are applicable and in which they are not inconsistent with these bylaws or other rules which the association may adopt.

ARTICLE XIV

AMENDMENT OF BYLAWS

These bylaws may be amended at any regular meeting of the Representative Assembly by a two-thirds (2/3) vote provided that previous notice has been given in writing to all the members of the association at least thirty (30) days prior to the meeting of the Representative Assembly. The Representative Assembly shall only consider such amendments as shall be proposed by the board of directors or by petition from at least ten (10)-voting members of the association. Amendments proposed by petition from the membership must be submitted to the MEMSPA office at least ninety (90) days prior to the meeting of the Representative Assembly. It shall be the responsibility of the MEMSPA office to see that all amendments proposed by the board of directors or by petition from the membership are mailed to the entire membership of the association at least thirty (30) days prior to the meeting of the Representative Assembly.