

# **BY-LAWS OF THE MARYLAND ASSOCIATION OF ELEMENTARY SCHOOL PRINCIPALS, INC.**

## **ARTICLE I – NAME**

The name of this organization shall be the **Maryland Association of Elementary School Principals, Incorporated**, and shall be designated as **MAESP**.

## **ARTICLE II – PURPOSE**

The purposes of this organization shall be to:

- a. assist elementary and middle school principals, elementary and middle school assistant principals, school supervisors, and other administrators with similar interests and/or responsibilities to fulfill professional obligations. (The educators enumerated herein shall be referred to as “members.”),
- b. provide opportunities for cooperative study of various problems common to the elementary and middle schools of Maryland, through publications, research studies and conferences,
- c. encourage active membership in local principals' associations and membership in the National Association of Elementary School Principals,
- d. promote professional and public understanding of the educational leadership role of the members,
- e. promote and secure the professional rights and individual welfare of the members,
- f. promote communication with organizations concerned with education,
- g. promote and maintain recognition as a professional organization dedicated to the education of children,
- h. publicize the importance of the role of the elementary and middle schools and their administrators in the total educative process,
- i. promote financial support of public education,
- j. operate as an organization in accordance with Section 501 (c) (6) of the IRS code.

## ARTICLE III – MEMBERSHIP

Membership in MAESP shall be of seven classes: Active, Institutional/Active, Associate, Emeritus, Life, Aspiring, and Honorary.

- a. Active membership shall be available to individuals who:
  1. are elementary and middle school principals, elementary and middle school assistant principals, elementary and middle school supervisors, interns or trainees, or other administrative or supervisory personnel with similar interests and/or responsibilities,
  2. are currently employed in the state of Maryland,
  3. pay dues that are determined annually. Active members are entitled all rights and benefits including the right to vote, to hold an elected office, to serve on committees, to speak on any issue, to receive copies of publications and to participate in the Legal Assistance program.
- b. Institutional/Active membership is available to an administrator in a school/central office. It includes one complete active membership for an individual and a duplicate set of membership publications sent to the school office.
- c. Associate membership is available to:
  1. A professor of education or educational administration,
  2. A non-administrator who is interested in elementary or middle school education or administration. Associate Members shall pay one-half of the annual dues and are entitled to all rights and benefits except the right to vote, to hold elected office, and to participate in the Legal Assistance program.
- d. Emeritus membership shall be offered to any individual who retires while holding an active membership in MAESP/NAESP. Dues shall be determined annually. Emeritus members shall be entitled to the same rights and benefits as Active Members including Legal Benefits program.
- e. Life membership may be conferred upon any deserving member by the Executive Board. Life members are exempt from payment of dues and shall be entitled to the same rights and benefits as Active Members.
- f. Aspiring membership shall be offered to any individual who works in the field of

- education, but does not currently serve in an administrative position. Dues shall be determined annually. Aspiring members shall be entitled to the same rights and benefits as Active Members, except the right to vote, to hold an elected office, or to participate in the Legal Assistance Program.
- g. Honorary membership may be conferred upon any deserving individual by the Executive Board. Honorary members are exempt from payment of dues and shall be entitled to the same rights and benefits as Active Members, except the right to vote, to hold an elected office, or to participate in the Legal Assistance Program.

## **ARTICLE IV – Board of Directors**

**Section 1.** The elected officers (Board of Directors) of MAESP shall be:

- a. President
- b. President-Elect
- c. Immediate Past President
- d. Treasurer
- e. National Association of Elementary School Principals Representative  
(Herein referred to as NAESP Representative)

**Section 2.** To qualify for an elected office in MAESP, a member shall:

- a. be a member for not less than one (1) year immediately preceding the date of election,
- b. at the time of election be a member of MAESP, NAESP, and the local association, if there is one,
- c. continue to be a member of MAESP, NAESP, and the local administrator association while in office.

**Section 3.** Term of office for elected officers:

- a. the term of office for President, President-Elect, and Immediate Past President shall be for one year and shall commence on August 1
- b. the term of office for the NAESP Representative and Treasurer shall be for three (3) years. The NAESP Representative may not serve successive terms, and both shall start their term August 1

**Section 4.** the President-Elect shall become President for the succeeding year,

**Section 5.** the President shall become Immediate Past President for the succeeding year.

## **ARTICLE V – DUTIES**

### **Section 1.** The President shall :

- a. prepare the agenda for each meeting,
- b. preside at all meetings of the Association, including Executive Board and Board of Director meetings,
- c. appoint, with the approval of the Executive Board, all standing and special Committee chairpersons, except the Nominating Committee,
- d. call meetings of the Executive Board at either the President's discretion or upon written request of ten (10) of its members,
- e. appoint any special committees deemed necessary during the tenure of office,
- f. serve as a member, ex-officio, of all committees except the Nominating Committee, e.g. assist committee chairpersons in the appointment of committee members,
- g. appoint a parliamentarian,
- h. appoint, with approval of the Executive Board, the people to fill all vacancies that occur within that body,
- i. appoint the official delegation to the annual NAESP Delegate Assembly according to MAESP policy,
- j. approve expenditures prior to payment,
- k. direct the duties of all employees,
- l. perform all other normal duties of the office.

### **Section 2.** The President-Elect shall:

- a. perform the duties of the President when the President is absent,
- b. perform the duties of the President should the office of the President becomes vacant, without jeopardizing the right of succession to the office of President at the next regular election of officers,
- c. be responsible for recording and keeping records of all meetings and proceedings of the Association, including its Executive Board and Board of Directors

- d. be responsible for submitting a draft of meeting minutes to the President and Executive Director within five (5) days after adjournment,
- e. be responsible for presentation of these minutes at the next meeting,
- f. tabulate and record the vote at meetings when applicable,
- g. conduct correspondence in the name of the Association, as directed.

**Section 3.** The Immediate Past President shall:

- a. assist the President in an advisory capacity when called upon,
- b. perform the duties of President when both the President and President-Elect are absent or when both offices are vacated for any reason.

**Section 4.** The Treasurer shall:

- a. monitor all online banking and credit card receipt of annual dues and all other monies collected in the name of the Association. The treasurer has access to all online banking accounts.
- b. keep an accurate and complete record of receipts and expenditures, and present a written statement of receipts and expenditures at every meeting of the Association.
- c. supervise the payment by check all orders approved by the Executive Board or, by an emailed check request to the treasurer with a copy to the president.
- d. serve as a member of the Budget Committee,
- e. present books annually for audit by the Executive Board or its duly appointed auditor,
- f. perform the duties of the President in the absence of the President, President-Elect, and the Immediate Past President.

**Section 5.** The twenty-four (24) local representatives and four (4) zone reps shall:

- a. serve on the Executive Board as liaison officers for their local areas,
- b. serve as membership chairpersons to promote the membership drive in their local areas and/or zones; distribute materials for MAESP, contact principals, association presidents, and the superintendents within their local areas relative to special projects of the Association,

- c. contact and visit local association meetings to encourage membership and grassroots support for MAESP,
- d. arrange with the local area president for the MAESP President and/or Executive Director to attend a General Meeting of the local association,
- e. assist with arrangements for Executive Board meetings when meetings are held in their local area,
- f. serve as communications link between the local area and MAESP,
- g. recommend individuals for leadership positions in the Association.

**Section 7.** The NAESP Representative shall:

- a. serve on the Executive Board as a liaison between MAESP and NAESP,
- b. represent MAESP at NAESP functions and meetings,
- c. promote NAESP membership and distribute national materials,
- d. be responsible for arrangements, state exhibit booth, and hospitality room for MAESP members at the NAESP Convention,
- e. serve as the chairperson of the Membership Committee.

**Section 8.** The Executive Director, under the direction of the President, shall:

- a. promote MAESP's Vision and Mission Statements,
- b. coordinate and report on Association activities,
- c. participate in the State and Federal legislative process,
- d. facilitate committee work of the Association activities,
- e. handle administrative business of the Association,
- f. assist the Editor in producing and distributing the Executive Desk,
- g. assist the webmaster in maintenance of the website,
- h. represent MAESP at the State Board of Education meetings,
- i. assist in leadership transition,

- j. receive and process membership applications,
- k. assist in the development of effective processes to meet current and future needs of the Association,
- l. assist in giving direction to, and evaluating MAESP staff,
- m. secure office space for storage of Association equipment, furniture, records, telephone and accessories,
- n. keep a file of reports made by all committee chairpersons,
- o. carry out other associated and necessary duties.

## **ARTICLE VI- NOMINATIONS AND ELECTIONS**

**Section 1.** Nominating Committee. There shall be a nominating committee of five members elected by the Executive Board in September. The first nominee shall call the first meeting of the Nominating Committee, at which time a chairperson shall be elected by the committee. The duties of this committee shall be to:

- a. select candidates for offices in the Association to create a geographic balance in the state. When feasible, match those candidates from small counties to small counties and those from large counties to large counties,
- b. prepare a slate of candidates for offices in the Association and check their eligibility with the membership list,
- c. present the slate in a digital ballot to the membership at least thirty (30) days prior to the election. The ballot should make provision for “write in” names,
- d. report results to the president and the general membership
- e. submit a slate of nominees should the position of President-Elect become vacant. This slate is to be submitted to the membership within ninety days unless a regularly scheduled election normally falls within that time. The elected candidate shall serve the remainder of that term and then the succeeding term as President,
- f. submit a slate of nominees should the position of NAESP Representative become vacant. This slate is to be submitted to the membership within ninety days unless a scheduled election normally falls within this time. The elected candidate shall serve the remainder of that three (3) year term.

**Section 2.** The officers shall be elected annually with the exception of the NAESP Representative and Treasurer as specified in Article IV, Section 3b. A simple plurality of those voting shall constitute election.

## **ARTICLE VII – EXECUTIVE BOARD**

**Section 1.** There shall be an Executive Board consisting of:

- a. duly elected officers,
- b. local representatives, zone representatives
- c. chairpersons of standing committees or their alternates,
- d. chairpersons of special committees or their alternates,
- e. Executive Director (non-voting).

**Section 2.** The Executive Board shall:

- a. serve as the policy making group for the Association,
- b. meet upon the call of the President or upon written request of ten (10) of the Executive Board members,
- c. define the responsibilities of all committees,
- d. assist the officers in carrying out the purposes of the organization,
- e. authorize the preparation of the annual budget and the annual audit of all financial records,
- f. approve, by majority vote, appointments to un-expired terms of officers except that of President-Elect or NAESP Representative,
- g. approve presidential appointees to vacancies on the Executive Board,
- h. be responsible for selecting the Executive Director,
- i. authorize the calling of special elections to meet the requirements as set forth in these bylaws,
- j. elect a nominating committee each year,
- k. review/recommend amendments of Bylaws for approval by the General Membership



**Section 3.** Each local area association shall select its local area representative. The term of office shall be for two years. These representatives may succeed themselves. To qualify for this position an individual must be a current member of MAESP, NAESP, and their local association, if one exists. Zone representatives will be appointed by the President and serve a 2-year term.

## **ARTICLE VIII – BOARD OF DIRECTORS**

**Section 1.** There shall be a Board of Directors consisting of the duly elected officers and the Executive Director (non-voting).

**Section 2.** The Board of Directors shall consider Association issues and make decisions that do not require Executive Board approval during time periods between Executive Board meetings.

**Section 3.** The voting members of the Board of Directors shall evaluate the Executive Director each year. The evaluation shall be presented to the Executive Director by the President annually.

## **ARTICLE IX – STANDING COMMITTEES**

**Section 1.** There shall be the following Standing Committees:

- |                                      |                                        |
|--------------------------------------|----------------------------------------|
| a. Annual Conference                 | g. Professional Development            |
| b. Archives                          | h. Research, Trends, and Resolutions   |
| c. Awards                            | j. Task Force                          |
| d. Budget, Audit and Finance         | k. DEI- Diversity, Equity, & Inclusion |
| e. Bylaws                            |                                        |
| f. Federal Relations and Legislative |                                        |

**Section 2.** The Chairperson of any standing committee, except the Nominating Committee shall:

- a. recommend committee members for approval by the President,
- b. have the power to create sub-committees,
- c. submit to the chairperson of the Budget Committee a statement of financial requirements.

**Section 3. Annual Conference Committee** - The duties of this committee shall be to:

- a. plan and implement an Annual Conference,
- b. publicize and promote attendance at the conference.

**Section 4. Archives Committee** - The duties of this committee shall be to:

- a. maintain in a current manner the archives of the Association,
- b. assure the security of the archives,
- c. produce an annual report for the year of each President.

**Section 5. Awards Committee** - The duties of the committee shall be to:

- a. secure nominations from throughout the state for all awards given by the Association,
- b. arrange for the presentation of awards at the Annual Conference and Assistant Principal Conference,
- c. coordinate the application process of the National Distinguished Principal and National Outstanding Assistant Principal application process.

**Section 6. Budget, Audit and Finance Committee** - The committee shall include the Treasurer, President- Elect, President, Executive Director and at least two (2) other Executive Board members. The duties of this committee shall be to:

- a. collect budgetary requests from all standing committees and officers prior to the March Executive Board meeting each year,
- b. prepare a budget prior to the May Executive Board meeting each year,
- c. submit the budget for approval to the Executive Board at the May Executive Board meeting each year,
- d. present the budget to the membership for consideration at a General Meeting,
- e. monitor the budget throughout the year,
- f. make an annual audit of the financial records between July 1 and September 1 and a formal audit at the end of each treasurer's term,
- g. report the findings of the audit to the Executive Board at the September meeting,
- h. present recommendations as may be necessary.

**Section 7. Bylaws Committee** - The duties of this committee shall be to:

- a. maintain records of past and present Bylaws of the Association and correspondence related to such amendments,
- b. meet annually to review the Bylaws and make recommendations with rationale for revision to the Executive Board,
- c. submit amendments approved by the Executive Board for inclusion on the web page and in the newsletter to be sent to the members at least one (1) month prior to a General Meeting,
- d. present the proposed amendments for consideration at a General Meeting.

**Section 8. Federal Relations and Legislative Committee** – The duties of this committee shall be to:

- a. serve as the communication of information link from the federal level to the state in the areas of State and Federal Relations,
- b. coordinate and/or attend major legislative functions,
- c. contact the office of state legislators to arrange meetings on the Hill for the State Leaders Conference,
- d. update the MAESP Executive Board on state and federal decisions throughout the year,
- e. study pending legislation which may affect public education,
- f. inform the Association of its findings from pending legislation and recommend appropriate action,
- g. testify as necessary on appropriate issues.

**Section 9. Professional Development Committee** - The duties of the committee shall be to:

- a. determine the professional development needs of the Association members through survey, questionnaires, etc.,
- b. keep abreast of topics for professional development that are of interest and make available to the Association,
- c. enter, with the approval of the President and Treasurer, into prudent contractual agreements with groups, such as individual school systems, desirous of having

MAESP deliver workshops and courses,

- d. enter, with the approval of the President and Treasurer, into prudent contractual agreements with speakers and presenters desirous of providing services to MAESP,
- e. provide workshops, classes and courses for various educators, ancillary educational personnel, parents, etc., each school year. This includes scheduling, advertisement, registration, and the making of all arrangements for each workshop or presentation from start to finish.

**Section 10. Research, Trends and Resolutions Committee** - The duties of this committee shall be to:

- a. study the needs and welfare of the members, and propose and promote measures to improve the conditions when deemed appropriate,
- b. study state and nationwide trends that may affect the education of children,
- c. study state and nationwide trends that may affect the professional status of members of the profession,
- d. use Educational Research Service to share relevant information with members at Executive Board meetings, on the MAESP website or in the Executive Desk newsletter.
- e. determine need for position papers,
- f. decide if they should be called resolutions,
- g. develop a standard format and process for such papers.

**Section 11. Task Force** - The Task Force is composed of the past presidents of MAESP who continue to be active in the Association, the current President and President-Elect. The chairperson of the Task Force shall be the Immediate Past President of MAESP. Meetings of the Task Force shall be called by the President. The duties of the Task Force shall be to:

- a. serve as an advisory body that meets for the purpose of reviewing the goals and direction of the Association,
- b. make recommendations to the Executive Board.

**Section 12. Diversity, Equity, and Inclusion (DEI)** – The goal of the Diversity, Equity, & Inclusion Committee is to ensure that the Maryland Association of Elementary School Principals (MAESP) fully embraces and integrates the principles of diversity, equity, and inclusion into every aspect of its work. This includes embedding DEI practices into all

organizational operations, decision-making processes, leadership structures, and the work of all committees. The mission, vision, and goals of the committee is in alignment with the National Association of Elementary School Principals.

MAESP is committed to fostering a culture where every member feels valued, heard, and represented. Through ongoing reflection, education, and action, the DEI Committee strives to support equitable access to opportunities, amplify diverse voices, and create inclusive environments across Maryland's elementary schools.

A member from the Diversity, Equity, and Inclusion committee will be included in the following committees:

- Conference Committee
- Nominations Committee
- Awards Committee

## **ARTICLE X – DUES**

The annual dues for membership shall be recommended by a majority vote of the Executive Board at a scheduled meeting. A change in dues would become effective upon majority approval by the membership voting at a scheduled General Meeting or by a mailed ballot as recommended by the Executive Board.

## **ARTICLE XI – CONFLICT OF INTEREST**

**Section 1.** No member, officer, or Executive Director of MAESP or other private person, shall have, as an individual, any interest or title to the assets of MAESP and such assets shall be devoted exclusively to its purposes.

**Section 2.** No MAESP member, officer or Executive Director, employee or a member of his/her family shall gain financial or material benefit due to the position held without prior approval of the Executive Board.

**Section 3.** Whenever a member has cause to believe that a matter before the Executive Board would involve the member in a possible conflict of interest, the member shall declare the interest.

## **ARTICLE XII – DISSOLUTION**

The Maryland Association of Elementary School Principals may be dissolved at any time by the written consent of not less than two-thirds (2/3) of its members. In the event of dissolution, after paying or making provision for the payment of all the liabilities of the Association, all remaining assets shall be distributed to NAESP or similar organization.

## **ARTICLE XIII – NONDISCRIMINATION**

MAESP shall function in all matters and under all circumstances in accordance with applicable local, state, and federal laws and statutes pertaining to nondiscrimination.

## **ARTICLE XIV – ASSOCIATION YEAR**

**Section 1.** The membership year shall run for a period of one (1) year from the date of receipt of dues.

- a. There shall be at least one (1) General Meeting of the Association during the school year. An Annual Conference shall be planned each year.
- b. The Board of Directors shall determine the time, place, and agenda of the General Meetings.
- c. Special General Meetings may be called at the discretion of the President, upon the written request of twenty-five (25) or more members, or at the request of a majority of the Executive Board.
- d. Twenty-five (25) active members shall constitute a Quorum for any duly called General Meeting.
- e. Twenty percent (20%) of the Executive Board shall be required for a Quorum.

**Section 2.** The administrative year shall be July 1 through June 30.

**Section 3.** The fiscal year shall be July 1 through June 30.

## **ARTICLE XV – AMENDING OF BYLAWS**

**Section 1.** An amendment to these Bylaws may be proposed by either the Executive Board or by petition of at least ten (10) regular members of MAESP.

**Section 2.** The proposed amendment shall be sent to each member of MAESP at least one (1) month in advance of any General Meeting at which time it shall be voted upon.

**Section 3.** The adoption of a proposed amendment to the Bylaws shall be a two-thirds majority vote of the active members voting on the amendment.

**Section 4.** The Nominating Committee shall certify the results to the Executive Board and the Executive Board shall notify the members of the Association.

## **ARTICLE XVI – PARLIAMENTARY AUTHORITY**

*Robert's Rules of Order, Newly Revised* shall govern the procedures of this organization except when inconsistent with the provisions of these Bylaws and Articles of Incorporation.

## **ARTICLE XVII – EFFECTIVE DATES**

The previous Bylaws were presented and adopted at the fall meeting held on October 14, 1963 and became effective immediately thereafter.

*Revised and approved as of October 15, 1965*

*Revised and approved, as of April 28, 1967*

*Revised and approved as of May 2, 1970*

*Revised and approved as of October 15, 1971*

*Incorporated and approved April 28, 1972*

*Complete revision approved May 10, 1974*

*Revised and approved as of April 28, 1979*

*Revised and approved on May 14, 1982*

*Revised and approved as of May 8, 1987*

*Revised and approved on May 6, 1988*

*Revised and approved as of May 12, 1989*

*Revised and approved on May 11, 1990*

*Revised and approved as of May 6, 1994*

*Revised and approved on April 25, 1997*

*Revised and approved on April 23, 2000*

*Revised and approved on May 12, 2006*

*Revised and approved on May 15, 2010*

*Revised and approved on April 27, 2013*

*Revised and approved on April 19, 2016*

*Revised and approved on March 31, 2017*

*Revised and approved on March 22, 2019*

*Revised and approved on June 27, 2020*

*Revised and approved on June 27, 2024*

*Revised and approved on June 26, 2025*