

**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, etc.

Section II: **DUES**

The dues of this association shall be an amount sufficient to cover the Organization's expenses. This amount shall be reviewed annually by the Executive Council.

**ARTICLE II
COMMITTEES**

Section I: **STANDING COMMITTEE**

Standing committees shall be the Membership committee, Nominations 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**

Meetings of the Executive Council shall be held a minimum of three times per school year. 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 state-wide Nominating Committee which 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 meeting of the school year in which they were elected.

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 a majority of those present.

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

**ARTICLE V
REGIONAL STRUCTURE**

Section I: STRUCTURE

The Regional board members shall determine the regional structure.

Section II: EXPENDITURES

Each region that submits an itemized budget and is in good standing may be eligible to receive financial assistance for a regional in-service. Requests must be made no later than May 31 for the current school year.

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**
Any Regional expenditure exceeding \$1000.00 must be approved by that Region's Coordinating Council.

Section II **REGIONAL ACCOUNTS**
Each region (or joint regions) must have their own MOSPA account.

Each region must submit an itemized budget spreadsheet to the State MOSPA Treasurer using the same format as the State spreadsheet. This regional budget spreadsheet is due no later than June 1 of each academic year.

Regions in good standing may be eligible to receive financial assistance for a regional in-service. Requests must be made prior to the regional in-service and all in-services must be held prior to May 31 of the current academic school year.

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**
Any individual expenditure exceeding \$10,000 must be approved by 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
- Regional Reports
- MDE & MDELEG
- Unfinished business

- New business
- Announcements
- Adjournment

<p style="text-align: center;">ARTICLE VIII AMENDMENTS</p>

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.

Revised April 29, 2015