

**MICHIGAN OCCUPATIONAL  
SPECIAL POPULATIONS ASSOCIATION  
CONSTITUTION**

**PREAMBLE**

We, as a state association interested in occupational/career technical students with special needs, establish this organization to provide the development of quality special populations programs to enhance services to all special populations students, both the disadvantaged and those with disabilities.

**ARTICLE I  
NAME**

The name of this association shall be the Michigan Occupational Special Populations Association (MOSPA).

**ARTICLE II  
GOALS**

- Section I: To serve as a unifying association for all personnel interested in or responsible for the development or operation of programs that provide learning assistance to career technical students with special needs.
- Section II: To provide members with information concerning ongoing programs for special populations.
- Section III: To promote and encourage discussion and problem solving through workshops, in-services and advisory committees.
- Section IV: To act as liaison to the Michigan Department of Education, Michigan Department of Energy, Labor and Economic Growth and other organizations that serve special populations.
- Section V: To promote understanding and cooperation among general education, career technical education and state vocational rehabilitation.
- Section VI: To inform members of the requirements of the Perkins legislation and assist in its implementation at the local level to ensure that the needs of the special populations student are well served at the secondary and postsecondary levels.
- Section VII: To enhance the professional development of educators and para professionals working with special populations students.

**ARTICLE III  
MEMBERSHIP**

Persons interested in occupational/career technical special populations programs may become members of this association.

**ARTICLE IV  
DUES**

The dues of this association shall be a sum sufficient to cover the essential services of this association.

**ARTICLE V  
ORGANIZATIONAL STRUCTURE**

Section I: The officers of this association shall be: President; President-Elect; Secretary; Treasurer; Immediate Past-President; and the At-Large Representative. All officers shall serve a two-year term of office.

Section II: The Executive Council shall consist of the officers of the association.

Section III: In case of the inability of the President to serve, the President-Elect shall succeed to the presidency. In case of the inability of the President-Elect to serve as President, the Board of Directors shall appoint a President to fill the unexpired term.

Section IV: The Board of Directors shall consist of the officers and Regional Representatives from each region.

**ARTICLE VI  
ELECTIONS**

Section I: The President, President-Elect, Secretary and Treasurer shall be elected by the membership of the association at the annual spring conference.

Section II: The Regional Board members shall be selected by the membership of their region. There will be two positions, the Regional Representative and the Alternate Regional Representative

Section III: The nominating committee will be composed of the President-Elect (chairperson), the Regional Representative from each region and the At-Large Representative.

**ARTICLE VII**  
**DUTIES AND RESPONSIBILITIES**

Section I: The **President** shall:

- A. Call and preside over all meetings of the Executive Council and Board of Directors.
- B. Appoint the chairperson of standing and special committees with the approval of the Executive Council.
- C. Represent the group before the public, either personally or through a designee.
- D. Act as a liaison between the association and the MDE special populations consultants.
- E. Act as a liaison with regional board members to promote the growth of regional organizations.
- F. Supervise and assist other officers with the execution of their responsibilities.

Section II: The **President-Elect** shall:

- A. Assume the duties of the President whenever the President is not able to do so.
- B. Serve on the Conference committee.
- C. Oversee the operation of any additional committees appointed by the President.
- D. Chair the Nomination Committee.
- E. Train new officers when necessary.

Section III: The **Secretary** shall:

- A. Keep a record of all proceedings of the meetings.
- B. Issue notices of meetings and agenda after consultation with the President.
- C. Be responsible for association correspondence.

Section IV: The **Treasurer** shall:

- A. Collect all dues.
- B. Maintain an account of all receipts and expenditures.
- C. Pay bills. Any individual expenditure exceeding \$10,000 must be approved by the Executive Council.
- D. Oversee the operation of the Membership Committee.
- E. Develop and maintain a budget as approved by the Executive Council.
- F. Responsible for the annual tax report to maintain the MOSPA non-profit status.

Section V: The **Immediate Past-President** shall:

- A. Act as adviser to the President.
- B. Serve on committees as assigned by the President.
- C. Act as a liaison for MOSPA as requested by the President.
- D. Review Constitution & Bylaws; submit to Board for action
- E. Revise & distribute MOSPA Directory)

- Section VI: The **Regional Representative** shall:
- A. Act as official representative of his or her region.
  - B. Attend meetings of the Board of Directors.
  - C. Conduct regional nominations process.
  - D. Accept specific duties as determined by the Executive Council.
  - E. Propose policy.
  - F. Set up and lead a regional coordinating council which may include a representative from each Special Populations project in the region. The primary task of the council will be to determine the needs of the region and plan and conduct at least one regional in-service annually.
  - G. Assist in regional membership drive.
- Section VII: The **Alternate Regional Representative** shall:
- A. Assume duties of the Regional Representative whenever the Regional Representative is not able to do so.
  - B. Assist regional membership drive.
  - C. Assist regional nominations process.
  - D. Propose policy.
  - E. Assume the position of Regional Representative when the Alternate Representative replaces the Regional Representative anytime other than during regular elections.
- Section VIII: The **At-Large Representative** shall:
- A. Act as official representative for the state membership.
  - B. Propose policy.
  - C. Oversee Awards Committee.
  - D. Assist in state-wide membership drive.
- Section IX: The **Executive Council** shall:
- A. Create agendas for board meetings.
  - B. Propose policies and goals to the Board.
  - C. Facilitate effectiveness of all operations.
- Section X: The Executive Council may declare a vacancy if an officer or board member fails to discharge the duties of his or her office as outlined in the Constitution or for any other reason that comes to the attention of the Board of Directors. A vacancy shall be filled by Board of Directors action. New regional board members will be appointed with the recommendation of the regional coordinating council.

**ARTICLE VIII  
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  
MEMBERSHIP YEAR**

The membership 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.

Adopted April 29, 2015