



WELCOME

MAINTENANCE SUPERINTENDENTS

ASSOCIATION

GUIDE FOR NEW DELEGATES



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Welcome New Delegate,

On behalf of all past and future Executive Board Members, we welcome you to our Board. This guide is meant to assist you in the fulfillment of your role as a representative of your Chapter.

Please feel free to ask questions and seek guidance at any time. We all have the same goals.

MISSION STATEMENT

The Maintenance Superintendents Association is dedicated to the enhancement of professionalism through educational achievement and innovation technologies.

We will provide a network of members to facilitate development, by fostering the most effective and economical methods of maintenance and services to our communities.

The Maintenance Superintendents Association is supported by a membership comprised of Mid Management Municipal, County, State and Special District employees who are responsible for, and dedicated to, the cost effective maintenance of Public infrastructure, and the commercial entrepreneurs who supply them with the equipment, materials and technical support to carry out this vital mission. The Association is also dedicated to the ongoing education of its members and the dissemination of available safety procedures. Our goals are:

- To provide a network for the exchange of information and technology among public agency members and vendor members serving those public agencies.
- To promote an opportunity for professional development for Mid-Management personnel of the local Agency through MSA.

HISTORY

The Maintenance Superintendent's Association was formed in 1962 and was incorporated in 1966. It has grown from two Chapters comprised of about 100 members since inception to 11 Chapters and about 1600 members today.



GENERAL INFORMATION

The MSA Executive Board meets three (3) times annually. The meetings are typically in January, May and September. Most local Chapters meet monthly. There is an annual Conference and Equipment show. B&B Enterprises publishes a quarterly magazine, The Maintainer, which is distributed to all members free of charge.

DELEGATE BENEFITS

- Networking with peers from other states and regions on a regular basis.
- Telephone and internet accessibility to other agencies.
- Local and regional training opportunities.
- Direct impact on how the MSA is governed.
- Annual recognition of outstanding member (Peter Walsh Award).
- Website full of additional information www.mainsupt.com

MEETINGS PROTOCOL

The Executive Board operates under an informal “Robert’s Rules” structure. (Attachment)

We have a \$10 penalty; due and payable immediately should your cell phone ring during a meeting. The foundation of a healthy meeting is more of a common sense format. All questions and comments are encouraged.

- **BE PROMPT**
- **BE PREPARED**
- **BE ASSERTIVE**
- **BE POSITIVE & CONSTRUCTIVE**
- **BE POLITE**
- **LISTEN WELL**
- **STICK TO THE AGENDA**
- **EMPATHIZE**



Robert's Rules of Order – Summary Version

For Fair and Orderly Meetings & Conventions

Provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language. The conduct of ALL business is controlled by the general will of the whole membership – the right of the deliberate majority to decide. Complementary is the right of at least a strong minority to require the majority to be deliberate – to act according to its considered judgment AFTER a full and fair “working through” of the issues involved. Robert's Rules provides for constructive and democratic meetings, to help, not hinder, the business of the assembly. Under no circumstances should “undue strictness” be allowed to intimidate members or limit full participation.

The fundamental right of deliberative assemblies requires all questions to be thoroughly discussed before taking action! The assembly rules – they have the final say on everything! Silence means consent!

- Obtain the floor (the right to speak) by being the first to stand when the person speaking has finished; state Mr./Madam Chairman. Raising your hand means nothing, and standing while another has the floor is out of order. Must be recognized by the Chair before speaking.
- Debate cannot begin until the Chair has stated the motion or resolution and asked “are you ready for the question?” If no one rises, the chair calls for the vote.
- Before the motion is stated by the Chair (the question) members may suggest modification of the motion; the mover can modify as he pleases, or even withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second.
- The “immediately pending question” is the last question stated by the Chair. Motion/Resolution – Amendment – Motion to Postpone.
- The member moving the “immediately pending question or call for the question” is entitled to preference to the floor.
- No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once.
- All remarks must be directed to the Chair. Remarks must be courteous in language and deportment – avoid all personalities, never allude to others by name or to motives.
- The agenda and all committee reports are merely recommendations. When presented to the assembly and the question is stated, debate begins and changes occur.



Please do not be intimidated by these guidelines. The Executive Board President will lead the Board through the discussion of each issue on the agenda. Your attendance will quickly allow you to see how the process works and how best to participate in the discussion.

TIMELINES AND REPORTS

The MSA Website has a Master Event Calendar. It is important that delegates and Chapter Presidents get accurate information to B&B Enterprises and to the person appointed to maintain the web calendar.

The MSA Website also has links to all the forms necessary to ensure timely and professional documentation of our organization.

Meetings and Deadlines

- January meeting; Submit your Chapter Report via e-mail to the Executive Secretary who will assure that all Delegates and Vendor Representatives receive a copy. Include your Annual Event Calendar and Membership roster in Excel format. Bring a printed copy to the meeting for your use. Submit your Chapter dues check to the Treasurer.
- January 31: Deadline for each Chapter to submit financial report to Bookkeeper. Forms will be distributed to each Chapter Treasurer approximately 2 months prior to due date by the Executive Board Bookkeeper
- April 1: Deadline for Peter Walsh Nomination via e-mail to the Executive Secretary who will assure that all voting delegates receive a copy. Form can be found on the website.
- May meeting; submit your Chapter Report via e-mail to Executive Secretary, who will assure that all Delegates and Vendor Representatives receive a copy. Bring a printed copy to the meeting for your use.

Submit your Annual Chapter Report on standard form found on the website.
Submit your Founders Award Nomination.

- Conference Meeting: Submit your Chapter Report via e-mail to Executive Secretary who will assure that all delegates and Vendor Representatives receive a copy. Bring a printed copy to the meeting for your use. This meeting takes place on Friday following the Conference. At the General Meeting, held during lunch, at the annual conference, the President of each chapter will submit a verbal report to the full membership. This report should include total number of Members, Financial health of the chapter, Vendor of the

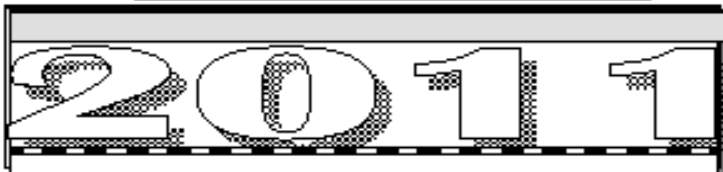


- Year recipient, Superintendent of the Year recipient and Scholarship recipients. It is mandatory that the Delegate attend both of these meetings.
- It is imperative that the Delegate give a report of the Executive board meetings to their respective Chapters at their next scheduled Chapter meeting. This report should include a summary of all important actions taken as well as seeking input and direction for future agenda items.

B&B Enterprises provides us with an Annual Calendar that includes all pertinent deadlines.



B & B ENTERPRISES/ THE MAINTAJNER



PLEASE DISTRIBUTE TO LOCAL
CHAPTER PRESIDENTS, SECRETARIES,
MEMBERSHIP CHAIRMEN, PUBLICITY
CHAIRMEN, EXECUTIVE COMMITTEES

January

UPDATE MEMBERSHIP
(Excel) send to Bev

JANUARY 24 DEADLINE
FOR ARTICLES &
PICTURES **

February

FEBRUARY ISSUE
FINISHED AND IN THE
MAIL TO MEMBERSHIP

UPDATE CHAPTER
OFFICERS IF JANUARY
ELECTION

March

NOTE: PETER WALSH
NOMINATIONS DUE TO
E-BOARD AND PPC
POSTMARKED NO LATER
THAN APRIL 1.

April

UPDATE MEMBERSHIP
In Excel & send to Bev

May

MAY 23 DEADLINE
FOR ARTICLES &
PICTURES**

NOTE: MAY MEETING IS
DEADLINE FOR FOUN-
DERS AWARD NOMINA-
TIONS

June

MAY ISSUE
FINISHED AND IN THE
MAIL TO MEMBERSHIP

July

UPDATE MEMBERSHIP
In Excel
AUGUST 1ST DEADLINE FOR
ARTICLES & PICTURES -
PROVIDE SUPT/VENDOR OF
THE YEAR INFO, AS WELL AS
EMPLOYER'S NAME & AD-
DRESS—ALSO PROVIDE
SCHOLARSHIP INFO

AUGUST

UPDATE CHAPTER
OFFICERS IF JUNE
ELECTION
AUGUST ISSUE FINISHED
AND IN THE MAIL TO
MEMBERSHIP

SEPTEMBER

UPDATE MEMBERSHIP
In Excel BY OCT. 1ST
Send to Bev

October

2011 CONFERENCE
IN SANTA MARIA CA

OCT. 11TH DEADLINE
FOR ARTICLES &
PICTURES**

November

NOVEMBER ISSUE
FINISHED AND IN THE
MAIL TO MEMBERSHIP

December

** PLEASE SUBMIT
ARTICLES IN WORD BY
EMAIL, IF POSSIBLE. IF
NOT, FAX OR SNAIL MAIL
IS ACCEPTABLE.
FAX: (925) 606-7534
PHONE (925)449-1105
bubent@pacbell.net
TOLL FREE 1-866-672-2672

**Financial Policy and Procedures
Adopted January 21, 2011**

Executive Board Agenda Items

1. Items that impact the adopted budget require the Delegate to follow the following policy:

The Executive Board of the Maintenance Superintendent's Association will carry the responsibility of maintaining accurate records and safeguarding the funds of the organization.

Any changes to this policy or to the adopted budget will require a written submittal to be presented to the Executive Board at least thirty (30) calendar days in advance of the Executive Board Meetings. The proposal will then be placed on the agenda.

The written proposals shall include the reasoning and the fiscal impact of the proposal as well as the written opinion as provided by the Association's Budget & Finance Committee.

Approval or amendments or changes to the Financial Policy and/or budget line items shall be accomplished by a two thirds (2/3) vote of the attending officers and delegates at the Executive Board meeting.

2. Items that do not impact the adopted budget can be added by e-mailing a request to the Executive Board President, or the item can be added at the Board meeting by bringing 40 copies of what you wish to discuss to the meeting. It will be discussed under New Business Items.

A. Expenditures

- The current Executive Board officers, by consensus, will have the authority to approve any spontaneous expenditures up to a maximum of \$500.00
 - Examples may be condolence flowers; charitable donations, etc
- Monthly and/or ongoing expenditures will be approved by a majority vote of the Association at the Executive Board meeting
 - Definition of Monthly and on-going expenditures are those within the general categories listed as line items on the budget
- Expenditures submitted for reimbursement by any member of the Executive Board must have a receipt attached to the appropriate form. The Bookkeeper/Treasurer will assure that there is a receipt with each request for reimbursement before payment is made.
 - The expectation is that payment for travel costs for agency and vendor delegates, including Vice-President, Secretary and Treasurer, are to be paid by agency where

they are employed and/or represent. In the event the agency is unwilling or unable to cover the costs, it will be the responsibility of the chapter to pay for travel expenses. In the event this poses a hardship to the chapter to cover such costs, the delegate will submit a written request to the Executive Board President appealing for financial assistance.

- **Expenditures for Association President and Contract Employees**

- The Association shall pay for reimbursable expenses, such as long distance telephone calls, faxes, additional insurance coverage (if required) mailing expenses, out of town travel (including mileage at the current recommended rate as established by the I.R.S.), airfare at regular coach rate, lodging and meals and other miscellaneous expenses caused by the Association needs and demands.

B. Reports and documentation

- The Bookkeeper/Treasurer will be responsible for monthly reports and reconciliation of all accounts. This report will be submitted to the Association at each Executive Board meeting.
- The Bookkeeper/Treasurer will be responsible for all reports required by the I.R.S. and Bank Accounts.
- Each Chapter Treasurer is responsible for the appropriate forms; reports and all accurate information as necessary for I.R.S. are submitted to the Bookkeeper/Treasurer no later than February 1. A penalty of ten dollars (\$10.00) per day shall be assessed to the chapter(s) not in compliance with this directive.

C. Official signatures and address

- The official mailing address for the Association Bank Accounts will be the address of record as approved by the Executive Board.
- Authorized signatures on the checking accounts will be the President, Vice-President, Treasurer and the Budget and Finance Chairman. These officers will have the authority to incur and complete financial transactions on behalf of the good of the Organization.

After the new officers are ratified at the Association's January meeting, they are required to proceed to the nearest bank branch with the attached form letter to be given to the bank. This is required by general accounting standards and ensures that the correct and current signatures are on file at our financial institutions.

MAINTENANCE SUPERINTENDENT'S ASSOCIATION
BOARD MEETING
JANUARY __, 20__
8:00 AM AND ADDRESS

BOARD RESOLUTION
FINANCIAL POLICY
AUTHORIZED SIGNATURES
FOR YEAR 20__

DATE: _____

The motion to induct the new officers was made by _____, Past President's
Committee with Motion 2nd by _____

The following members are authorized to conduct financial business on behalf of the
Maintenance Superintendent's Association

President: _____

Vice President: _____

Treasurer: _____

Budget and Finance Chairman: _____

VOTE: _____ Pro _____ Con _____ Abstentions

This letter is to serve as official notice to the Maintenance Superintendent's Association Bank,
of action taken by the Executive Board of the Maintenance Superintendent's Association on
January _____.

Sincerely,

Tom Borman, Budget & Finance Committee Chair
254 Midway Drive
Martinez, CA 94533
925-726-5395



CONSTITUTION OF THE MAINTENANCE SUPERINTENDENT'S ASSOCIATION

Incorporated February 8, 1966, under the name of "Street Superintendent's and Maintenance Association of California".

ARTICLE 1 – NAME, ADDRESS, AND LOGO

SECTION 1. NAME. The name of the organization is "Maintenance Superintendents Association", incorporated in accordance with the laws of the State of California as an educational, non-profit organization, hereinafter referred to as "Association".

SECTION II. ADDRESS. The principal place of business of this Association is 4863 Primrose Lane, Livermore, CA 92551.

SECTION III. LOGO. The logo as it appears at the top of Page 1 of this Constitution is the approved logo for all Chapters of this Association, and shall be used by all Chapters on correspondence, The Maintainer, and other documents related to Association business. No chapter shall substitute a logo of a different design for the approved logo.

ARTICLE II – PURPOSE

The purposes of this Association shall be: To engage in any activity or function, within the practical limits of the Association, which will serve to foster and develop improved operating principles and standards for the efficient and economical maintenance and operation of public works facilities and services, and the administration of all related work; to disseminate practical and technical knowledge related thereto through the interchange of information, experience, and opinion; to aid in developing professionalism through educational opportunities which are designed to improve the technical skills in the management of public employees, and in the maintenance and operation of public works facilities and services; and, to foster understanding and cooperation between public employees and officers or employees of public utilities, and officers or employees of firms, partnerships, and corporations which have interest in the field of public works.

ARTICLE III – MEMBERSHIP

SECTION 1. CLASSIFICATIONS. Membership in the Association shall be limited to members in good standing of the Chapters of the Association. Membership in each

Chapter shall be limited to individuals who have demonstrated an interest in the purposes of the Association and who qualify in one or more of the following categories:

- a. **REGULAR MEMBER.** A Regular Member shall be an officer of employee serving in a leadership role for a governmental agency, engaged in the maintenance and operation of public works facilities.
- b. **ASSOCIATE MEMBER.** An Associate Member shall be an officer or employee serving in a leadership role or public relations capacity for a public utility company.
- c. **VENDOR MEMBER.** A Vendor Member shall be a firm, partnership, or corporation, which is engaged in the manufacture or sale of materials, equipment, services, or supplies, utilized by governmental agencies in connection with public works facilities, and is represented by an officer or employee serving in a supervisory capacity, or serving as a sales representative.
- d. **HONORARY MEMBER.** An Honorary Member shall be an individual who has performed an outstanding public service, or an outstanding contribution which furthers the purposes of the Association, and who is so designated to receive this honor by either the Executive Board, or the Executive Committee any Chapter.
- e. **LIFE MEMBER.** A Life Member shall be an individual who has been a Regular, Associate, or Vendor Member for a period of at least five years, but who is no longer actively engaged in such service, and who is so designated to receive this membership by the Executive Committee of any Chapter.

SECTION 2. PRIVILEGES. Each Regular Member, Life Member and/or Associate Member shall be entitled to one vote in the affairs of the Association. Vendor Members and Honorary Members shall have all the rights and privileges in the Association except the right to vote or hold office. With the exception that one Vendor Representative on each Chapter Executive Committee shall have the right to vote. Vendor Representatives at the local level shall have the right to hold the offices of Secretary and/or Treasurer with prior approval of the Executive Board.

ARTICLE IV – EXECUTIVE BOARD

SECTION 1. ORGANIZATION. The governing board of the Association shall be the Executive Board, consisting of two delegates from each Chapter. Delegates shall be Regular, Life and/or Associate Members of the respective Chapters. Additionally the Executive Board shall consist of three Vendor Members.

SECTION 2. RESPONSIBILITY AND POWER. The Executive Board shall be responsible to the membership for the management of the affairs of the Association and for the promotion of the Association’s purposes. It shall have the power to determine policy, to

adopt resolutions, and to enact such rules as it deems necessary for the administration of the Association.

SECTION 3. REPRESENTATION. Prior to the January meeting of the Executive Board, each Chapter shall appoint, or reappoint, two Regular, Life and/or Associate Members to serve as Executive Board Delegates, to provide a total continuing representation of two such members from each Chapter. Each Chapter may designate a Regular, Life and/or Associate Member to serve temporarily as an alternate in the absence of one or more Delegates. Each Chapter shall promptly notify the Secretary, in writing, as to any new appointments or temporary replacement to the Executive Board.

During the Annual Conference and Equipment Show, Vendors shall caucus and select a Vendor Representative from the North, Central and South Districts and Alternates to serve on the Executive Board. The results of the election will be reported to the Executive Board at the Conference meeting. Three Vendor Representatives or their alternates shall have the right to vote on issues coming before the Executive Board but may not hold office on this Board.

SECTION 4. TERMS OF OFFICE. The term of office for each member of the Executive Board shall be four years and shall begin at the conclusion of the January meeting of the Executive Board. The terms shall be staggered every two years. Delegates may be reappointed.

SECTION 5. VACANCY. In the event of a vacancy occurring on the Executive Board, the Chapter from which the vacancy arose shall designate a Regular, Life and/or Association Member thereof to fill the unexpired term. If the vacancy remains unfilled, prior to the next scheduled Executive Board meeting, the President may have the option to appoint a Regular, Life and/or Associate Member from the same Chapter as a successor to fill the unexpired term.

ARTICLE V – OFFICERS

SECTION 1. NAMES. The Officers of the Association shall be:

- (1) President
- (2) Vice President
- (3) Secretary
- (4) Treasurer

SECTION 2. ELECTIONS. The Officers shall be members of the Executive Board who are elected by a majority of those Directors present at the January meeting of the Board.

SECTION 3. TERMS OF OFFICE. The term of office for said officer shall be a period of one year, which shall begin at the conclusion of the January meeting of the Executive Board. No elected officer shall be permitted to succeed him/herself in office, but any officer shall be eligible for any other office. An appointed Officer may succeed him/herself.

SECTION 4. VACANCY. In the event of a vacancy occurring in the office of President, Vice President, Secretary or Treasurer, a majority of the Executive Board shall elect one of the Board members to fill the unexpired term. Such election may be conducted by letter ballot. No two Board members from the same Chapter shall hold the office of President, Vice President, Secretary or Treasurer simultaneously.

ARTICLE VI – DUTIES OF OFFICERS

SECTION 1. PRESIDENT. The president shall act as chair of the Executive Board and shall preside at all board meetings and annual meetings of the members, except as otherwise ordered by the Board. He/She shall appoint such standing or special committees as he/she shall consider necessary, or as instructed by the Executive Board, and shall be ex-officio member of such committees. He/she shall sign on behalf of the Association all deeds, contracts and other formal instruments and shall perform such other duties as may be assigned to him/her from time to time by the Executive Board.

SECTION 2. VICE PRESIDENT. The Vice President shall have and shall exercise all of the powers and duties of the President in the event of his/her absence or inability to act. He/she shall serve as the Association representative to establish new chapters, and as the Association Historian.

SECTION 3. SECRETARY. The Secretary shall perform or be responsible for the Association correspondence and shall give notice and keep minutes of all meetings. He/She shall have custody of all records, the corporate seal, and shall attest all instruments. He/She shall maintain a current record as to the names, addresses, and terms of office of all members of the Executive Board and Officers thereof, and of all Chapter Executive Committee Members and Officers thereof. He/She shall also maintain record of the names, addresses, and classification of the membership of all Association members as reported each January by the Chapter Treasurers.

SECTION 4. TREASURER. The Treasurer shall exercise authority in all financial matters in accordance with such policy, resolutions, and rules as may be adopted by the Executive Board, and he/she shall furnish such periodic financial statements as may be required by the Executive Board. He/She shall have custody of all funds of the Executive Board, and is responsible for the safekeeping thereof. He/She shall keep a complete record of all receipts and expenditures, which shall be reviewed annually by a committee appointed by the Executive Board President prior to the January meeting. This report shall be submitted to the Executive Board. The Treasurer will serve as the chairman of the annual budget committee and prepare and recommend an annual operating budget to the Executive Board at the May meeting.

ARTICLE VII – DIRECTORS MEETINGS

SECTION 1. EXECUTIVE BOARD. An annual meeting of the Executive Board shall be held during the month of January of each calendar year. Regular meetings and regular adjourned meetings of the Executive Board shall be held at such a time and place to be

determined by the President, subject to the approval of the Executive Board. Special meetings of the Executive Board shall be held on the call of the President, or upon request, in writing, or any three members of the Board. Such special meetings shall be held within thirty (30) days of the receipt of request.

SECTION 2. MEETING NOTICES. The Association Secretary shall give a minimum of ten-day notice to each Chapter President and to all members of the Executive Board as to the time, place, and purpose of all meetings of the Executive Board. Such notice may be given by mail, e-mail or facsimile to the last known address, or personally.

SECTION 3. QUORUM. A majority of the members of the Executive Board shall constitute a quorum thereof.

ARTICLE VIII – GENERAL MEMBERSHIP MEETINGS

SECTION 1. MEMBERS. An annual meeting of the members of the Association may only be held at the annual Conference & Equipment Show at a time and place to be determined by the Executive Board. Special meetings of the members shall be held within sixty (60) days of the receipt of request.

SECTION 2. MEETING NOTICES. A minimum thirty (30) day notice shall be given by the Association Secretary to each Chapter's delegates, who will give notice to his/her Chapter members as to the time, place and purpose of all meetings of the members. Such notice shall be given by mail according to the most current roster of delegates on file with the Association Secretary.

ARTICLE IX – DUES

SECTION 1. ANNUAL DUES. The annual dues for the Regular, Associate and Vendor Members of the Association shall be set by a two-thirds (2/3) majority of the Executive Board. Life members and Honorary members shall be exempt from the payment of dues.

SECTION 2. PAYMENT. The collection of dues shall be the responsibility of each chapter Treasurer, who shall pay the entire amount due to the Association Treasurer. All such dues shall be paid annually during the month of January, and shall be based upon the Chapter membership as of the first day of said month of January. A complete and current roster of membership, which shall include the names and addresses of all members and their respective classification of membership shall accompany the dues payment. A complete and current copy of the By-Laws shall also accompany the dues payment together with a special annotation as to any amendments to said By-Laws, which have been enacted during the previous calendar year.

SECTION 3. DELINQUENT DUES. Any Chapter which has dues accruing to the Association which are over sixty (60) days past due, shall be considered delinquent and subject to a penalty assessment of ten percent of the total amount of said dues for

each month of delinquency. Any continuance of the delinquency of the full payment of dues together with any penalty assessment shall be considered sufficient reason to suspend the Charter of the Chapter in question and all members thereof. The decision of the Executive Board in such matters is considered final.

SECTION 4. SPECIAL ASSESSMENTS. The Executive Board may levy special assessments from time to time in amounts it deems necessary to manage the affairs of the Association. Any such assessments shall be imposed upon the Regular, Associate, and Vendor Members of the Association, and shall be subject to the same non-payment penalties as that for delinquent dues. The collection of special assessments shall be the responsibility of the local chapter treasurer, who shall pay the entire amount due to the Association Treasurer.

ARTICLE X – CHAPTERS

SECTION 1. APPLICATION. The Association shall actively solicit the establishment of local Chapters in any locality where members may conveniently meet. The application for the Establishment of a new Chapter may be made by any group of ten or more persons who individually qualify to be Regular Members, and who have demonstrated an interest in the purposes of the Association. The application shall be submitted to the Executive Board and shall include a list of names of the petitioning persons, together with their respective business addresses and occupations. The application shall also include the name of the organizing chair, the proposed Chapter boundaries, and a copy of the proposed Chapter By-laws.

SECTION 2. ISSUANCE. The Executive Board may issue a new Charter to any such group of persons upon:

- a. The presentation of a suitable application.
- b. The payment of membership fees in accordance with Article IX of this constitution.
- c. The concurrence of the Executive Committee of any chapter whose boundaries are modified by the proposed Chapter.

SECTION 3. ORGANIZATION. The governing body of each chapter within this Association shall be the Executive Committee, consisting of a minimum number of five (5) committee members.

SECTION 4. RESPONSIBILITY. Each Chapter is individually responsible, through its Executive Committee, to abide by the Articles of Incorporation, the Association Constitution, the Chapter By-Laws, and all policies, resolutions, rules and regulations adopted by the Executive Board.

SECTION 5. REVOCATION. Failure to cause prompt and complete compliance to all Chapter responsibilities after good and sufficient notice in writing by the Executive Board of any non-compliance, shall be grounds for the revocation of the Charter in question. A two-thirds majority vote of the members of the Executive Board present at any meeting of the Executive Board shall be required to revoke any charter.

ARTICLE XI – AMENDMENTS TO CONSTITUTION

SECTION 1. PROPOSED AMENDMENTS. Amendments to this Constitution may be proposed either by Resolution of the Executive Board, or by initiatory petition submitted to the Executive Board in writing and signed by not less than twenty-five (25) Regular Members.

SECTION 2. VOTING. The proposed amendment shall be submitted to vote in the following manner.

(1) The proposed amendment shall be distributed by the Association Secretary, in writing, to the members of the Executive board at least thirty days in advance of the meeting at which the proposed amendment will be submitted to vote. A majority vote of the members of the Executive Board present is required for passage.

(2) The proposed amendment, if approved by the Executive Board, shall be submitted to each Chapter through their Board Representatives, who in turn will present the Amendment at the next available Regular Chapter meeting, with a vote to be taken at the following meeting. The outcome of this vote shall be presented in writing to the Board President at the next Executive Board meeting. A majority vote at the Chapter and Executive Board level will constitute approval or disapproval.

The foregoing Constitution was approved by the Board of Directors of January 12, 1980.

- Amendments to Article I pertaining to the Association name and logo were adopted by the Chapters, and confirmed by the Board of Directors on January 21, 1984.
- Amendments to Article X pertaining to issuance of new Charters was adopted by the Chapters, and confirmed by the Board of Directors on May 11, 1990.
- Amendments to the Constitution providing minor language changes, and changes to Article III-Membership, Section 2. Privileges pertaining to granting full rights and privileges to Life Members and the right to vote to one Vendor Representative on their respective local Chapter's Executive Committees, as well as allowing Vendor Members to hold the office of Secretary or Treasurer, at the local Chapter level only (with prior approval of the Executive Board) and Article IV-Executive Board, Section 3. Representation pertaining to Life Members being allowed to be Delegates to the Board and the right to vote to one North Vendor Representative (or alternate) and one South Vendor Representative (or alternate) was adopted by the Chapters, and confirmed by the Board of Directors on January 16, 2004.



The most valuable resource you have is the people who work to assure that the MSA remains a viable asset to our members and the public they serve. The most valuable resource we have is you.

Frequently visit the website to educate yourself on the history of MSA.

On behalf of the Executive Board, thank you for your commitment and WELCOME.

Sincerely,

Executive President, 2011