Mansfield Middle School Association
By-Laws

Amended October 5, 2012

Article 1: Name

The name of this organization shall be Mansfield Middle School Association, a.k.a. MMSA.

Article 2: Articles of Incorporation

This Association exists as an unincorporated association of its members. Its articles of organization comprise these by-laws, as from time to time amended, and its articles of association, if any. In the absence of separate articles of association, the by-laws shall be deemed to be the articles of association. In the event of any conflict between these by-laws and the articles of association these by-laws shall govern.

Article 3: Purpose

The purpose of this Association is to encourage and enhance education in the Mansfield Middle School by:

1. Facilitating communication among parents, teachers, and administrators of MMS, as well as the Board of Education and other schools in the community.

    a. The MMSA Board will work with the school on issues of general interest to the Association membership. Issues of individual interest to parents or teachers are not the provinces of the MMSA Board.
    b. The Board will transmit comments, suggestions and information from the membership to the school. Results of discussions between the Board and the school may be distributed in writing to the membership.
    c. If necessary, the Board shall recommend calling a public meeting for further discussion.

2. Taking appropriate actions as a result of communications between the Board and the school.

3. Providing auxiliary services for the school.

4. Publishing an Association newsletter.

The MMSA shall regularly publish a newsletter, not less than three times during each school year. The newsletter is intended to publish Association business, activities and other information of relevance to MMSA members. One issue shall be published subsequent to the April meeting at least thirty (30) days period to the June meeting and election. This issued shall include the Report of the Nominating Committee, which is the slate of candidates presented by the nominating committee, and any additional candidates for any offices as of the date of the April meeting.

Article 4: Membership

All parents or guardians of children attending MMS and all employees of the Mansfield Middle School are considered members of this Association. The MMSA collects voluntary dues/supporting contributions as a means of providing for financial support of the Association. The MMSA Board shall determine the amount of the voluntary dues/supporting contribution. The payment of voluntary dues/supporting contributions shall not be a prerequisite for attendance at meetings, voting, committee membership or holding office.

Article 5: The Board

1. The Board shall consist of the Executive Board, Grade Representatives and the Faulty Representatives.

2. The Executive Board shall consist of the following Officers: President, Vice President, Treasurer, and Secretary/Clerk. The officers shall be elected to one-year terms.

   a. The President shall be the chair of and shall conduct Board meetings. In his or her absence, the Vice President shall preside over the meeting.
   b. The Treasurer shall be responsible for the funds/monies of the Association and shall report regularly to the Association.
   c. The Secretary/Clerk shall keep minutes of Board meetings and shall generate any such correspondence deemed appropriate.

3. The Faculty Representative shall be the Principal, Assistant Principal and at least one Teacher Representative chosen by the staff of MMS, in a manner of the own choosing.

Article 6: Committees

1. The Board shall create standing committees and other committees and appoint chairpersons, as necessary.

2. Committee chairs and members shall be members of the Association by need not be members of the Board. Committee chairpersons shall report to the Board.

Article 7: Nominations, Terms of Office, and Elections

1. Nominations: A letter will be sent home to all parents asking for nominations for Officers and Grade Representatives for the MMSA Board. The nomination letter will be sent out at least (30) days prior to the June meeting and the election. Other nominations may be made from the floor at the June meeting and election.

2. Terms of Office: Terms of office begin at the last day of the school year as determined by the Board of Education and are for a period of one year.

3. Elections: Officers and Grade Representative members of the Board shall be elected at the June meeting by a simple majority of the Association members present. In the case of elections where there is more than one nominee per open position, the vote shall be taken by paper ballot. In the case of elections where there is only one nominee per open position, the vote may be taken by voice vote. In this event, the chair of the meeting may entertain a motion to have the clerk instructed to cast one vote for the slate as presented. This motion shall be seconded and approved by vote t in order to take effect.

Article 8: Meetings

The business of the MMSA is conducted by the membership of the MMSA

1. There shall be at least five meetings of the Association during the school year. Other meetings shall be called as needed.

2. Meetings may be called upon the written petition of at least thirty members of the Association, submitted to the President or in his or her absence, the Vice President.

3. The President or in his or her absence, the Vice President, may call an emergency meeting of the Board to conduct urgent business of the Association. The person calling the meeting shall be responsible for obtaining the quorum necessary for the transaction of official business. This may be done by other than an in-person meeting.

4. A quorum shall consist of a majority of the Board members. No official business may be conducted without a quorum.

5. The Board may, if deemed necessary, authorize the officers or other specified members of the Board to conduct business of the Association for a specified purpose between scheduled Board Meetings.

6. The agenda of the meeting and minutes of the previous meeting shall be available in advance of the meeting.

7. In the conduct of business, the following order shall be observed.

    a. Call to Order
    b. Reading of the Minutes of the previous meeting
    c. Treasurer's Report
    d. Administrative Report
    e. Faculty Report
    f. Old Business
    g. New Business
    h. Other Business
    i. Adjournment

Article 9: Funding

MMSA funds must, in some way, do one or more of the following:

1. Directly benefit the instructional program, or other activities so as to benefit the greatest possible number of students.

2. Directly benefit activities that are open to the entire student body, even if only a limited number of students and their families actually participate.

3. Benefit the school in some manner that will indirectly benefit the student body.

4. Reward excellence on the part of a few students.

5. Benefit students who are representing the school in some program or contest.

6. Reward excellence on the part of the faculty and/or staff.

Article 10: Funding Requests

1. Budgeted Items: fund for specific items that have been budgeted may be paid on request.

2. Non-budget items:

    a. All items not specifically budgeted shall be presented at a Board meeting(s) and voted upon.

b. In the event that an urgent request for MMSA funding should occur between meetings, the request should be made to the Present, or in his or her absence, to the Vice President, who shall call an emergency Board meeting. The President or Vice President shall be responsible for discussing the request with the Treasurer and for obtaining the quorum necessary for the transaction of official business. This may be done by other than an in-person meeting.

Article 11: Exempt Purpose

1. This organization is organized exclusively for charitable and educational purposes, including, for such purposes, the making of distributions to the organizations that qualify as exempt organizations under section 501 (c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code.

Article 12: Dissolution

2. Under the dissolution of the organization, assets shall be distributed for one or more exempt purposes with the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state of local government, for a public purpose. Any such assets nor disposed of shall be disposed of by a Court of Competent Jurisdiction of the country in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Article 13: Amendments

1. The MMSA by-laws may be amended by a majority vote at a meeting of the Association provided that such proposed Amendments shall have been published and submitted to the membership at least thirty (30) days prior to the meeting.

2. The by-laws shall be reviewed by the Board regularly, and revisions proposed, as deemed necessary, to provide conformity with federal, state, and local laws and/or regulations, and the by-laws of any organization with which MMSA is affiliated or subordinate to.