



CONSTITUTION OF THE MICHIGAN TRANSITION SERVICES ASSOCIATION

PREAMBLE

The Michigan Transition Services Association is an organization whose goal is to provide leadership, promote professional preparation and growth and keep community partners aware of current issues and trends in transition related issues for all students receiving special education services.

Transitioning students into adult life roles may involve many aspects: classroom instruction, community experiences, assessment, career guidance, linkages with other agencies, employment, and continuing support. These are services that are provided to promote movement from school to post-school activities for students.

Members must maintain the highest standards of quality, integrity, and efficiency in order to be effective. The Constitution and By-Laws of the Michigan Transition Services Association are designed to facilitate this process.

INDEMNIFICATION OF DIRECTORS, OFFICERS, EMPLOYEES AND AGENTS

1. Any word or words defined in Section 561- 565 of the Michigan Business Corporation Act, (the "Indemnification Section") shall have the same meaning as provided in the Indemnification Section.
2. The Corporation shall indemnify and advance expenses to a director or officer of the Corporation in connection with a proceeding to the fullest extent permitted by and in accordance with the Indemnification Section.
3. With respect to an employee or agent, other than a director or officer, of the Corporation, the Corporation may, as determined by the Board of Directors of the Corporation, indemnify and advance expenses to such employee or agent in connection with a proceeding to the extent permitted by and in accordance with the Indemnification Section.

ARTICLE ONE

Name

The official name of this non-profit organization shall be the Michigan Transition Services Association, Inc. (MTSA) hereafter referred to as the Association.

ARTICLE TWO

Mission

The Mission of the Michigan Transition Services Association shall be reviewed and may be revised by the Executive Board annually. The Mission will be stated in the MTSA Policy and Procedures Manual.

MTSA MISSION

Approved 08-09

Michigan Transition Services Association is dedicated to providing support to our members who assist students and young adults with disabilities as they transition through school to achieve their post-school goals.

ARTICLE THREE

Organization

Section 1:

The administration of the Association shall be vested in the Executive Board (hereafter referred to as the Board) under the supervision and control of the membership.

Section 2:

The Board shall consist of the officers: President, Past-President, President-Elect, Secretary, Treasurer, and five (5) Regional Representatives.

Section 3:

The Regional Representatives may organize a region-based student membership for the purpose of demonstrating inclusion, receiving input, and providing opportunity to interact with other students and transition practitioners in their region. This group may be identified as a student affiliation of MTSA without benefit of regular membership privileges.

Section 4:

The officers shall be elected by written ballot. A ballot shall be submitted to the membership by the nominating committee chairperson.

Section 5:

The Historian and association liaisons, i.e. SEAC, MCPA, MRA, CEC, MOSPA, CEC-DCDT, etc., shall be appointed by the President with Board approval.

Section 6:

A copy of the Constitution is available to the members.

Section 7:

Standing committees shall be Annual Conference Committee, Constitution Revision Committee, Finance/Audit Committee, Membership Committee, Mini-Grant Committee, Newsletter Committee, Nominating Committee, Scholarship Committee, and Transition Issues Committee. These committees shall be appointed by the President with approval of the Board. Other committees shall be formed and dissolved as needed.

Section 8:

The execution of the responsibilities and activities of the MTSA, its Executive Board, other Board Members, and Committees shall be governed by the Policies and Procedures Manual. The Policies and Procedures Manual shall be reviewed annually by the Executive Board.

ARTICLE FOUR

Membership

Section 1:

There shall be two (2) categories of memberships: Active and Lifetime.

- A. Active membership is open to those individuals and community partners involved in providing transition services for students receiving special education services and for persons sharing concerns and interests of those students and interests of the Association. Active members pay dues, have voting rights, shall be entitled to attend general and Board meetings, and shall be eligible to hold office in the Association.
- B. Lifetime membership shall be awarded to individuals who have served as President-Elect, President and Past-President. Lifetime members do not pay dues. (Refer to Constitution Article Four, Section 1A)

Section 2:

The membership year begins with the opening of the Annual Conference and ends with the opening of the following year's Conference.

If no Conference is held, the membership year shall coincide with the MTSA fiscal year.

Section 3:

It is the policy of this Association that no person, on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, or disability, will be discriminated against, excluded from participation in, denied the benefit of, or otherwise be subjected to discrimination in any activity for which it is responsible.

ARTICLE FIVE

Meetings

Section 1:

Conduct of meetings shall be based on Roberts Rules of Order. Procedural guidelines shall be discussed at the first board meeting. The President shall appoint a parliamentarian.

Section 2:

The Board will meet a minimum of six (6) times a year. A general meeting will be held at the annual conference.

Section 3:

The Board may call other general meetings during the year with the membership or in conjunction with other organizations and/or their conferences. The President shall be responsible for preparing an agenda for these meetings.

ARTICLE SIX

Executive Board

Section 1:

The Board of the Association will consist of the elected officers President, President-Elect, Past-President, Secretary, Treasurer, and five (5) Regional Representatives (*one from each region*).

Section 2:

All Board members must be members in good standing.

Section 3:

Elected members of the Board shall serve a one year term except for regional representatives who will serve two years; regional representatives shall alternate terms corresponding with calendar years (Regions 1, 3, 5 on odd years, 2 and 4 on even years).

Section 4:

It is understood that the President-Elect shall serve as president the following year.

Section 5:

Elected officers may be recalled or removed from office according to procedures set forth in the By-Laws.

Section 6:

In the event the President is unable to fulfill the term of office, the President-Elect shall assume the roles and responsibilities of that office, until the general election occurs. Should the President-Elect be unable to assume that office, the Board and the nominating committee shall appoint a President by majority vote.

Section 7:

Exiting officers may serve as advisors to new officers for one month after their term of office is completed.

ARTICLE SEVEN

Voting/Elections

Section 1:

All Active and Lifetime members of the Association shall have voting rights.

Section 2:

The nominating committee shall present the ballot of nominees to the Board at the February meeting for approval. The ballot shall include the offices of President-Elect, Secretary, Treasurer, and Regional Representatives (on even/odd calendar years). The nominating committee will distribute the election ballot to the membership at the MTSA Annual Spring Conference. Absentee ballots will be available by mail as requested during the two weeks prior to the conference. They must be returned by the start date of the conference. Results will be announced at the annual conference, and/or through letters to the elected officers, and/or in the Association's spring newsletter. Ballot totals, upon request, will be available to members.

Section 3:

A majority of Board members must be present at a meeting to constitute a quorum, as long as that meeting has been publicized.

Section 4:

Terms of officers and regional representatives shall begin June 1 and end May 31 of their respective election and expiration years.

ARTICLE EIGHT

Dues

Section 1:

Active members of the Association shall pay dues as stated in the By-Laws.

Section 2:

Membership that is determined by the receipt of dues paid shall expire at the following annual conference or July 1 of the following year, if the conference is not held in the spring.

Section 3:

Lifetime members do not pay dues.

Section 4:

The dues of this Association shall be established by the Board and will be sufficient to cover essential services.

ARTICLE NINE

Amendments

Section 1:

Proposed amendments and revisions to the Constitution and By-Laws must first be submitted in writing to the Board.

Section 2:

The Board shall submit proposed amendments or revisions in writing to the membership by mail. The revisions will be adopted by a majority of those returning the ballot. Adopted changes shall be effective immediately.

ARTICLE TEN

Affiliation

Section 1:

The Association may choose to affiliate or accept affiliations from organizations whose objectives are consistent with the Association's.

Section 2:

If the organization in which the Association is affiliated with no longer supports the goals of the Association, the Board or membership may vote to disaffiliate.

ARTICLE ELEVEN

By-Laws

Section 1:

The Association shall adopt By-Laws consistent with the Constitution.

ARTICLE TWELVE

Ethics

Section 1:

MTSA Members Code of Ethics Adopted 08-09

The following ethical standards address the MTSA's commitment to the student and the profession.

1. *Service toward common good*

The MTSA's primary goal is to support the growth and development of its members.

2. *Mutual Respect*

MTSA members respect the inherent dignity and worth of each individual.

3. *Equity*

MTSA members advocate for equal access to educational opportunities for each individual.

4. *Diversity*

MTSA members promote cross-cultural awareness by honoring and valuing individual differences and supporting the strengths of all individuals to ensure that instruction reflects the realities and diversity of the world.

5. *Truth and honesty*

MTSA members uphold personal and professional integrity and behave in a trustworthy manner. They adhere to acceptable social practices, current state law state and national student assessment guidelines, and exercise sound professional judgment.

By-Laws

ARTICLE ONE

Membership

Section 1:

Application for membership shall be made and accompanied by a dues payment.

Section 2:

An Active member will be defined as any individual who is involved in transition services for students receiving special education services (see *Constitution, Article 4, Section 1A*).

Section 3:

A Lifetime member is one who has served as President, Past-President and President-Elect of the Association, must apply for membership yearly, but does not pay dues (see *Constitution, Article 4, Section 1B*).

Section 4:

All members receive any regular and special publications.

Section 5:

An active member terminates membership by failing to pay dues.

ARTICLE TWO

Dues

Section 1:

The rate of annual dues shall be determined by vote of the Board at the second meeting.

ARTICLE THREE

Officers

Section 1:

Duties of the President:

- A. The President shall preside at the conferences/workshops of the Association, Board meetings, and at any special meetings or meetings of the general membership.
- B. The President shall be the official representative of the Association and chief spokesperson on policy matters.
- C. The President shall prepare agendas for the various bodies for which he/she now has Constitutional responsibility.
- D. The President shall report periodically to the membership through the newsletter and/or at meetings.
- E. The President shall set the time, location, and agenda of the Board meetings and general membership meetings.
- F. The President shall appoint committee chairpersons and serve in ex-officio capacity.

- G. The President shall prepare the annual Association budget with the assistance of the Treasurer and President-Elect.
- H. The President and President – Elect shall present the annual budget to the Board at the May Board meeting for approval for the next fiscal year.
- I. The President shall prepare checks when the Treasurer is unable to do so, and will be an authorized signer of checks for the Association.

**Section 2:
Duties of the Past-President**

- A. The Past-President shall be a member of the Executive Board for a period of one year and serve as directed by the President.
- B. The Past-President shall be responsible for coordinating the annual conference.

**Section 3:
Duties of the President-Elect**

- A. The President-Elect shall preside in the absence of and perform the duties of the President during the President's absence.
- B. The President-Elect shall assist in the preparation of the annual budget.
- C. The President-Elect shall be in charge of elections.
- D. The President-Elect shall be on the conference committee.
- E. The President-Elect shall keep minutes of Board and general membership meetings, in the absence of the Secretary.
- F. The President-Elect shall prepare checks when the Treasurer is unable to do so, and will be an authorized signer of checks for the Association.

**Section 4:
Duties of the Secretary**

- A. The Secretary shall record the minutes of Board and general meetings.
- B. The Secretary shall distribute copies of the minutes of the meetings to Board members.
- C. The Secretary may be responsible for correspondence for the Association.

Section 5:
Duties of the Treasurer

- A. The Treasurer shall keep the accounts, receive, and deposit all funds of the Association, pay all expenses authorized by the Board, and provide written reports at the Board meetings.
- B. The Treasurer shall assist in the preparation of the annual budget.
- C. The Treasurer shall make a financial report to the membership at an Association conference/workshop.
- D. The Treasurer shall prepare checks for the Association, and shall be an authorized signer of checks for the Association.

Section 6:
Duties of the Regional Representatives

- A. The Regional Representatives shall represent their affiliate geographic areas on the Board.
- B. The geographic regions represented shall be determined by the MDE-OSE's method of regionalizing intermediate school districts, with the exception of the Upper Peninsula, which shall be designated as Region 5. (Refer to the TABLE OF REGIONS)
- C. The Regional Representatives shall attend Board meetings and submit minutes/reports from meetings in their respective areas to the Board.
- D. The Regional Representatives shall serve a 2 year term. (see Constitution, Article 6, Section 3)
- E. The Regional Representatives shall generate articles for the newsletter.
- F. The Regional Representatives shall act as regional advisors to the Board regarding issues of statewide and/or regional interest and concern.
- G. The Regional Representative shall facilitate regional area meetings at least two times a year.
- H. The Regional Representatives shall provide input to the conference committee on presenters from their respective regions.
- I. The Regional Representatives shall disseminate information to regional members.
- J. The Regional Representatives shall encourage partnership/collaboration with other regional associations/agencies/parents who support transition activities to students.
- K. The Regional Representatives shall generate a budget for regional expenses and present it in writing at the second Board meeting.
- L. The Regional Representatives shall actively recruit new members. (*See table of Regions at the end of this document.*)

ARTICLE FOUR

Conferences and Meetings

Section 1:

Location, dates, and program agenda for conferences shall be determined by the Executive Board.

Section 2:

Location, dates, and agenda of the Board meetings shall be determined by the President.

Section 3:

There will be at least six (6) meetings of the Board. A general membership meeting shall be held at the Association's annual conference. Location and dates of these meetings shall be published in the Association's fall newsletter.

Section 4:

The Board Members and Committee members may be reimbursed for meals and mileage at the current guidelines for the State of Michigan state rates for official MTSA business.

ARTICLE FIVE

Committees and Ad-Hoc Committees

Section 1:

The President shall appoint a chairperson, unless specified otherwise.

Section 2:

Committees shall be established by the chairperson.

Section 3:

The proceedings of the committees will be the responsibility of the chairperson.

Section 4:

The chairperson shall update the Board on the respective committee's progress.

Section 5:

The standing committees of the Association shall be Annual Conference Committee, Constitution Revision Committee, Finance/Audit Committee, Membership Committee, Mini-grant Committee, Newsletter Committee, Nominating Committee, Scholarship Committee, and Transition Issues Committee. Descriptions of the committees and the duties and responsibilities of each committee are delineated in the Association Policies and Procedures.

Section 6:

A. Historian Chairperson: The Historian chairperson shall be appointed by the President. This committee shall compile a list of past-officers and obtain information from each related to the growth and goals of the organization during their time served, update picture files on conferences, meetings, and activities to display at the annual conference. They also are to maintain a file on newsletters and minutes of Executive Board meetings and submit articles for the Association newsletter.

B. The Association Liaisons shall be appointed by the President and will maintain contact with their respective organization's board meetings. They are responsible for reporting current matters of the Association to their respective organization and submit minutes/reports from these meetings to the Association's Board. Liaisons may be representatives of, by not all inclusive, SEAC, MRA, MOSPA, CEC-DCDT, etc.

ARTICLE SIX

Nominations and Elections

Section 1:

A nominating form shall be made available to all members. The President-Elect shall contact nominees and confirm acceptance of the nomination. The ballot of nominees shall then be submitted to the membership at the annual Conference, after the approval of the Board. Absentee ballots shall be made available prior to Conference, upon the request of the members.

ARTICLE SEVEN

Voting

Section 1:

Affiliation and/or disaffiliation by the Association with other groups or affiliation by other groups with the Association shall be voted on by the Board.

Section 2:

Members present at any publicized meeting shall constitute a quorum. A majority vote by those present shall decide the results.

Section 3:

Issues to be voted on with a ballot distributed at the annual Conference, including absentee ballots as requested, shall be adopted or defeated by a majority vote of returned ballots.

ARTICLE EIGHT

Removal from Office

Section 1:

The power of recall of Board members shall be vested in the membership.

Section 2:

Recall of Board members shall be by petition filed with the Association. Signatures of at least twenty-five percent (25%) of the membership shall be required to initiate the recall.

Section 3:

In the case of a recall, at least fifty percent (50%) of the membership must vote and a majority must support.

MTSA Regions

Region 1	Region 2	Region 3	Region 4	Region 5
Counties	Counties	Counties	Counties	Counties
Alcona	Arenac	Allegan	Jackson	Alger
Alpena	Bay	Barry	Lenawee	Baraga
Antrim	Clinton	Berrien	Macomb	Chippewa
Benzie	Eaton	Branch	Monroe	Delta
Charlevoix	Genesee	Calhoun	Oakland	Dickinson
Cheybogan	Gratiot	Cass	St. Clair	Gogebic
Clare	Huron	Hillsdale	Washtenaw	Houghton
Crawford	Ingham	Ionia	Wayne	Iron
Emmet	Isabella	Kalamazoo		Keweenaw
Gladwin	Lapeer	Kent		Luce
Grand Traverse	Livingston	Montcalm		Mackinac
Iosco	Mecosta	Muskegon		Marquette
Kalkaska	Midland	Newaygo		Menominee
Lake	Osceola	Oceana		Ontonagon
Leelanau	Saginaw	Ottawa		Schoolcraft
Manistee	Sanilac	St. Joseph		
Mason	Shiawassee	VanBuren		
Missaukee	Tuscola			
Montmorency				
Ogemaw				
Oscoda				
Otsego				
Presque Isle				
Roscommon				
Wexford				