

Maryland College Personnel Association

A state chapter of ACPA: College Student Educators
International
By-laws



ARTICLE I: NAME AND PURPOSE

Section 1. Name

The name of this Association shall be the Maryland College Personnel Association, hereinafter referred to as MCPA.

Section 2. Use of Name

The name of this Association shall be used in connection with official business and activities of the Association. No individual, organization, or agency may use the name of this Association without the permission of the MCPA Executive Board.

Section 3. Mission and Purposes

MCPA, a state division of the American College Personnel Association, hereinafter referred to as ACPA, promotes the professional development of college student educators within the state of Maryland. MCPA is dedicated to educators at all levels of experience and across functional areas. Our goals are:

- A. To provide leadership to college student educators in the state of Maryland.
- B. To familiarize college student educators and other professionals with best practices and current trends leading to productive change and enhanced student learning.
- C. To provide a variety of professional development opportunities for college student educators.
- D. To serve as a catalyst for collaborations between college student educators and organizations concerned with college students.

Section 4. Affiliation

MCPA is a division of the American College Personnel Association, hereinafter referred to as ACPA.

Section 5. Autonomy

This Association (MCPA) shall act autonomously in the conduct of its affairs consistent with the Constitution and By-laws of ACPA.

ARTICLE II: MEMBERSHIP AND DUES

Section 1. Types and Qualifications:

To become a member of MCPA, an individual must become a member of ACPA and opt into Maryland state membership.

Section 2. Rights and Privileges

Approved November 2004; Amended January 2007; Amendment March 2013; Amended February

All Regular, Undergraduate Student, Graduate Student, Honorary, and Lifetime members shall be entitled to attend MCPA meetings and conventions, shall be eligible to serve on MCPA committees, and shall be eligible to vote. Only members in good standing with the American College Personnel Association may hold office and serve on the Executive Board of MCPA.

Section 3. Dues

- A. The amount of dues and due date for each membership classification shall be determined by the Executive Board of MCPA with the approval of the majority of the membership present at a regular business meeting of the Association. The period of membership shall be for twelve months.
- B. Any member may be dropped from the active membership for nonpayment of dues within thirty (30) days after the second notification of payment of dues.

Section 4. Non-Discrimination Policy

The Maryland College Personnel Association does not discriminate on the basis of race, color, national origin, religion, age, sex, gender identity, affection/sexual orientation, disability, or veteran status in any of its policies, procedures, or practices. This non-discrimination policy covers membership and access to state programs and activities including but not limited to publications, workshops, and conferences. The Executive Board shall establish and monitor the Association's Equity and Inclusion plans.

ARTICLE III: OFFICERS

Section 1. Executive Board Members and Terms of Office

- A. The Executive Board of MCPA is made up of elected and appointed members. The elected members of the Executive Board shall be the President, the President-Elect, Past President, Secretary, Membership Engagement Coordinator, and six (6) Members-at-Large (ideally three elected each year). The appointed members of the Executive Board shall be the Treasurer and Communications Coordinator. Each Executive Board member shall be a member in good standing with ACPA.
- B. All appointed officers will go through a strict vetting process where nominations will be accepted and reviewed by the current President, President-Elect and Past President and then brought to the Executive Board members for approval based on a majority vote.
- C. All elected Executive Board members, with the exception of the President-Elect, President, and Past President, shall serve a two-year term following their election by members in good standing of the Association. An elected Executive Board member shall not be a candidate to succeed him/herself in an office to which he/she has been elected by the MCPA membership.
- D. All appointed Executive Board members shall serve a one-year term which can be renewable each year at the discretion of the Executive Board members.
- E. The President-Elect shall automatically become President of the Association one year after the commencement of his/her term of office or upon the resignation or death of the

President.

- F. Newly elected officers shall take office on or about June 1st during the annual transition meeting.
- G. The President shall automatically become Past President of the Association at the end of his/her term of office as President.
- H. The Past President shall take one year off from the Executive Board at the end of his/her term as Past President, but can still serve in an advisory role through any standing committee, subcommittee, and/or appointed position.

Section 2. Election of Officers

- A. Elections will be conducted annually for vacant Executive Board positions.
- B. The President of the Association shall appoint a Nominations and Election Committee with the approval of the Executive Board, consisting of members of the Association in good standing, including the immediate Past President as Chairperson of said Committee and at least one other voting member of the Association. Any member of this committee who becomes a candidate for election will remove him/herself from the committee and be replaced by another appointee of the MCPA President.
- C. The Nominations and Election Committee shall prepare a competitive slate of two (2) or more candidates for each of the vacant Executive Board positions. The Committee shall affirm the eligibility and willingness of each nominee to serve. The slate, when prepared, along with the schedule for voting, shall be distributed to those members of the Association eligible to vote. The method of voting (paper, electronic or other) shall be decided upon by the Committee with the approval of the Board. No person can be listed on the official ballot for more than one position.
- D. If a slate of two candidates cannot be attained for an open position, the Nominations and Election Committee shall consult with the Executive Board about whether to run an unopposed election or postpone the position election until another suitable candidate becomes available.
- E. The Committee, which shall have jurisdiction over all questions relevant to the election, shall monitor the votes and announce the newly elected officers based on a majority of the returned vote. Nominations shall be solicited during the Annual Fall Conference. The Committee, through the Executive Board, is responsible for establishing a timeline for the process which is fair and equitable and allows for final decisions to be announced at the ACPA Annual Convention.

Section 3. Vacancies

If the Presidency shall become vacant, the President-Elect shall assume the duties of the President for the remainder of the President's term as President pro-tem. In the case of resignation or death of

an Executive Board member of the Association other than the President, the President shall nominate an individual to fill the position, and the Executive Board shall approve the appointment to serve the remainder of the term of office.

Section 4. Duties of Elected Officers

- A. The President shall be the senior elected officer of the Association. He/she will preside at all state meetings of the Association; shall appoint all Chairpersons of all committees unless otherwise stated in these By-laws; shall serve as ex-officio member of all MCPA Committees; shall serve as first delegate to the ACPA Annual Convention; and shall serve as the representative of MCPA in all ACPA business.
- B. The President-Elect shall preside at all MCPA meetings in the absence of the President; and shall serve as ex-officio member of all MCPA Committees. The President-Elect shall participate in activities relating to preparation for the presidency.
- C. The Past President shall serve as the advisor to the President and as a member of the MCPA Executive Board. The Past President also serves as the chairperson for the Nominations and Elections Committee.
- D. The Secretary shall keep all records of the Association, shall keep minutes of all business sessions of the Association and of the Executive Board, and shall transmit said minutes electronically to the Executive Board members. The secretary shall be responsible for keeping a record of attendance at all Executive Board meetings. The Secretary, in conjunction with the Communications Coordinator, is responsible for maintaining the Association's archives.
- E. The Treasurer shall gather and disperse all funds of the Association with the approval of the Executive Board. The treasurer shall submit written documentation of budget activity at each Board meeting; and shall submit required financial reports to ACPA in accordance with the organization's deadlines. The treasurer will ensure at least one of the three presidents (President, President-Elect, Past President) is added to all bank account information.
- F. The Members-at-Large (6 positions) are to provide specialized support services (e.g., programmatic, professional development, networking and membership activities) to the Executive Board and the Association's membership as needed. These positions include but are not limited to chairing various conferences, social and networking opportunities and outreach to all members.
- G. The Membership Engagement Coordinator shall coordinate all aspects of membership organization and development to include recruitment, networking, and engagement.
- H. The Communications Coordinator shall be the official face for the Association by developing quality, professional publications (either in print or electronic). This includes serving as webmaster of the MCPA website, hosting an online social media presence and keeping information accurate and current.

Section 5. Removal of Officers or Executive Board

- A. Grounds for removal of an officer include violations of Association policy, failure to perform the duties of the office set forth in the By-laws of the Association, and failure to uphold the provisions of these By-laws.
- B. A member of the Executive Board may be removed from office for just cause by 2/3 vote of the Executive Board. Before such vote can be taken, the member in question must receive written notification of intent of removal from the President or President-Elect. In the case of the President, written notification of intent of removal from office shall be sent by the Past President. The concerned member in question shall be given at least two weeks to respond in writing before a vote is taken. Any and all responses from the member in question must be shared with all Executive Board members at a regularly scheduled meeting preceding the vote.

ARTICLE IV: EXECUTIVE BOARD

Section 1. Function

The Executive Board shall be the body through which the administrative, legislative, and executive functions of this Association are enacted. This Executive Board shall act as the liaison for the American College Personnel Association. It shall transact all necessary business of the Association between regular business meetings of the membership and shall carry out such activities as are directed by the membership. The Executive Board shall formulate and recommend policies of the membership for its consideration and action; shall formulate policies appropriate for executive action and direct the execution thereof subject to review by the membership; and shall plan and implement actions necessary to accomplish the legislative decisions of the membership.

Section 2. Powers

The Executive Board shall conduct, manage, and control the business of this Association subject to the Constitution of the American College Personnel Association, and the By-laws of this Association.

Section 3. Reports of Executive Board

The President and Treasurer of the Association shall submit written report to the Association as requested, whether this is yearly or twice a year.

Section 4. State Residency

All members of the Executive Board must be employed in Maryland at a higher education institution or an organization which has primary contact with college students.

ARTICLE V: MEETINGS

Section 1. Membership Sessions

The Association shall meet in business sessions at least once each year and shall hold other meetings, workshops, and conferences when deemed necessary and advisable by the Executive Board and/or membership.

Section 2. Executive Board

Approved November 2004; Amended January 2007; Amendment March 2013; Amended February

The Executive Board shall meet monthly or nearly monthly, with a majority of the Executive Board members constituting a quorum for the transaction of business. Meetings will occur during the academic year and during June. Meeting dates shall be set during the June meeting (for July-December) and at the December meeting (for January-May). In addition, Executive Board members will be required to attend the Annual Fall Conference and two other events during the year.

ARTICLE VI: COMMITTEES

Section 1. Appointment

Standing and Ad Hoc Committees shall be established and maintained as deemed necessary by the Executive Board or by the membership.

Section 2. Term of Service

Members of Committees shall serve until, in the opinion of the President and Executive Board, the purpose of said committee is accomplished.

Section 3. Reports

All committees shall report annually to the Executive Board or as otherwise directed by the President.

ARTICLE VII: PROPERTY

Section 1. Dissolution of the Association

All property of the Association shall be subject to the control and management of the Executive Board. Upon dissolution of the Association, none of its property shall be distributed to any of the members, and all such property shall be transferred to such other organization or organizations as the Executive Board shall determine to have purposes and activities most clearly consonant to those of the Association, provided, that such other organizations shall be exempt under the Internal Revenue Code or corresponding provision of the Internal Revenue laws.

Section 2. Appropriation of Funds

- A. All appropriation of funds shall be made by the Executive Board. Requests for an appropriation may originate in any committee.
- B. The Expenses incurred in the conduct of the affairs of the Association shall be paid by the Treasurer out of appropriations budgeted for such purposes and for which a voucher is given.
- C. The Treasurer will ensure at least one of the three presidents (President, President-Elect, Past President) is added to all bank account information and given the authority to make transactions should the Treasurer be unavailable.
- D. All expenses of committees authorized by the Association shall be paid from the funds appropriated therefore, and any liability incurred by any committee in excess of the funds appropriated shall be the personal liability of the person responsible for incurring or authorizing the liability.
- E. The Association is granted Tax-Exempt status through its dual-membership agreement with

ACPA.

ARTICLE VIII: AMENDMENTS

Section 1. Term of Amendments

In this context, Amendments can refer to one specific topic to add to the By-laws or a specific, inclusive change throughout the By-laws which is proposed for the continuation of the Association.

Section 2. Initiation and Presentation

Amendments may be initiated by the Executive Board or by a petition to the Executive Board by 20% of the MCPA membership. Amendments to the By-laws shall be presented to the Executive Board for approval. Once approved, the updated By-laws should be included with the elections process for membership vote.

Section 3. Adoption and Implementation

Amendments shall be adopted by a majority of the returned votes. Amendments, after passage by the majority of all members voting, shall be added to the By-laws and shall take effect according to the time specified in the Amendment.