

MISSOURI COMMUNITY COLLEGE ASSOCIATION

mcca

BYLAWS

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Chapter I: ORGANIZATION OF THE ASSOCIATION

Article I: Name

This Association is known as the Missouri Community College Association, and is referred to in this document as The Association. The terms, Community College or College referred to in this document are defined as publicly accredited two-year colleges.

Article II: Articles of Organization

The Association is a not-for-profit corporation organized under the laws of Missouri. Its Articles of Organization comprise the certificate of incorporation and this Constitution as from time to time amended.

Article III: Purposes and Policies

Section 1. The Missouri Community College Association is an individual and institutional membership organization, which serves the educational needs of the citizens of the state of Missouri by offering educational leadership through the state's community colleges. MCCA offers services to the state, to its member institutions, and to its individual members in four areas:

- a. Educating the public about the contributions made by community colleges.
- b. Offering professional development programs for administrators, classified employees, faculty, and trustees at member institutions.
- c. Collecting, interpreting, and disseminating information pertinent to community colleges.
- d. Shaping higher education policy in the state through the legislature, and the executive branch including the Governor's office, the Department of Higher Education (MDHE), and the Coordinating Board for Higher Education (CBHE) Department of Elementary and Secondary Education (DESE), and other related state agencies.

Section 2. These purposes shall be developed, promoted, and encouraged through conferences, workshops, seminars, newsletters, panels, and other means determined by the Board of Directors governed by the policies set forth herein.

Section 3. The policies of MCCA shall include the following:

- a. The organization shall be noncommercial, nonpartisan, nonsectarian, and nondiscriminatory in regard to sex, age, creed, race, color, or national origin.
- b. The organization shall devote a substantial portion of its activities to the education of its members concerning the philosophy, scope, function, administration, and responsibilities of

the member colleges, and to assist the individual members in the more effective performance of their respective roles.

c. The organization shall not in any way participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office.

Section 4. Member institutions are expected to provide adequate resources to allow full participation by the membership in annual conferences, Board of Director meetings, Association committee meetings, and other Association activities.

Article IV: Membership

Section 1. Membership in this Association shall consist of seven categories: institutional, individual, associate, organizational, affiliate, life, and honorary life.

Section 2. Institutional memberships. Any public individual community college situated within the State of Missouri may, upon payment of the annual institutional dues, become a member of the Association subject to the following conditions:

a. That the applicant institution is accredited by the North Central Association of Colleges and Secondary Schools, and/or

b. That the applicant institution is accredited or approved by the CBHE.

Section 3. Individual memberships. There are established five Departments: Trustee, Administration, Classified Staff, Retired, and Faculty. Members belonging to institutions which are eligible for membership under Article IV, Section 2, shall upon payment of dues, enroll in whichever Department best describes their role and activities within their eligible institution.

Section 4. Associate memberships. Students of member institutions and citizens interested in higher education may, upon payment of the annual Associate dues, become an Associate member of the Association. Such Associate members may attend the regular meetings and participate in all other activities, except that they will not have voting privileges.

Section 5. Organizational membership. Non-educational organizations, which are officially recognized by an institution eligible for membership under article IV, Section 2, may upon payment of the annual organizational dues, become organizational members of the Association. Other organizations may, after receiving a two-thirds (2/3) vote of the Board of Directors and upon payment of the annual organizational dues, become organizational members of the Association.

Section 6. Affiliate/Institutional memberships. Open to educational institutions and organizations whose activities are recognized as closely associated with the purposes and functions of the association and are eligible for membership under Article IV, Section 2, may upon payment of the annual affiliate dues, become affiliate members of the Association. Other educational institutions and organizations may, after receiving a two-thirds (2/3) vote of the Board of Directors and the Presidents/Chancellors Council and upon payment of the annual affiliate dues, become affiliate members of the Association.

Section 7. Life memberships. Individuals eligible for membership under Article IV, Section 3 may upon payment of ten (10) times the current individual membership dues become life members of the Association.

Section 8. Honorary Life memberships. Any individual may be awarded an honorary life membership in the association, after receiving a two-thirds vote of the Board of Directors. Such honorary life members may attend the regular meetings and participate in all other activities, except that they will not have voting privileges. Honorary Life members are exempt from paying dues.

Section 9. All categories of association dues shall be determined by the Board of Directors.

Article V: Officers, Terms of Office, and Elections

Section 1. The officers of the Association shall be a Chair of the Board, a Chair Elect and a Vice Chair who shall be elected at the annual meeting. The Vice Chair shall be elected from the active individual membership, and shall succeed to the office of Chair-elect, the Chair-elect shall succeed to the office of Chair.

Section 2. The terms of office shall be for one year. The Chair may be a candidate for any office except that of Vice Chair.

Section 3. In the event that the office of Chair, Chair-elect, or Vice Chair is vacated or under a disability as determined by a two-thirds (2/3) vote of the Board of Directors, the Board of Directors shall elect by a two-thirds (2/3) vote a member of the Association from the same constituency group to serve the unexpired term.

Section 4. At least three months prior to the annual meeting, the Chair shall appoint a nominating committee of six members, three of whom will be members of the Department whose turn it is to nominate for the office of Vice Chair, and one member from each of the remaining eligible Departments. The office of Vice Chair shall be selected each year on a rotating basis from the Trustee, Administrative/Professional, Classified Staff, or Faculty departments. At least two months prior to the annual meeting the nominating committee shall submit to the Chair a minimum of two nominees for the office of Vice Chair of the Board of Directors. All candidates for office shall be dues paying members of the Association.

Section 5. At least three months prior to the annual meeting, each Department Chair (except for the Retired Department) shall appoint a nominating committee. At least two months prior to the annual meeting, the nominating committee shall submit to the Department Chair a slate of nominees. The department Chair shall immediately forward this information to the Chair. All candidates for office shall be dues-paying members of the Association.

Section 6. The Chair shall forward the reports of the various nominating committees to the Vice Chair and direct the Vice Chair to see that ballots are prepared and distribute to the membership at least ten (10) days prior to the annual meeting. At the predesignated closure of voting at the annual meeting, ballots will be counted and the results will be announced.

Section 7. The nominee receiving a plurality vote shall be declared elected.

Article VI: Board of Directors

Section 1. There is hereby created a minimum of an eighteen (18) member Board to be known as the Board of Directors.

Section 2. The Board shall consist of three elected officers, namely, the Chair, Chair-Elect, and Vice Chair, and the immediate Past Chair, three representatives elected from the Administration Department; three representatives elected from the Classified Staff Department; three representatives elected from the Faculty Department; three representatives elected from the Trustee Department.

- a. To allow for representation from each Community College district, the Chair shall appoint, with advise and consent of the Board, for one year, a member of the Board of Directors from those districts not represented on the Board.
- b. The elected departmental representatives shall serve for three years, with 1/3 of the Board elected each year.

Section 3. The Board of Directors shall have the power to transact usual business, to establish the individual dues of the organization, to disseminate information regarding legislation, to formulate regulations governing the duties of any and all committees (other than the legislative committee), to fill any vacancies occurring in elected offices as stated in Article V, Section 3.

Section 4. In the absence of the Chair, the Chair-elect shall preside and succession thereafter shall devolve upon the Vice Chair.

Section 5. All members of the Board of Directors shall hold individual membership in the Association.

Section 6. In addition to the provisions made in Article VI, Section 2, the following provisions regarding the Board of Directors are made.

- a. One member of the Presidents and Chancellors Council shall serve as a voting member of the Board, but shall not be entitled to serve as an elected officer of the Association.
- b. The Chair of the Retired Department shall serve as a voting member of the MCCA Board of Directors, but shall not be entitled to serve as an elected officer of the Association.
- c. One member elected by the MCCA-SG Advisory Board shall serve as a voting member of the MCCA Board of Directors, but shall not be entitled to serve as an elected officer of the Association.
- d. An ex-officio, nonvoting member of the MCCA Board of Directors shall not be entitled to serve as an elected officer of the Association.

Article VII: Duties of Officers

Section 1. General duties. The officers of this Association shall perform the duties, which customarily pertain to their respective office, and such other duties as may be assigned to them by the Association.

Section 2. The Chair. It shall be the duties of the Chair:

- a. To preside at all meetings of the Association and the Board of Directors.
- b. To appoint the Nominating Committee.
- c. To appoint other committees with the advice and consent of the Board of Directors.
- d. To ensure that the provisions of this Constitution and the policies established by the Association are implemented.
- e. To act as the representative of the Association in all relations between this Association and other educational bodies or groups, with the right of delegating this responsibility in specific areas.
- f. To call for department elections for filling vacancies on the Board of Directors.
- g. To assign other duties as needed.

Section 3. The Chair-elect. It shall be the duty of the Chair-elect:

- a. To perform the duties of the Chair in the absence of the Chair.
- b. To cooperate with the Chair in planning the meetings of the Association.
- c. To coordinate the activities of the committees of the Association except the Nominating Committee and to inform the Chair of their progress and to work with the special interests groups which have been affiliated with the Association.

Section 4. The Vice Chair. It shall be the duty of the Vice Chair:

- a. To cause to be kept the minutes of the meetings of the Association.
- b. To conduct the elections of the Association.

Article VIII: Presidents/Chancellors Council

The government and management of the funds, properties, and affairs of the MCCA shall be vested in the Presidents/Chancellors Council.

The Presidents/Chancellors Council shall have the power to establish institutional dues of the organization, to monitor and disseminate information regarding legislation affecting MCCA, and to effect the appointment and removal of a President/CEO of this Association.

Section 1. The Presidents/Chancellors Council shall be the Legislative Committee.

Section 2. The President/CEO shall be hired by the Presidents/Chancellors Council.

Section 3. The Presidents/Chancellors Council shall adopt and monitor a budget for the Association.

Article IX: Meetings

Section 1. There shall be an annual meeting of the Association at such time and place as determined by the Board of Directors. Additional meetings of the Association may be called by the Chair or by two-thirds (2/3) of the Board of Directors.

Section 2. A quorum of the Association shall consist of one-fifth (1/5) of the individual members of the Association.

Section 3. Written notice of any meeting of the membership shall be given at least seven (7) days previous thereto.

Section 4. The Board of Directors shall meet, at least, quarterly at such time and place as determined by the Chair. Special meetings of the Board of Directors may be called by the Chair or a majority of the Board of Directors.

Section 5. A quorum of the Board of Directors shall consist of a simple majority of the voting members.

Section 6. Written notice of any meeting of the Board of Directors shall be given at least seven (7) days previous thereto.

Article X: Committees

Section 1. The Standing Committees of the Association Board of Directors shall be the Executive Committee, composed of Past Chair, Chair, Chair Elect and Vice Chair, the Membership Committee, and the Public Relations Committee.

Section 2. The Standing Committees shall be governed by the Board of Directors of the Association in accordance with the guidelines established in the standing rules and procedures handbook of the Association.

Article XI: Local Chapters

Section 1. The Missouri Community College Association encourages the development of campus-based, local chapters of MCCA.

Section 2. The purposes of the local MCCA chapters include:

- a. Furthering the overall goals and purposes of MCCA at the local level.

b. Serving as a liaison between MCCA and the local membership.

Section 3. The local chapters shall be governed by the Board of Directors of the Association in accordance with the Standing Rules.

Article XII: Affiliations

Section 1. The Association, with approval of the Board of Directors and the Presidents/Chancellors Council of the Association, may, formally or informally, affiliate with other organizations, act as an advisory body to state agencies or institutions, and in other ways participate in programs and activities of other organizations, agencies, and institutions which are not in conflict with the purposes of the Association.

Article XIII: Parliamentary Authority

Robert's Rules of Order, Newly Revised shall govern this Association in all cases in which they are applicable and in which they are not in conflict with this Constitution.

Article XIV: Amendments to the Constitution

Section 1. Amendments to the Constitution may be proposed:

- a. By a two-thirds (2/3) vote of the membership of the Board of Directors and two-thirds (2/3) vote of the Presidents/Chancellors Council or
- b. By a petition from a majority of institutional members (to be recognized as a valid institutional membership petition, it must be signed by 10 percent of the individual membership on that campus).

Section 2. A proposed amendment must be submitted to the Chair in writing, and the Chair shall send a copy of the amendment to the board members and to the Presidents/Chancellors Council at least thirty (30) days before a vote can be taken. The Board of Directors in consultation with the Presidents/Chancellors Council shall consider ratification. If ratified by three-fourths of the Presidents/Chancellors Council and three-fourths of the Association Board of Directors, it shall become a part of this Constitution. Amendments will be published and distributed by the Association.

Article XV: Dissolution of the Association

Section 1. Upon the dissolution of the Association the Board of Directors of the Association shall, after paying or making provisions for the payment of all the liabilities of the Association, dispose of all the assets of the Association by dividing the assets among the then current institutional members. Each member district's share is to be equal to its proportionate contribution of the total dues paid to the Association in that fiscal year.

Chapter II: PRESIDENTS/CHANCELLORS COUNCIL

The government and management of the funds, properties, and affairs of the MCCA shall be vested in the Presidents/Chancellors Council.

The Presidents/Chancellors Council shall have the power to establish institutional dues of the organization, to monitor and disseminate information regarding legislation affecting MCCA, and to effect the appointment and removal of an President/CEO of this Association.

Section 1. The Presidents/Chancellors Council shall be the Legislative Committee.

A. LEGISLATIVE COMMITTEE

- a. Legislative Committee shall be established to:
 1. Ensure the effective representation of MCCA positions and concerns before the Missouri General Assembly when in session and at interim legislative hearings.
 2. Pursue, when deemed appropriate, projects that will enhance the attitudes of the various branches of government toward community colleges: and
 3. Provide pertinent information regarding legislation and governmental affairs to MCCA and member institutions.
- b. Membership of the Legislative Committee shall be as follows:
 1. Each member of the Presidents/Chancellors Council shall serve as a member of the Legislative Committee.
 2. The MCCA President/CEO shall serve as staff to this committee. The Association Legislative Consultant shall serve as an advisor to this committee.
- c. The Legislative Committee shall meet as necessary to determine MCCA legislative priorities for the upcoming year.
 1. Financial support of Legislative Committee activities:
 - (a) Expenses for reimbursable legislative activities must be included within the annual budget of the Association.
 - (b) Expenses of individual members not covered by the MCCA budget will not be reimbursed unless approved by the Presidents/Chancellors Council.
 - (c) Funds for legislative activities are generated from individual membership dues, convention sponsorships, advertisements, receipts and sources other than tax monies.

Section 2. MCCA President/CEO shall be hired by the Presidents/Chancellors Councils

Section 3. The Presidents/Chancellors Council shall adopt the monitor a budget for the Association.

B. Officers/Executive Committee

a. Officers

1. The officers of the MCCA Presidents/Chancellors Council shall be Chair, Chair Elect, Vice Chair and Immediate Past Chair; and shall serve as the Presidents/Chancellors Council Executive Committee.
2. The Chair shall preside at all meetings and carry out the duties that may be prescribed by the Council. These duties will include but not be limited to:
 - (a) Representing MCCA in contacts with:
 1. The Governor's Office
 2. The Legislature
 3. The Department of Higher Education (MDHE)
 4. The Coordinating Board for Higher Education (CBHE)
 5. The Department of Elementary and Secondary Education (DESE)
 - (b) Serving as an ex-office member of all MCCA Presidents/Chancellors Council committees.
 - (c) The Chair may exercise the following powers:
 1. Work with the Association President/CEO in preparation of the Council meetings and agenda materials.
 2. Make appointments or nominations of Presidents/Chancellors Council members to serve on Council committees.
 3. Appoint liaisons to state agencies.
 4. Create and terminate special committees, subject to Presidents/Chancellors Council approval.
3. The Chair Elect will perform the duties of the Chair in the absence of that officer.
4. The Vice Chair will perform the duties of the Chair Elect in the absence of that officer.

CHAPTER III: GENERAL

FISCAL YEAR

The fiscal year of the Association will be from July 1 to June 30.

MEMBERSHIP YEAR

The institutional membership year shall be from July 1 to June 30. The individual membership year shall begin October 1 through September 30 of each year.

SUPPORT/DUES

Annual membership dues for the Association shall be:

1. Institutional membership:
Institutional dues will be established annually by the Presidents/Chancellors Council.
2. Affiliate/Institutional membership:
Affiliate/Institutional dues will be established annually by the Presidents/Chancellors Council.
3. Individual membership dues shall be \$30.00
4. Associate membership - \$30.00
5. Organizational membership - \$500.00
6. Individual retired/student membership - \$15.00
7. Life membership – ten (10) times the current individual dues
8. Honorary Life membership – no cost

NOTE: Individual membership dues for this Association may be reviewed annually by the Board of Directors. Institutional membership dues will be established annually by the Presidents/Chancellors Council in cooperation with the Board of Directors.

CHAPTER IV: ASSOCIATION DIVISIONS

A. CHIEF ACADEMIC OFFICERS DIVISION

- a. The purpose of the MCCA Division of Chief Academic Officers shall be to:
 1. Serve as a representative group of Missouri community and technical college academic administrators.
 2. Address the academic and related issues that affect higher education in Missouri.
 3. Present and make recommendations to the Presidents and Chancellors of Missouri community colleges concerning academic and related issues.
 4. Make recommendations, as directed by the Presidents and Chancellors, to the Missouri Department of Higher Education staff concerning academic and related issues.
 5. Make recommendations, as directed by the Presidents and Chancellors, to the Missouri Department of Elementary and Secondary Education staff concerning academic and related issues.
 6. Develop and improve partnerships and collaboration among Missouri community and technical colleges, and between these colleges and other stakeholders.
 7. Promote the continuous improvement of quality education by sharing best practices and through other initiatives.
- b. The Division of Chief Academic Officers is formulated under the auspices of MCCA and its Administrative and Professional Department.

B. CHIEF STUDENT PERSONNEL OFFICERS DIVISION

- a. The purposes of the MCCA Chief Student Personnel Officers Division are:
 1. To promote professional growth and development of Chief Student Personnel Officers.
 2. To provide a forum for sharing common concerns about community college students.
 3. To promote an increased understanding of the roles and responsibilities of Student Affairs, Student Services, Student Development, and other student personnel related areas.
 4. To increase the Missouri Community College Association and other agencies' awareness and understanding of Chief Student Personnel Officer concerns.
 5. To provide leadership development, training, and support to community college staff interested in becoming Chief Student Personnel Officers.
 6. To support the legislative program of MCCA.
- b. The Chief Student Personnel Officers Division is formulated under the auspices of MCCA and its Administrative and Professional Department.

C. RESEARCH AND ASSESSMENT DIVISION

- a. The purpose of the MCCA Division on Research and Assessment is to provide statewide leadership and research expertise related to the assessment of student and institutional outcomes associated with Missouri's community colleges. The Division believes that the

assessment of community college effectiveness must be linked to the college's mission and the reasons that students enroll. In addition, the Division believes that the primary purpose of assessment is to improve student learning and institutional effectiveness.

- b. The Research and Assessment Division is formulated under the auspices of MCCA and its Administrative and Professional Department.

D. MARKETING AND DEVELOPMENT DIVISION

- a. The purpose of the MCCA Marketing and Development Division shall be to enhance, coordinate, and/or initiate marketing, promotional and/or fund raising efforts of the Missouri Community College Association (MCCA) and assist state community colleges as requested. The MCCA Marketing and Development Division will provide personal and professional marketing/development guidance to the association and serve as a resource for all state community colleges.
- b. The goals of the Marketing and Development Division are:
 - 1. To schedule MCCA Marketing and Development Division meetings for council personnel.
 - 2. To identify and discuss critical marketing issues and develop responses, upon request, to be presented to MCCA.
 - 3. To assist in marketing-related projects as deemed necessary such as web site enhancement, developing marketing campaigns, assisting with message development, etc.
 - 4. To promote a broader level of participation and interaction among the community college marketing/community relations and development personnel.
 - 5. To serve as a resource for the MCCA Association staff and the MCCA Presidents and Chancellors Council.
- c. The Marketing and Development Division is formulated under the auspices of MCCA and its Administrative and Professional Department.

E. A + COORDINATORS DIVISION

- a. The purpose of the MCCA Division of A+ Coordinators shall be to engender a means of greater communication and exchange of information among A+ Coordinators at member institutions and thereby, improve services to students attending community colleges under the A+ Schools Program as enacted by the Outstanding Schools Act of 1993.
- b. The following goals have been established and will be reviewed on a periodic basis:
 - 1. Meet as needed to review current topics of interest concerning the A+ Program.
 - 2. Develop recommendations to the MCCA Board and President/CEO concerning A+ Program policies and procedures.
 - 3. Explore the feasibility of implementing and maintaining an electronic communications network for A+ Coordinators.
 - 4. Promote a broader level of awareness of the A+ Program and the benefits of the program to students who qualify for assistance.
 - 5. Explore the feasibility of establishing and maintaining a database of information concerning A+ students enrolled at eligible post-secondary institutions.
 - 6. Work closely with the Director of the A+ Program and other appropriate state

officials concerning procedural matters that affect A+ programs at eligible post-secondary institutions.

- c. The A+ Coordinators Division shall be organized under the auspices of the MCCA.

F. FOUNDATION AND ALUMNI PROFESSIONALS DIVISION

The purpose of the Missouri Community College Association Foundation and Alumni Professionals Division is to facilitate greater communication among development and alumni professionals; to provide learning opportunities in fundraising, alumni relations and other areas pertinent to strengthening community college development efforts; and to offer diverse perspectives on community college development. The final outcome is to strengthen relationships among Missouri community colleges, their alumni, friends of the college and business/industry partners to ultimately increase levels of support (financial and other) for Missouri's community colleges.

- a. The Division purposes are:

1. To cultivate and promote the professional growth of its members.
2. to organize two meetings per year. One meeting in conjunction with the annual Missouri Community College Association convention; the other meeting during the spring/summer.
3. to develop an e-mail list of Division professionals to serve as a method of communication and networking.
4. to assess topics of interest to Division members and develop the means to educate as well as disseminate information to Division members and key campus administrators.
5. to create a basic core curriculum or manual to be shared with new development and alumni professionals at Missouri's community colleges.
6. to utilize the expertise of successful foundation, alumni fundraising, development professionals for presentations, resource people and mentors.
7. to support the goals and objectives of Missouri Community College Association.

- b. Organization & Membership

The members of the Foundation and Alumni Professionals Division shall include professionals from each member institution assigned the responsibility for overall administration and supervision of alumni relations, college foundation, development, fundraising, and other related functions.

- c. Officers and Duties

Officers of the Foundation and Alumni Professionals Division shall be chair, chair-elect, and vice chair.

- a. Duties of the chair shall be to:

1. make necessary meeting arrangements with assistance of the chair-elect and vice chair.
2. appoint committees.
3. preside at meetings.
4. keep the general membership informed of activities.
5. serve as liaison to any MCCA committees.

- b. Duties of the chair-elect shall be to:
 - 1. preside in the absence of the chair.
 - 2. plan and coordinate all programs and meetings.
 - 3. succeed to the office of chair.
 - 4. perform other duties requested by the chair.

- c. Duties of the vice chair shall be to:
 - 1. keep an accurate record of meetings.
 - 2. preserve all important documents.
 - 3. maintain an up-to-date list of members.
 - 4. perform other duties as requested by the president.

- d. Elections and terms of office
 - a. The chair -elect shall succeed to the office of chair.
 - b. The vice chair shall be elected by a majority of votes cast at the spring meeting.
 - c. Officers shall serve for a term of one year.
 - d. Officers shall assume their duties immediately following the spring meeting.
 - e. All Division members in good standing are eligible to hold office.
 - f. If the office of chair becomes vacant, the chair-elect shall assume the post at once and shall serve for the remainder of the term as acting chair until he/she assumes the role of the chair the following year. If the office of chair-elect becomes vacant, the vice chair shall assume the post at once and shall serve for the remainder of the term until he/she assumes the role of chair-elect the following year. If the office of vice chair becomes vacant, the chair shall appoint another member to fill the vacancy within one month of notice of the vacancy.

- e. Meetings
 - a. The Foundation and Alumni Professionals Division will meet at least two times per year. The fall meeting will be in conjunction with the annual MCCA meeting. A second meeting will take place in the late spring or summer.
 - b. The annual business meeting of the Foundation and Alumni Professionals Division shall be held in conjunction with the annual meeting of the MCCA.
 - c. The Foundation and Alumni Professionals are responsible for encouraging their peers and colleagues to submit program presentation requests to ensure representation at the annual MCCA convention.

- f. Amendments

These guidelines may be amended by a two-thirds majority vote of the members present at a bi-annual meeting, provided the membership has been informed in writing of the proposed change one week in advance of the bi-annual meeting.

- g. Committees

The chair may appoint committees as needed.

- h. The Foundation and Alumni Professionals Division shall be organized under the auspices of the MCCA.

ASSOCIATION DEPARTMENTS

A. ADMINISTRATIVE/PROFESSIONAL DEPARTMENT

The purposes of the department are:

1. To promote professional growth and development.
2. To promote communication and interaction among the department members.
3. To provide a means by which its members may meet to discuss mutual and other problems, to analyze these problems, to formulate plans by which these problems may be resolved, and to achieve such plans.
4. To support the legislative program of MCCA.
5. To facilitate participation in the affairs and policy making of MCCA.
6. To promote the goals and interests of community colleges in the state of Missouri.

Membership

Administrative/Professional Department membership shall be as administrative professional is defined by each institution, and department membership shall require MCCA membership. Members of the Presidents/Chancellors Council will be ex-officio members of this department, but department officers will be selected from other administrator and professional ranks.

Officers and duties

Officers of the Administrative/Professional Department shall be chair, chair-elect and vice chair. Upon election as vice chair, the new officer automatically becomes a member of the MCCA board of directors for a three-year term as he/she works up the ladder of offices in the department.

1. It shall be the duty of the chair to:
 - (a) make necessary arrangements for meetings of the department
 - (b) appoint committees
 - (c) serve as department representative on the MCCA board of directors
 - (d) preside at department meetings
 - (e) assist the chair-elect in planning the program for the annual meeting

(f) keep general membership informed of activities of the department

2. It shall be the duty of the chair-elect to:

(a) preside in the absence of the department chair

(b) chair the program committee

(c) represent the department on the board of directors

(d) succeed to the office of chair

(e) perform other duties requested by the department chair

3. It shall be the duty of the vice chair to:

(a) keep an accurate record of meetings

(b) preserve all important documents

(c) maintain an up-to-date list of department members

(d) chair the department membership committee

(e) succeed to the office of chair-elect

(f) perform other duties as requested by the department chair

Elections and terms of office

1. The vice chair shall be elected by written ballot by a plurality of the votes cast. The vice chair shall be elected from a slate of nominees submitted by a department nominating committee. The vice chair shall succeed to the office of chair-elect and the chair-elect shall succeed to the office of chair.

2. Officers shall serve for a term of one year for each office, or a grand total of three years.

3. Officers shall assume their duties immediately following the annual meeting.

4. All members in good standing are eligible to hold office. Members desiring to hold office in the department shall notify the nominating committee of their willingness to serve at least three months prior to the annual meeting.

5. The nominating committee of the Administrative/Professional Department shall submit to the MCCA chair a slate of nominees for vice chair along with appropriate information about each nominee at least two months prior to the annual meeting.

Votes shall be cast in accordance with the procedures prescribed in the MCCA constitution and standing rules.

6. If the office of chair becomes vacant, the chair-elect shall assume the post at once and shall serve for the remainder of the term as acting chair until he/she assumes the role of the chair the following year. If the office of chair-elect becomes vacant, the vice chair shall assume the post at once and shall serve for the remainder of the term until he/she assumes the role of chair-elect the following year. If the office of vice chair becomes vacant, the chair of the department shall appoint another member to fill the vacancy within one month of notice of the vacancy.

Meetings

1. The annual business meeting of the Administrative/Professional Department shall be held in conjunction with the annual meeting of the MCCA.

2. The Administrative/Professional Department officers will be responsible for encouraging their colleagues to file presentation requests to ensure representation at the annual convention.

3. The Administrative/Professional Department shall agree to take responsibility for one other professional activity during the membership year.

Amendments

These guidelines may be amended by a two-thirds majority vote of the department members present at the annual meeting, provided the entire department membership has been informed in writing of the proposed change. Such action shall then be forwarded to the MCCA Board of Directors for their vote on whether to change the standing rules of the Association.

Quorum

A quorum for general meeting shall consist of those members present at the appointed time and place and shall include at least one officer.

Committees

1. Steering Committee

The department's elected officers, along with a representative from any department-approved council, shall constitute the steering committee for purposes of carrying out the responsibilities of the department.

2. Standing Committees

The department chair shall appoint the following committees, a program committee, chaired by the chair-elect, a membership committee, chaired by the vice chair and a nominating committee. The membership of each committee shall be composed of

representation from both out state and urban area. In no case shall a committee exist beyond the date of expiration of the term of the chair who appointed it. This does not preclude the reappointment of the committee by the incoming chair.

Councils

1. Special interest groups within each Department are encouraged to organize as a Council and meet regularly for the purpose of working together on particular interests of Department members that support and promote the purpose and goals of the Association.
2. A Council must present an application to be approved by the appropriate Department Steering Committee in order to receive official recognition of the Association. Applications should specify the purpose for the formation of the Council, objectives, and be accompanied by a petition signed by the prospective members of the Council.
3. Approved applications shall be presented for ratification by a simple majority of the MCCA Board of Directors at a regularly scheduled meeting of the Board.
4. The Chairperson, Vice-Chairperson, and the Steering Committee representative (if other than the officers listed) shall have personal memberships in MCCA in order that the Council maintains status as a Council within the MCCA Department.
5. A liaison to the Department Steering Committee shall be designated by the Council so formed. Verbal reports on Council activities shall be presented at each Steering Committee meeting and a written annual report provided to the Department Chair.
6. The Council shall hold meetings as appropriate during the year; at least one shall be held in conjunction with the MCCA Annual Convention.
7. Individual Councils may define further bylaws as desired or needed by the group. These bylaws must be in conformity with the Association Bylaws and Standing Rules.

Campus liaison

Each department shall select a campus contact to help in distributing information, including department memos, newsletters, membership recruitment and department meeting information.

Governance

Robert's Rules of Order Newly Revised shall govern this department in all cases to which they are applicable and insofar as they are not in conflict with MCCA rules.

B. CLASSIFIED STAFF DEPARTMENT

The purposes of the department are:

1. To provide a means by which its members may meet to discuss mutual and other problems, to analyze these problems, to formulate plans by which these problems may be resolved, and to achieve such plans.
2. To promote communication and interaction among the department members.
3. To support the legislative program of MCCA.
4. To facilitate participation in the affairs and policy making of MCCA.
5. To promote the goals and interests of community colleges in the state of Missouri.
6. To promote professional growth and development.

Membership

Classified Staff Department membership shall be as classified is defined by each institution, and department membership shall require MCCA membership.

Officers and duties

Officers of the Classified Staff Department shall be chair, vice chair, secretary and parliamentarian.

1. It shall be the duty of the chair to:
 - (a) make necessary arrangements for meetings of the department
 - (b) appoint committees
 - (c) serve as department representative on the MCCA board of directors
 - (d) preside at department meetings
 - (e) assist the vice chair in planning the program for the annual meeting
 - (f) keep general membership informed of activities of the department
2. It shall be the duty of the vice chair to:
 - (a) preside in the absence of the department chair
 - (b) chair the program committee
 - (c) represent the department on the board of directors
 - (d) succeed to the office of chair

(e) perform other duties requested by the department chair

3. It shall be the duty of the secretary to:

(a) keep an accurate record of meetings

(b) preserve all important documents

(c) maintain an up-to-date list of department members

(d) chair the department membership committee

(e) perform other duties as requested by the department chair

4. It shall be the duty of the parliamentarian to:

(a) have a working knowledge of these bylaws and Robert's Rules of Order Newly Revised

(b) rule on matters of parliamentary procedure at meetings of the organization and the executive committee

(c) perform the duties of the chair in the absence of the chair and vice chair

(d) Perform other duties as requested by the chair.

MCCA board membership shall consist of past chair, chair and vice chair.

Elections and terms of office

1. The vice chair shall be elected by written ballot by a plurality of the votes cast. The vice chair shall be elected from a slate of nominees submitted by a department nominating committee. The vice chair shall succeed to the office of chair.

2. The secretary and parliamentarian shall be elected by written ballot by a plurality of the votes cast from a slate of nominees submitted by a department nominating committee.

3. The chair and vice chair shall serve for a term of one year for each office, or a grand total of three years.

4. The secretary and parliamentarian shall serve for a term of one year.

5. Officers shall assume their duties immediately following the annual meeting.

6. All members in good standing are eligible to hold office. Members desiring to hold office in the department shall notify the nominating committee of their willingness to serve at least three months prior to the annual meeting.

7. The nominating committee of the Classified Staff Department shall submit to the MCCA chair a slate of nominees for vice chair, secretary and parliamentarian, along with appropriate information about each nominee at least two months prior to the annual meeting. Votes shall be cast in accordance with the procedures prescribed in the MCCA constitution and standing rules.

8. If the office of chair becomes vacant, the vice chair shall assume the post at once and shall serve for the remainder of the term as acting chair until he/she assumes the role of the chair the following year. If the office of vice chair becomes vacant, the chair of the department shall appoint another member to fill the vacancy within one month of notice of the vacancy.

9. If the office of past chair becomes vacant, an appointment to fill that position on the MCCA Board of Directors shall be made by the MCCA chair upon advice from the officers of the Classified Staff Department.

Meetings

1. The annual business meeting of the Classified Staff Department shall be held in conjunction with the annual meeting of the MCCA.

2. The Classified Staff Department officers will be responsible for encouraging their colleagues to file presentation requests to ensure representation at the annual convention.

3. The Classified Staff Department shall agree to take responsibility for one other professional activity during the membership year.

Amendments

These guidelines may be amended by a two-thirds majority vote of the department members present at the annual meeting, provided the entire department membership has been informed in writing of the proposed change. Such action shall then be forwarded to the MCCA Board of Directors for their vote on whether to change the standing rules of the Association.

Quorum

A quorum for general meeting shall consist of those members present at the appointed time and place and shall include at least one officer.

Committees

1. Steering Committee

The department's elected officers, along with a representative from any department-approved council, shall constitute the steering committee for purposes of carrying out the responsibilities of the department.

2. Standing Committees

The department chair shall appoint the following committees, a program committee, chaired by the chair-elect, a membership committee, chaired by the vice chair and a nominating committee. The membership of each committee shall be composed of representation from both out state and urban area. In no case shall a committee exist beyond the date of expiration of the term of the chair who appointed it. This does not preclude the reappointment of the committee by the incoming chair.

Councils

1. Special interest groups within each Department are encouraged to organize as a Council and meet regularly for the purpose of working together on particular interests of Department members that support and promote the purpose and goals of the Association.

2. A Council must present an application to be approved by the appropriate Department Steering Committee in order to receive official recognition of the Association. Applications should specify the purpose for the formation of the Council, objectives, and be accompanied by a petition signed by the prospective members of the Council.

3. Approved applications shall be presented for ratification by a simple majority of the MCCA Board of Directors at a regularly scheduled meeting of the Board.

4. The Chairperson, Vice-Chairperson, and the Steering Committee representative (if other than the officers listed) shall have personal memberships in MCCA in order that the Council maintains status as a Council within the MCCA Department.

5. A liaison to the Department Steering Committee shall be designated by the Council so formed. Verbal reports on Council activities shall be presented at each Steering Committee meeting and a written annual report provided to the Department Chair.

6. The Council shall hold meetings as appropriate during the year; at least one shall be held in conjunction with the MCCA Annual Convention.

7. Individual Councils may define further bylaws as desired or needed by the group. These bylaws must be in conformity with the Association Bylaws and Standing Rules.

Campus liaison

Each department shall select a campus contact to help in distributing information, including department memos, newsletters, membership recruitment and department meeting information.

Governance

Robert's Rules of Order Newly Revised shall govern this department in all cases to which they are applicable and insofar as they are not in conflict with MCCA rules.

C. FACULTY DEPARTMENT

The purposes of the department are:

1. To provide a means by which its members may meet to discuss mutual and other problems, to analyze these problems, to formulate plans by which these problems may be resolved, and to achieve such plans.
2. To promote communication and interaction among the department members.
3. To support the legislative program of MCCA.
4. To facilitate participation in the affairs and policy making of MCCA.
5. To promote the goals and interests of community colleges in the state of Missouri.
6. To promote professional growth and development.

Membership

Faculty Department membership shall be as is defined by each institution, and department membership shall require MCCA membership.

Officers and duties

Officers of Faculty Department shall be chair, chair-elect and vice chair. Upon election as vice chair, the new officer automatically becomes a member of the MCCA board of directors for a three-year term as he/she works up the ladder of offices in the department.

1. It shall be the duty of the chair to:
 - (a) make necessary arrangements for meetings of the department
 - (b) appoint committees
 - (c) serve as department representative on the MCCA board of directors
 - (d) preside at department meetings

- (e) assist the chair-elect in planning the program for the annual meeting
- (f) keep general membership informed of activities of the department

2. It shall be the duty of the chair-elect to:

- (a) preside in the absence of the department chair
- (b) chair the program committee
- (c) represent the department on the board of directors
- (d) succeed to the office of chair
- (e) perform other duties requested by the department chair

3. It shall be the duty of the vice chair to:

- (a) keep an accurate record of meetings
- (b) preserve all important documents
- (c) represent the department on the board of directors
- (d) maintain an up-to-date list of department members
- (e) chair the department membership committee
- (f) succeed to the office of chair-elect
- (g) perform other duties as requested by the department chair

Elections and terms of office

1. The vice chair shall be elected by written ballot by a plurality of the votes cast. The vice chair shall be elected from a slate of nominees submitted by a department nominating committee. The vice chair shall succeed to the office of chair-elect and the chair-elect shall succeed to the office of chair.

2. Officers shall serve for a term of one year for each office, or a grand total of three years.

3. Officers shall assume their duties immediately following the annual meeting.

4. All members in good standing are eligible to hold office. Members desiring to hold office in the department shall notify the nominating committee of their willingness to serve at least three months prior to the annual meeting.

5. The nominating committee of the Faculty Department shall submit to the MCCA president a slate of nominees for vice chair along with appropriate information about each nominee at least two months prior to the annual meeting. Votes shall be cast in accordance with the procedures prescribed in the MCCA constitution and standing rules.

6. If the office of chair becomes vacant, the chair-elect shall assume the post at once and shall serve for the remainder of the term as acting chair until he/she assumes the role of the chair the following year. If the office of chair-elect becomes vacant, the vice chair shall assume the post at once and shall serve for the remainder of the term until he/she assumes the role of chair-elect the following year. If the office of vice chair becomes vacant, the chair of the department shall appoint another member to fill the vacancy within one month of notice of the vacancy.

Meetings

1. The annual business meeting of the Faculty Department shall be held in conjunction with the annual meeting of the MCCA.

2. The Faculty Department officers will be responsible for encouraging their colleagues to file presentation requests to ensure representation at the annual convention.

3. The Faculty Department shall agree to take responsibility for one other professional activity during the membership year.

Amendments

These guidelines may be amended by a two-thirds majority vote of the department members present at the annual meeting, provided the entire department membership has been informed in writing of the proposed change. Such action shall then be forwarded to the MCCA Board of Directors for their vote on whether to change the standing rules of the Association.

Quorum

A quorum for general meeting shall consist of those members present at the appointed time and place and shall include at least one officer.

Committees

1. Steering Committee

The department's elected officers, along with a representative from any department-approved council, shall constitute the steering committee for purposes of carrying out the responsibilities of the department.

2. Standing Committees

The department chair shall appoint the following committees, a program committee, chaired by the chair-elect, a membership committee, chaired by the vice chair and a

nominating committee. The membership of each committee shall be composed of representation from both out state and urban area. In no case shall a committee exist beyond the date of expiration of the term of the chair who appointed it. This does not preclude the reappointment of the committee by the incoming chair.

Councils

1. Special interest groups within each Department are encouraged to organize as a Council and meet regularly for the purpose of working together on particular interests of Department members that support and promote the purpose and goals of the Association.
2. A Council must present an application to be approved by the appropriate Department Steering Committee in order to receive official recognition of the Association. Applications should specify the purpose for the formation of the Council, objectives, and be accompanied by a petition signed by the prospective members of the Council.
3. Approved applications shall be presented for ratification by a simple majority of the MCCA Board of Directors at a regularly scheduled meeting of the Board.
4. The Chairperson, Vice-Chairperson, and the Steering Committee representative (if other than the officers listed) shall have personal memberships in MCCA in order that the Council maintains status as a Council within the MCCA Department.
5. A liaison to the Department Steering Committee shall be designated by the Council so formed. Verbal reports on Council activities shall be presented at each Steering Committee meeting and a written annual report provided to the Department Chair.
6. The Council shall hold meetings as appropriate during the year; at least one shall be held in conjunction with the MCCA Annual Convention.
7. Individual Councils may define further bylaws as desired or needed by the group. These bylaws must be in conformity with the Association Bylaws and Standing Rules.

Campus liaison

Each department shall select a campus contact to help in distributing information, including department memos, newsletters, membership recruitment and department meeting information.

Governance

Robert's Rules of Order Newly Revised shall govern this department in all cases to which they are applicable and insofar as they are not in conflict with MCCA rules.

D. TRUSTEE DEPARTMENT

The purposes of the department are:

1. To provide a means by which its members may meet to discuss mutual and other problems, to analyze these problems, to formulate plans by which these problems may be resolved, and to achieve such plans.
2. To promote communication and interaction among the department members.
3. To support the legislative program of MCCA.
4. To facilitate participation in the affairs and policy making of MCCA.
5. To promote the goals and interests of community colleges in the state of Missouri.
6. To promote professional growth and development.

Membership

Trustee Department membership shall be as trustee is defined by each institution, and department membership shall require MCCA membership.

Officers and duties

Officers of the Trustee Department shall be chair, chair-elect and vice chair. Upon election as vice chair, the new officer automatically becomes a member of the MCCA board of directors for a three-year term as he/she works up the ladder of offices in the department.

1. It shall be the duty of the chair to:
 - (a) make necessary arrangements for meetings of the department
 - (b) appoint committees
 - (c) serve as department representative on the MCCA board of directors
 - (d) preside at department meetings
 - (e) assist the chair-elect in planning the program for the annual meeting
 - (f) keep general membership informed of activities of the department
2. It shall be the duty of the chair-elect to:
 - (a) preside in the absence of the department chair

- (b) chair the program committee
- (c) represent the department on the board of directors
- (d) succeed to the office of chair
- (e) perform other duties requested by the department chair

3. It shall be the duty of the vice chair to:

- (a) keep an accurate record of meetings
- (b) preserve all important documents
- (c) maintain an up-to-date list of department members
- (d) chair the department membership committee
- (e) succeed to the office of chair-elect
- (f) perform other duties as requested by the department chair

Elections and terms of office

1. The vice chair shall be elected by written ballot by a plurality of the votes cast. The vice chair shall be elected from a slate of nominees submitted by a department nominating committee. The vice chair shall succeed to the office of chair-elect and the chair-elect shall succeed to the office of chair.

2. Officers shall serve for a term of one year for each office, or a grand total of three years.

3. Officers shall assume their duties immediately following the annual meeting.

4. All members in good standing are eligible to hold office. Members desiring to hold office in the department shall notify the nominating committee of their willingness to serve at least three months prior to the annual meeting.

5. The nominating committee of the Trustee Department shall submit to the MCCA chair at least one nominee for vice chair along with appropriate information about each nominee at least two months prior to the annual meeting. Votes shall be cast in accordance with the procedures prescribed in the MCCA constitution and standing rules.

6. If the office of chair becomes vacant, the chair-elect shall assume the post at once and shall serve for the remainder of the term as acting chair until he/she assumes the role of the chair the following year. If the office of chair-elect becomes vacant, the vice chair shall assume the post at once and shall serve for the remainder of the term until

he/she assumes the role of chair-elect the following year. If the office of vice chair becomes vacant, the chair of the department shall appoint another member to fill the vacancy within one month of notice of the vacancy.

Meetings

1. The annual business meeting of the Trustee Department shall be held in conjunction with the annual meeting of the MCCA.
2. The Trustee Department officers will be responsible for encouraging their colleagues to file presentation requests to ensure representation at the annual convention.
3. The Trustee Department shall agree to take responsibility for one other professional activity during the membership year.

Amendments

These guidelines may be amended by a two-thirds majority vote of the department members present at the annual meeting, provided the entire department membership has been informed in writing of the proposed change. Such action shall then be forwarded to the MCCA Board of Directors for their vote on whether to change the standing rules of the Association.

Quorum

A quorum for general meeting shall consist of those members present at the appointed time and place and shall include at least one officer.

Committees

1. Steering Committee

The department's elected officers, along with a representative from any department-approved council, shall constitute the steering committee for purposes of carrying out the responsibilities of the department.

2. Standing Committees

The department chair shall appoint the following committees, a program committee, chaired by the chair-elect, a membership committee, chaired by the vice chair and a nominating committee. The membership of each committee shall be composed of representation from both out state and urban area. In no case shall a committee exist beyond the date of expiration of the term of the chair who appointed it. This does not preclude the reappointment of the committee by the incoming chair.

Councils

1. Special interest groups within each Department are encouraged to organize as a Council and meet regularly for the purpose of working together on particular interests of Department members that support and promote the purpose and goals of the Association.
2. A Council must present an application to be approved by the appropriate Department Steering Committee in order to receive official recognition of the Association. Applications should specify the purpose for the formation of the Council, objectives, and be accompanied by a petition signed by the prospective members of the Council.
3. Approved applications shall be presented for ratification by a simple majority of the MCCA Board of Directors at a regularly scheduled meeting of the Board.
4. The Chairperson, Vice-Chairperson, and the Steering Committee representative (if other than the officers listed) shall have personal memberships in MCCA in order that the Council maintains status as a Council within the MCCA Department.
5. A liaison to the Department Steering Committee shall be designated by the Council so formed. Verbal reports on Council activities shall be presented at each Steering Committee meeting and a written annual report provided to the Department Chair.
6. The Council shall hold meetings as appropriate during the year; at least one shall be held in conjunction with the MCCA Annual Convention.
7. Individual Councils may define further bylaws as desired or needed by the group. These bylaws must be in conformity with the Association Bylaws and Standing Rules.

Campus liaison

Each department shall select a campus contact to help in distributing information, including department memos, newsletters, membership recruitment and department meeting information.

Governance

Robert's Rules of Order Newly Revised shall govern this department in all cases to which they are applicable and insofar as they are not in conflict with MCCA rules.

E. RETIRED DEPARTMENT

The purposes of the department are:

1. To provide a means by which its members may meet to discuss mutual and other problems, to analyze these problems, to formulate plans by which these problems may be resolved, and to achieve such plans.
2. To promote communication and interaction among the department members.

3. To support the legislative program of MCCA.
4. To facilitate participation in the affairs and policy making of MCCA.
5. To promote the goals and interests of community colleges in the state of Missouri.
6. To promote professional growth and development.

Membership

Retired Department membership shall be as retired employee/trustee is defined by each institution, and department membership shall require MCCA membership.

Officers and duties

There will be one officer for the Retired Department and that shall be chair. The Chair automatically becomes a member of the MCCA Board of Directors for a one-year term.

1. It shall be the duty of the chair to:
 - (a) make necessary arrangements for meetings of the department
 - (b) appoint committees
 - (c) serve as department representative on the MCCA board of directors for one year.
 - (d) preside at department meetings
 - (e) keep general membership informed of activities of the department

Term of office

To ensure representation from retired association members, the MCCA Chair shall appoint, with advice and consent of the board, for one year, a retired member as Chair of the Retired Department.

Meetings

1. The annual business meeting of the Retired Department shall be held in conjunction with the annual meeting of the MCCA.
2. The Retired Department officers will be responsible for encouraging their colleagues to file presentation requests to ensure representation at the annual convention.
3. The Retired Department shall agree to take responsibility for one other professional activity during the membership year.

Amendments

These guidelines may be amended by a two-thirds majority vote of the department members present at the annual meeting, provided the entire department membership has been informed in writing of the proposed change. Such action shall then be forwarded to the MCCA Board of Directors for their vote on whether to change the standing rules of the Association.

Quorum

A quorum for general meeting shall consist of those members present at the appointed time and place and shall include at least one officer.

F. MCCA-SG (Student Government)

The purpose of MCCA-SG is:

The purpose of the MCCA-SG Advisory Board shall be to provide a vehicle for communications between the students and the MCCA-SG and the MCCA Board of Directors. This shall be achieved through the selection of one student representative per member college. These representatives will serve as the Advisory Board. From this board, a student representative to the MCCA Board of Directors will be selected.

Membership

- a. One student representative is to be selected from each college registered with the MCCA-SG. Each school will determine their own personal qualifications for their student representative.
- b. Student Representatives to the Advisory Board **MUST** be available to attend all MCCA Board of Directors meetings.
- c. Appointments to the MCCA-SG Advisory Board are to be submitted to the faculty advisor for the SG and presiding board president no later than one (1) month prior to the fall conference.
- d. All board members shall serve a term of one (1) year beginning on the first day of the Fall Conference and ending on the first day of the following fall conference. (or when new representation has been selected for their school). No board member may serve more than 2 years on the board.

Officers and duties

- a. Advisory Board officers are to be elected by the MCCA-SG Advisory Board by a simple majority of those in attendance and by the conclusion of the opening day of the Fall Conference. (Meeting to be included in the agenda for the conference.)

- b. Elected offices shall include but not limited to: Student Representative to the MCCA Board, President, Vice President, Parliamentarian, Recording Secretary, Communications Secretary

Meetings

- a. The advisory board shall meet every two (2) months beginning in November and then again in January, March, May, July and September. (Exact dates, times and places to be determined by the sitting board—closed circuit settings preferred)
- b. Meeting information is to be emailed to all board members and member colleges seven (7) days prior to the meeting along with a copy of the meeting agenda.
- c. Meetings are open to the public

ASSOCIATION COMMITTEES

A. MEMBERSHIP COMMITTEE

- a. A Membership Committee shall be established, the committee to consist of at least one representative from each of the member colleges and administrative centers to be selected by the respective member colleges and administrative centers.
- b. The Membership Committee may consider various methods for promoting and increasing membership in the Association. Promotional materials, mailings, application forms, membership patterns, and use of the MCCA staff to help promote membership campaigns are among the area for the Committee's consideration. Recommendations from the Membership Committee shall be submitted to the Board of Directors of MCCA for their consideration and action.
- c. A staff person from the Association shall serve as liaison to the Committee with the Chairperson being elected from among the Committee members.

B. EXECUTIVE COMMITTEE

- a. An Executive Committee shall be established the membership to consist of the elected officers of the Association (Chair, Chair-elect, Vice Chair) and the Past Chair
- b. The Executive Committee shall act in behalf of the Board of Directors between meetings of the Board. All action taken by the Executive Committee shall be submitted for review and possible action at the next meeting of the Board of Directors.