

**Michigan Educational Careers Association
Constitution and Bylaws**

ARTICLE I -- NAME

Section 1. The official name of this organization shall be the Michigan Educational Careers Association, hereby referred to as "MECA".

ARTICLE II -- PURPOSE

Section 1. The organization is organized exclusively for charitable, religious, educational, and scientific purposes under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Section 2. The purpose of this organization is to promote and provide professional development to the educators in the State of Michigan that teach Education General (CIP 13.0101).

ARTICLE III -- DISSOLUTION

Section 1. Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future tax code, or shall be distributed to such nonprofit organizations as determined by the Board of Directors.

ARTICLE IV -- MISSION STATEMENT AND GOALS

Section 1. Mission Statement

A. MECA educators provide opportunities for students to explore professional careers in education.

Section 2. Goals

A. To unite people who are interested in CTE Education General (13.0101) into a statewide organization.

B. To promote the interests of CTE Education General (13.0101) education throughout the State of Michigan.

C. To provide quality professional development opportunities related to CTE Education General (13.0101) education.

D. To encourage and assist members in the use of high professional standards.

E. To foster cooperation between secondary education, post-secondary education, business/industry and government.

F. To encourage the promotion, improvement, and expansion of CTE Education General (13.0101) in the state.

G. Advocate for CTE Education General (13.0101) education to the Michigan Office of Career and Technical Education.

ARTICLE V -- MEMBERSHIP

Section 1. Eligibility of Membership

Membership with Voting Rights

A. Professional Membership – for individuals who are actively working or certified in Education General (13.0101).

Membership without Voting Rights

A. Affiliate Membership – for individuals in post-secondary education, business/industry, or government.

Section 2. Holding Office

All members with voting rights shall be considered eligible to be elected/appointed to the Board of Directors.

Section 3. Statement of Assurance of Compliance with Federal Laws (Policy of Non-Discrimination)

The policy of MECA is that no person, on the basis of race, color, national origin, gender, age, disability, weight, sexual

orientation, or marital status be excluded from participation in, be denied the benefits of, or be subjects to discrimination.

Section 4. Non-Assignable Membership

Membership and the rights and privileges shall not be assignable.

Section 5. One Vote

Each member with voting privileges shall have one vote at a meeting of the members.

Section 6. Membership Shall Cease

- A. Upon receipt of a member's resignation letter.
- B. Upon failure of a member to renew their dues by December 1 of the fiscal year.
- C. A member may be suspended for a period of time or expelled for cause such as violation of the constitution and bylaws or for conduct prejudicial to the best interest of the Association only when the following procedure by the Board of Directors has been followed: Suspension or expulsion shall be by a two-thirds (2/3) vote of the members of the Board of Directors, provided that a statement of the charges had been mailed by registered mail to the member at the last recorded address at least fifteen (15) days before final action is taken thereon; this statement shall be accompanied by a notice of the time (when) and place (where) the Board of Directors is to take action in the premises. The member shall be given an opportunity to present a defense at the time and place mentioned in such notice.

Section 7. Membership Year

Membership shall begin with receipt of dues to the MECA Treasurer. The annual renewal date will be July 1st for both membership types.

Section 8. Membership Dues

Shall be determined by a 2/3 vote of the Board of Directors.

ARTICLE VI -- FISCAL YEAR

Section 1. The fiscal year shall end on June 30th and begin on July 1st.

ARTICLE VII -- MEMBERSHIP MEETINGS

Section 1. Annual Meeting – There shall be an annual meeting each year for election of officers and for receiving the annual reports of officers, and the transaction of other business. The annual meeting of MECA shall be determined by the Board of Directors and announced at least 30 days prior.

Section 2. Special Meetings – Special meetings may be called by: (a) The Board of Directors at their discretion, (b) fifty percent (50%) of the membership having signed a petition stating the reason for such meeting and presenting said petition to the Secretary for certification and presentation to the Board of Directors will set a time, date, and place where such special meetings will take place. The date of the special meeting must be held within 60 calendar days of the above Board meeting, but cannot be held within 60 calendar days prior to the annual membership meeting. Notice for any special meeting is to be given in the same manner as for the annual meeting. No business other than that specified in the notice of meeting shall be transacted at any special meeting.

Section 3. Quorum for Membership Meetings – At all meetings of the Association, either annual or special, a majority of all members present shall constitute a quorum.

ARTICLE VIII - OFFICERS

Section 1. Officers of MECA shall be President, President-Elect, Past President, Secretary, and Treasurer, elected from the voting membership of the Association.

Section 2. Term of Office for President Elect shall be one year, advancing to President for one year, and Past President for one year. The term of Treasurer shall be two years, with elections in odd-numbered years. The term of Secretary shall be two years, with elections in even-numbered years. The Officers shall, upon election, enter upon the performance of their

duties and shall continue in office until their successors shall be duly elected. The term of office begins at the Annual Advisors Conference.

Section 3. Election of Officers

A. Eligibility

1. Only a current Board Member shall be eligible to hold an office in this Association.
2. Officers must be vocationally certified in Education General.

B. Process of Nomination

1. The officers for the ensuing year shall be elected for their respective terms at the Annual Advisors Conference.
2. A majority vote of the active members voting shall be necessary for a candidate to be elected.

Section 4. Order of Succession

A. In case of the inability of the President to serve, the President-Elect shall succeed to the Presidency and fulfill that remaining term of office, then continue the following year as President in their own term of office.

B. In case of the inability of the President-Elect to serve as President, the Board of Directors shall appoint a President according to the procedures set forth under Section 5, of this Article, entitled Vacancies.

Section 5. Vacancies

A. Whenever any vacancy occurs in an office by death, resignation, or otherwise, it shall be filled without undue delay by a majority vote by ballot of the remaining members of the Board of Directors at the next regularly scheduled or special Board meeting.

B. The person so chosen shall hold office until the next annual meeting or until their successor shall have been elected at a special meeting of the members.

Section 6. Duties of Officers

A. The President shall:

1. Serve a one year term.
2. Present an annual report to the members at the Annual Advisors Conference.
3. Over the annual report to the State of Michigan.
4. Work as a liaison with the MDE representative.
5. Set a yearly meeting schedule.
6. Supervise the operations of the Association.
7. Supervise the prep and planning of the Annual Advisors Conference.

B. The Past-President shall:

1. Serve a one year term.
2. Attend all meetings.
3. Serve as a mentor to the President.

C. The President-Elect shall:

1. Serve a one year term.
2. Succeed the President.
3. Assume presidential duties if President is absent.

4. Attend all meetings.
 5. Serve as chair of the Post-Secondary Committee.
 6. Serve as chair of the Scholarship Committee.
 7. Work alongside the President and Past-President.
- D. The Secretary shall:
1. Send meetings notices.
 2. Maintain electronic file of all correspondence.
 3. Take notes at meetings and upload to Google Drive within 30 days.
 4. Create annual report and submit to the State of Michigan.
 5. Conduct all official correspondence for the Association.
- E. The Treasurer shall:
1. Serve a two year term.
 2. Maintain fiscal records and budget.
 3. Present fiscal report at Annual Advisors Conference.
 4. Assist the Secretary with the Annual Report for the State of Michigan.
 5. Receive and deposit assets.
 6. Maintain a record of receipts and expenditures.

ARTICLE IV -- BOARD OF DIRECTORS

Section 1. The property, affairs, activities, and concerns of the Association shall be vested in a Board of Directors, consisting of MECA members.

A. Elected Officers (Executive Committee)

President
 President-Elect
 Past-President
 Secretary
 Treasurer

B. Appointed Representatives

MDE Representative
 Region Representatives (North, West, and East)
 Post-Secondary Representative(s)
 Communications Director

C. The President shall have the authority to add or delete representatives and position titles upon a 2/3 majority affirmative vote of the Executive Committee.

Section 2. Governing Powers - The Board of Directors may:

- A. Hold meetings at such times and places as it deems proper.
- B. Appoint committees on particular subjects from the members of the Board, or other members of the Association.
- C. Print and circulate documents and publish articles.
- D. Devise and carry into execution such other measures as it deems proper and expedite to promote the objects of the Association and to best protect the interests and welfare of the members.
- E. Conduct professional development activities.

Section 3. General Duties of the Board of Directors

- A. Attend all Board of Directors' Meetings.
- B. Participate in special assignments, such as membership promotion, plan or act as consultant for the program in their area for the Annual Advisors Conference, in additions to those duties specified for each director.

Section 4. Appointed Directors Terms

- A. The appointed members of the Board shall, upon 2/3 majority vote of the Executive Committee approving the President's appointment, immediately enter into the performance of their duties and shall continue in that office until their successors shall be duly appointed.
- B. All elected officers and appointed members shall serve their term of office.

Section 5. Meetings of the Board

- A. Regular meetings of the Board of Directors shall be set by the first meeting of the year.
- B. The President may, when deemed necessary, or the Secretary shall, at the request of four members of the Board, issue a call for a special meeting of the Board, and only fifteen (15) calendar days notice shall be required for such special meetings.

Section 6. Quorum - A simple majority of the members of the Board of Directors present shall constitute a quorum for the transaction of business.

Section 7. Order of Business - The order of business shall be followed at all meetings of the Board of Directors, as determined at the first meeting of the year.

Section 8. Absence – Should any member of the Board of Directors be absent from two meetings of the Board of Directors without sending a communication to the President stating the reason for the absence, and if the reason should not be accepted by the Board of Directors, that members seat on the Board shall be declared vacant upon a 2/3 majority vote of those Directors present.

Section 9. Vacancies – Whenever any vacancy occurs in the appointed members of the Board of Directors, whether that be by death, resignation, or otherwise, it shall be filled without undue delay by the President as confirmed by a simple majority of the Board of Directors present at a regular or special meeting.

Section 10. Compensation – Serving on the Board of Directors is a volunteer commitment and no member may receive compensation for their time. The Association may enter into agreements with subject matter experts or contractors which involve financial compensation.

ARTICLE X – COMMITTEES

Section 1. The Executive Committee shall be composed of the President, President-Elect, Past President, Secretary, and Treasurer. They may act on items requiring immediate action that may arise between Board of Directors' meetings.

Section 2. Standing committees of the Association shall be determined at the Annual Advisors Conference. The chairperson of each committee shall be appointed by the President. This individual will be responsible for leading the development of his/her committee's program of work. Board Members will join at least one standing committee. Expenses incurred by members of committees shall be reimbursed when authorized by the Board of Directors.

Section 3. The President shall have the power to appoint Association members to special committees/task forces as deemed necessary, subject to approval by the Board of Directors.

ARTICLE XI – AMENDMENTS

Section 1. The MECA constitution may be amended as follows:

- A. All proposed amendments shall be distributed to each MECA Member at least 30days prior to the vote.
- B. Proposed Board of Directors amendments shall be submitted for acceptance or rejection to the Membership. A 2/3 majority affirmative vote is needed by the Board of Directors sixty (60) days prior to the date set for the meeting.
- C. Amendments to the constitution shall be approved by majority vote of all members present and voting at the meeting, and unless otherwise provide by the amendment they shall become effective immediately upon their adoption by the membership.

ARTICLE XII – PARLIAMENTARY AUTHORITY

Section 1. Roberts Rules of Order will govern any provisions not covered by the Constitution of the Association.