

**BY-LAWS OF THE  
MISSOURI ASSOCIATION FOR ADULT CONTINUING  
AND COMMUNITY EDUCATION**

**ARTICLE I - NAME**

The Name of this Association shall be the Missouri Association for Adult Continuing and Community Education (MAACCE), hereafter referred to as the Association.

**ARTICLE II– DUTIES OF THE OFFICERS**

The officers shall perform the duties pertaining to their respective offices, as well as such duties as may be approved and/or designated by the Executive Council.

- Section 1.     President. The president shall preside over the general meetings of the Association and over meetings of the Executive council. If the President is unable to preside, the past-President shall preside. The President shall serve as an ex-officio member of all committees with the exception of the Nominating Committee.
- Section 2.     President-Elect. The President-Elect shall serve as chairperson of the upcoming conference.
- Section 3.     Secretary. The Secretary shall supervise the maintenance of the records of general meetings of the Association and of the Executive Council and shall supervise the general business and correspondence of the Association on behalf of the Executive Council and the officers.
- Section 4.     Treasurer. The Treasurer shall supervise all financial transactions and maintenance of treasury records of the Association including the preparation and presentation of financial reports to the Executive Council at its regular meetings as well as to the general membership. The treasurer should collect membership fees, issue membership cards and maintain a list of members. No funds shall be distributed without approval of the President. A list of members shall be provided to the Membership committee chair following the conference and at each board meeting. Checking and savings accounts shall be maintained in the name of the Association. The legal signatures of both the President and the Treasurer shall be on file at the institutions holding the Association funds. The signatures of both the President and the Treasurer shall be required on all warrants for disbursements. Checks will be signed by the Treasurer. In emergency situations, the President is authorized to sign checks. The treasurer, with assistance from the President, shall arrange for an annual

internal review of the treasurer's records. An independent financial audit of the Association shall be conducted every four years.

The Treasurer is the only Officer who receives a stipend for services rendered. At the end of each annual review or independent financial audit, the Treasurer (with Presidential approval) will receive a \$1,500.00 stipend.

Section 5. Past-President. The Past-President shall serve on the Nominating and Awards and Site Selection committee.

### **ARTICLE III – COMMITTEES, LIAISONS, AND APPOINTED POSITIONS**

Section 1. Standing and special committees may be authorized for the Association by the Executive Council and may be discontinued in the same manner. Special committees may be authorized by the President. Any member of the Association shall be eligible for committee membership. All committee activity shall be limited by the Council except as controlled by the Constitution.

Section 2. Standing committee chairpersons shall be appointed by the Executive Council at the Board meeting preceding the annual conference.

Section 3. Term of Office for Standing Committee Chairs shall be for a period of two years. Committee chairs may succeed themselves only once in a specific Committee assignment.

Section 4. Standing committees shall consist of a cross section of the membership of the Association as follows:

Membership: The Membership Committee shall consist of the committee chair and one member from each of the (4) four categories. The Treasurer shall serve as an ex-officio member. The committee shall be responsible for recruiting members and maintaining membership files for the use of recruitment.

Nominating and Awards. The Nominating and Awards Committee shall consist of the committee chair, the immediate Past-President and one member from each of the (4) four categories. The committee shall provide a slate of candidates for ratification by the Executive Council at the Spring Board meeting preceding the annual conference. The committee shall provide the ratified slate of candidates to the Association membership at least 30 days in advance of the annual meeting. This slate shall include a minimum of two candidates for each office to be filled. The committee shall prepare a ballot and conduct an election at the annual meeting. This committee shall establish criteria and implement the procedure, with the

approval of the Executive Council, for nominating and selecting the recipients for all of the awards established by the Association.

Program. The Program Committee shall plan and conduct the annual program meeting with the President-Elect serving as chairperson.

Public Relations and Publicity. This committee shall consist of the committee chair and one member from each of the (4) four categories. The committee shall develop and conduct an on-going program of disseminating information on adult, continuing and community education to the membership of the Association and to related and interested organizations and individuals. This committee shall also have oversight of the Web Page and social media.

Site Selection. This committee shall recommend for final approval the time and site for the succeeding annual conference. The Immediate Past President shall chair this committee.

Legislative Awareness. This committee shall consist of the committee chair and at least one member from each of the (4) four categories. The committee shall develop and implement a procedure for increasing awareness of legislative issues and actions effecting adult, continuing and community education. The Legislative Committee chair will present a legislative awareness update at the annual MAACCE conference.

## Section 5. Association Liaisons

- A. It is the responsibility of the Executive Council to appoint a qualified liaison and alternate for each affiliate. During the final year of a liaison's term the Executive Council may solicit volunteers and/or be open to individuals desiring to be considered for these positions.
- B. Term of office for liaisons and alternates shall be for a period of three years. Liaisons to AAACE and COABE may succeed themselves only once. A liaison appointed to fill an unexpired term should be appointed for the remainder of the unexpired term.
- C. Affiliate liaisons provide a valuable communication link between MAACCE and other associations. Specific responsibilities include:
  - 1. Attend the regional/national conference and/or board meetings as the representative of MAACCE. Prior to registering for their respective conference, the liaison will seek board approval to ensure availability of funds for conference reimbursement; and

2. Provide a written report to the MAACCE President prior to each Executive Council meeting; and
  3. Register and attend the annual MAACCE conference and present a breakout session at the annual conference. Arrange with the MAACCE President to make a report in person to the Executive Council at least once each year.
- D. Failure to perform liaison duties as listed above will result in removal by the Executive Council as a liaison.
- E. Expenses for liaisons or alternates attending conferences or board meetings may be reimbursed by submitting receipts up to a total of \$1,200.00 per year.

#### **ARTICLE IV – ANNUAL MEETING**

- Section 1. An annual meeting shall be held for the membership of the Association, at which time a business meeting shall be conducted to install officers and to attend to other matters as required. The annual meeting shall be called by the President.
- Section 2. The members present at the annual meeting shall constitute a quorum for the conduct of business.

#### **ARTICLE V – FINANCE**

Annual dues shall be \$35 for individual membership. Individual lifetime membership is ten (10) times the annual individual dues. Membership entitles members to join any number of categories at no additional cost.

#### **ARTICLE VI – PARLIAMENTARY AUTHORITY**

When procedures are not specifically provided for in the Constitution and By-Laws of the Association, Roberts Rules of Order, Revised, shall prevail.

#### **ARTICLE VII – SECTIONS WITHIN A PROFESSIONAL INTEREST CATEGORY**

- Section 1. Purpose
- A. To develop programs which would be of special interest to members of a category (adult education and literacy, community education, corrections, and higher education) through the establishment of sections.

- B. To be consistent with the general purposes of the Association.

## Section 2. Functions

- A. To provide communications among members who have similar specialized interest in adult, continuing and community education.
- B. To conduct a program at each annual meeting which will be of special interest to the members of that section.
- C. To serve as a consultant to the Association concerning special issues.
- D. To provide activities and services as may be appropriate to the needs and interests of the members of the section and the Association.

## Section 3. Creating Sections of Categories

- A. Members of the Association may petition the Executive Council to permit them to organize a section within a category. The petition must include the name and purpose of the section and ten or more signatures and addresses of the Category members.
- B. When a petition is received by the President, the names will be checked and certified by the Treasurer as being members of the Association in good standing. The President will then present the validated petition to the Executive Council for action at its next meeting.
- C. The approved section must submit a Constitution to the Secretary of the Association within one year. The Constitution must be approved by the Executive Council, and then presented to the general membership at the next annual meeting. If a Constitution is not provided to the Secretary within one year, the Executive Council will, at its next meeting, disband that section.

## Section 4. Dissolutions of Sections of Categories

A section of a category may be dissolved by its own membership or by the Executive Council when the section has ceased to function. Failure to meet as a section during the annual conference, to elect officers, or to provide leadership for the section are among proper grounds for dissolution.

## Section 5. Operations

- A. Each section of a category is responsible for organizing its membership as best fits its needs.

- B. Each Category has \$1000.00 per year to use as the members see fit to further the growth of, informational resource for or promoting each respective Category.

#### ARTICLE VIII – DEVELOPMENT FUND

The MAACCE (Hovland) Development fund award is designed to provide MAACCE members with the opportunity to undertake a special project with some financial support for the expenses. The award may be used by itself or in combination with other resource.

Section 1. Financial Support. Two \$1,000.00 grants may be awarded each year.

Section 2. Process

- A. Applications **MUST** be received by the Nominating and Awards Committee Chair as described in the conference information for the current year.
- B. Project **MUST** be completed by the following year's Conference.
- C. Results **MUST** be shared in a concurrent session the year after the application is accepted. MAACCE membership and conference registration fees will be paid for the award recipient(s) to attend this conference. A written report **MUST** be submitted to the Nominating and Awards Committee Chair in the same time frame.
- D. Up to \$500 of the award may be requested with appropriate invoices prior to completion of the above requirements. The Award recipient(s) will receive the grant, or the balance of the grant, following satisfactory completion of the award requirements.

Revised December 2015