



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

ARTICLE 1 - 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. The President will serve as conference chair.

Section 2. President - Elect.

The President-Elect shall serve as co-chairperson of the upcoming conference, assisting the president to prepare for forthcoming responsibilities as President. The President-Elect may retain prior conference committee assignments throughout the duration of their three (3) year Presidential commitment. If the President-Elect chooses not to retain prior committee duties, it will be their responsibility to appoint another member to take over that role.

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 and maintain a list of members. No funds shall be distributed without approval of the Board. Checking and savings accounts shall be maintained in the name of the Association. The legal signature of the Treasurer shall be on file at the institutions holding the Association funds. The signature of the Treasurer shall be required on all warrants for disbursements. Checks will be signed by the Treasurer. An independent financial audit of the Association shall be conducted every year, to include: reconciliation of accounts and financial statements; a review of the Annual Registration Report filed with the Secretary of State office of



Missouri; and verification that all required tax documents (such as Form 1099) have been accurately prepared and filed with the appropriate parties.

The Treasurer is the only Executive Officer who receives a stipend for services rendered. At the end of each annual review or independent financial audit, the Treasurer will receive a \$5000.00 stipend.

Section 5. Past-President.

The Past-President shall serve on the Nominating and Awards and Site Selection committee and present the MAACCE Member of the Year award at the annual conference. The Past President is also responsible for advising the President and other officers of the Executive Council regarding past practices, general administration, serving as the guardian of governing documents to be sure organizational by-laws and constitution are being upheld, as well as any other matters to assist in the effective ongoing operations of the organization.

ARTICLE III – COMMITTEES, LIAISONS, AND APPOINTED POSITIONS

Section 1. Authorization and Membership

Standing and special committees may be authorized or discontinued for the Association by the Executive Council. 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. Appointment of Standing Committee Chairpersons

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

Section 3. Term and Removal of Standing Committee Chairs

Term of Office for Standing Committee Chairs shall be for a period of two years. Committee chairs can be removed by majority vote of the Board.

Section 4. Standing Committees

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

- 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 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. 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.

- Public Relations and Publicity: This committee shall consist of the committee chair to work with category and committee chairs. 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. The chair will receive a stipend of \$599.00 due to the amount of work required throughout the year.
- Advocacy: This committee shall consist of the committee chair and at least one member from each of the categories when possible. The committee shall develop and implement a procedure for increasing awareness of legislative issues and actions affecting adult, continuing and community education. The Advocacy Committee chair will present a legislative awareness update at the annual MAACCE conference.
- Planning: This committee is co-chaired by the president and president elect and consists of all members of the board. Subcommittees shall include, but is not limited to:
 - Association Liaisons
 - Appointment and Term
 - Appointment: The Executive Council shall be responsible for the appointment of a qualified liaison and an alternate for each affiliated association. 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.
 - Term of Office: The term of the office for liaisons and alternates shall be for a period of three (3) years. A liaison appointed to fill an unexpired term should be appointed for the remainder of the unexpired term.
 - Duties and Responsibilities - Affiliate liaisons provide a valuable communication link between MAACCE and other associations. Specific responsibilities shall include:
 - Conference Representation: The liaison shall attend the regional or national conference and/or board meetings as the representative of MAACCE. Prior to registering for their respective conference, the liaison must secure Board approval to ensure availability of funds for conference reimbursement; and
 - Written Reports: The liaison shall provide a written report to the MAACCE President prior to each Executive Council meeting; and
 - Annual Conference Requirements: The liaison shall register for and attend the annual MAACCE conference, present a breakout session at the annual conference, and arrange with the MAACCE President to make an in-person report to the Executive Council



at least once annually.

- Administrative Provisions
 - Removal: Failure to perform liaison duties as listed above shall constitute grounds for removal from the position by action of the Executive Council.
 - Reimbursement: Expenses incurred by liaisons or alternates for attending conferences or board meetings may be reimbursed upon the submission of receipts up to an annual maximum total of Two Thousand Five Hundred Dollars (\$2,500.00).

ARTICLE IV – ANNUAL MEETING

Section 1. Annual Meeting Purpose and Call

An annual meeting, called by the President, shall be held for the membership of the Association. During this time, a business meeting shall be conducted to:

- Install officers
- Attend to other matters as required

Section 2. Quorum

The members present at the annual meeting shall constitute a quorum for the conduct of business.

ARTICLE V – FINANCE

Annual dues shall be Thirty-five Dollars (\$35) for individual membership. 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, 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, corrections education, community education, and afterschool) 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 interests 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.

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. Five (5) conference scholarships will be awarded each year through an application process as approved by the Board.