

**CONSTITUTION OF THE
MICHIGAN COMMUNITY COLLEGE STUDENT SERVICES
ASSOCIATION**

ARTICLE I

Name

This organization shall be known as The Michigan Community College Student Services Association (MCCSSA).

ARTICLE II

Purpose

The purpose of the MCCSSA is to provide a forum for student services personnel to collaborate, share experiences, exchange views, discuss mutual interests, and recommend appropriate legislative actions that are related to student affairs/student services in a community college environment. The Association will also provide a vehicle for the articulation of professional information and the professional insight and resolutions of the membership.

ARTICLE III

Membership

Membership shall be by institution and shall be open to all Michigan public community colleges. Membership is defined as those colleges that have paid membership dues for the current fiscal year. A member institution will be dropped from membership for nonpayment of dues after one year.

ARTICLE IV

Officers and Elections

Section 1. Titles, Eligibility and Terms

- A. Officers shall be a President, a President Elect, a Secretary and a Treasurer.
- B. All officers of the Association shall be representatives of member institutions and shall be elected by the Association at large. To be eligible for election the person must hold a senior leadership position in Student Services, such as Dean or Vice President. To be considered for President Elect a candidate must have previously served on the Board.

- C. The President Elect shall automatically become President of the Association one year after the commencement of his/her term of office as President Elect or upon the death or resignation of the President. The immediate past president shall serve a one-year term. The Secretary and Treasurer shall serve three-year terms or until their successors are elected.
- D. In addition to the officers, and the immediate past president, the Executive Board shall be composed of six (6) representatives elected at large by the Association. Two members, when possible, should be new to the Board. Member colleges may have only one representative on the Board.
- E. There may be two non-voting members, Facility/Hospitality Coordinator and Web Editor. These positions will be appointed by the Executive Board.

Section 2. Nominations and Elections

- A. Nominations. Nominations will be solicited from the membership by March 1 of each year. The Executive Board will be responsible for preparation of a slate of candidates for the office of President Elect, Secretary, Treasurer, and members-at-large of the Executive Board. The Executive Board will encourage, when possible, two new members to run for positions on the Board. The membership of the Board should be representative of member colleges.
- B. Elections. The Executive Board shall conduct an election of officers and Executive Board members by secret ballot of the membership at the Spring Conference business meeting. To conduct the election, one third of member schools need to be present.
- C. The slate of candidates for all offices shall be communicated to the membership in advance of the Spring Conference.
- D. The Officers shall assume office upon adjournment of the Spring Conference business meeting.
- E. In the event a vacancy occurs on the Executive Board, the Board has the authority to fill said vacancy for the remainder of the term.

Section 3. Board Members

- A. The President shall direct the activities of the Association in order that it may effectively achieve its goals as stated in Article II – Purpose. The President will preside at all conferences, call special meetings and appoint committees, as necessary. The President shall be an ex-officio member of all committees and will serve a one year term.
- B. In the absence of the President, the President Elect shall perform the duties of the President. The President Elect shall be responsible for organizing and planning the Annual Conferences. The President Elect will serve a one year term.

- C. The Secretary shall record all official proceedings of the Association and shall handle all official communications of the Association. The Secretary shall be responsible for establishment of and maintenance of the archives of the Association. The Secretary will serve a three year term.
- D. The Treasurer shall receive all money belonging to the Association, keep an account of all receipts and expenditures, and submit a financial report at the Annual Conferences and at any time when requested to do so by the President or the Executive Board. The Treasurer shall have responsibility for collecting dues, budget formulation, and financial reports. The President or Executive Board may direct an audit of the books by a committee of three members at large. The "home college" of the Treasurer will serve as the fiscal agent. The Treasurer will serve a three year term.
- E. The Executive Board shall be responsible for conducting the election at the Annual Spring Conference; assisting the President Elect in planning and organizing the Annual Conferences; assisting the President in carrying out the operations of the organization; and determining the Association's dues structure.
- F. The Facility/Hospitality Coordinator is the point of contact for the selected conference facilities to arrange for food, entertainment, rooms, technical set-up etc. The Coordinator will arrange for Continuing Education Units (CEUs), conduct evaluations at each conference, and report results to the Board. The Coordinator will propose potential future site proposals to the Board for approval and prepare both expense summary reports prior and after conference activities.
- G. The Web Editor maintains accurate and up-to-date information on the MCCSSA website and coordinates layout and design changes. The Web Editor is also responsible for maintaining the MCCSSA VP/Deans list serve. The Executive Board may contract with a Web Master, or technical expert who facilitates the Web Editor's postings, as needed.

Section 4. Compensation

Members of the Executive Board serve on a voluntary basis with no compensation.

ARTICLE V Voting

Voting on the affairs of the Association shall be done only by representatives of institutional members. Each institution that has current membership dues paid prior to the Fall Conference business meeting is entitled to one vote. Each institution will select its own method of determining the institutional vote. Unless otherwise specified in this constitution or by-laws, a simple majority of institutional members present and voting is required to effect passage. Eligibility to participate in meetings of the Association shall be open to representatives of member institutions, conference participants and invited guests.

ARTICLE VI
Calendar

Section 1. Fiscal Year

The business of this organization shall be conducted on the basis of the fiscal year beginning July 1 and ending June 30. At the first meeting of the New Board the annual Executive Board meetings will be determined.

Section 2. Annual Conferences

There shall be at least two conferences of the Association to be held in the fall and spring. There will be concurrent Dean/VP meetings with the fall and spring conferences.

ARTICLE VII
Support/Dues

The Association shall be supported by an annual institutional assessment (dues) recommended by the Executive Board and approved by the majority of active members at the Annual Spring Conference.

ARTICLE VIII
Amendment Procedure

The constitution may be amended by a majority vote of institutional members present at any business meeting of the Association.

Adopted November 6, 1970, Ann Arbor, MI
Amended March 11, 1977, Lansing, MI
Amended March 12, 1982, Ann Arbor, MI
Amended October 29, 1992, Traverse City, MI
Amended March 23, 1995, Lansing, MI
Amended October 11, 2001, Traverse City, MI
Amended October 11, 2006, Petoskey, MI
Amended March 14, 2008, Lansing, MI
Amended October 13, 2010, Petoskey, MI