

Michigan Marketing Educators' Constitution

ARTICLE I -- NAME

Section 1. The official name of this organization shall be the Michigan Marketing Educators, referred to as "MME".

ARTICLE II -- GOALS

Section 1. To unite into one state-wide organization, people who are interested in Marketing Education.

Section 2. To promote the interests of Marketing Education throughout the State of Michigan.

Section 3. To unite with other occupational associations to initiate and promote legislation for the betterment of Marketing Education specifically Career and Technical Education in general at the local, state, and national level and to inform the membership of pending legislation.

Section 4. To provide a means for the investigation of problems which are of special interest to teachers and coordinators, and the general improvement of Marketing Education at the local, state, and national levels.

Section 5. To emphasize and encourage the promotion, improvement, and expansion of Marketing Education Programs in Michigan.

Section 6. To encourage and assist members in the use of high professional standards within Marketing Education.

Section 7. To communicate to the public a more adequate understanding of Marketing Education.

Section 8. To promote and encourage leadership development for Marketing Education at local, state and national levels.

Section 9. To promote and encourage research in Marketing Education and to disseminate results of such research to members.

Section 10. To foster cooperation between Marketing Education, Career and Technical Education, business, industry and government.

- Section 11.** To promote cooperation and an exchange of ideas between associations with similar goals.
- Section 12.** To promote cooperation with teacher education programs for the improvement of Marketing Education.
- Section 13.** To promote cooperation with the State of Michigan for the improvement of Marketing Education.
- Section 14.** To promote understanding and cooperation between Marketing Education and general education.
- Section 15.** To raise funds by means of dues and other appropriate methods for the operation of the Association in keeping with the goals mentioned herein.

ARTICLE III - MEMBERSHIP

Section 1. Eligibility of Membership

Membership with Voting Rights

- A. Professional Membership - for educators who are actively working or certified in Marketing Education.
- B. Student Membership - for individuals who are enrolled as students preparing to become Marketing Educators.

Section 2. Holding Office - All members shall be considered eligible to be elected or appointed to the MME Board of Directors.

Section 3. Statement of Assurance of Compliance with Federal Laws- (Policy of Non-Discrimination) The policy of the Michigan Marketing Educators' is that no person shall, 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 subjected to discrimination. Any person suspecting a discriminatory practice should contact the Michigan Marketing Educators' President.

Section 4. Non-Assignable Membership - Membership and the rights and privileges of a member 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 presented to the Board of Directors of the Association by the Secretary at the first meeting after its receipt.
- B. Upon failure of a member to renew their dues.
- C. A member may be suspended for a period of time or expelled for cause such as violation of the constitution or Rules of the Association, or for conduct prejudicial to the best interests 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 shall have been mailed by registered mail to the member under charges 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 either:

- A. MME's Treasurer.
- B. Dues may also be paid via, the Marketing Education Association, the National Association for Career and Technical Education or designated dues collection agencies.
- C. Renewal Dates will be, April 1st and October 1st. Individual renewal dates will be assigned to each member based on when their original dues were received.

Section 8. Membership Dues

- A. MME dues shall be determined by a 2/3 vote of the Board of Directors.

ARTICLE IV- FISCAL YEAR

Section 1. The fiscal year shall end on July 31st and begin on August 1st.

ARTICLE V - 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 MME shall be determined by the Board of Directors and announced at least 30 days prior to the meeting.
- Section 2.** **Special Meetings** - Special meetings may be called by: (a) The Board of Directors at their discretion, (b) Twenty-five percent (25%) of the membership having signed a petition stating the reason for such meeting and presenting said petition to the Secretary for the Secretary's certification and presentation to the directors at their next regularly scheduled meeting.
- A. At the Board meeting when the certified petition is presented the Board of Directors will set a time, date and place where such special meeting shall take place.
- B. 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.
- C. 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 of the members of the Association.
- 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.
- Section 4.** **Order of Business** - The order of business (meeting agenda) of the Association shall be determined at the first Board meeting of the year.

ARTICLE VI - OFFICERS

- Section 1.** Officers of MME shall be President, President-Elect, Past President, Secretary and Treasurer, elected from the voting membership of the association.
- Section 2.** Term of Office
- A. The term of office for President Elect shall be one year, advancing to President for one year and Past President for one year.
- B. The term of office for the Treasurer shall be three years.
- C. The term of office for the Secretary shall be two years.
- D. 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 on June 1st through May 31st.

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 Marketing Education.
 3. The President and President-Elect shall not succeed themselves.
 4. The Secretary and Treasurer shall not serve more than two successive terms.

- B. Process of Nomination
 1. The officers for the ensuing year shall be elected for their respective terms at the annual business meeting.
 2. Nominating committee shall be appointed by the President and will consist of three (3) active members.
 3. The nominating committee will be instructed to submit candidates who have agreed to accept nomination to office and who are active members (except for the President sequence) to the President 30 days prior to the annual business meeting.
 4. Nominations will also be accepted from the floor at the presentation of the officer's slate and at the time of the election with the prior consent of the nominee.
 5. 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. Appoint the Directors to the Board subject to the approval of the executive committee.
 - 2. Work closely with State of Michigan Consultant assigned to Marketing Education.
 - 3. Keep the President-elect aware of all official activities of this office as well as the official activities of all Board members.
 - 4. Submit an annual report to the general membership at the annual business meeting.
 - 5. Appoint an audit committee subject to Board of Director's approval, to review the annual Treasurer's report.
 - 6. Prepare a program of work at the first meeting of the year to be communicated with the general membership.
 - 7. Preside at all meetings of the Association, Board, and Executive Committee.
 - 8. Shall have general supervision over the affairs of this Association.
 - 9. Appoint all committee chairpersons they may deem necessary for this term of office. The President shall be an ex-officio member of all committees.
 - 10. Communicate with the Board of Directors.
 - 11. Take the initiative in encouraging Marketing Education personnel to join professional organizations in general, MME specifically.
 - 12. Attend meeting and functions deemed important to the Association.
 - 13. Assist other officers, Board Members and committee chairpersons in carrying out their responsibilities.
 - 14. Send copy of Agenda to the Board Members prior to a Board, Annual or Special meeting.
 - 15. Work with committee chairpersons to develop an annual report of the Board's accomplishments during the prior year that will be made available to all current members.

- B. The President-Elect shall:
 - 1. Be aware of all official activities of the President and the members of the Executive Board, Standing Committees, etc.
 - 2. Assume the duties of the President in their absence. Perform special assignments such as: consultant to standing committees.
 - 3. Succeed the President.
 - 4. Assist the President in appointing members to the Board and committees.
 - 5. Attend all MME Board Meetings.
 - 6. Take initiative in encouraging Marketing Education personnel to join MME.
 - 7. Work with the President's program of work as it relates to the President.
 - 8. Communicate with the Board members through correspondence.

- C. The Past President Shall:
1. Be aware of all official activities and act in an advisory capacity to the President and members of the Executive Board, Standing Committee, etc.
 2. Assist the President in appointing members to the Board and Committees.
 3. Attend all MME Board Meetings.
 4. Serve as chairperson of the nominations committee.
 5. Take initiative in encouraging Marketing Education personnel to join.
 6. Work with the President's program of work as it relates to the Past President.
- D. The Secretary Shall:
1. Submit an annual report to the annual business meeting. Assist the president in sending notices of MME Board meetings, Executive Committee meetings, and Annual Business Meetings 30 days prior to the meeting.
 2. Conduct all official correspondence of the Association.
 3. Take minutes during all Board meetings and general meetings and shall send a copy of the minutes to each Board Member within 14 calendar days of such meetings.
 4. Work with MME President's program of work as it relates to the Secretary.
 5. Keep a systematic file of all correspondence, records, list of committees, reports, etc., remind officers and committee chairpersons of assignments as agreed upon during meetings. All documents need to be archived annually and passed to the successive secretary.
- E. The Treasurer Shall:
1. Receive all income from dues, conferences, donations, and other sources and deposit them in a federally insured financial institution in the name of MME.
 2. Disburse funds of MME as authorized by the Board of Directors and to keep records of all receipts and expenditures.
 3. Prepare an annual financial report for MME that will be presented to the Board and subject to audit by the Auditing Committee, and other financial reports as may be called for during the year.
 4. Assist other members of the Executive Committee and Board of Directors in the preparation of the annual budget.
 5. Provide adequate facilities for enrolling MME members, including application forms, membership cards, and receipts for dues.
 6. Assist with the arrangements for collection of dues.
 7. Keep accurate lists of names, emails, and addresses of all members.
 8. Maintain file system for the automatic renewal of members and send renewal statement to members at appropriate times.
 9. Shall file the appropriate forms to maintain tax-exempt status.

ARTICLE VII - BOARD OF DIRECTORS

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

- A. Elected Officers (Executive Committee)
 - President
 - President-Elect
 - Past-President
 - Secretary
 - Treasurer
- B. Appointed Representatives
 - DECA Representative
 - Post-Secondary Representative
 - State Department Representative
 - Board Members
- 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. Raise funds to support the organization.
- C. Appoint committees on particular subjects from the members of the Board, or other members of the Association.
- D. Audit bills, assist in preparing a budget and by majority vote authorize the spending of monies received.
- E. Print and circulate documents and publish articles.
- F. Carry on correspondence.
- G. Employ agents.
- H. 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.
- I. 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, submit the required number of articles in the MME newsletter, plan or act as consultant for the program in their area for the annual MME meeting, in addition 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 appointed members shall serve their term of office as outlined in Article VI, section 2.
- C. Elected Officers - The term of office of the Elected Officers shall be discussed under Article VI - Officers.

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 in writing 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. In the absence of the President and President-Elect, the quorum present may choose a Chairperson for the meeting.

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 (Appointed Members) - 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 absence, and if the reason should not be accepted by the Board of Directors, that member's seat on the Board shall be declared vacant upon a 2/3 majority vote of those Directors present.

Section 9. Vacancies (Appointed Members) - Whenever any vacancy occurs in the appointed members of 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.

ARTICLE VIII - COMMITTEES

Section 1. The Executive Committee

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

Section 2. The Fall Conference Committee

- A. The fall conference committee shall be responsible for the planning of the conference.
- B. Committee members will serve three year staggered terms.
- C. Shall be composed of three members of the Board of Directors.

Section 3. Committees of the Association shall be determined by the first meeting of the year.

Section 4. The President shall have the power to appoint each year, subject to approval by the Board of Directors, such committees as may be deemed necessary.

Section 5. The chairperson of committees shall be appointed by the President.

Section 6. Expenses incurred by members of committees shall be reimbursed when authorized by the Board of Directors.

ARTICLE IX - COPIES OF THE CONSTITUTION

Section 1. A copy of the constitution shall be made available to all members.

ARTICLE X -- DISTRIBUTION OF ASSETS

Section 1. In the event of dissolution, all assets, real and personal, shall be distributed to such non-profit organizations as determined by the Board of Directors.

ARTICLE XI - AMENDMENTS

Section 1. The MME Constitution may be amended as follows:

- A. All proposed amendments shall be distributed to each MME Member at least 30 days 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. Proposed amendments shall be submitted in printed form to the Membership at the meeting.
- D. Amendments to the constitution shall be approved by majority vote of all members present and voting at the meeting, and unless otherwise provided by the amendment they shall become effective immediately upon their adoption by the membership.
- E. The Articles of Incorporation may be amended only by a two-thirds vote of all members of the membership present and voting at the meeting and such Articles of Incorporation shall be amended only as provided by the laws of the State of Michigan.

ARTICLE XII -- PARLIAMENTARY AUTHORITY

Robert's Rules Of Order newly revised, will govern any provisions not covered by the Constitution of the Association.

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