**MICHIGAN ASSOCIATION FOR HIGHER EDUCATION**

**Summary of Proposed Constitution & Bylaw Revisions**

Review Process

The Michigan Association for Higher Education (MAHE) adopted the current Constitution and Bylaws (C&B) in May 2010. During the 2019-2020 academic year the MAHE Board of Directors formed a committee to review the current C&B documents and to make recommendations for any revisions.

Committee recommendations were brought forth to the MAHE Board for discussion and adjustments. In May 2020 the MAHE Executive Board completed the review process and voted to send the proposed changes to the MAHE Board, for approval to distribute to the membership for a vote. Changes to the documents will not be official until a vote by the membership grants approval.

**Proposed Constitution Revisions**

Additional words are printed in **bold red.** A ~~strike though~~ is used to indicate any removed words. *Italics* is used for the rationale to support the recommended changes.

ARTICLE V - EXECUTIVE COMMITTEE

SECTION 1. The Executive Committee shall consist of the Officers, ~~Parliamentarian, Legislative Chairperson, R.A. Caucus Chairperson, MEA Board Liaison, MAHE MEA-R Liaison, four (4) members~~  **an At-large representative for four-year colleges and universities, and an At-large representative for two-year colleges** elected by and from the MAHE Board of Directors, and MAHE members who are serving as NEA or MEA Board members or officers or as officers of the National Council for Higher Education.

*RATIONALE – the current structure is overly cumbersome. For alignment with other typical organizations, the size of the Exec. Committee is reduced.*

**SECTION 5. The Executive Committee shall develop the yearly strategic plan for MAHE, submit the plan to the MAHE Board for approval at the next Board meeting, and annually review the plan.**

*RATIONALE – the current document does not address the responsibilities of the Executive Committee.*

ARTICLE XIV - AMENDMENTS

SECTION 2. Amendments to this Constitution must be ratified by a two-thirds (2/3) vote of those present at a general membership meeting or by a two-thirds (2/3) vote of returned ballots from a mail **or electronic** vote.

SECTION 3. A copy of a proposal shall be circulated to the general membership at least three (3) weeks prior to the distribution of the mail **or electronic** ballot, or prior to the general meeting when the vote will be taken.

*RATIONALE – given the cost, time involved, and improvements in technology, moving to an electronic system for voting is appropriate.*

**Proposed Bylaw Revisions**

Additional words are printed in **bold red.** A ~~strike though~~ is used to indicate any removed words. *Italics* is used for the rationale to support the recommended changes.

BYLAW II - OFFICERS AND EXECUTIVE COMMITTEE

SECTION 1. The officers shall begin their terms of office on ~~September~~ **May** 1 following their election.

Section 2. The **at-large** members of the Executive Committee shall be elected to two-year terms of office and are eligible for re-election.

Section 3. **At-Large m**embers of the Executive Committee shall begin their two-year term of office upon completion of the election at the first Board of Directors meeting of the membership year.

*RATIONALE – clarification of existing practice*

BYLAW III - BOARD OF DIRECTORS

SECTION 1. Board of Directors members shall begin their terms of office on ~~September~~ **May** 1 following their election.

**BYLAW IV – DUTIES OF OFFICERS AND REPRESENTATIVES**

**SECTION 1.  The President shall preside at all meetings of the organization and shall perform such other functions required for the Association to operate daily. In addition, the President shall:**

1. **Serve as a liaison to the MEA Board of Directors**
2. **Recommend to the Board of Directors the names of individuals to fill committee vacancies and prepare and update the roster of committee appointments including the term of such appointments.**
3. **Prepare a letter of appointment for all appointees confirmed by the Board.**
4. **Oversee the organization of the Elections Committee, as prescribed under the By-laws.**
5. **Serve as an ex-officio member of all committees, except for the Elections Committee.**
6. **Appoint members to Ad Hoc Committees as established by the Board of Directors.**
7. **Appoint the MEA RA Caucus Chairperson.**
8. **Communicate with MAHE representatives attending the NEA RA.**
9. **Communicate with newly organized local MAHE units to encourage active involvement with MAHE and the MAHE conference.**

**SECTION 2.   The Vice-Presidents shall fulfill the following duties:**

1. **The Vice-President(s) shall act in the absence of the President.  In even number years the four (4) year Vice-President shall assume this function. In odd number years the two (2) year Vice-President shall assume this function.**
2. **Be responsible for reporting to the Board the issues and activities facing the respective four-year and two-year institutions**
3. **Assist the President in encouraging active involvement by higher education units from throughout the state.**
4. **Recommend to the President the names of individuals to fill committee vacancies.**
5. **Perform such other duties as may be requested by the President.**

**SECTION 3. The Secretary-Treasurer shall be responsible for:**

1. **Record the minutes of the Board of Directors and membership meetings.**
2. **Maintain all records and files for the Association.**
3. **Coordinate an annual budget in accordance with the MEA Headquarters Office.**
4. **Provide quarterly financial reports to the Board of Directors.**
5. **Report to the Board income and disbursements of the budget as prepared by MEA Headquarters Office.**

**SECTION 4. The Most Recent Past-President shall be responsible for:**

1. **Assist the President in conveying higher education concerns to NEA leadership.**
2. **Communicate with newly organized local MAHE units to encourage active involvement within MAHE**
3. **Advice and assist the President in the transition between administrations.**
4. **Perform such other duties as may be requested by the President.**

**SECTION 5. Liaisons to MEA Committees, Commissions, Task Forces, and other member organizations shall:**

1. **Represent MAHE at the assigned board and related meetings.**
2. **When necessary, notify the MAHE President of the need for a substitute to attend a scheduled meeting.**
3. **Report to the MAHE Board regarding the activities and operations of the groups.**

*RATIONALE – previously the officer duties were not included in the Bylaws. This provides parameters for officers and clarifies current practices.*

BYLAW VIII - INITIATIVE AND REFERENDUM

SECTION 1. Initiative Procedures. The vote will be by mailed **or electronic** secret ballot.

SECTION 2. Referendum Positions. The vote will be by mailed **or electronic** secret ballot.

*RATIONALE – improvements in technology allows for effective electronic voting.*

BYLAW IX - AMENDMENTS

SECTION 2. Amendments must be ratified by a majority vote of returned ballots from a mailed **or electronic** secret ballot vote, or by two-thirds (2/3) of those members present at a regularly scheduled Board of Directors meeting.

*RATIONALE – improvements in technology allows for effective electronic voting.*