

# MID-EAST HONORS ASSOCIATION CONSTITUTION

As amended at the 1995 Conference

## **Article 1: Name**

This organization shall be known as the Mid-East Honors Association (MEHA), a regional association of the National Collegiate Honors Council.

## **Article 2: Objective**

The objective of this association shall be the promotion and advancement of honors and similar activities in colleges and universities in the mid-east region.

### ***Proposed:***

***SUGGESTION: Provide a geographic description of the Mid-East region, a list of states.***

## **Article 3: Membership**

*Section 1:* Institutional membership in the association shall be open to all institutions of higher learning in the mid-east region.

*Section 2:* Individual memberships shall be open to faculty members, administrators, students and other persons interested in honors and similar programs.

## **Article 4: Voting**

*Section 1:* Voting shall be limited to institutional members. Each institution shall be entitled to one vote.

*Section 2:* Only those institutional members whose dues are paid by the time of the annual conference are entitled to vote in the business meeting.

## **Article 5: Officers**

*Section 1:* The officers of the association shall be a president, a faculty vice president, a student vice president and an executive secretary. All officers shall be affiliated with an institutional member of the association.

### ***Proposed:***

***REVISED Section 1: The officers of the association shall be a president, a faculty/administrator vice president, a student vice president and an executive secretary. All officers shall be affiliated with an institutional member of the association.***

*Section 2:* The president shall be the immediate past faculty vice president and shall hold office for one year, or until his/her successor is installed. The president, or in his/her absence the faculty vice president, shall preside at all meetings of the organization.

### ***Proposed:***

***REVISED Section 2: The president shall be the immediate past faculty/administrative vice president and shall hold office for one year, or until his/her successor is installed. The president, or in his/her absence the faculty/administrator vice president, shall preside at all meetings of the organization.***

*Section 3:* The vice presidents shall be elected at the annual meeting and shall hold offices for one year or until their successors are installed. The faculty vice president shall succeed automatically to the office of president upon the death or incapacity of the president, or upon the election and installation of his/her successor as faculty vice president.

### ***Proposed:***

***REVISED Section 3: The vice presidents shall be elected at the annual meeting and shall hold offices for one year or until their successors are installed. The faculty/administrator vice president shall succeed automatically to the office of president upon the death or incapacity of the president, or upon the election and installation of his/her successor as faculty/administrative vice president.***

*Section 4:* The executive secretary shall be appointed by the president for a term of three years.

#### **Article 6: Executive Committee**

*Section 1:* The executive committee shall consist of the president, the vice presidents, and the immediate past president, (beginning with the second year of the association), the executive secretary and four at-large members elected by the association.

***Proposed:***

***REVISED Section 1: The executive committee shall consist of the president, the vice presidents, immediate past president, the executive secretary, webmaster, and four at-large members elected by the association.***

***Proposed***

***NEW Section 2: The webmaster may be a faculty/administrator or student who will be elected annually.***

*Section 3:* One faculty/administrator and three students shall constitute the four at-large members of the executive committee.

*Section 4:* The faculty representative shall hold office for three years.

*Section 5:* Student representatives shall be elected annually. Only those students who expect to remain enrolled in the same institution the following year will be eligible for service.

*Section 6:* In the event of the death or resignation of one of the members at-large, a replacement to complete the un-expired term shall be appointed by the executive secretary.

*Section 7:* The president shall serve as the chairperson of the executive committee. A majority of the executive committee shall constitute a quorum.

#### **Article 7: Restrictions Pertaining to Terms of Office**

*Section 1:* Except for the executive secretary, no faculty officer of the association or member-at-large of the association who has served a full term may be elected to succeed him/herself to the same office upon the completion of his/her term. This provision does not apply to students; they shall be eligible for re-election.

***Proposed***

***REVISED Section 1: Except for the executive secretary, no faculty/administrator of the executive committee who has served a full term, may be elected to the same position upon the completion of his/her term. Students are eligible for reelection.***

*Section 2:* Any executive board member may be removed from office for cause by a vote of two-thirds of the executive board members.

***Proposed:***

***REVISED Section 2: Any executive committee member may be removed from office for cause by a vote of two-thirds of the executive committee.***

*Section 3:* The executive board may appoint a person(s) to fulfill any member's un-expired term.

***Proposed:***

***REVISED Section 3: The executive committee may appoint a person(s) to fulfill any member's un-expired term.***

#### **Article 8: Meetings**

The association shall hold a regular annual meeting at a time and place to be determined by the executive committee.

#### **Article 9: Mail Vote**

**Proposed:**  
**REVISED Article 9: Voting**

*Section 1:* Between meetings, any question or item of business may be submitted by the executive committee to a vote of the association membership by mail.

**Proposed:**  
**REVISED Section 1: Between meetings, any question or item of business may be submitted by the executive committee to a vote of the association membership by e-mail.**

*Section 2:* Voting in mail ballots shall be limited to institutional members whose dues have been paid at the time the ballots are to be mailed.

**Proposed:**  
**REVISED Section 2: Voting in e-mail ballots shall be limited to institutional members whose dues have been paid at the time the ballots are sent.**

**Article 10: Amendments**

Any proposal to amend this constitution shall be referred to the executive committee for suitable wording which clearly expresses the intent of the proposal and which is consistent with the other sections of the constitution. It shall be submitted in writing to the executive secretary at least ninety days prior to the annual meeting of the association. A copy of such proposed amendment shall be mailed by the executive secretary to each member at least thirty days prior to the said annual meeting. Such amendment shall, upon receiving at a regular annual meeting a two-thirds majority of those present and voting, become a part of the constitution.

**Proposed:**  
**REVISED Article 10: Any proposal to amend this constitution shall be referred to the executive committee for suitable wording which clearly expresses the intent of the proposal and which is consistent with the other sections of the constitution. It shall be submitted in writing to the executive secretary two weeks prior to the annual meeting of the association. A copy of such proposed amendment shall be e-mailed by the executive secretary to each member at least one week prior to the said annual meeting and copies distributed at the annual meeting. Such amendment shall, upon receiving at the annual business meeting a two thirds majority of those present and voting, become a part of the constitution.**

**Article 11: Ratification**

Ratification of this document shall be by a simple majority of those present and voting at the first annual business meeting of the association.

**Article 12: Dissolution of Corporation**

*Section 1:* In the event that the Mid-East Honors Association disbands, all of its assets remaining after payment of debts shall be liquidated and the cash be disbursed to such nonprofit organizations as shall be determined by a majority of the executive board at the time of dissolution.

**Proposed:**  
**REVISED Section 1: In the event that the Mid-East Honors Association disbands, all of its assets remaining after payment of debts shall be liquidated and the cash be disbursed to such nonprofit organizations as shall be determined by a majority of the executive committee at the time of dissolution.**

*Section 2:* Dissolution of the corporation may be authorized only by the affirmative vote of two-thirds of the members of the executive board then in office, at a meeting of the executive board called for that purpose. Notice of the meeting to authorize the dissolution shall be given to each executive board member then in office not less than ten days before the meeting and shall state that the purpose of that meeting is to vote on the dissolution of the corporation. The notice shall include a copy or summary of the plan of distribution of assets.

If the dissolution is approved, the corporation shall cease to conduct its affairs except as may be necessary for the winding up of the corporation. It shall immediately cause a Certificate of Dissolution to be executed and filed setting forth: A) the name of the corporation; B) the date and place of the meeting of the executive board approving the dissolution; and C) a statement that dissolution was approved by the requisite vote of the members of the executive committee.

**Proposed:**

**REVISED Section 2:** *Dissolution of the corporation may be authorized only by the affirmative vote of two-thirds of the members of the executive committee then in office, at a meeting of the committee called for the purpose of dissolution of the corporation. Notice of the meeting to authorize the dissolution shall be given to each executive committee member then in office not less than ten days before the meeting and shall state that the purpose of that meeting is to vote on the dissolution of the corporation. The notice shall include a copy or summary of the plan of distribution of assets.*

**Proposed:**

**NEW Section 3:** *If the dissolution is approved, the corporation shall cease to conduct its affairs except as may be necessary for the winding up of the corporation. It shall immediately cause a Certificate of Dissolution to be executed and filed setting forth: (a) the name of the corporation; (b) the date and place of the meeting of the executive committee approving the dissolution; and (c) a statement that dissolution was approved by the requisite vote of the members of the executive committee.*

BY-LAWS AND AMENDMENTS

**Article 1: Dues**

*Section 1:* The annual dues for institutional membership in the association shall be \$30.00.

**Proposed:**

**REVISED Section 1:** *The amount of the annual dues of institutional membership of the association shall be evaluated annually by the executive committee who will present suggested changes at the annual business meeting.*

*Section 2:* From time to time the executive committee will review and propose changes in the membership dues. Any such changes must be approved by the majority of the membership voting at the annual business meeting.

**Proposed:**

**REVISED Section 2:** *Proposed changes to the annual dues can be enacted by a two-thirds majority vote of the institutional membership at the annual committee meeting.*

**Article 2: Voting**

*Section 1:* Each institutional member shall designate one student and one faculty member to cast the institution's vote at the annual business meeting.

**Proposed:**

**REVISED Section 1:** *Each institutional member shall designate one student and one faculty/administrator member to cast the institution's vote at the annual business meeting.*

*Section 2:* Each of the designated representatives shall cast one-half vote.

*Section 3:* If at least one student and one faculty representative of an institution are not in attendance, the institution's full vote may be cast by a single representative.

**Article 3: Executive Secretary**

*Section 1:* The executive secretary shall keep minutes of the association and the executive committee, and perform other duties incident to the conduct of the office as may be required.

**Proposed:**

***REVISED Section 1: The executive secretary shall keep minutes of the association's annual business and the executive committee meetings, and perform other duties incident to the conduct of the office as may be required.***

*Section 2:* S/he shall collect all fees and dues owed to the organization and shall be the custodian of the organization's funds, securities, etc., and shall cause to be deposited in the name of the organizations all monies and other valuable effects in such banks, trust companies, or other depositories as shall be approved from time to time by the executive committee.

*Section 3:* S/he shall make an annual report to the organization, and submit annually, and whoever else requested by the executive committee, a complete and verified statement of the financial condition of the organization.

***Proposed:***

***REVISED Section 3: S/he shall make an annual report to the organization, and submit annually, a complete and verified statement of the financial condition of the organization.***

*Section 4:* S/he shall serve as the editor of the association's publication(s) or see to it that the editorial functions are properly discharged.

*Section 5:* S/he shall be the chairperson of the program committee and shall appoint such other committees as s/he or the executive committee deem necessary and appropriate.

*Section 6:* S/he shall serve as the liaison with the National Collegiate Honors Council.

#### **Article 4: Headquarters**

The article of the association shall be at the place of business of the executive secretary.

#### **Article 5: Executive Committee**

*Section 1:* The executive committee shall transact such business of the association as may be referred to it by the officers or in the annual meeting, in accordance with the constitution by-laws.

*Section 2:* It shall serve as the program committee for the annual meeting.

*Section 3:* It shall meet immediately prior to the annual meeting, immediately following the annual meeting, at least one additional time during the year and such other times as determined necessary by the executive secretary.

*Section 4:* The executive committee shall be responsible for reviewing and approving an annual budget to be prepared by the executive secretary.

#### **Article 6: Nominations**

##### **Proposed Article 6: Elections**

*Section 1:* Beginning with the second year of the association, a nominating committee, consisting of three members of the executive committee, will be appointed by the executive secretary, who shall participate in the deliberations of the committee as a nonvoting member. The committee will submit its recommendations for office to the executive secretary at least sixty days prior to the annual meeting. At least forty-five days prior to the meeting, the executive secretary will send the names of the nominees to each member institution. A short description of the qualifications of each candidate will be included.

***Proposed:***

***REVISED Section 1: Executive Committee positions shall be posted to the MEHA web site so that anyone interested may run for office. One month prior to the annual meeting, those wishing to run for office will send a picture and a short biographical paragraph to the webmaster for inclusion on the web site. Information on each candidate will also be available at the association meeting.***

*Section 2:* Additional nominations from the floor will be in order at the business meeting. Such nominations must be supported by a petition signed by at least ten percent of those in attendance at the meeting.

***Proposed:***

***REVISED Section 2: Time will be set aside in the annual meeting schedule for the election of new officers and executive committee members. Each person who submitted information to the web site may introduce themselves to the association and ask for their vote. Additional nominations from the floor may be accepted. Voting by ballot (as described in Article 2 of the By-laws) will take place after all candidates have been introduced. Winners will be determined by the majority of votes.***

**Article 7: Fiscal Year**

The fiscal year of the association shall be July 1 through June 30.

**Article 8: Points of Order**

On all points of order not covered by these by-laws, the association shall be governed by Robert's Rules of Order or by the established usages in assemblages governed by parliamentary rule. The presiding officer of each annual meeting shall appoint a parliamentarian for the meeting.

**Article 9: Adoption and Amendments**

*Section 1:* These by-laws may be adopted, altered, or added to at any annual meeting. Any alteration or addition must, however, have been referred to the executive committee for clarity of wording and consistency with other sections of the by-laws and constitution, and then submitted in writing to the membership at the annual meeting.

***Proposed:***

***REVISED Section 1: These by-laws may be adopted, altered, or added to at any annual business meeting. Any alteration or addition must, however, have been referred to the executive committee for clarity of wording and consistency with other sections of the bylaws and constitution, and then submitted in writing to the membership at the annual meeting.***

*Section 2:* The adoption, alteration or addition of the by-laws shall be by a simple majority vote of those present at the annual business meeting.

***Proposed:***

***SUGGESTION: Add a section for each executive officer, defining/listing formal duties and responsibilities.***