

MICHIGAN CONFERENCE OF EXECUTIVES OF THE Arc
CONSTITUTION AND BY-LAWS

COPY
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DRAFT
J.F.K.

Article I. - Name

The name of this organization shall be The Michigan Conference of Executives of The Arc ("MCE of The Arc"). An affiliate of the National Conference of Executives of The Arc.

Article II. - Purpose

The purpose of MCE of The Arc is to support and promote the purpose and policies of The Arc Michigan and to encourage unity in a common activity promoting the development of persons employed as executives of The Arc by:

- a. providing a system of communication through which executives may share information and materials relative to their respective positions or programs;
- b. encouraging the initiation and development of acceptable practices and procedures for staff and administrators; and
- c. providing in-service education, consultations, study and exchange of ideas and experiences.

Article III. - Membership

Section 1.

Membership shall be open to individuals who are employed in the capacity of executives of the local chapters of The Arc Michigan according to the membership standards of the NCE of The Arc. This shall also include the executive director of The Arc Michigan.

a. Regular Member

Regular membership shall be open to all executive level administrators (i.e. Executive Directors, Associate and Assistant Executive Directors, or the equivalent thereof) of local chapters of The Arc Michigan. A regular member is entitled to: Voting Privilege; Hold Office; Membership on MCE of The Arc committees; Training; Salary and Benefit Surveys, all Information Mailings.

b. Associate Member

Associate membership shall be open to all professional/supervisory/program management personnel of local chapters of The Arc Michigan. In addition, this level of membership shall be open to all executive level administrators and professional/supervisory/program management personnel of non-affiliated local chapters of The Arc Michigan or non-Arc organizations or agencies concerned with persons with developmental disabilities.

An associate member cannot vote or hold office in the MCE of The Arc, but is entitled to: membership on the MCE of The Arc committees; Training; Salary and Benefit Surveys; all Informational Mailings.

Section 2.

Membership applications to the MCE of The Arc shall be subject to review by the Executive Committee.

Section 3.

Membership dues shall be payable by July 1.

Section 4.

Membership dues for the ensuing year shall be reviewed and determined by the membership at the annual meeting.

Section 5.

The membership year shall be July 1 through June 30.

Section 6.

Adherence to the Code of Ethics adopted by the National Conference of Executives of The Arc shall be a condition of membership. The MCE of The Arc, after due notice and hearing have the power to censure, suspend, or expel any member for violation of the Code, subject to review by the officers of MCE of The Arc. A member may, within sixty days after a decision by the MCE of The Arc, file an appeal of the decision with the president of The MCE of The Arc.

Article IV. - Meetings

Section 1.

At least eight (8) regular meetings shall be held each year.

Section 2.

An annual meeting shall be held each year at the time of the annual conference of The Arc Michigan. The time and place of the meeting shall be designated by the Executive Committee, notice of which shall be sent to the membership at least thirty (30) days prior to the selected date.

Section 3.

Special meetings of the MCE of The Arc shall be called upon written request to the President or Executive Committee signed either by no less than fifteen percent (15%) of the members in good standing, or by three (3) members of the Executive Committee. Notices of such special meetings must be mailed to all members at least ten (10) days prior to the date of the meeting.

Section 4.

Twenty-five percent (25%) of the membership shall constitute a quorum.

Section 5.

At the Annual Conference, any paid member in good standing of the MCE of The Arc shall be permitted to delegate their vote ("Proxy") to any other paid member in good standing of the MCE of The Arc, provided they have delegated such vote in accordance with procedures established by the officers.

Article V. - Election of Officers

Section 1.

The Officers shall be: President, Vice President, Secretary, and Treasurer. Officers shall be elected by the membership at the annual meeting of the MCE of The Arc. Such election may be by written ballot or by acclamation.

Section 2.

Vacancies shall be filled by election of the members of the MCE of The Arc at the next regularly scheduled meeting.

Article VI. - Duties of Officers

Section 1.

The President shall preside at meetings of the MCE of The Arc and all Executive Committee and special meetings, and shall perform such other duties which may relate to the office. The President or his/her designee shall assume the position on and act as The MCE of The Arc Representative on The Arc Michigan Board of Directors.

Section 2.

The Vice-President shall assume such duties as assigned by the President.

Section 3.

In the absence or inability of the President to serve, the Vice-President shall assume the office of President until such time as the President is again available to serve.

Section 4.

The Treasurer shall maintain financial records and make reports to the Executive Committee and the MCE of The Arc at the time of the annual meeting or when requested.

Section 5.

The Secretary shall keep the minutes of the MCE of The Arc and Executive Committee meetings; copies of which shall be distributed to the membership. The Secretary shall issue all notices of meetings and shall file annual reports as required.

Article VII. - Executive Committee

Section 1.

The Executive Committee shall consist of the President; Vice-President; Secretary; Treasurer; Immediate Past President; and one (1) Delegate-At-Large, duly appointed by the Officers.

Section 2.

No officer of the MCE of The Arc may serve in the same capacity for more than two (2) consecutive one-year terms. This restriction does not apply to filling unexpired terms. Officers may be re-elected to the same capacity after one (1) year out of office.

Section 3.

A majority of the Executive Committee members shall constitute a quorum.

Section 4.

The Executive Committee shall act in behalf of the MCE of The Arc and have such powers during the period between meetings to carry out the purposes and objectives of the MCE of The Arc. The Executive Committee will prepare the agenda for each meeting.

Section 5.

Officers shall be elected for one-year terms. All Executive Committee members shall take office immediately following their election.

Section 6.

Any member absent for two consecutive meetings of the Executive Committee shall be subject to replacement.

Article VIII. - Nominating Committee

Section 1.

At the time of the annual meeting, the membership shall elect a Nominating Committee of three (3) members of the MCE of The Arc of whom no more than one (1) shall be a member of the Executive Committee. The President of the MCE of The Arc will appoint the chairperson of the Nominating Committee. The Nominating Committee shall convene at least 90 days prior to the annual conference of The Arc Michigan.

Section 2.

All members of the Nominating Committee shall constitute a quorum.

Section 3.

The slate of nominees shall be distributed to the membership at least sixty (60) days prior to the annual meeting.

Section 4.

In addition to the nominations presented by the Nominating Committee, nominations may be made from the floor at the annual meeting.

Article IX. - Committees

Section 1.

The Standing Committees of the MCE of The Arc shall be Membership, Finance, and By-Laws.

Section 2.

The President shall appoint such other Adhoc Committees and consultants as he/she may deem necessary to carry out the purposes of the MCE of The Arc.

Section 3.

The President shall appoint the MCE of The Arc representative to any of The Arc Michigan Committees and Task Forces from among its regular membership.

Section 4.

All Committee Chairpersons of the MCE of The Arc shall be regular members.

Article X. - Non-Discrimination

Section 1.

Membership or election to office in this organization shall not be denied to any person because of race, creed, gender, marital status, political affiliation, national origin, or disability. Appeals under this Article shall be made to the Executive Committee.

Article XI. - Fiscal

Section 1.

The fiscal year shall be July 1 through June 30.

Article XII. - Parliamentary Authority

ROBERT'S RULES OF ORDER NEWLY REVISED shall govern the conduct of business in all cases in which they are applicable and are not in conflict with this constitution and By-Laws.

Article XIII. - Amendments

Section 1.

Any article or section of this constitution or By-Laws may be amended by a two-thirds (2/3) vote of the members voting at the annual meeting of the MCE of The Arc provided that a quorum is present and that notice of the proposed amendment has been given in the call of the meeting.

Section 2.

A proposed amendment to this constitution and by-laws, signed by no less than five (5) members, shall require action by the MCE of The Arc at the next annual meeting provided such notice is given to the Executive Committee at least sixty (60) days prior to the annual meeting.

Article XIV. - Dissolution

Section 1.

In the event of the dissolution of this MCE of The Arc, or in the event it shall cease to carry out the objectives and purposes herein set forth, all the assets of the MCE of The Arc shall go to and be distributed by The Arc Michigan. Under no circumstances shall any of the assets of this MCE of The Arc during the existence and/or upon the dissolution thereof be distributed to any member of this MCE of The Arc.

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