



# CONSTITUTION OF THE MOUNTAIN PLAINS ADULT EDUCATION ASSOCIATION

Approved April 25, 2003

## PREAMBLE

- In the belief that only an informed, vigorous, and vigilant people sustain and perpetuate our democratic way of life;
- In the recognition that “lifelong learning” is essential for the optimum development of each individual’s capacity to perfect skills, to increase social understanding and effectiveness, and to enrich living; and
- In the knowledge that continuing education affords means for seeking new and improved programs of achieving these ideals and objectives

Now, therefore, we who subscribe to these concepts seek to develop improved programs of adult education through this Association.

## ARTICLE I: NAME

The name of the association shall be the Mountain Plains Adult Education Association. The affiliate states of the Mountain Plains Adult Education Association are Arizona, Colorado, Idaho, Montana, Nevada, New Mexico, Utah, and Wyoming.

## ARTICLE II: PURPOSE

The purpose of this association shall be:

- To serve as an instrument of cooperation among the persons and organizations engaged or interested in adult education in the Mountain Plains region.
- To further the concept of education as a process continuing throughout life.
- To promote and develop adult education in the region by affording opportunities to professional and non-professional adult educators to increase their competencies.
- To encourage and assist organizations and agencies concerned with adult education to develop appropriate adult activities and to effectively coordinate their services in adult education.
- To gather and disseminate pertinent information about adult education.
- To do any other lawful things appropriate to the promotion and development of adult education in the Mountain Plains region that are feasible with recognized time, financial, and personal limitations.

## ARTICLE III: MEMBERSHIP

Section 1: The membership shall include any individual, organization, or library that submits a membership application and pays such dues as may be established by the Board.

Section 2: Membership types shall consist of the following: Individual, Organization, Library, Emeritus, and Student.

- Individual is any person.
- Organization is any group, such as a state affiliate, education agency, state department of education, college or university or department within such, or other organization with interest in the purposes of this association.
- Library is a private or public entity recognized as a library.

- Emeritus is an individual who has been an active member of the Association for five (5) years prior to retirement who requests or is recommended and approved by the Board for this status. Emeritus status carries with it all the rights and privileges of a member in good standing. Additional privileges of an Emeritus member are detailed in the Association Handbook.
- Student is an individual enrolled in an Adult Basic Education or Adult Literacy program, or an individual who is a full time student in an undergraduate or graduate degree program.

- Section 3: Any decision regarding membership made by the Board of Directors may be appealed to/by the membership.
- Section 4: Individual, emeritus, and student members may cast one vote on each item of business submitted to a vote of the membership.
- Section 5: Each institution or organization member shall designate one representative to exercise the same rights and privileges as an individual member.
- Section 6: The date on which membership begins is the date on which the Association accepts payment of the first year's dues. The anniversary date for renewal of membership shall be the first day of the annual conference of the Association. The membership year shall be from the first day of the annual conference to the first day of the next annual conference.
- Section 7: A member in good standing is one who adheres to the purposes of this Association and who does not act in a way that damages the records or reputation of the organization, its Board or the membership, as determined by the Board.

#### ARTICLE IV: OFFICERS, DIRECTORS, AND ADMINISTRATIVE BOARD

- Section 1: Officers and Directors of this Association shall constitute the Administrative Board (the Board).
- Section 2: Officers: The officers of this Association shall be a President, a President-Elect, a Past-President, a Secretary, and a Treasurer.
- Section 3: The President-Elect shall be elected for a term of one (1) year according to the procedures established in the Standing Rules, succeed to the Presidency and then to the Past-Presidency.
- Section 4: The Secretary shall be appointed by the President and approved by the Board at the post-conference board meeting and take office immediately upon receiving such approval. The term of the Secretary shall be for one (1) year, and that person may be reappointed.
- Section 5: The Treasurer shall be appointed by the President and approved by the Board at the post-conference board meeting and take office immediately upon receiving such approval. The term of the Treasurer shall be for one (1) year and that person may be reappointed.
- Section 6: Directors: There shall be two Directors from each of the affiliated states. The directors are elected for a period of three (3) years according to the procedures established in the Standing Rules and a rotation schedule established by the Board. Directors may serve only two consecutive terms.
- Section 7: Qualifications: To be elected as an Officer or a Director, the individual shall have been a member of the Association for at least one (1) year prior to election to office and meet the requirements stipulated in the Standing Rules.
- Section 8: Terms of Office: The elected Officers and Directors shall take office at the close of the annual meeting following their election for the terms specified in Article IV, Sections 3 and 6 above, or until their successors are elected and qualified.

Any Director absent from three (3) consecutive Board meetings will be contacted by the President for the purpose of determining that Board member's intent and ability to serve the remainder of his/her term. If it is mutually determined that the individual cannot fulfill his/her director responsibilities, a new director will be appointed by the affiliate state organization and approved by the Board for the remainder of the term.

- Section 9: The duties of the Board shall be as follows:
- a. The President shall serve as the principal officer of the Association and its representative to the public. The President shall preside at all the meetings of the Association and over the Board.
  - b. The President-Elect shall serve in the absence of the President and perform such duties as shall be prescribed by the Board.
  - c. The Past-President shall serve as the chairperson of the Nominations and Elections Committee and shall perform such duties as shall be prescribed by the Board.
  - d. The Secretary shall be responsible for the preparation and distribution of the minutes of all meetings of the Association and the Board. The distribution of the minutes shall be no later than thirty (30) days after the close of each meeting. The Secretary shall be responsible for the correspondence of the Association as directed by the Board.
  - e. The Treasurer shall be responsible for the preparation of the annual budget for consideration by the Board. The Treasurer shall present financial statements at each meeting of the Association and of the Board. Further, the Treasurer shall maintain accurate records of the membership.
  - f. The Board, between elections, shall fill vacancies for the unexpired term which may occur in the office of Treasurer or Secretary. In the event that the office of President becomes vacant, the President-Elect shall assume the duties of this office. The President-Elect shall then serve a full year term as President beginning at the close of the next annual conference.

The Board shall manage the general affairs, property, and administrative operations of the Association; interpret and implement its policies; adopt an annual budget and authorize expenditures within its limitations; assign duties and responsibilities among the Officers and members as it may from time to time determine; and carry out instructions of the membership agreed upon at the annual meeting.

The Board shall have general supervision of the affairs of the Association between business meetings, fix the hour and place of meetings, make recommendations to the Association, and shall perform such other duties as are specified in this Constitution. The Board shall be subject to directives of the Association's membership, and none of its acts shall conflict with the will of the Association.

- Section 10: The Executive Committee shall consist of the President, Past-President, President-Elect, Secretary and Treasurer of the Association. The chairperson of this committee shall be the Association President. This committee will meet at the discretion of the Association President.

- Section 11: Between meetings of the Board, the President may canvas the members of the Board by mail, phone, or electronically for the purpose of voting on administrative issues. Any action authorized through these procedures shall be ratified and included in the minutes of the next regular meeting of the Board.

## ARTICLE V: MEETINGS

- Section 1: The Association shall meet annually for the transaction of business and to perform such other functions as are consistent with the purposes of this Association. The Association may meet at other times upon the vote of a majority of the Board with at least thirty (30) days written notice to the membership.
- Section 2: The Board shall hold three (3) regular meetings – one during June, July, or August, one immediately preceding the annual conference of the Association, and one immediately following the annual conference of the Association. The Board shall hold special meetings at the request of the President or on petition of five (5) Board members.
- Section 3: According to the availability of funds, the Board will allow reimbursement as stipulated in the Standing Rules to Board Members for travel expenses to attend the summer board meeting.
- Section 4: A quorum at any meeting of the Association shall consist of those members present.
- Section 5: A quorum at any meeting of the Board of the Association shall consist of a majority of the officers and a Director from at least five (5) of the member states.

## ARTICLE VI: COMMITTEES

- Section 1: Committees shall include standing committees and such other ad hoc and/or special committees as shall be created by the President, Board, or Association as needed. These committees shall have such power as determined by this Constitution or by the resolution creating the Committee or those powers later delegated to it.
- Section 2: The President shall appoint the chairperson of all committees with the concurrence of the Board. Only members in good standing may be chairpersons or committee members.
- Section 3: The chairperson for each committee shall be appointed for a term corresponding with the term of the President. Each committee shall report to the President and to the Board.
- Section 4: The function and membership of all standing committees is detailed in the Association Handbook or in the Standing Rules of the Association.
- Section 5: Standing committees, except Conference, shall have a minimum of three (3) members who represent at least three (3) affiliate states. The chairperson of each committee selects committee members.

## ARTICLE VII: RULES OF ORDER

Robert's Rules of Order, Newly Revised shall govern the conduct of official business meetings of this Association and its Board unless otherwise specified in this Constitution.

## ARTICLE VIII: AMENDMENT OF CONSTITUTION

- Section 1: The membership must be notified at least thirty (30) days prior to the annual meeting of the intent to amend the Constitution.
- Section 2: This Constitution may be amended by a two-thirds vote of the members present at any annual meeting of the Association.

## ARTICLE IX: DISSOLUTION

Upon the dissolution of the Association, the Association shall, after paying or making provision for the payment of all the liabilities of the Association, dispose of all the assets of the Association exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501 (c)(3) status of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Association shall determine. Any of such assets not so disposed of shall be disposed of by a court of competent jurisdiction of the county in which the principal office of the Association is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

# STANDING RULES

As of May 1, 2008

The Standing Rules of this Association may be amended by a majority vote of the quorum at any meeting of the Association and/or Board.

## NOMINATIONS

The chairperson of the Nominations Committee shall contact the Senior Director of each affiliated state in the MPAEA at least ninety (90) days prior to the annual meeting to secure nominations for President-Elect of the Association and Directors (if appropriate) from their respective states.

The Senior Director, after consultation with the Junior Director of each state and the President of the state adult education association or one (1) other MPAEA member in good standing, shall review nominations from that state's membership and shall submit to the Chairperson of the Nominations Committee, at least sixty (60) days prior to the annual meeting, the name of no more than one (1) candidate for President-Elect and no more than two (2) names for each authorized open Director position.

Persons nominated to represent a state on the Board must be from that respective state. A person nominated for President-Elect need not be from the state from which the nominations came. Persons nominated for office must be members in good standing in the Association and have been a member for at least one (1) year prior to their nomination. Candidates for office must agree to run for that office prior to having their name in nomination.

No person shall be nominated for President-Elect from a given state until at least two (2) years shall have elapsed since a representative of that state served as President of the Association.

The chairperson of the Nominations Committee shall provide the Treasurer with a list of nominations for President-Elect and Director from the appropriate states at least fifty (50) days prior to the annual meeting.

## MEMBER IN GOOD STANDING

Any member of MPAEA who has been declared "not in good standing" or asked to resign from a position as board member or officer who wishes to be considered for a position as Board member or officer of the Association must meet the following criteria:

A state association by majority vote of its total current membership can petition the MPAEA Board to lift the non-eligibility board member condition. The petition then will be accepted or rejected by a majority vote of the MPAEA Board in a timely manner.

Board member:

1. If the petition is accepted, the State association can put the person forward to be elected as a Board member.
2. Next, the nominating committee will bring the candidate to the MPAEA Board for vote.
3. The MPAEA Board by a majority vote can accept or refuse the person as a nominated member of the Board and allow the name to be placed on the ballot.
4. Write in candidates who had been declared "not in good standing" and receive their state's majority votes must also receive a majority vote of the MPAEA Board before being allowed to take office (as in condition # 3 above).

Officer:

A person who has ever been declared "not in good standing" cannot be directly appointed to a position. Nomination of that person to an officer position must be agreed to by a unanimous vote of the Board.

## ELECTIONS

The Treasurer shall prepare separate mail-in ballots for the election of the President-Elect and the Director (when appropriate) for each affiliated state. Provision shall be included on the ballot for the write-in vote for other qualified candidates. These ballots shall be mailed to the qualified voting members (members in good standing) at least forty (40) days prior to the annual meeting.

All members shall be entitled to cast a ballot for the President-Elect; however; members shall be entitled to cast a ballot only for the individuals nominated for Director from his/her state.

Voting members shall be directed to return the mail-in ballots to the chairperson of the Nominations Committee at least thirty (30) days prior to the annual meeting.

The candidate who receives a plurality of the ballots cast for an elective office shall be declared the winner. The chairperson of the Nominations Committee shall be responsible for tabulating the ballots and notifying the election winners in a timely fashion so that they may make appropriate plans to attend the annual conference and its associated Board Meetings.

## DUES

Annual dues for the four membership classifications shall be as follows:

• Individual	\$40
• Organization (state affiliate, education agency, state department of education, college or university or department within such, or other interested organization). Entitled to receive two (2) copies of <i>Journal of Adult Education</i> , and two (2) copies of the Newsletter (per printing).	\$100
• Library	\$100
• Student	\$20
• Emeritus. Entitles the individual to free membership in the Association with all rights and privileges thereof and reduced Conference registration fees.	Free