

## CONSTITUTION & BY-LAWS

### Michigan Occupational Deans Administrative Council

#### Article I – Name and Purpose

##### Section 1. Name

The name of the association is **Michigan Occupational Deans Administrative Council (MODAC)**.

##### Section 2. Purpose

The purposes for which the association is formed are as follows:

The Michigan Occupational Deans Administrative Council (MODAC) shall promote and support community college education for the State of Michigan; more specifically, the purposes shall include the following:

1. Exchange of information and ideas relative to the establishment, development and operation of community college occupational education.
2. Cooperate with appropriate units of education, business, labor, government, industry and other organizations.
3. Conduct and/or cooperate in appropriate research projects concerning community college occupational education.
4. Advise and provide counsel on the current status and advocate for the future needs of community college occupational education to the Michigan Community College Association, Community College Services Unit at the appropriate Michigan agency, community colleges, baccalaureate institutions and other organizations that impact occupational education.
5. Cooperate with other associations of administrators in promoting the Michigan community college movement.
6. Counsel and assist upon request, individual Michigan colleges on matters of occupational education.
7. Articulate and cooperate with leaders in education in the career concepts of occupational education.
8. Actively promote public support and understanding for career education programs in the community college.

## **Article II – Membership**

### **Section 1. Regular Membership**

Regular membership in the association shall be limited to the publicly-supported institutions of Michigan that offer occupational education courses and programs. Each institution shall designate, as its representative to the association, the appropriate college administrator(s) who has responsibility for occupational education at that college and/or is designated Community College Services Unit at the appropriate Michigan agency, occupational contact person, *or their designee*. Annual membership shall become effective upon the payment of the current annual membership dues. The term, “regular member” as used throughout this document shall be construed to mean the representative to the association of each institutional member as well as the institutional member itself, as appropriate.

### **Section 2a. Associate Membership**

Associate membership in the association shall be open to administrators in the publicly-supported 2-year colleges of Michigan whose duties are in keeping with the spirit of the definition for regular membership in Section 1, above. Institutions with a regular member may appoint qualified individual(s) to associate membership as may be appropriate to achieve institutional and association purposes.

### **Section 2b. Affiliate Membership**

Affiliate membership in the association shall be open to administrators in publicly-supported 4-year colleges and universities, as well as tribal colleges, in Michigan whose duties are in support of certificate and associate degree occupational programs. Eligibility of an institution for affiliate membership shall be made by majority vote of regular members at an association meeting. Affiliate membership is limited to three members per institution.

### **Section 3. Honorary Membership**

An individual may be invited to honorary membership in the association, with the same rights as an affiliate member, upon the recommendation of the executive committee and the approval of the regular membership through a simple majority vote. If the executive committee does not recommend membership to an individual, it can be appealed with the membership with a 3/4 vote of the regular membership.

### **Section 4. Withdrawal from Membership**

Any member of the association may withdraw from the association by notifying the president of the association of his or her desire. In no way shall the association be obliged to rebate dues upon the withdrawal of a member.

### **Section 5. Suspension of Membership**

Any member of the association who is in arrears in membership dues for more than six months, after July 1 in any year, shall be automatically suspended and removed from the membership role of the association, unless previous arrangement has been made for the later payment.

## **Section 6. Termination of Membership**

Any member (*or associate member, or affiliate member*) may be dropped from membership in the association for any conduct which tends to injure the association or to adversely affect its reputation or conduct that is contrary to the objectives as stated in the *By-Laws* of the association. Any member charged with engaging in any such conduct shall be given the opportunity to present evidence in his or her behalf through witness or otherwise; shall be given notice of the precise nature of the charges against him or her, shall be given the opportunity to confront witnesses against him or her, shall have the right to appeal and to have a hearing before the executive committee, whose decision shall be final. Termination procedure may be initiated by any member in good standing, by presenting to the president a written grievance stating clearly the request and its justification.

## **Article III – Dues**

### **Section 1. How Prescribed**

The membership dues shall consist of an annual assessment to be determined upon recommendation of the executive committee and a simple majority vote of the regular membership at the annual meeting.

### **Section 2. Purpose**

Dues and assessments shall be used solely for the purpose of financing the programs and activities of the association as approved by the voting membership. In no instance shall the elected officers or members of the association receive any compensation for their services as such to the association.

## **Article IV – Fiscal Year**

### **Section 1. Fiscal Year**

The fiscal year of the association shall be from July 1 to and including June 30.

## **Article V – Meetings of the Membership of the Association**

### **Section 1. Annual**

The annual meeting of the membership of the association shall be the first meeting of the association following April 30 of any year, at a time and place to be determined by the executive committee.

## **Section 2. Special**

Special meetings of the membership of the association may be called for specific purposes by the president, executive *committee*, or by written request of seven regular members, or by a majority of the members. Members will be notified of the time, place, and purpose of any special meeting at least ten days in advance of the date for which the meeting is called; no business shall be transacted at the special meeting other than business associated with the purpose stated in the notice.

## **Section 3. Regular**

There shall be at least two regular meetings of the association membership in addition to the annual meeting. The number and dates of regular meetings each year shall be determined upon recommendations of the executive committee and a simple majority vote of the regular membership at the annual meeting. The locations of all meetings of the association shall be decided by the executive committee.

## **Section 4. Quorum**

One half of the regular members shall constitute a quorum.

## **Section 5. Voting**

All regular members in good standing shall have the right of discussion and voting on all issues and for all officers of the association. All associate and affiliate members in good standing shall have the right of discussion on all issues. An associate member may vote in the absence of his or her institution's regular member. Affiliate members shall not have voting rights. *An institution has only one vote on all issues.*

## **Section 6. Attendance**

The meetings of the association shall be open to all regular, associate, and affiliate members of the association who are in good standing. Guests may be invited by a regular member to attend association meetings.

## **Article VI – Officers**

### **Section 1. Personnel**

The officers of the association shall be president, past president, vice president, secretary, and treasurer and two at-large members. The officers shall be regular members in good standing of the association.

### **Section 2. Election**

Officers and at-large executive committee members shall be elected at the annual meeting of the association in June. They shall be elected to two year terms as follows:

President: Elected every odd -numbered year  
Vice President Elected every even-numbered year  
Secretary: Elected every odd-numbered year  
Treasurer: Elected every even-numbered year  
At Large executive committee member 1: Elected every odd-numbered year  
At Large executive committee member 2: Elected every even-numbered year

The term of each officer shall coincide with two consecutive fiscal years of the organization. No person shall be elected for more than two consecutive terms to the same office. The past president would be asked to remain as a member of the Executive Committee for one year following the expiration of the term of office.

### **Section 3. Vacancies**

In case of a vacancy in any office, the vacancy shall be filled by a majority vote of the regular members at the next meeting. The executive committee is empowered to appoint a temporary officer for purposes of sustaining the association until the next meeting.

### **Section 4. Nominations**

The president of the association, acting at least sixty days prior to the annual meeting of the association, shall appoint an ad hoc nominations committee from the regular membership of the association and exclusive of the incumbent officers of the association to be responsible for preparing a slate of candidates for the offices of president, vice president, secretary and treasurer, and for the at-large membership of the executive committee to be presented for consideration to the regular membership of the association at the time of the annual meeting. Any current officer holder shall be eligible to run for another office without resigning their present office. If the officer attains the other office, a vote will be taken at the next regular meeting to fill the vacant position.

### **Section 5. Duties of the President**

The president shall direct the activities of the association in order that it may effectively achieve its goals as stated in Article I, Section 2, of the Constitution and By-Laws. The president shall preside at all meetings of the association. The president shall be authorized to call special meetings of the association and to appoint committees as the president deems necessary. The president shall serve as chairperson of the executive committee and shall be an ex-officio member of all committees of the association. The president or the president's designee shall be the official spokesperson for the association. Should the president believe that another regular member has greater expertise on the subject, the president may appoint that person to be the spokesperson for specific subjects or events.

### **Section 6. Duties of Vice President**

In absence of the president, the vice president shall perform the duties of the president. The vice president shall serve as vice chairperson and recording secretary of the executive committee.

## **Section 7. Duties of Secretary**

The secretary shall record all official proceedings of the association. The secretary shall be responsible for all official correspondence of the association. By mutual agreement between the secretary and an officer of the association, the distribution of correspondence may be delegated to the other officer.

## **Section 8. Duties of Treasurer**

The treasurer shall receive all monies of the association. The treasurer shall keep accounts of all receipts and expenditures of the association and shall present a written financial report to the association at its annual meeting and at any time when requested to do so by the president of the association or the executive committee. The treasurer shall have responsibility for maintaining the association's membership roster and membership information. The treasurer shall have responsibility for assessing and collecting dues. The accounts and records of the treasurer shall be audited by *a committee established by the executive committee* with the signatures of the auditors attached to their report reflecting the treasurer's report as of the day prior to the date of the annual meeting.

## **Section 9: Duties of At Large**

The at-large executive committee members represent the general membership on issues of interest or concern, particularly those that arise outside the responsibilities of the other officer responsibilities.

When appropriate, the members might lead projects to further the goals of the organization/membership. The members could serve as chair of any ad hoc committee formed to develop these projects.

The members listen to membership and communicate their issues, needs and interests to the Executive Committee to: identify potential problems and opportunities, work effectively toward common goals as team member, set objectives and develop action plans for selected and/or assigned projects.

## **Article VII – Executive Committee**

### **Section 1. Membership**

The executive committee of the association shall be composed of the officers of the association, past-president, and two members elected at-large from the regular membership of the association at the annual meeting. A representative from the Workforce Development Agency/Community Colleges Services Unit is also a non-voting member.

### **Section 2. Officers**

The president of the association shall serve as chairperson of the executive committee. The vice president of the association shall serve as vice chairperson of the executive committee.

### **Section 3. Meetings**

The executive committee shall hold regular meetings as deemed necessary in order to fulfill the duties assigned to it in the Constitution and By-Laws. The chairperson of the executive committee shall be responsible for calling all meetings. The vice chairperson shall be responsible for preparing the minutes of all executive committee meetings for distribution to the association membership.

### **Section 4. Duties**

The executive committee of the association shall possess such power as shall be delegated to it in the Constitution and By-Laws or by the regular membership of the association. The committee shall:

1. Be responsible for general planning and preparation of the agenda for association meetings and activities.
2. Determine the time and place of the annual meeting recommending the number and dates of regular meetings and determining the locations of all meetings of the association.
3. Conduct an annual audit of all association resources and expenditures prior to the annual meeting of the association and at the end of each fiscal year.
4. Decide upon all cases of membership termination.

## **Article VIII – By-Laws**

### **Section 1. By-Laws**

Procedure for implementation of this constitution and carrying out the business of the association shall be established by the *By-Laws*.

## **Article IX – Amendments**

### **Section 1. Amendment**

This constitution may be amended by a two-thirds affirmative vote of regular members upon thirty (30) days' prior notice in writing at the annual meeting or special meeting called for this purpose.

## **Article X – Parliamentary Authority**

### **Section 1. Parliamentary Authority**

The business of this association shall be conducted according to Robert's Rules of Order in all instances in which they are not inconsistent with the *By-Laws* of the association.

## **Article XI – Committee Appointments**

### **Section 1. Appointment**

The president shall appoint the members of the nominating committee and such other committees as deemed necessary and appropriate to properly conduct the affairs of the association.

### **Section 2. Tenure**

Committee appointments shall terminate on the date of the annual meeting typically June or for ad hoc committees when the specific assignment has been performed.

### **Section 3. Expenditures**

No committee shall create any financial liability for the association unless such an expenditure has been approved by the executive committee.

## **Article XII – Resolutions**

### **Section 1. Initiation**

Resolutions may be initiated by any regular member.

(Revised December 8, 1983)

(Reviewed April 20, 1990)

(Revised February 5, 1992)

(Revised December 3, 1992)

(Revised December 3, 1998)

(Revised October 11, 2006)

(Revised April 5, 2013)

(Revised and Approved December 5, 2013)

(Revised and Approved June 3, 2016)

(Revised and Approved October 25, 2023)