

CONSTITUTION OF THE

MICHIGAN ASSOCIATION FOR MEDIA IN EDUCATION

ARTICLE I

NAME

The name of this organization shall be the Michigan Association for Media in Education.

ARTICLE II

PURPOSE

The general purpose of the Association shall be the improvement of learning in Michigan through the effective and efficient use of instructional media. In pursuit of this purpose, it shall cooperate with other state organizations concerned with education at all levels, in all settings. The Association shall achieve this general purpose by working toward the following specific goals:

1. To promote, implement, and evaluate standards for the profession, for professional practice, and for the professional.
2. To disseminate information relevant to professional concerns through conferences, professional journals and other media.
3. To provide appropriate support for the individual member if a conflict arises between the member and an individual or organization in the performance of the member's professional role.
4. To encourage employment practices which recognize professional education, experience, and competence and which provide opportunities for advancement in accordance with them.
5. To promote professional growth which will enable media personnel to meet changing demands on their knowledge and competencies.
6. To foster public understanding of the value of instructional media in teaching and learning.
7. To promote the use of educational media and technology in a variety of instructional settings.
8. To promote the application of high standards to the production, evaluation, selection, dissemination, and use of all learning resources.
9. To support the inherent right of each individual to free access to ideas and information.

ARTICLE III MEMBERSHIP

Section 1.

Any person or organization interested in the purposes and goals of the Association may become a member of the organization upon payment of dues.

Section 2.

The Board of Directors shall determine classes or types of membership, privileges of the types of membership and the duration of such privileges, and the amount of the annual dues.

Section 3.

The Board shall publish information on types of memberships, attendant privileges, dues, publications, and services.

ARTICLE IV OFFICERS**Section 1.**

The officers of the Association shall be: President, President-Elect, Vice-President of Regions and Special Interest Groups, Vice President of Continuing Education, Immediate Past President, Secretary, during the year before a change in Treasurer, there will be Co-Treasurers.

Section 2.

The Boards of Directors shall include the following voting members: The officers named in Section 1, representatives of the Regions and representatives of the Interest Groups, Committee chairpersons, representatives of affiliate groups, liaison representatives. The Executive Director is a non-voting member. The Board of Directors shall be responsible for the determination of policy and the direction of the affairs of the Association.

Section 3.

The Executive Committee shall include the following: President, President-Elect, Vice President of Regions and Special Interest Groups, Vice President of Continuing Education, Immediate Past President, Secretary, Treasurer or Co-Treasurers and Executive Director (non-voting). The Executive Committee shall have general supervision of the affairs of the Association between business meetings of the Association and the Board of Directors. The Committee shall be subject to the orders of the Association and none of its acts shall conflict with action taken by the Association.

ARTICLE V ELECTIONS**Section 1.**

The Nominating Committee shall have charge of the election. The Nominating Committee shall prepare a ballot listing of at least two names for each office and with provisions for write-in candidates. Once the initial slate of recommended candidates has been exhausted and only one candidate agrees to run for the office of President-Elect, then and only then will one candidate be recommended to the membership. Additional nominations may be made by petition to the Nominating Committee before June 1, signed by 20 members of the Association. The Committee shall certify the eligibility for office of all nominees appearing on the ballot.

Section 2.

Balloting shall be conducted and the results shall be announced on or before December 1st. The Board of Directors shall resolve a tie vote.

Section 3.

All officers shall take office January 1. The officers shall hold office until their successors are elected and the election is certified.

Section 4.

The President-Elect shall be elected to serve three consecutive one-year terms as President-Elect, President, and Past President.

Section 5.

The Vice President of Regions and Special Interest Groups, and the Vice President of Continuing Education shall be elected for one two-year term each on alternate years.

Section 6.

A Secretary shall be elected for one two-year term.

Section 7.

The Treasurer shall be nominated by the Executive Committee and elected by a vote of the Board of Directors. The Treasurer will serve a three-year term and may be re-appointed at the discretion of the Executive Committee.

Section 8.

In the event the President is unable to serve his/her full term, the President-Elect shall succeed to the un-expired remainder of the term and continue through his/her own term.

Section 9.

In the event the President-Elect is unable to serve his/her term, the Vice President of Regions and Special Interest Groups shall succeed to the un-expired remainder of the term and continue through his/her own term.

Section 10.

In the event the Vice President of Regions and Special Interest Groups, Vice President of Continuing Education, Secretary or Treasurer is unable to serve a complete term, the Board of Directors shall appoint a person to fill the un-expired remainder of the term.

ARTICLE VI EXECUTIVE DIRECTOR

The Board of Directors shall appoint an Executive Director or employ equivalent service. The term of service is subject to termination by the appointee or by the Board of Directors.

ARTICLE VII REGIONS

Section 1.

The Board of Directors shall establish regions. The membership, program, organizational structure, and activities of these regions shall conform to the policies of the Association. Such regions shall be established whenever twenty or more members of the Association petition and the Board of Directors approve. Such a region shall designate one elected chair to be selected within 120 days after petition approval or at the time of the next State Conference to be its voting representative on the Board of Directors.

Section 2.

Regions may receive financial support or allotments as determined by the Board of Directors. Each region shall be accountable to the Board of Directors for all fiscal matters. In the event a region is dissolved, any remaining balance in the treasury will revert to the Association. Each region shall submit to the Board of Directors each year a written report of activities, financial report and a list of members.

Section 3.

The Board of Directors may dissolve a region division when:

1. It has had no designated chairperson, no correspondence to members, and/or other activities for a period of one year, or
2. The division votes to recommend dissolution.

ARTICLE VIII SPECIAL INTEREST GROUPS

Section 1.

The Board of Directors may establish Special Interest Groups. The membership, program, organizational structure, and activities of these groups shall conform to the policies of the Association. Such groups shall be established whenever twenty (20) or more of the Members of the Association petition and the Board of Directors approves. Such a group shall designate an elected officer to be its voting representative on the Board of Directors. Members shall join interests divisions by submitting a membership form and nominal contribution to be specified on the petition.

Section 2.

Special Interest Groups may receive financial support or allotments as determined by the Board of Directors. Each Interest Group shall be accountable to the Board of Directors for all fiscal matters. In the event a group is dissolved, any remaining balance in the treasury will revert to the Association. Each Group shall submit to the Board of Directors each year a written report of activities, treasurer's report and a list of members. The Association will provide publicity for interest divisions in its newsletters and journals; mailing list; and duplication and postage of communications to interest members. The Association will facilitate formation of interest divisions and inform new members of current interest divisions.

Section 3.

The Board of Directors may dissolve a Special Interest Group when:

1. The number of Association members within the group falls below twenty (20) members of the Association or
2. The group votes to recommend dissolution. A group may also be dissolved for good and sufficient reason, by a majority vote of the Board.

ARTICLE IX COMMITTEES

Section 1.

The Board of Directors shall establish Standing committees. The Board of Directors as needed shall also designate Special Committees.

Section 2.

The President with the approval of the Board shall appoint Committee Chairpersons.

Section 3.

Committee Chairpersons, with the President, shall appoint the members of the Committees.

ARTICLE X AFFILIATE MEMBERSHIPS

Section 1.

The Board of Directors on behalf of the Association may establish affiliate and liaison relationships with other professional organizations.

Section 2.

The Board of Directors may appoint official representatives to meetings, organizations, and conferences.

ARTICLE XI MEETINGS

Section 1.

There shall be one or more general membership meetings each year. The Board of Directors shall determine the date and place and notice shall be sent to all members at least 10 days in advance of the meeting.

Section 2.

The Board of Directors shall meet upon call of the President or any three of its voting members.

ARTICLE XII QUORUM AND RULES OF ORDER

Section 1.

The assembled members at regularly scheduled business meeting shall constitute a quorum.

Section 2.

In parliamentary procedure Robert's Rules of Order, latest edition, shall be the authority except in matters specifically provided for in this constitution.

Section 3.

A simple majority of the voting members of the Board of Directors shall constitute a quorum at the meetings of that body.

Section 4.

The Board of Directors shall maintain a policy handbook to guide in implementing decisions and making interpretations.

ARTICLE XIII**AMENDMENTS****Section 1.**

The Constitution shall be reviewed periodically by the Board of Directors and published and distributed to the membership.

Section 2.

Any active member may present an amendment to the Constitution by submitting the proposal in writing to the Board of Directors.

Section 3.

The Constitution may be amended at any regular business meeting of the Association by a majority vote of the members present provided that a notice of the proposed change has been sent to each member at least 10 days in advance.

Section 4.

The Board of Directors may present amendments for a ballot by mail. Such amendments must receive a majority vote of the ballots returned.

Revised October 23, 1981 (Article II, 5,7,9,).

Revised October 23, 1981 (Article IV, Sections 1, 3).

Revised October 23, 1981 (Article V, Sections 5, 6).

Revised October , 1982 (Article II).

Revised October , 1982 (Article V, Sections 5,8,9,10,11).

Revised October 27, 1985 (Article IV, V, VII, VIII, IX, X, XI, XI, XIII).

Revised October 14, 1988 (Article VII Section 1,2,3,4).

Revised October 19, 1989 (Article IV).

Revised October 19, 1995 (Article IV, 1, 2, 3).

Revised October 19, 1995 (Article V, 5, 10, 11).

Revised October 19, 1995 (Article VII, 1).

Revised October 19, 1995 (Article VIII, 1, 2, 3).

Revised October 28, 1999 (Article IV, 1, 3) (Article V, 7)

Revised November 8, 2001 (Article IV, 2) (Article V, 2, 8) (Article VII, 1,2,3)

(Article VIII, 1,2,3,) (Article IX, 1,2) (Article XIII, 4)

Revised November 14, 2002 (Article IV, 1,3) (Article V, 7).

POLICY HANDBOOK

1000 UNASSIGNED

2000 UNASSIGNED

3000 MEMBERSHIP

3010 TYPES OF MEMBERSHIP

1. ACTIVE MEMBERSHIP

Professional educators actively engaged in work within the broad field of media in education and any person interested in supporting the purposes and goals of the Association may become active members. Active members shall be entitled to vote, hold office and receive any appropriate services of the Association.

2. ASSOCIATE MEMBERSHIP

Paraprofessionals and technicians actively engaged in work within the broad field of media in education may become associate members. They shall receive services as authorized by the Board of Directors. Associate members may not hold elective office.

3. HONORARY MEMBERSHIP

Any person who has rendered significant services to the educational media interests in the state may be elected to honorary membership on nomination of the Board of Directors and by a majority vote of the membership present and voting at any annual meeting of the Association. Persons holding honorary memberships in MASL or MAVA prior to December 13, 1973, will hold honorary membership in MAME without further assessment. Honorary members shall be entitled to all rights and privileges of membership and shall be exempt from payment of dues.

4. RETIRED MEMBERSHIP

Any persons who have held active membership in the Association upon retirement shall be eligible for retired membership status. For purposes of clarification, retirement shall mean those persons meeting the requirements for Social Security retirement benefits, or living on retirement income and not gainfully employed. Upon payment of dues, retired members shall be entitled to vote, hold office and receive any appropriate services of the organization.

5. STUDENT MEMBERSHIP

Full-time students may become members upon payment of dues. A student shall be defined as enrolled full time, throughout the membership year, in an institution that prepares media specialists, media paraprofessionals, or media technicians. A student membership may not be held by anyone holding a professional, paraprofessional or technical position during the membership year unless the difference in the membership dues be paid to the treasurer to make a member in good standing in the proper category of membership. Student members shall receive services as authorized by the Board of Directors. They shall not be entitled to hold elective office.

6. COMMERCIAL MEMBERSHIP

Companies may hold membership upon payment of dues. Commercial members shall receive services as authorized by the Board of Directors. They shall not be entitled to vote or hold elective office.

7. INSTITUTIONAL SERVICES

Upon payment of a designated service fee, institutions may receive periodical publications and other mailings as authorized by the Board of Directors. Institutions may not hold a membership in the Association.

Revised October 1993 (3010, 4)

Revised December 7, 2002 (3010, 5, 6)

3020 DUES STRUCTURE

Each year the Board of Directors shall review the basic dues structure for membership. Review shall take place at a regular meeting of the Board of Directors and dues will be set prior to the time membership renewals are solicited for the next fiscal year.

Revised December 7, 2002

3030 MEMBERSHIP PROCEDURE

Membership application/renewal forms shall be sent directly to the membership designate.

Corresponding Constitutional Article III.

Adopted February 23, 1974.

Revised September 21, 1974.

Revised November 15, 1975 #33.

Adopted December 9, 1978 (3018).

Adopted December 9, 1978 (3028).

Revised October 18, 1982 (3024, 3025).

Revised October 27, 1985 (Entire).

Revised March 29, 1992

4000 OFFICERS

4100 PRESIDENT

The Constitution states that the President shall:

1. Serve as a voting member of the Board of Directors.
2. Serve as a member of the Executive Committee.
3. Appoint committee chairpersons.
4. Call meetings of the Board of Directors.

4110 POLICY

The President shall:

1. Preside at and make site arrangements of all Board, Executive Committee meetings.
3. Serve as ex-officio member of all committees.
4. Make appointments for specific tasks of the Association as needed.
5. Verify and forward a list of all officers, chairpersons and appointees, with addresses and telephone numbers, to the Executive Director, Secretary, Database Manager and the Web Master by January 15, of each year for the Association Directory and business meetings of the Association.
2. Serve as a member of the Planning Committee for the MAME Winter Conference.
6. Provide a written charge to all chairpersons and appointees receive annual reports from the same as specified in the Committee Procedures.

7. Maintain active liaison with national and regional associations, providing requested information and communication.
8. Coordinate planning for Regional Conferences of National Affiliate Organizations the International Society for Technology in Education (ISTE) and the American Association of School Librarians (AASL Region III) when they occur in Michigan.
9. Represent (or delegate representation) the Association at state, regional, and national meetings as required, with necessary reimbursement provided by the Association.
10. Receive written, annual reports (in quadruplicate) from all officers, chairpersons, and appointees, including a copy of the financial audit. He/she will forward copies to the President-Elect, Historian, and MAME office.
11. Maintain liaison relationships with affiliates of the Association and other appropriate groups.
12. Provide for updating of the Constitution, policies and procedures of the Association.
13. Perform any other duties pertaining to the office.

Corresponding Constitutional Article IV.

Adopted April 26, 1974.

Revised December 1, 1984.

Revised October 27, 1985. (Entire).

Revised March 29, 1992.

Revised December 4, 1999 (1&5).

Revised September 14, 2002 (4110, 8).

4200 PRESIDENT-ELECT

The Constitution states that the President-Elect shall:

1. Serve as a voting member of the Board of Directors.
2. Serve as a member of the Executive Committee.
3. Perform the duties of the President in the absence of that officer.
4. Succeed to the Presidency after serving one year as President-Elect.
5. In the event the President is unable to serve his/her full term, the President-

Elect shall succeed to the un-expired remainder of the term and continue through his/her own term.

4210 POLICY

The President-Elect shall:

1. Oversee the activities of the conference chairperson planning the annual conference.
2. Serve as a member of the Planning Committee on the MAME Winter Conference.
3. Assist the President in the implementation of administrative responsibilities.
4. Be responsible for supervision of the MAME office.
5. Be a delegate to other organizations when appropriate.
6. Perform any other duties pertaining to the office.

Corresponding Constitutional Article IV.

Adopted April 26, 1974.

Revised December 1, 1984.

Revised October 27, 1985. (Entire).

Revised March 29, 1992.

4300a VICE PRESIDENT OF REGIONS/SPECIAL INTEREST GROUPS (SIGS)

The Constitution states that the Vice President of Regions/Special Interest Groups shall:

1. Serve as a voting member of the Board of Directors.
2. Serve as a member of the Executive Committee.

4310a POLICY

A. The Vice President of Regions/Special Interest Groups shall:

1. Coordinate the activities of the regions and special interest groups, keeping a file of officers, including addresses and phone numbers.
2. Assist the Membership and Government Relations Committees in

promoting their activities within the region/SIGS structure.

3. Attend region/SIGS meetings and conferences when possible, with expenses reimbursed up to the amount budgeted by the Association.

4. Encourage and supervise the combining of regions and/or region boards when appropriate.

5. Encourage and supervise the work of the Special Interest Groups (SIGS).

6. Prepare an annual summary report of region and special interest group activities and programs to include:

a. Names of all regional representatives to the Board of Directors and membership count for each of the regions.

b. Indicate the frequency of regional meetings.

c. Brief account of conferences or workshops.

d. Contributions of the regions to the Association (i.e., new items, articles, legislative efforts, etc.)

e. And report on other activities.

7. Assume the chair in the absence of the President and President-Elect.

8. Encourage the regions to request reimbursements on a timely basis.

9. Assist Special Interest Groups in budget planning and budget requests.

10. Serve as a member of the planning committee for the MAME Winter Conference. Following election participate in the planning for the forthcoming Leadership Conference.

11. Perform any other duties pertaining to the office.

Revised December 1, 1984

Revised October 27, 1985

Revised April 2, 1987

4331 added April 2, 1987

Revised March 29, 1992

Revised October 19, 1995

4300b VICE PRESIDENT OF CONTINUING EDUCATION

The Constitution states that the Vice President of Continuing Education shall:

1. Serve as a voting member of the Board of Directors
2. Serve as a member of the Executive Committee

4310b Policy

The Vice President of Continuing Education shall:

1. Develop and implement professional development programs for members and external groups (i.e. regional, weekend, summer workshops).
2. Maintain a list of presenters or trainers willing to share their workshops with Regions.
3. Conduct a formal membership survey once every ten (10) years, which would assess the needs of the membership for training, information and professional growth opportunities.
4. Seek opportunities to share continuing education activities with: Michigan Library Association, REMC's, MACUL, MASB, MASSP, MAMSP, MAESP, MRA, etc.
5. Prepare an annual summary report of all continuing education activities.
6. Assume the chair in the absence of the President, President-Elect and Vice President of Regions/Special Interest Groups.
7. Communicate with the Fall Conference Program Committee and Winter Conference Chair possible workshop topics, programs, and/or speakers.
8. Perform any other duties pertaining to the office.

Adopted October 19, 1995.

Revised September 14, 2002 (4310b, 3).

4400 IMMEDIATE PAST PRESIDENT

The Constitution states that the Past President shall:

1. Serve as a voting member of the Board of Directors for one year.
2. Serve as member of the MAME Executive Committee.
3. Serve as Chair of the Nominating Committee.

4410 POLICY

The Immediate Past President shall:

1. Act in an advisory capacity in the affairs of the Association.
2. Serve as the chairperson of the MAME Winter Conference with the assistance of the President, the President-Elect, the Vice President of Regions and Special Interest Groups, and Vice President of Continuing Education.
3. Be a member of the policy committee.
4. Be a member of the Citations and Awards Committee.
5. Serve as a representative of the organization when appropriate.
6. Perform any other duties pertaining to the office.
7. Shall be a member of the Mini Grant Committee.

Revised December 1, 1984.

Revised October 27, 1985.

Revised April 2, 1987.

Revised March 29, 1992.

4500 SECRETARY

The Constitution states that the Secretary shall:

1. Serve as a voting member of the Board of Directors for two years.
2. Serve as a member of the Executive Committee.

4510 POLICY

The Secretary shall:

1. Keep minutes of all Board, Executive Committee and business meetings of the Association, forwarding the same to the Executive Director's office within one week after the meeting for dissemination.
2. Send and receive correspondence when requested by the President and/or Board of Directors.
3. Direct the Executive Director to provide new officers and chairpersons with a copy of the Constitution and policies and procedures of the Association.
4. Perform any other duties pertaining to that office.
5. All official minutes of MAME Board of Directors meetings shall be coded with a numbering system which notes each board action taken with consecutive numbering starting with 1 at the first meeting of the year through whatever number is needed at the end of the year.

Corresponding Constitutional Article IV.

Adopted April 26, 1974.

Revised April 10, 1975 p.4.

Revised October 27, 1985 (Entire).

Revised March 29, 1992.

Revised December 4, 1999.

4600 TREASURER

The Constitution states that the treasurer shall:

1. Serve as a voting member of the Board of Directors for three years.
2. Serve as a member of the Executive Committee.

Revised December 7, 2002 (4600, 1)

4610 POLICY

The Treasurer shall:

1. Keep a record of all deposits and expenditures and oversee the financial record keeping of the Association.
2. Submit a written report of the condition of the treasury at all Board meetings of the Association.

3. Prepare with the assistance of the Executive Director a detailed annual report for the Board of Directors. The report will be presented at the first Board of Directors meeting after January 1 of each year and orally to the membership at the Fall Conference.
4. Shall analyze the past financial experiences, anticipate Association needs in the future, and make financial recommendations to the Executive Committee that serves as the Budget and Finance Committee concerning budget, policy and procedures.
5. Submit to the Board of Directors a proposed budget for the coming fiscal year at the December Board meeting after consultations with the Executive Committee and Committee Chairpersons.
6. Have a Certified Public Accountant do a review of the Association books at the end of each fiscal year while preparing the taxes.
7. Retain all records during tenure as Treasurer archiving appropriate records for historical purposes. All records are then turned over to the new Treasurer.
8. Shall Chair the Ruby Brown Fund Committee, be a member of the Mini Grant Committee, and serve as Treasurer of the Fall Conference.
9. At the December meeting, seek approval from the Board of Directors for reimbursement per diem. Mileage rates will be the amount approved by the IRS.
10. And, shall perform any other duties pertaining to the office.

Revised March 29, 1992.

Presented December 12, 1998; voted & passed January 10, 1999 e-mail vote. Revised December 4, 1999 (#3).

Revised December 7, 2002 (4610, 3, 5, 7, 10, add 9).

4660 REIMBURSEMENT

4661 MAME REIMBURSEMENT POLICY

Only persons attending events at the specific request of the MAME Board of Directors shall be eligible for reimbursement by the MAME Treasurer and then, only under the following

conditions:

1. Reimbursement will not be provided for any costs paid by the attending person's employer or source other than him/herself.
2. The means of transportation used by the person to reach the event will be determined by the MAME Board. If transportation is by personal automobile, reimbursement will be made at current mileage rate as determined by the Board of Directors. If transportation is by air, reimbursement will be based on the prevailing least costly air rate. Other forms of transportation will be reimbursed at a rate determined by the board.
3. MAME Board members shall receive reimbursement for mileage to meetings in excess of 300 miles round trip excluding the annual Fall Conference.
4. Reimbursements to individuals not specifically covered in the budget require Board approval.
5. The Reimbursement Policy shall be reviewed and evaluated annually by the Budget and Finance Committee.

Revised December 7, 2002 (4661 Omitted 3 & 4 and renumbered 5).

4662 CONFERENCE DELEGATES

Conference delegates shall submit a written report.

Adopted April 27, 1974.

Revised September 21, 1974.

Adopted December 7, 1979.

Revised December 7, 2002.

4663 PROCEDURES

1. Reimbursements to individuals for whom funds are officially budgeted will be made upon presentation of an official MAME reimbursement request with attached receipts to the Board Member responsible for the budgetary item and through the Executive Director.
2. A detailed explanation as to why receipts are not available must accompany each reimbursement request with out a receipt.
3. The Executive Director will send all official reimbursement forms to the Treasurer for payment. The Treasurer will send the Executive Director a list of checks written at the end of each month.

4. All checks and cash will be processed by the Executive Director and sent to the Treasurer for deposit. The Treasurer will send the Executive Director a list of all deposits at the end of each month.
5. The Treasurer will use online banking in order to determine the current condition of cash reserves before writing checks.
6. MAME will procure four business credit cards for use by the President, President-Elect, Treasurer and Executive Director. Receipts for all items charged on these accounts will be attached to an official reimbursement form and sent to the Executive Director within a month of the charge.
7. The Treasurer will delete the new Past-President from the credit card on January 1. The next year's President-Elect will be added to the credit card as soon as possible following the summer election.
8. In the event the Treasurer is unable to complete his/her term or handle the finances of the organization, an emergency meeting of the Executive Committee will be held to appoint a Board member to fulfill the duties until such time as the Co-Treasurer position can be instituted.

Adopted April 27, 1984.

Revised December 7, 2002 (4663, 1-8).

4700 Change in Treasurer

1. The Treasurer shall notify the Executive Board of his/her desire to retire in writing on or before September 1 of the second year of office.
2. The Executive Board will present a nomination for the position of Treasurer at the December Board meeting for approval.
3. During the following year, both members will act as Co-Treasurers to assure a smooth change of office.
4. During the term of Co-Treasurers, they will both be voting members of the Board of Directors.
5. All current records will be turned over to the new Treasurer on or before September 1st of the Co-Treasurer year.
6. The outgoing Treasurer will arrange for the Secretary to send a letter including the Board of Directors minutes appointing Co-Treasurers to the bank in order to transfer signature authority to the new treasurer.

7. The Secretary will have signature authority in case of an emergency.
8. The Board of Directors will approve the beginning of the first term of the new Treasurer at the December meeting.

Corresponding Constitutional Article (Article IV, 1,3).

Adopted December 4, 1999.

Revised December 7, 2002 (4700 1-8, 4710 omitted).

4800 BOARD OF DIRECTORS

4810 ATTENDANCE AT BOARD MEETINGS

1. All voting and non-voting members of the Board of directors are expected to attend Board Meetings.
2. The Board of directors shall receive an agenda in advance and minutes of all meetings.
3. Any member of the organization may attend any Board Meeting. The Board may call a closed executive session for purposes of discussion.
4. Representatives to the Board other than elected officers and the Executive Director may send an alternate. The voting members must designate in advance of the meeting that their respective alternates may cast votes.

Revised March 29, 1992.

4820 VOTE

A member of the Board of Directors shall cast no more than one vote on each item presented to the Board for a vote.

5000 UNASSIGNED

6000 APPOINTED OFFICES

6100 EXECUTIVE DIRECTOR

Revised March 29, 1992.

6110 POLICY

The Executive Director shall:

1. Be in charge of Headquarters and its personnel and shall carry out the activities provided for in its operational budget.
2. Carry out the policies formulated by the Board of Directors and perform such other duties as determined by the Executive Committee. The Executive Director shall be working under the supervision of the Board through the office of the President.
3. Submit an annual report to the Board of Directors.
4. Maintain a back file of Media Spectrum issues, all minutes-of meetings, and financial records.

Revised March 29, 1992.

6120 JOB DESCRIPTION

The Board of Directors shall formulate a general job description for the Executive Director for MAME for the first year of operation in accordance with the policies enumerated in Sections 1 and 2 above.

Thereafter, the outgoing Board will review the job description with the Executive Director at its final meeting and make those modifications, if any, deemed essential. In addition, review of the job description may be initiated at any time during the year upon request of either the Board or the Executive Director. The job description shall be appended to the Policy Manual.

Corresponding Constitutional Article VI.

Adopted January 12, 1974.

Adopted January 15, 1977 (6110.5).

Revised October 27, 1985.

Revised March 29, 1992.

6200 UNASSIGNED

6210 UNASSIGNED

6300 PARLIAMENTARIAN

6310 POLICY

The Parliamentarian shall:

1. Be appointed for a renewable three-year term.
2. Have a copy of a current Robert's Rules of Order at all business

meetings.

3. Be current on Robert's Rules of Order and MAME policy.

4. Make parliamentary recommendations, based on the good of the organization, to the President in all areas not governed by Robert's Rules of order or MAME policy.

5. Be a member of the MAME Policy Committee.

Corresponding Constitutional Article XI.

Position adopted January 12, 1974.

Revised May 15, 1976.

Revised October 27, 1985.

6400 HISTORIAN

6410 POLICY

The Historian shall:

1. Be appointed for a renewable three-year term.

2. Maintain MAME history.

3. Have a copy of the current year's proceeding at all MAME Board Meetings.

4. Submit an annual report to the Board of Directors and President.

5. Submit a copy of previous year's history to the Executive Director.

6. Maintain a back file of Media Spectrum issues.

Position adopted January 12, 1974.

Revised May 15, 1976.

Adopted January 15, 1977 (6410.6).

Revised October 27, 1985.

Revised March 29, 1992.

6500 ONLINE COMMUNICATIONS

The Online Communications (Website) person shall:

1. Be appointed for a renewable four year term.

2. Attend all MAME Board meetings and report on progress towards completing charges and other activities.
3. Work with the Executive Director to maintain a current job-posting list on MAME's Website.
4. Keep current all relevant organization information on MAME's Website, such as officers, regional representatives, committee chairs, etc.
5. Work with chairs of the Fall and Winter Conferences, and the Academy or other professional development activities, to have information regarding them posted in a timely fashion.
6. Add innovations, as they become available or requested.
7. Respond to/or implement suggestions sent to MAME's e-mail address.

Presented on December 12, 1998; voted & passed January 10, 1999 e-mail vote.

7000 REGIONS AND SPECIAL INTERESTS GROUPS

Revised October 19, 1995.

7100 REGIONS

7110 POLICY

1. The Regions of MAME shall be organized to correlate closely with the Regional Educational Media Center areas as determined by the Michigan Department of Education yet allow for those existing regional groups to retain their identity if they choose.
2. Membership in a region is automatic for all MAME members.
3. Membership in a region is assigned to each MAME member on the basis of the MAME region in which he/she is primarily employed.
4. MAME members may participate in activities of regions other than their own. However, they may only serve as regional officers in their designated region.
5. Participants in activities of MAME regions are not required to be members of MAME.
6. Regional officers and representatives to the MAME Board of

Directors must be members of MAME.

7. Regions will not receive financial consideration by MAME for participants who are not members of the Association.

8. Only MAME region participants who are members may vote in MAME activities including regional decisions which directly affect the Association.

9. Region representatives shall attend (or be responsible for appointing an alternate to attend) all MAME Board of Directors meetings.

10. Should a region be un-represented at three or more consecutive MAME Board of Directors meetings, the MAME President may appoint a member-at-large of the region to attend MAME Board meetings.

11. Regions may not assess dues. However, MAME members may be assessed for mailing expenses. Additionally, fees may be collected for participation or operational expenses.

Corresponding Constitutional Article VII. Adopted January 12, 1974.

Revised September 21, 1974.

Revised January 25, 1975.

Adopted May 15, 1976 (7110.6).

Adopted January 15, 1977 (7110.7).

Revised October 19, 1995 (7110.10).

7111 COMBINED REGIONS

Individual regions of MAME may elect to combine their membership and assets with those of other regions by using the following procedures:

1. The MAME Board of Directors shall be made aware, by letter addressed to the President, that the regions desire to combine.

2. An announcement of intent to combine shall be published in two consecutive issues of MAME newsletter.

3. The Vice President of Regions shall conduct an election in each region wishing to consolidate. Such consolidation must be approved by a majority of those eligible members of each region voting in the election.

4. Once the consolidation is approved by each region to be consolidated, the MAME Board of Directors may confirm and approve the new configuration.

5. The newly configured region shall hold elections and have officers

in place within 60 calendar days from the date the NAME Board of Directors approved any consolidations.

6. Consolidated regions shall have only one vote on the Board of Directors and shall enjoy all other benefits accorded to all other regions.

7. All assets of the region to be combined shall be turned over to the newly configured region.

7112 DISSOLUTION OF COMBINED REGIONS

In the event that combined regions consisting of two or more regional units wish to separate, the following course shall be applied:

1. The Chairperson of the combined region shall notify the MAME President in writing, presenting reasons for the request.

2. The request for dissolution shall be published in two consecutive issues of the MAME Newsletter.

3. A letter enumerating the reasons for, and the consequences of, the dissolution shall be sent by the Vice President of Regions and Special Interest Groups, and to each member of the combined region.

4. Within two weeks after the letter is sent to all members of the combined region, the Vice President of Regions and Special Interest Groups shall send a ballot to each member of the region to be divided. The dissolution must be approved by a majority of eligible members of the region voting.

5. After the dissolution is approved by a majority of the region members, the MAME Board of Directors may confirm and approve the new configuration.

6. The newly configured regions shall hold elections and have officers in a place within 60 calendar days from the date the MAME Board of Directors approved the dissolution.

7. Divided regions shall have one vote each on the Board of Directors and shall enjoy all other benefits accorded to all other regions.

8. Assets of the formerly combined region shall be apportioned to the newly-configured divided regions in proportion to the number of members in each region.

Revised October 19, 1995 (7112.3 & 7112.4).

7113 MINI GRANTS

Regions may apply for a Mini Grant for program development. A Committee consisting of the Vice President of Regions and Special Interest Groups, the Treasurer, the Past President shall evaluate and approve the Mini Grants.

Revised October 19, 1995.

7120 OFFICERS

The chief officer of a region shall be known as a chairperson.

7121 CALENDAR

Recommended that the calendar year be the same as MAME's, but school year calendar will be acceptable.

7122 ELECTIONS FOR OFFICERS

1. Elections shall be conducted annually based upon calendar adopted. Officers assume office either in January 1 or July 1.
2. Failure to hold elections:
 - a. A 30-day extension from January 1 to September 1 (whichever is appropriate) shall be granted.
 - b. After the 30-day extension has lapsed, the Vice President of Regions and Special Interest Groups shall appoint a nominating committee and the election shall be run by the Vice President of Regions and Special Interests Groups.

Revised October 19, 1995 (7122.2b).

7123 REIMBURSEMENT

1. All financial reimbursements to the regions for memberships shall be based on the January numbers. Region Representatives shall be notified of the current year's amount at the March Board Meeting.
2. MAME will hold the funds for any regions that do not wish to have an individual bank account. All deposits and reimbursements for the regions with held accounts will follow the MAME Policy Handbook 4663 Treasurer Procedures.
3. The Representative of Regions with individual bank accounts must fill out the official regions account form to have the fee reimbursement sent to the Region bank

account. It must be sent to the Executive Director at the MAME office for processing.

Corresponding Constitutional Article VII.

Adopted January 12, 1974.

Revised June 7, 1975. (#12 and 12a).

Revised May 15, 1976.

Revised January 14, 1978 and April 8, 1978 (7130).

Adopted April 8, 1978 (7130).

Adopted December 9, 1978 (7130.2).

Adopted December 9, 1978 (7130.3).

Adopted June 21, 1979 (7130.3a).

Adopted December 1, 1984 (7111).

Revised December 7, 2002 (7123, 1-3).

7200 SPECIAL INTEREST GROUPS

7210 POLICY

1. The Special Interest Groups shall be based on an individuals interest and payment of dues to join the division.
2. Division representatives shall attend (or be responsible for appointing an alternate to attend), all MAME Board of Directors meetings.
3. Should a division be un-represented at three or more consecutive MAME Board of Directors meetings, the MAME President may appoint a member-at-large of the divisions to represent the group at MAME Board meetings.

Revised October 19, 1995 (7210.3).

7220 OFFICERS

The chief officer of a special interest group shall be known as the chairperson.

Revised October 19, 1995.

7221 CALENDAR YEAR

Calendar year shall be the same as MAME's, January 1 through December 31.

7222 ELECTION OF OFFICERS

1. Elections shall be held annually in the Fall with new officers to take office on January 1st.

2. Failure to hold elections:

- a. A 30-day extension from January shall be granted.
- b. After the 30-day extension has lapsed, the Vice President of Interest Divisions of MAME shall appoint a nominating committee from the membership of the division and the election shall be conducted by the Vice President of Regions and Special Interest Groups.

Revised October 19, 1995 (7222.2b).

7223 SPECIAL INTEREST GROUPS REIMBURSEMENT

1. All fee reimbursements to special interest groups for memberships shall be based on the January membership numbers. Group Representatives shall be notified of the current year's reimbursement at the March Board Meeting.
2. MAME will hold the funds for any special interest group that does not wish to have an individual bank account. All deposits and reimbursements for the group with held accounts will follow the MAME Policy Handbook 4663 Treasure Procedures.
3. The special interest group with individual bank account must fill out the official account form to have their reimbursement sent to their bank account. It must be sent to the Executive Director at the MAME office for processing.

Revised December 7, 2002 (7223, 1-3).

7230 PETITION PROCEDURES

7231 SUBMISSION OF PETITION

To create a new special Interest Group, members shall follow these steps.

1. Create an Ad Hoc Committee to determine a name and draw up a set of objectives for the proposed interest group.
2. Obtain sufficient signatures of MAME members to allow the Board of Directors to consider creation of the new group. At least twenty members must indicate their interest and support by signing the petition.
3. Transmit to the MAME Executive Secretary the petitions, name, and list of objectives of the Interest Group, and names of those who constituted the Ad Hoc Committee to the MAME Executive Secretary.

Revised March 29, 1992.

Revised October 19, 1995 (7231.1, 7231.2, 7231.3).

7232 PROCESSING OF PETITION

1. A committee appointed by the Board of Directors will certify petitions.
2. Upon determinations of sufficient interest and support for creation of the Interest group, the petitions, name, and list of objectives will be transmitted to the MAME Board of Directors for consideration.
3. The Board of Directors will consider the petition, name and list of objectives in line with the provisions of the MAME Constitution and operational policy.

Revised October 19, 1995 (7232.2).

7233 IMPLEMENTATION

Once the Board of Directors has established the special interest group, members of the Ad Hoc Committee should organize a divisional membership meeting for the purposes of:

1. Developing operational procedures.
2. Electing a chairperson and any other desired officers.
3. Developing programs.
4. Publicizing the divisions. Those signing the enabling petitions may be considered the membership of the division the first year.

Corresponding Constitutional Article VII.

Adopted January 12, 1974.

Revised May 15, 1976.

Adopted December 9, 1978 (7223.1).

Adopted December 8, 1978 (7223.2).

Adopted June 2, 1979 (7223.2a).

Revised September 18, 1982 (7222).

8000 COMMITTEES

8010 POLICY

1. With the exception of the Conference Chairpersons Committee chairpersons are appointed and coordinated by the President. All committees report to the Board of Directors.

2. Committee chairpersons shall present an annual budget request. Once the budget has been approved, the chairperson shall have control of the expenditures.

a. Budgeted funds not expended during budget allocation period shall revert back to MAME treasury.

3. Committees shall submit an annual written summary of committee work including an account of expenditures.

4. The Board or the Committee chairperson may initiate additional committee reporting to the Board of Directors.

5. Government relations shall be appointed for a three-year period with the option of renewal by mutual agreement with the incoming President of the Association.

6. Committee chairperson appointments may be terminated upon the recommendation of the MAME Executive Committee and a majority vote of the MAME Board of Directors.

8. All committee chairperson appointments for longer than one year shall be subject to annual review by the MAME Executive Committee.

Revised January 8, 2000 (8010, #5).

8020 PROCEDURES

8021 OPERATIONAL GUIDELINES

1. The President shall provide a written charge to the committee chairperson.
2. The committee shall specify its goals in relation to the charge. A written list of goals shall be transmitted to the President.
3. The Committee Chairperson shall submit a roster of committee members to the President, Secretary, and Executive Secretary.
4. A file of committee reports and minutes shall be maintained for the information of succeeding committees. This file shall be transferred to the new Committee Chairperson by way of the Executive Director. File materials over two years of age shall be turned over to the Historian.
5. Budget recommendations shall be submitted for the next year to the Treasurer by the 1st of December.

Revised December 7, 2002 (8021,5).

8022 REPORTING FORMS

1. Budget Projection.
2. Annual Report.
 - a. Charge
 - b. Goals
 - c. Methods used to obtain goals
- d. Outcomes
 - e. Recommendations for further activities
 - f. Expenditure Report
 - g. Budget recommendations
3. Reimbursement Form (general form)

Revised December 1, 1984 (8010.1).

8100 STANDING COMMITTEES

8101 CERTIFICATION

8102 CONFERENCE SITE

8103 CONFERENCES

1. The Conference Chairperson shall be appointed and coordinated by President-Elect.

2. Program information shall be made available to MAME members prior to the conference.

3. All MAME members, including conference planning committee members shall pay conference registrations and fees.

a. The MAME President, President-Elect Conference Chairperson, and Executive Director will be exempted from payment of MAME

conference fees.

4. The Conference Committee shall establish fees and charges for each conference attendees with the approval of the MAME Board of Directors.

5. The Conference committee with the approval of the MAME Board of Directors shall determine fees for conference exhibitors.

6. The Conference Committee will have jurisdiction over the conference program. A responsibility of the committee shall be to keep the MAME Board of Directors informed of plans for the conference.

7. Presenters and conference participants who are members of MAME will be expected to pay their own fees and registration expenses, unless special arrangements are made which the MAME Board of Directors approves.

8. Presenters who are not members of MAME, and who by virtue of their profession, would not normally belong to MAME, shall be provided complimentary registrations and other expenses as determined by the conference chairperson.

9. The conference financial report listing receipts and expenditures shall be submitted to the MAME Board of Directors by the March meeting.

Revised March 29, 1992.

Revised December 7, 2002 (8103, 9).

8104 INTELLECTUAL FREEDOM

8105 RELATIONS

1. The Government Relations Chairperson shall be appointed for a three-year period.

8106 MEMBERSHIP LIST

1. When such actions will be of professional benefit to the membership, MAME will provide a set of membership labels or authorize the use of its membership list by persons others than MAME. The organization receiving the service will pay an amount to cover the costs. Each region and interest division shall receive one free set of adhesive labels annually (as needed).

2. Vendors for Fall Conference will be given the opportunity to purchase one set of school address labels. Otherwise, the membership list will not be sold as a revenue-producing item for MAME.

Revised March 5, 2000 (8106 #2)

8107 MEMBERSHIP COMMITTEE CHAIRPERSON

1. The Executive Director shall forward membership Information to the Membership chairperson as needed.
2. The main role of the Chairperson shall be one of promotion. To assist the Chairperson a committee shall be established consisting of one person for each region. This committee shall meet at the Winter Conference to plan the year's activities.
3. The Chairperson shall be responsible for the membership area at the Annual Conference.

Revised March 29, 1992.

8108 NOMINATIONS

8109 POLICY

8200 PUBLICATIONS

All publications of MAME shall be copyrighted.

8210 JOURNAL

Media Spectrum is the official publication of MAME.

1. Purpose: The purpose of Media Spectrum is to disseminate information of interest to MAME members about trends, materials, programs, and research in education, technology, and library science, relevant to their immediate and future responsibilities.
2. Content: Material normally takes the form of original articles, columns, graphics, photography, and other contributions.
3. Scope: In its responsibility as a vehicle for communication for the membership, Media Spectrum will provide articles of timely interest emphasizing the implications of trends in education, technology, and librarianship for media professionals and for reports about current media programs. Each special interest division in MAME shall provide articles pertinent to its concerns, as shall such special committees as government relations and intellectual freedom.

8212 EDITOR AND EDITORIAL COMMITTEE

1. Editorial Responsibility: The Editor has final responsibility for the

contents of the Journal. The Media Spectrum Editorial Committee advises the Editor in all policy matters concerning editorial content, develops statements of policy, and recommends their adoption by the MAME Board of Directors.

2. Term of Appointment: The Editor shall be appointed to a three-year term by the President of MAME, subject to approval by the Board of Directors. The Editor shall appoint members of the Editorial Committee for three-year terms with the terms of at least two members staggered to ensure continuity of operation.

3. The Editor shall serve on the Board of Directors Ex Officio, without a vote, and shall attend MAME Board meetings.

4. The Editor shall maintain a Media Spectrum Policy Manual that will be given to each succeeding Editor.

5. The Editor will keep a file of all issues and other pertinent papers and correspondence to be passed to future editors.

8213 PUBLICATION

1. Media Spectrum shall be published three (3) times a year.

2. Members of MAME will receive a subscription to Media Spectrum.

3. The MAME Board will set fees for advertising, which will be reviewed annually prior to formulation of the MAME budget.

4. Each contributor to Media Spectrum will receive one copy of that issue free.

5. Each Advertiser in Media Spectrum will receive one copy of that issue free.

6. Media Spectrum grants permission to reprint articles for educational non-commercial use with credit to Media Spectrum.

7. Permission to reprint Media Spectrum articles for commercial use must come from the authors.

Revised January 11, 2003 (8213 #1, omitted #6 and renumbered)

8300 NEWSLETTER

1. MAME Newsletter shall be printed at a plant close enough to the editor's home base so it will be possible for the editor to work closely with the printer.

2. MAME NEWSLETTER shall be published at least four times annually with copy deadlines as recommended by the Board of Directors.

3. Non-periodic.

8400 PUBLIC RELATIONS

8500 BUDGET AND FINANCE COMMITTEE

8510 POLICY

The Budget and Finance Committee shall:

1. Annually review budget requests and recommend those consistent with priorities to the Board.
2. Annually review all advertising rates.
3. Annually review MAME reimbursement policy.

8512 BUDGET AND FINANCE COMMITTEE CHAIRPERSON

The Budget and Finance Committee Chairperson shall be the MAME Treasurer.

8513 BUDGET AND FINANCE COMMITTEE MEMBERS

The Budget and Finance Committee members shall be the President, Policy Committee Chairperson, Immediate Past President, President-Elect, Treasurer and Co-Treasurers during years of Treasurer change.

Revised December 7, 2002 (8513).

8600 CITATIONS AND AWARDS

8700 RUBY BROWN COMMITTEE

8710 POLICY

1. The Ruby Brown Fund Committee purposes to promote, improve, and prolong the organization through:
 - a. Developing leadership within membership.
 - b. Developing professional expertise of the membership.
 - c. Recognizing professional excellence of individuals, programs, and institutions.

2. The Ruby Brown Fund Committee shall consider annually the expenditure of the previous year's income according the fund purpose.

3. The Ruby Brown Fund Committee members shall include the MAME Treasurer as Chairperson and the Executive Board as Committee.

Corresponding Constitutional Article VIII.

Adopted January 12, 1974.

Revised October 15, 1974.

Revised November 7, 1974.

Revised December 10, 1974.

Revised April 10, 1975.

Revised November 15, 1975.

9100 AFFILIATES

9110 POLICY

1. MAME's affiliation with any group should be as a total organization

2. The Association shall have the option of affiliation with organizations whose purposes and concerns are compatible with those of MAME as expressed in the Constitution.

3. Organizations whose purposes and concerns are compatible with those of MAME as expressed in the Constitution, and who have twenty per cent of their membership as MAME members, may seek to become affiliates of MAME.

4. Affiliates would have the opportunity to schedule meetings and sessions as a part of MAME state and/or regional conferences.

5. Affiliates would have the opportunity to submit news items and articles for the MAME newsletter and journal. In addition, the opportunity to publish other materials through MAME may be available.

9111 AASL STATE DELEGATE ASSEMBLY

MAME President and President-Elect shall serve as delegate and alternate. If any of the above preceding cannot serve, the President shall appoint an elected officer as a delegate/alternate/observer, as required, in this order: Vice President of the Regions and Special Interest Groups, Vice President of Continuing Education, Treasurer, Secretary, Immediate Past President. If none of the preceding can serve, the President shall appoint a former MAME officer.

9113 AASL REGION III DELEGATE

Revised September 14, 2002 (9112; 9114; 9115).

Current 11/2003