

Region C By-Laws

Article I. NAME

Section 1.01

The name of the Association shall be the National Association of Multicultural Engineering Program Advocates, Region C, hereinafter referred to as NAMEPA-C.

Article II. PURPOSE

Section 2.01

To uphold the NAMEPA, Inc. mission.

Section 2.02

To provide professional development and networking opportunities for the members in NAMEPA-C.

Article III. MEMBERSHIP

Section 3.01

The NAMEPA-C region will consist of the states of Illinois , Iowa , Kentucky , Michigan , Minnesota , Missouri , Ohio and Wisconsin .

Section 3.02

The membership of NAMEPA-C is defined by the By-Laws of NAMEPA, Inc.

Section 3.03

Classes of Members (see Nation By-Laws; Article II: Section 1)

Section 3.04

Right of Members (see National By-Laws: Article 11: Section 3)

Section 3.05

Dues are determined for the four classes of members by the National Board of Directors.

Section 3.06 TERMINATION OF MEMBERSHIP

(a) Membership may be terminated by the Executive Committee for non-payment of dues or for acts inimical to the purposes or reputation of the association.

(b) Membership is terminated automatically upon a member's loss of qualification for membership in the organization.

Section 3.07 RESIGNATION

(a) Any member may resign by filing a written resignation with the Secretary, but such resignation shall not relieve the member so resigning of the obligation to pay any dues, assessments or other charges theretofore accrued and unpaid.

Section 3.08 TRANSFER OF MEMBERSHIP

(a) Membership in the corporation except for individual membership resulting directly from endowing, corporate or institutional membership; is not transferable or assignable.

Article IV. MEETINGS

Section 4.01 Regional Year

(a) The regional year shall begin with the fall meeting.

Section 4.02 Regional Meeting

(a) Regular Meetings shall be held at the Fall Regional Conference and the Spring National Conference or as determined by NAMEPA-C. The date and location of the Fall Regional Meeting will be determined by the Program Committee and Executive Committee.

(b) All Executive Board members shall provide an oral and written report at all regular meetings.

Section 4.03 COMMITTEE AND EXECUTIVE BOARD MEETINGS

(a) Committee meetings do not constitute regular or special meetings nor are members of any committee authorized to vote on any policy matters affecting NAMRPA-C; unless otherwise authorized by the NAMEPA-C.

Section 4.04 SPECIAL MEETINGS

(a) The Executive Board of NAMEPA-C shall determine special meetings, including virtual meetings and conference call. The Secretary must notify all members at least one week prior to holding any special meeting.

Section 4.05 QUORUM

(a) A quorum for a meeting shall consist of 50% of members present.

Section 4.06 CONDUCTING MEETINGS

(a) All meetings shall be conducted in general guidance and accordance with Robert's Rules of Order.

Article V. OFFICERS AND ELECTIONS

Section 5.01 OFFICERS

(a) CHAIR

- Shall be elected to serve for a two-year period;
- Shall be responsible for presiding at all NAMEPA-C and Executive Board meetings and perform the duties appropriate to his/her office;
- Shall delegate responsibilities and duties not subject to an entire membership vote to Standing Committee Chairperson;
- Shall present future quarterly Meeting agendas to Executive Board one month prior to the Regular Meeting and
- Shall perform duties prescribed by the NAMEPA, Inc. Board.

(b) CHAIR-ELECT

- Shall perform the duties of the chair in his/her absence
- Shall be responsible to chairing the Fall Regional Conference Planning Committee
- Shall perform other duties as delegated by the Chair.

(c) SECRETARY

- Shall be elected to serve a two year period;
- Shall keep the official written records of the activities of the NAMEPA-C, including the minutes of regularly scheduled (Fall and Spring), Executive Board, Transition and special meetings;
- Shall notify, via e-mail or other reliable written communication, the entire membership or NAMEPA-C including tentative agenda, treasurer's report and past Regular Meeting minutes, one month prior to Regular meetings.
- Shall work cooperatively to coordinate his/her efforts in communicating with the entire membership and the Treasurer to maintain a current mailing list of members;
- Shall be responsible for maintaining and distributing the NAMEPA-C Stationary;
- Shall perform other duties as delegated by the Chair.

(d) TREASURER

- Shall be elected to serve for a two year period;
- Shall be responsible for all financial matters of NAMEPA-C and shall receive and distribute funds as authorized by the Chair and Chair-Elect;
- Shall prepare bi-annual financial reports to be presented orally and written at regularly scheduled meetings;
- Shall maintain accurate records of credits, debits, dues and NAMEPA-C meeting registration fees collected or other collected monies;
- Shall maintain accurate and current records of members in good standing (paid members) for the purpose of voting;
- Shall be responsible for NAMEPA-C Annual Financial Report;
- Shall perform other duties as delegated by the Chair.

Section 5.02 ELECTIONS

- At the Spring National Meeting, the chairperson shall appoint a nominating committee consisting of five members;
- The nominating committee must be approved by a simple majority of the members present at the spring meeting;
- The nominating committee shall be responsible for preparing a slate of nominees with at least one candidate for each office and a chairperson for each standing committee;
- The nominating committee shall present its slate of candidates at the fall meeting;
- After the nominating committee presents the slate, nominations from the floor will be permitted, nominations from the floor will require approval of 25% of the members present before the nominees can be added to the slate;
- The slate of candidates must be approved by a simple majority of members present at the fall meeting;
- The election will be by mail ballot;
- The Secretary will be responsible for mailing ballots to voting members within 30 days after the fall meeting. The ballots must be returned no later than two weeks after they have been mailed. The Secretary will be responsible for the tabulation of returned ballots;
- The results of the election will be announced at the annual National meeting;
- All regional officers and committee chairs will be installed at the fall meeting.

Article VII. Advisory Board

Section 6.01

The Executive Board shall be the policy making body of the regional association.

Section 6.02

The Executive Board shall be empowered to act for the association between meetings of the association.

Section 6.03

The Executive Board shall meet at least twice a year, and as the chairperson deems necessary.

Section 6.04

Reports of the Executive Board's actions shall be given to the association at each regional meeting.

Section 6.05 The Executive Board shall consist of :

- Regional Chair
- Immediate Past Chair
- Chair Elect
- Regional Treasurer
- Regional Secretary
- Advisory Board Chair
- Committee Chairs

Section 6.06 Removal

(a) Any officer elected by the members may be removed by the affirmative votes of two-thirds of the members entitled to be represented in person at a meeting called for that purpose whenever in their judgment the best interest of the corporation will be served thereby, but such removal will be without prejudice to the contract rights, if any, of the person so removed.

Section 6.07 Vacancies

(a) In the event that any office should become vacant, that office shall be filled as follows:

- If the office of the Chair should become vacant, the Chair-Elect shall immediately become Chair
- If the office of Chair-Elect should become vacant, the Executive Board shall call a special election at the earliest convenient time;
- If the offices of Chair and Chair-Elect should become vacant, the remaining Executive Board shall call a special election and elect an interim Chair to serve until the next annual meeting; at which time the newly-elected Chair and Chair-Elect will assume office.
- If the office of Secretary or the Treasurer should become vacant, the remaining Executive Board shall elect a replacement to fill that vacancy.

Article VIII. Committees

Section 7.01

(a) The Advisory Board shall advise the Executive Board and the Chairperson of policy related matters.

Section 7.02

(a) The Advisory Board shall consist of:

- Regional Chairperson: ex-officio
- A minimum of five Industrial and Community Representative

- Region Chair-elect
- Immediate Past Chairperson
- Representative of regional student groups (NSBE, SHPE, AISES)

Section 7.03

(a) The member of the Advisory Board shall select their chairperson.

Article VIII. Committees

Section 8.01

(a) Standing committees of the association shall be:

- Programs
- Membership
- Public Relations
- Evaluation
- Special Projects

Section 8.02

(a) Committee Responsibilities

- The Program Committee will be responsible for developing programs to meet the needs of the membership, along with planning and setting the agenda of the Regional meetings.
- The Membership Committee shall be responsible for coordinating with the National on strategies to strengthen regional membership.
- The Public Relations Committee shall be responsible for coordinating press releases for the region and handling publications.
- The Evaluations Committee shall be responsible for the evaluation of the effectiveness of the regional organization and serve as evaluators of program at other schools requesting services.
- The Special Projects Committee shall plan and oversee special projects that are outside of the responsibility of other committees.)

Section 8.03

(a) Standing Committee Chairperson shall serve a one year term, but are eligible for re-election.

Article IX AMENDMENTS

Section 9.01

Amendments to these By Laws shall be proposed by a majority of the Executive board or a ? majority of the regular members at a regional meeting.

Section 9.02

Proposed amendments shall be submitted to the Executive Board with arguments for and against, no less than 30 days prior to the regional or special meeting at which they are to be voted on.

Section 9.03

The By-Laws of NAMEPA-C may be amended by the concurring votes of two-thirds (2/3) majority vote of the total eligible voting members present, including proxy ones.

APPENDIX

BYLAWS OF THE NATIONAL ASSOCIATION OF MULTICULTURAL ENGINEERING PROGRAM ADMINISTRATORS.

ARTICLE II

MEMBERS

SECTION 1. CLASSES OF MEMBERS.

The corporation shall have four classes of members. The designation of each class and the qualifications of the members of each class will be as follows:

- A. Individual Members
This class will consist of individuals who are actively engaged in the college-level administration of multicultural

engineering programs or who are engaged in work which is related to increasing the participation of minorities in engineering and technical careers.

- B. Endowing Members
This class will consist of organizations which employ minorities in engineering and technical careers and organizations which are otherwise involved in increasing the participation of minorities in engineering and technical careers which pay the dues prescribed for Endowing Members.
- C. Corporate Members
This class will consist of organizations which employ minorities in engineering and technical careers and organizations which are otherwise involved in increasing the participation of minorities in engineering and technical careers which pay the dues prescribed for Corporate Members.
- D. Institutional Members
This class will consist of educational organizations and community agencies which maintain programs aimed at increasing the participation of minorities in engineering and technical careers.

SECTION 2.DUES.

The board of directors may establish annual dues for the four classes of members.

SECTION 3. RIGHTS OF MEMBERS.

- E. Individual Members
Individual Members will be entitled to all of the rights of membership, including the right to vote on matters submitted to a vote of the members, the right to hold any office for which they qualify, the right to receive announcements, notices, newsletters and other publications and the right to attend meetings of the board of directors, other than executive sessions to discuss personnel matters or other matters of a sensitive or confidential nature.
- F. Endowing Members
An Endowing Member will have the right to appoint five individuals to serve as its representatives at meetings of the members of the corporation. The individuals so appointed shall be considered Individual Members. An Endowing Member will have the right to remove any or all of its representatives and replace them with other representatives at any time.
- G. Corporate Members
A Corporate Member will have the right to appoint three individuals to serve as its representatives at meeting of the members of the corporation. The individuals so appointed shall be considered Individual Members. A Corporate Member will have the right to remove any or all of its representatives and replace them with other representatives at any time.
- H. Institutional Members
An Institutional Member will have the right to appoint three individuals to serve as its representatives at meetings of the members of the corporation. The individuals shall be considered Individual Members. An Institutional Member will have the right to remove any or all of its representatives and replace them with other representatives at any time.