



CONSTITUTION AND BYLAWS OF MISSOURI COLLEGE PERSONNEL ASSOCIATION (MOCPA)

ARTICLE I. NAME AND PURPOSE

Section 1. The name of this Association shall be the Missouri College Personnel Association (MoCPA), a State Division of ACPA College Educators International.

Section 2. The name of this Association shall be employed only in connection with the official business and activities of the Association. The name of the Association shall not be used by any individual, organization, or agency without the approval of the Executive Council.

Section 3. The Mission of this Association, in accord with the mission of the ACPA College Educators International, shall be guided by the following mission statement, vision statement, core values, goals and inclusion statement.

(a) Mission Statement. The Missouri College Personnel Association (MoCPA), a state division of the ACPA - College Educators International, promotes, supports, and fosters college student learning and development through the generation and dissemination of knowledge, which informs policies, practices and programs for Missouri student affairs professionals and the Missouri higher education community.

(b).Vision Statement. Missouri College Personnel Association (MoCPA) leads the Missouri student affairs profession and the higher education community in providing outreach, advocacy, and professional development to foster college student learning.

(c) Core Values. MoCPA is founded upon and implements the following core values:

- Education and development of the total student.
- Diversity, multicultural competence and human dignity.
- Inclusiveness in and access to Association-wide involvement and decision-making.
- Free and open exchange of ideas in a context of mutual respect.
- Advancement and dissemination of knowledge relevant to college students and their learning, and to the effectiveness of student affairs professionals and their institutions.
- Continuous professional development and personal growth of student affairs professionals.
- Outreach and advocacy on issues of concern to students, student affairs professionals and the higher education community, including affirmative action and other policy issues.

(d) The goals of this Association shall be fostered by stimulating and promoting programs that support the mission and goals of ACPA College Educators International, MoCPA shall be guided by the following goals:

- Knowledge and Competencies
- Professional and Career Development
- Membership and Recruitment

(e) Equity and Inclusion Statement. MoCPA actively promotes and recognizes principles of fairness, equity, and social justice in relation to, and across intersections of race, age, color, faith, religion, ancestry, national origin, citizenship, sex, sexual orientation, social class, economic class, ethnicity, gender identity/expression, family status, disability, body type, marital status, veteran status, or political orientation, and all other identities represented among our diverse membership.

- By appreciating the importance of inclusion, we acknowledge that the collective and individual talents, skills, and perspectives of members, constituent groups, and partners foster a culture of belonging, collaborative practice, innovation, and mutual respect. MoCPA seeks to empower and engage professionals, scholars, and partners in actions that productively contribute to accomplishing the goals of our Association.

ARTICLE II. MEMBERSHIP

Section 1. Types of Membership. Membership in this Association shall be open to all individuals and it shall be open to all people regardless of race, color, national origin, religion, sex, age, affectional/sexual orientation, or disability. There shall be four types of individual membership: Regular, Student, Affiliate, and Honorary.

(a) Regular. Any individual who is actively involved in college/university student affairs work (teaching, administration, research, or service) is eligible to become a REGULAR MEMBER of this Association and upon payment of dues shall be eligible to vote and to hold office.

(b) Student. Any individual who is attending an institution of higher learning as a student preparing for professional college/university student affairs work may become a STUDENT MEMBER and upon payment of dues to this Association at the student rate shall be eligible to vote.

(c) Affiliate. Any individual interested in college/university student affairs work but not actively engaged in such activities nor attending an institution of higher learning as a student in college student affairs work may become an AFFILIATE MEMBER of this Association upon payment of dues. Affiliate members are not eligible to vote or to hold office.

(d) Honorary. Persons may be designated HONORARY MEMBERS by action of the Executive Council. Honorary membership shall be for life and shall be exempt from payment of dues. Honorary members are not eligible to vote or to hold office.

Section 2. Dues. The annual dues of the Association shall be determined by the Executive Council with the approval of the membership.

ARTICLE III. ELECTED OFFICERS

Section 1. Elected Officers and Terms of Office.

(a) The elected officers of this Association shall be the President, President-Elect, immediate Past President, and Recording Secretary, and all shall be Regular Members of this Association and of the American College Personnel Association.

(b) The President, President-Elect, and Past President shall serve one-year terms which shall begin at the annual conference each year. The Recording Secretary shall serve a two-year term beginning at the annual conference each year.

(c) The President-Elect shall automatically become President of this Association one year after the commencement of his or her term of office as President-Elect, or upon the death or resignation of the President.

(d) In the event of the death or resignation of the President-Elect, the President shall appoint a replacement subject to the advice and consent of the Executive Council.

(e) The President shall automatically become the immediate Past President of this Association one year after the commencement of his or her term of office as President.

(f) If a vacancy occurs in the office of Recording Secretary, the President, subject to the advice and consent of the Executive Council, shall appoint a Regular Member of the Association to complete the vacated term of office.

Section 2. Executive Council Positions and Terms of Office.

(a) The elected Executive Council positions shall include three Institutional Representatives, one from each of three segments of higher education (community/junior colleges, private four-year colleges/universities and public four-year colleges/universities) and three Members-at-Large, and

all shall be Regular Members of this Association and encouraged to be members of the American College Personnel Association.

(b) The Institutional Representatives and Members-at-Large shall serve two-year terms which shall begin at the annual conference of each year.

(c) If a vacancy occurs in the one of the Institutional Representative and/or Members-at-Large positions, the President, with the advice and consent of the Executive Council, shall appoint a Regular Member of the Association to complete the vacated term of the position.

(d) Institutional Representatives and Members-at-Large may also serve on or chair committees of the Association and/or assume duties assigned by the President.

Section 3. Nomination and Election of Officers, Institutional Representatives, and Members-at-Large.

(a) The officers of this Association shall be elected annually.

(b) The President of the Association, with the approval of the Executive Council, shall appoint a Nomination and Election Committee consisting of five (5) Regular Members of this Association including the President-Elect who shall serve as Chair. *(If a member of the Committee becomes a candidate, he or she shall automatically resign from the committee and be replaced by a new member appointed by the President.)

(c) The responsibilities of the Nomination and Election Committee shall include the solicitation of candidates for the offices of President-Elect, Recording Secretary, Institutional Representative, and Member-at-Large positions of the Executive Council. The Committee shall canvass the membership for nominations for officers and positions. The candidate list, when prepared, shall be submitted to the Executive Council prior to the publication of election materials.

The election of officers will be conducted by a communication to all voting members of the Association. Nominations will be accepted 30 days prior to the start of the election process with the election being conducted over 2 weeks. Ballots may be distributed by means reasonably guaranteeing that eligible members will receive them and be able to respond in a timely fashion. Included with the ballots will be candidate biographies or statements giving the members some basis for their votes. This shall be the case even for uncontested offices. The Nomination and Election Committee will monitor election process, count votes, and announce new officers to the Executive Council and the membership.

The following election timeline will be followed:

July 1 – 20: Executive Council intent to run/apply for non-elected positions

July 21 – 31: Elections

August 1 – September 30: Confirmation of elected officials and selection of non-elected positions

October: Executive Council transition at annual conference

Section 4. Duties of Elected Officers, Institutional Representatives, and Members-at-Large.

(a) It shall be the duty of the PRESIDENT to preside at the annual meeting and all other general meetings of this Association; to consider all motions regularly made; to call and preside at special meetings; and to appoint all committees not otherwise provided for in the Bylaws. The President shall be an ex-officio member of all committees.

(b) The PRESIDENT-ELECT shall become familiar with the work of this Association in preparation for the ensuing term as President, and shall serve as an ex-officio member of all committees. In the absence of the President, the President-Elect shall preside over meetings or handle other Association business as necessary.

(c) The RECORDING SECRETARY shall record all official business meetings of this Association and shall transmit the minutes in writing to the President.

(d) Each INSTITUTIONAL REPRESENTATIVE shall represent one of three distinct segments of higher education- community/junior colleges, private four-year colleges/universities and public four-year colleges/universities- to the Association. Each Institutional Representative shall serve on at least one committee of the Association.

(e) Each MEMBER-AT-LARGE shall represent the diverse interests of the Association Members, including the usual functional areas represented in student affairs work. Each Member-at-Large shall serve on at least one committee of the Association.

(f) All Executive Council members are expected to attend Association conferences and Executive Council meetings.

(g) Additional duties of each officer are included in full position descriptions developed by the President and approved by the Executive Council annually.

ARTICLE IV. APPOINTED OFFICERS

Section 1. Treasurer. The treasurer shall be appointed by the President with the approval of the Executive Council. The treasurer shall serve for a period of two years. The Treasurer shall be a voting member of the Executive Council.

(a) Duties. The TREASURER shall receive all monies belonging to this Association; keep an account of all receipts and expenditures; pay all bills charged against the Association according to financial policies adopted by the Executive Council; present in writing a financial report at the end of each fiscal year and at any other time as requested by the Executive Council.

Section 2. Other Appointed Officers. The President, with the advice and consent of the Executive Council, may appoint such other officers as needed.

(a) The duties of the other appointed officers shall be determined by the President and the Executive Council.

Section 3. Qualifications. All appointed officers shall be regular members of this Association and encouraged to be members of the ACPA College Educators International.

ARTICLE V. EXECUTIVE COUNCIL

Section 1. Function. The Executive Council shall be the agency in which the general administrative, legislative, and executive functions of this Association are lodged. The Executive Council shall act as the liaison between this Association and the ACPA College Educators International and other Chapters of this Association.

Section 2. Chair. The President of the Missouri College Personnel Association shall serve as Chair of the Executive Council.

Section 3. Membership. Voting members of the Executive Council shall consist of (a) the four elected officers of this Association: President, President-Elect, Immediate Past President and Recording Secretary; (b) the Treasurer; (c) the three elected Institutional Representatives (one from each of three segments of higher education- community/junior colleges, private four-year colleges/universities and public four-year colleges/universities); and (d) the three elected Members-at-Large. The term of office for Institutional Representatives and Members-at-Large shall be two-years staggered in a manner determined by the Executive Council.

Section 4. Vacancy of Institutional Representative(s). If an Institutional Representative position on the Executive Council is vacated, the President, with the approval of the Executive Council, will appoint an eligible member to complete the term of office.

Section 5. Vacancy of Member-at-Large Position(s). If a Member-at-Large position on the Executive Council is vacated, the President, with the approval of the Executive Council, will appoint an eligible member to complete the term of office.

Section 6. Quorum. Six members of the Executive Council total membership shall constitute a quorum.

Section 7. Powers. The Executive Council shall conduct, manage, and control the business of this Association during the periods between the annual meetings of this Association, subject to the Constitution of the ACPA - College Educators International and the By-Laws of this Association.

Section 8. Meetings. At least one meeting of the Executive Council shall be called annually by the President. The President or a majority of the Executive Council may call additional meetings.

ARTICLE VI. STATE REPRESENTATION

Section 1. Other Representation. The Executive Council of this Association shall provide for representation to other State or National Associations where such representation is appropriate.

ARTICLE VII. ANNUAL MEETING

There shall be an Annual Meeting for the Association held in the fall of each year at a time and place to be determined by the Executive Council.

ARTICLE VIII. BUSINESS AFFAIRS OF THE ASSOCIATION

Section 1. Fiscal Year. The fiscal year of this Association shall be from July 1 to June 30.

Section 2. Budget. Annual income and expense reports shall be drafted by the Treasurer and submitted to the Executive Council for its approval at its first meeting of the fiscal year. The approved budget and expenditure shall be reported annually to the Association members. Any changes in appropriation of funds of this Association shall be made by the Executive Council.

Section 3. Committee Expenses. Committee Expenses must be authorized and approved by the Executive Council. Committees may move money to various line items within their committee's budget at the discretion of the Chair. All authorized and approved expenses of committees of this Association shall be paid from funds appropriated by the Executive Council.

Section 4. Bonding. Any officer, elected or appointed, who has the power to sign checks or handle Association funds may be bonded at the request of the Executive Council.

Section 5. Audit. There shall be an annual internal audit of Association accounts by the Executive Council.

Section 6. Property Owned. All property of this Association shall be subject to control and management by the Executive Council. Upon dissolution of this Association, none of its property shall be distributed to any of the members, and all such property shall be transferred to ACPA College Educators International.

ARTICLE IX. COMMITTEES

Section 1. Appointment. The committees of this Association shall consist of such standing and special committees as may be determined and appointed by the President with the approval of the Executive Council.

Section 2. Term of Service. Members of the standing committees shall serve during the fiscal year. A special committee shall serve until, in the opinion of the President and Executive Council, the purpose of said committee has been accomplished.

Section 3. Reports. All committees shall report annually to the Executive Council and/or as otherwise directed.

ARTICLE X. AMENDMENTS

Amendments to these Bylaws may be adopted as deemed necessary for the management of the Association. Any amendment so adopted shall be consistent with the Constitution and Bylaws of the American College Personnel Association.

(a) Amendments may be initiated by the Executive Council and presented to the membership in attendance at the annual business meeting of the Association for approval. Amendments may also be proposed by petition to the Executive Council signed by at least twenty-five (25) voting members. Petitions approved by the Executive Council shall be presented to the membership for approval at the annual business meeting of the Association. If petitions are not approved by the Council, this action shall be reported to the membership. Petitions not approved by the Council shall be presented to the membership for approval if ten (10) percent of the voting members so request.

(b) Proposed amendments submitted to the membership for approval shall be presented in writing prior to the annual business meeting of the Association. The proposed amendments shall be announced and presented in writing at the annual business meeting of the Association to voting members in good standing. A majority of all voting members in attendance at the annual

business meeting is required to enact the proposed amendments. The results of the vote shall be announced to the membership in attendance and disseminated in writing to the membership.

(c) The amendment, if passed by a majority of all members voting, shall be added to the Bylaws and shall go into effect in accordance with the time specified in the amendment.

(d) If an amendment to the Constitution must be made outside of the annual business meeting, it must be first presented to and approved by the majority of the Executive Council. The following factors will be considered by the Executive Council President before determining whether to ask for an action outside of the annual business meeting:

- i. How soon a decision is required.
- ii. Whether the action is a routine action that the Executive Council can take in lieu of the board at an annual business meeting.
- iii. Whether a conference call meeting can be scheduled and held by the Executive Council.
- iv. Whether the decision would be better made after further discussion and/or whether alternatives should be considered by the Executive Council

If approved by the Executive Council, the amendment must then be presented to the membership for approval via an electronic format. Balloting instructions should be included. All votes in favor of the amendment go towards the majority. The Executive Council will ratify any action taken by unanimous written consent at the next Council meeting. The minutes of this meeting will record the ratification.

ARTICLE XI. PARLIAMENTARY AUTHORITY

The business of the Association shall be conducted according to Robert's Rules of Order, Revised, 1970 Edition.

Approved by the Executive Council July 1998

Approved by the Membership August 1998

Amended by the Membership October 2004

Amended by the Membership October 2010

Amended by the Membership October 2013

Amended by the Membership October 2016