

**CONSTITUTION AND BY-LAWS OF THE
MICHIGAN PUPIL ACCOUNTING & ATTENDANCE ASSOCIATION
(MPAAA)**

Membership Values:

With billions of dollars in school funding based on enrollment, the Federal No Child Left Behind (NCLB) Act of 2001 and Ed YES!! requirements, pupil accounting is an increasingly important part of a school's operation.

ARTICLE I - NAME

Section 1

This Association shall be known as the Michigan Pupil Accounting and Attendance Association.

ARTICLE II - PURPOSE

As the premiere resource for pupil accounting and attendance issues, the purpose of this Association shall be as set forth in the following sections:

Section 1

To promote "best practices" consistent with proper accounting methods for pupil membership and participant eligibility in the State of Michigan. Such accounting practices shall include, but are not limited to, pupil membership, attendance, academic achievement, health, and other required school records.

Section 2

To increase the effectiveness of attendance workers in their local school districts in relation to student nonattendance.

To educate and increase the accuracy of pupil accounting and attendance record keeping and the efficiency by which the local school district pupil accounting staff maintains records and complies with their reporting requirements.

Section 3

To identify problems in the areas of Sections 1 and 2 and to suggest changes.

Section 4

To work in cooperation with the Department of Education and other agencies in areas of pupil accounting and attendance.

- * The MPAAA has various committees which are involved in providing direct feedback from the membership to Department of Education.
- * MPAAA will seek to have representation on any state-formed committees or group related to pupil accounting and attendance.

Section 5

To foster a wholesome, professional spirit among the members.

ARTICLE III - MEMBERSHIP AND VOTING PRIVILEGES

Section 1

Persons interested in the purpose and work of this Association are invited and urged to become members of the Association. Payment of dues will be established for each school year. All members shall have voting privileges.

ARTICLE IV - FINANCE

Section 1

Any change to the membership dues shall be established at the annual Spring meeting of the Association under the recommendation of the Executive Board.

Section 2

Registration fees for any conference will be established by the Executive Board of the Association.

Section 3

A bi-annual review of the association financial records shall be performed by an independent auditor selected by the Executive Board. The review will be in the form of a compilation statement and will be completed every two years corresponding with the election for the treasurer position. In the opposite years an internal audit shall be completed by Executive Board members other than the treasurer.

Section 4

A budget of the Association's revenues and expenditures shall be prepared annually by the President and Treasurer. It shall be approved by the Executive Board.

ARTICLE V - OFFICERS/EXECUTIVE BOARD

Section 1

The officers of this Association shall be: President, President-Elect, Immediate Past President, Secretary, Membership Chair and Treasurer.

Section 2

The Executive Board shall consist of the officers, two Members-at-Large, the Newslite Editor, the Sergeant-at-Arms, the Historian, the Communications/Technology Officer, the UP Representative, the ISD Representative, the Legislative Liaison and the Educational Issues Liaison.

The Executive Board may request staff members of State of Michigan departments, agencies, or educational organizations to serve as liaisons between that entity and the Association. Any such liaison shall serve in a non-voting, Ex Officio capacity.

ARTICLE VI - ELECTIONS

A. ELECTIONS

Section 1

There shall be an election of officers of this Association before the annual spring meeting of each year. These officers shall be duly installed and shall serve until successors are elected and installed.

Section 2

The Nomination and Election Committee will consist of (5) five members of the MPAAA. The Executive Board will approve the members of the Association to serve on this Committee. The Immediate Past President shall serve as chairperson without vote. Should the Immediate Past President be unable to serve, the President of the Association shall designate a time and place for the first meeting of this committee and at which meeting the committee shall elect one of its members to serve as chairperson.

Section 3

The responsibilities of the Nomination and Election Committee shall include the preparation of a slate of candidates for each office at the MPAAA. When possible, this slate shall be competitive.

Section 4

The Committee shall ascertain the willingness of the candidate to serve and verify that all nominees are paid members of the MPAAA. The ballot will be mailed with Spring Conference Registration.

Section 5

The Nomination and Election Committee shall conduct the election of officers by secret ballot, mailed to the members of the Association. This election shall take place on or about April 1 of each year. The closing date for counting ballots shall be twenty (20) days following the mailing of ballots. The ballots shall be counted by the Nomination Committee. All elected officers shall be notified by the chairperson of the Nomination Committee of their election. If a member of the Nomination Committee accepts nomination for an office, that member shall be excused from the Nomination Committee.

Section 6

The President-Elect will be elected one year, and the following year will automatically become President. There will be no election for the office of President.

B. Appointments

The following positions shall be annually appointed by the full Executive Board concurrent to the Annual Election process, but not later than May 31 of each year: (2) Two Members-at-Large, Newsline Editor, Sergeant-at-Arms, Historian, Communications/Technology Officer, ISD Representative, Legislative Liaison, Educational Issues Liaison, UP Representative and State department, agency, or educational organization Liaison(s).

C. Terms of Office/Appointment

The terms of office shall be: President, one year; President-Elect, one year; Secretary, two years; Membership Chairperson, two year; and Treasurer, two years. Board appointments shall be for terms of one year concurrent with the annual election.

ARTICLE VII - DUTIES

Section 1

The President shall preside over all meetings, call special meetings at his/her discretion, appoint all committees, and perform all other duties within his/her official capacity. Refer to MPAAA Duties and Responsibilities for additional assignments.

Section 2

The President-Elect shall perform all the duties of the President in his/her absence and act as chairperson of the Program Planning Committee. Refer to MPAAA Duties and Responsibilities for additional assignments.

Section 3

The Immediate Past President shall chair the Nomination Committee and fulfill other duties as assigned by the President. Refer to MPAAA Duties and Responsibilities for additional assignments.

Section 4

The Secretary shall carry on all correspondence for the Association as required by the office and record minutes at all Executive Board and General Membership meetings. Refer to MPAAA Duties and Responsibilities for additional assignments.

Section 5

The Membership Chairperson shall coordinate conference registration, receive membership fees, maintain a record of all members and promote interest in securing new members. Refer to MPAAA Duties and Responsibilities for additional assignments.

Section 6

The Treasurer shall establish and maintain a system by which the Association's finances are organized. Refer to MPAAA Duties and Responsibilities for additional assignments.

Section 7

The Historian shall maintain a complete file of minutes and programs and other items of record. Refer to MPAAA Duties and Responsibilities for additional assignments.

Section 8

The Newsline Editor shall publish, print and distribute the Newsline. Refer to MPAAA Duties and Responsibilities for additional assignments.

Section 9

The Sergeant-at-Arms shall preserve order, handle physical arrangements as requested, supervise the counting of election ballots, and check credentials or eligibility for attendance at Association meetings, sessions or functions. Refer to MPAAA Duties and Responsibilities for additional assignments.

Section 10

The Communications/Technology Officer shall coordinate electronic communication and distribution of Association materials, work with Membership Chair to update the on-line Membership Directory, maintain the Association's website, and make recommendations for the Association's purchase and use of technology. Refer to MPAAA Duties and Responsibilities for additional assignments.

Section 11

The Legislative Liaison shall keep the membership informed of current legislation, make recommendations for legislative positions, serve as Chair of the Legislative Committee and provide legislative updates at all conferences and in the Newsline. Refer to MPAAA Duties and Responsibilities for additional assignments.

Section 12

The Educational Issues Liaison shall stay current on issues of an educational nature, represent MPAAA to other groups and organizations, recommend actions, and prepare articles for the Newsline. Refer to MPAAA Duties and Responsibilities for additional assignments.

Section 13

The ISD Representative shall maintain contacts with State and Intermediate School District/Regional Educational Service Agency personnel; provide support for the ISD auditor trainings; report to the Board any changes in the Pupil Accounting and Auditing Manuals. Refer to MPAAA Duties and Responsibilities for additional assignments.

Section 14

The Member-at-Large shall assist in planning and providing conferences and workshops, serve as public relations liaison to promote the association, and solicit memberships. Refer to MPAAA Duties and Responsibilities for additional assignments.

Section 15

The Upper Peninsula Representative shall assist in planning conferences, with special involvement in the Upper Peninsula conference, and encourage involvement of Upper Peninsula members in the Association. Refer to MPAAA Duties and Responsibilities for additional assignments.

ARTICLE VIII - PROCEDURE

Section 1

Robert's Rules of Order shall govern the procedure in meetings of this Association.

Section 2

Proxy voting shall be allowed for Executive Board members that are unable to attend a meeting. The Board member shall inform the MPAAA President, in writing, as to the name of the person who shall hold the member's proxy for that meeting. The person attending the meeting as proxy shall have identical authority as the Board member they proxy for during the meeting. Attendance for the member shall be recorded as "present by proxy" and the proxy holder shall be identified. Limited proxies will not be allowed, nor shall a proxy be allowed for the President.

ARTICLE IX - COMMITTEES

Section 1

The following committees are standing committees of the Michigan Pupil Accounting and Attendance Association:

- a. Legislative Committee
- b. Nominating Committee
- c. Planning Committee

Section 2

Temporary ad hoc committees shall be appointed as needed by the Executive Board. These temporary committees will be for a designated period of time with a limited specific purpose.

ARTICLE X - QUORUM

Section 1

Eligible members present and voting at any General Membership or special meeting of this Association shall constitute a quorum.

Section 2

Nine members of the Executive Board shall constitute a quorum.

ARTICLE XI - GENERAL MEMBERSHIP MEETINGS

Section 1

General Membership Meetings of this Association shall be held in the Fall and Spring.

Section 2

The Executive Board shall have power to make such changes in time or place as may be necessary.

ARTICLE XII - SPECIAL MEETINGS

Section 1

Special meetings may be called at any time by order of the President of the Association.

ARTICLE XIII - FILLING OF VACANCY

Section 1

When a vacancy occurs on the Executive Board, the remaining officers shall appoint a successor to complete the unexpired term.

ARTICLE XIV - AMENDMENT AND REPEAL

Section 1

Any proposed amendment to these By-Laws must be submitted, in writing, to the Executive Board at least four weeks in advance of any meeting of the Association and circulated to the membership at least two weeks prior to the meeting.

Section 2

A proposed amendment shall be made a part of these By-Laws by two-thirds of the votes cast.

Section 3

Bylaws shall be reviewed by the Executive Board at least every two years, and amended as needed.

Section 4

Upon approval, all previous Constitutions and By-Laws of this Association are hereby repealed.