

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

Membership Values:

With State funding based on enrollment, the Federal No Child Left Behind (NCLB) Act of 2001 and Education YES requirements, pupil accounting is an 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 premier 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, graduation rate and other required school records.

**Section 2**

To increase the effectiveness of attendance workers in their local school districts in relation to student non-attendance.  
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 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 Michigan Department of Education, Center for Educational Performance and Information 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 the Michigan Department of Education.
- \* MPAAA will seek to have representation on any state-formed committee 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.

**Section II**

Annually, the Association will seek to honor those persons who have provided extraordinary pupil accounting or attendance service to the Association or its members. Members will be invited to nominate other members or special friends of the Association for an Outstanding Service Award. An Outstanding Service Award nomination form must be completed by a member of the Association or the award nominee must be a member of the Association. The intention of this outstanding service award is to honor those who have shown regular and continuous service to the Association or for extraordinary pupil accounting or attendance service. Outstanding Service Awards will be issued at the Spring Conference.

**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 or workshop will be established by the Executive Board of the Association.

**Section 3**

A bi-annual review of the Association's 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 *Newsline* 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 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 of the MPAAA. When possible, this slate shall be competitive. If a member of the Nomination Committee accepts a nomination for an office, that member shall be excused from the Nomination Committee.

**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 provided to members prior to the spring conference.

**Section 5**

The Nomination and Election Committee shall conduct the election of officers by secret ballot, provided 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 distribution 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.

**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 officers 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 years; 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 Conference 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 and workshop registrations, 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, Responsibilities for additional assignments.

**Section 8**

The *Newsline* Editor shall publish, print and/or 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 online 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 and 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
- d. MSBO Certification Review 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 ~~such~~ **the** power to make ~~such~~ changes in time or place of General Membership Meetings.

**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 Executive Board shall appoint a successor to complete the unexpired term. The successor shall be nominated by the President and be approved by the Executive Board. The appointed successor would serve out the remaining 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**

By-laws 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.