

MACAO

Michigan Association of County Administrative Officers



MACAO CONSTITUTION

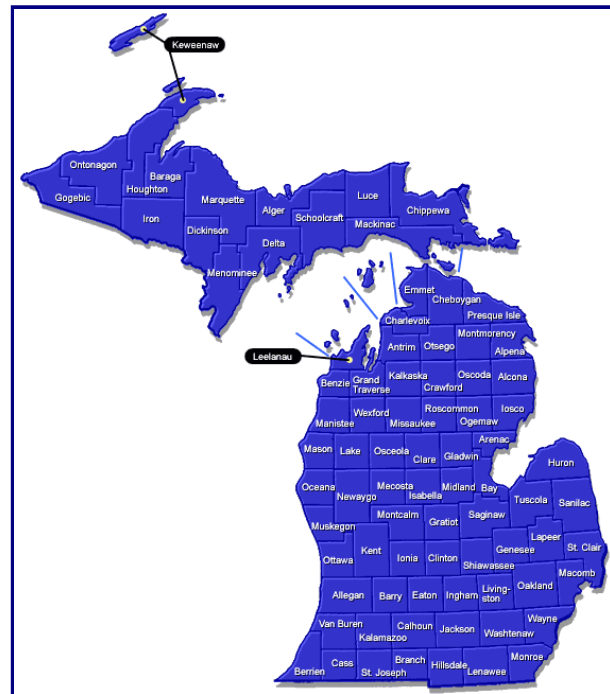
Article 1 - Name

The name of this organization shall be the Michigan Association of County Administrative Officers.

Article 2 - Purpose

The purpose of this organization shall be to assist county administrative officers in improving their ability to serve their respective Boards of Commissioners by:

1. Providing means for exchanging knowledge and information regarding common problems;
2. Securing guidance and assistance from educational institutions, governmental agencies, and professional and other sources in advancement of knowledge, techniques and procedures in public management; and,
3. Supporting and advancing the application of high ethical standards in management of public business.



Article 3 - Eligibility for Membership

1. Eligibility for Active Membership in this organization shall be extended to County Controllers, County Administrators, County Executives, County Managers, a member of a County Board of Auditors, and other employees or non-elected officials who have been assigned duties of a general county administrative nature by a Board of Commissioners or are appointed by a County Administrative Officer of a county or an

inter-county organization of Boards of Commissioners. Voting and holding office in this organization shall be limited to Active Members. Active Members shall keep the organization informed of any employment changes that may impact his/her eligibility.

2. When an Active Member experiences a change in employment that impacts his/her eligibility, the individual shall retain an Active Member status providing eligibility is met within 30 calendar days of the change in status. After 30 calendar days the individual's Active Member status shall be revoked. An individual may be reinstated as an Active Member without having to reapply for up to one calendar year from the date of the initial change of employment, after which the individual shall reapply for membership.

3. Eligibility for Associate Membership in this organization shall be extended to students or faculty of a Michigan college or university, or to employees or officials of the Bureau of Local Government Services, Department of Treasury, State of Michigan, or to staff members of organizations dedicated to the services.

4. Eligibility for Honorary Life Members in this organization shall be extended to persons who have a cumulative total of not less than 10 years dues paying service to this organization and are no longer employed with County Government. Honorary Life Members will be recommended by the Board of Directors and approved by the membership. Honorary Life Members will be entitled to all benefits of the organization and participate at all functions of the organization. Honorary Life Members will not be required to pay annual dues or conference registration fees. All other costs are the responsibility of the Honorary Life Member.

5. Other persons having an expressed professional interest in participating in the activities of this organization and supporting its objectives may be admitted to associate membership upon approval of their application by the Board of Directors.

6. The Board of Directors shall review and have the authority to approve all applications for membership and shall decide questions of membership eligibility. Applications shall be made available to the membership.

Article 4 - Officers and Their Election

1. The officers of this Association shall be a President, Immediate Past President, Vice President, Secretary, Treasurer and all Directors.

2. The Board of Directors shall consist of the President, Vice President, Secretary, Treasurer, Four (4) Directors and the Immediate Past President. A quorum of the Board of Directors shall consist of not less than four (4) members exclusive of the Immediate Past President.

3. All officers, other than the Immediate Past President and the Directors, shall be elected annually and shall take office on July 1 of each year, and shall hold office for one year from that date, or until their successors shall have been elected.

4. One-half of the Directors shall be elected annually and shall take office on July 1-following their election, and shall hold office for two years from that time, or until their successors shall have been elected.

5. Whenever a vacancy shall occur in any office, the Board of Directors may appoint any active member to complete the term of office or until the next annual election, whichever occurs first. However, if a vacancy occurs in the office of the President, Vice President shall immediately assume the duties of the President.

6. Whenever an officer experiences a change in Active Membership eligibility

his/her office shall be held for no more than 30 calendar days, consistent with Article 4, Section 1. After that time, the office shall be considered vacant and filled accordingly. The officer vacating the position may be re-elected and/or appointed to an office once eligibility has been met.

Article 5 - Duties and Responsibilities

1. The President shall act as presiding officer at all business meetings of this organization and shall appoint the members of any committees which may be authorized by the membership.
2. The Vice President shall be a member of the Board of Directors, and shall assume the duties of President in case of the latter's absence or incapacity. The Vice President shall also be responsible for development of the professional development program of the Annual Spring Conference of the Association.
3. The Treasurer shall have custody of all funds, securities, legal instruments, and official records of this Association and shall be responsible for the safe keeping and shall determine, with the approval of the Board of Directors, the place and manner of depositing and safe keeping the above funds, securities legal instruments and official records.
4. The Secretary shall keep minutes of all meetings of this organization and of meetings of the Board of Directors, and shall also perform such other duties as may be assigned by the Board of Directors or by action of the membership, such as preparing newsletter and other informational materials as necessary.
5. The Board of Directors shall be responsible for developing and recommending revisions in such rules and by-laws as may be desirable from time to time. The Board of Directors also shall prepare annually an action program for the organization, and upon its approval at the annual business meeting, shall be responsible for implementing and carrying out the provisions of such a program.

Article 6 - Meetings

There shall be an annual business meeting of this organization to be held in conjunction with the annual conference. Other meetings may be called by the President, the Board of Directors, by a majority of the membership present at any meetings of this organization, or by petition to the Board of Directors signed by twenty (20) percent of the active membership. Except for annual meetings of this organization, at least fifteen (15) days notice shall be given to all members.

Article 7 - Amendments of Constitution

1. This Constitution may be amended by two-thirds vote of active members present at any meeting or by a two-thirds vote of total membership conducted by any other means of communication. Notice of any proposed amendment shall be sent to all active members not less than thirty (30) days prior to a meeting at which vote on the amendment is taken or the ballots on the amendment are communicated to the membership.
2. Amendments to the Constitution may be proposed by the Board of Directors, by petition to the Board of Directors signed by not less than twenty (20) percent of the active membership, or by a majority vote of members at any meeting of this organization.

Article 8 - Fiscal Year

1. The fiscal year for this organization shall begin on July 1 of each year and end on June 30 of the succeeding year.
2. The Board of Directors shall have the authority to annually establish dues for all categories of membership prior to commencement of the membership year.

Article 9 - Affiliation with Other Organizations

This organization may, by a two-thirds vote of its active membership, affiliate with any other professional organizations where it is in the common interests of the organizations concerned to work cooperatively toward achievement of common purposes, and where there are no fundamental disagreements between the purposes, and objectives of the organizations. MACAO shall be represented by its President, where applicable, on the Board of Directors of the affiliate organization.

Article 10 - Nominating Committee

The President shall appoint a committee composed of the three (3) most immediate Past Presidents active in the Association, to constitute a Nominating Committee for the purpose of presenting names of candidates for the offices of President, Vice-President, Secretary, Treasurer, and Director(s). The Nominating Committee shall transmit its recommendation to the Association membership at the annual business meeting. Nothing contained in this article shall restrict nominations from the floor at the annual business meeting.

Article 11 - Meeting Procedure

Robert's Rules of Order shall be followed in all meetings except where they conflict with the Constitution or by-laws of this organization.

Adopted July 25, 1959 at Detroit, Michigan

Revised – April 21, 1977

Revised – March 30, 1978

Revised – May 13, 1984

Revised – May 12, 1988

Revised – May 10, 1990

Revised – August 22, 1994

Revised – August 21, 1995

Revised – February 10, 1997

Revised – May 21, 2009

Revised – May 27, 2010

Revised – May 26, 2016