

**Article I NAME**

This organization will be known as the Michigan Community College Human Resource Association (MCCHRA); and operate as a non-profit organization.

**Article II PURPOSE**

The Association exists to serve as the human resource voice for community colleges and to provide assistance to community colleges in the development of more effective human resource and labor relations programs in the member institutions through:

- (a) Promotion and conduct of research designed to improve the techniques and methods of human resource and labor relations administration in community colleges;
- (b) Publication and dissemination of information relating to sound human resource/labor relations policies and practices in community colleges;
- (c) Development of expertise and professional growth of its members by participation in conferences, seminars, and workshops;
- (d) Such other closely related activities as will produce more effective human resource and labor relations administration in community colleges.

**Article III ETHICS AND PROFESSIONAL STANDARDS**

The Association will adhere to the Society of Human Resource Management's Ethical and Professional Standards.

**Article IV OFFICERS**

Section 1 The President and Vice President shall be elected for two-year terms. They are to be elected on odd years. The President and Vice President shall not succeed themselves in the same office commencing with 2004 elections. Terms of office are NOT limited for the Secretary and Treasurer.

The change in term length shall begin with the 2003 election process with the President and Vice President being elected for two-year terms and the Secretary and Treasurer being elected for unlimited terms.

The Board of Directors shall consist of the four (4) officers, the immediate Past President, the appointed Conference Chair(s) and the appointed Health Forum Conference Chair. The President with the Board shall make these appointments.

Section 2 The regular members of the Association will elect officers by ballot (written or oral) at the Spring meeting. The term of office shall commence at the adjournment of the meeting at which they were elected

Section 3 The President shall preside at all meetings of the Association. In his/her absence, the Vice President shall preside.

Section 4 The Secretary shall keep an accurate list of the members of the Association with the address and title of each; he/she shall maintain the minutes, conduct the correspondence of the Association; notify all officers of their election and the committees of their appointment.

Section 5 The Treasurer shall collect and receive all monies due the Association. He/she shall pay all the bills and shall maintain an itemized account of all the receipts and disbursements; present a report at each regular meeting of the Association of the transactions since and including the last regular meeting.

Section 6 If a vacancy occurs in the office of the President, the Vice President shall become President. All other vacancies shall be filled by election at the first regular meeting following the occurrence of the vacancy; however, the President may, at his/her discretion, appoint a member to perform the duties of the vacant office until such next regular meeting.

**Article V MEMBERSHIP**

- Section 1 A Michigan Community College having at least one (1) person specifically involved in administrative human resource and labor relations responsibilities, may become an *Institutional Member* of the Association.
- Section 2 An *Institutional Member* may designate as *its representatives* persons on its staff who have responsibility for, or are actively engaged in, human resource and labor relations activities involving employer-employee relationships.
- Section 3 Application for membership shall be submitted to the Secretary of the Association. Upon receipt thereof, the Secretary shall acknowledge receipt, and shall add the member to the membership roster. Application for membership shall be submitted to the Secretary of the Association. Upon receipt thereof, the Treasurer will notify the Secretary and List Serve Administrator to add the institutional membership. The Secretary shall acknowledge receipt, and shall add the member to the membership roster.

**Article VI DUES**

- Section 1 The annual *institutional membership* dues shall be one hundred dollars (\$100.00), payable within 90 days of invoicing. The Treasurer shall send out statement of dues to each *institutional member* on July 1 of each year. Dues shall not be prorated.
- Section 2 An *Institutional Member* will be considered delinquent 90 days after invoicing if dues have not been paid for the current year and will be notified by the Treasurer of the delinquency. If dues are not paid within 120 days of invoicing, the *Institutional Member* shall forfeit all rights to membership.

**Article VII MEETINGS**

- Section 1 Business meetings shall be held at least twice a year at a place selected by the officers, except that the annual election meeting shall take place at the Spring meeting. Notice of meetings will be provided in the conference brochure.

**Article VIII QUORUM**

Section 1 At any meeting, a quorum shall consist of nine (9) *Institutional Members*.

Section 2 Each member *institution* shall have one (1) vote.

**Article IX COMMITTEES**

Section 1 The president shall appoint all committees. He/she may appoint any committee, which he/she deems advisable for the efficient operation of the Association. The President shall be an ex-officio member of each committee.

**Article X AMENDMENTS**

These By-Laws may be amended at any meeting provided a quorum is present as defined in Article VII. A two-thirds majority of member institutions present and voting is necessary to pass a motion to amend these By-Laws.

ADOPTED: September 13, 1973

REVISED: January 24, 1975

REVISED: October 9, 1975

REVISED: October 10, 1986

REVISED: October 11, 1991

REVISED: March 20, 2002

REVISED: May 9, 2002

REVISED: Article IV, Section 1, May 2, 2003

REVISED: Article IV, Section 1, October 11, 2007

ADOPTED: Article IV, Section 1, May 16, 2007