

ARTICLE 1
NAME

Section 1.1 The name of this voluntary trade association shall be the Michigan Association of College Stores.

Section 1.2 The principal office of the Association shall be located at the CMU Bookstore, 202 Bovee University Center, Central Michigan University, Mount Pleasant, MI 48859. This office can be changed by majority vote of the Board of Trustees.

ARTICLE 2
OBJECTIVES

Section 2.1 The objectives of this Association are reflected in the Association's Mission Statement... "To promote the professional development of its members through Support, Networking, and Educational Opportunities."

Section 2.1.1 Bring people together who are working to provide students and faculty with textbooks, supplies, and other items needed in the college community.

Section 2.1.2 Develop communication and a cooperative spirit within the Association.

Section 2.1.3 Strive to develop an educational environment to assist members of the Association in attaining the best ways to serve their communities.

Section 2.1.4 Promote the highest standards of professionalism and ethics among the membership.

Section 2.2 The Association shall be established as a non-profit organization. Two thirds of the Membership must be present to vote on the disposition of any assets the Association may come to own.

ARTICLE 3
Membership

Section 3.1 The Association will have two kinds of members, bookstore and vendor.

Section 3.1.1 Member stores are those engaged in providing textbooks, supplies and other items to students and faculty of their college communities within the state of Michigan, or other states without a state or regional association.

Section 3.1.2 Vendor members are those representatives of firms that provide textbooks, supplies and other items to members of the Association.

Section 3.2 Admission

Section 3.2.1 Any store or person described in Section 3.1 may apply for membership in the Association. Applications may be submitted to any member of the Board of Trustees. The Board will review and process all applications at the next scheduled meeting. Applicants will be notified by mail of the Board's action.

Section 3.2.2 Annual membership dues are payable on the 1st of April of the calendar year.

Section 3.3 Dismissal

Section 3.3.1 Members will be dismissed from the Association for non-payment of dues.

Section 3.3.2 Any member of the Association is subject to dismissal for violation of the professional and ethical standards of this Association.

Section 3.3.3 Members are obligated to report any violation of the objectives of the Association to the Board of Trustees.

Section 3.3.4 Violations of Section 3.3.2 will be voted on by the full membership.

ARTICLE 4 Board of Trustees

Section 4.1 The Board Of Trustees of the Association shall consist of:

- President
- President-elect
- Secretary
- Treasurer
- Immediate Past President
- Store Representatives (2)
- Vendor Representatives (2)

Section 4.2 Only Association members in good standing may be on the Board of Trustees.

Section 4.3 No more than four members of the Board of Trustees may be Vendor Members.

Section 4.4 All of the Board of Trustees shall have voting rights. Five members constitute a quorum.

Section 4.5 Terms and Eligibility

Section 4.5.1 The term of President-elect shall be for a one-year duration with successive one-year terms as President and Immediate Past-President. Terms of Secretary, Treasurer and Representatives shall be for two years.

Section 4.5.2 The President-elect shall be elected at the Fall meeting. The Secretary and Treasurer shall be elected at the Fall meeting on alternate years: the Secretary on the odd number years and the Treasurer on even years. Two Representatives (one Store and one Vendor Representative) shall be elected at the Fall meeting each year.

Section 4.5.3 Board members may be re-elected to the same office in successive terms. Store or Vendor Representatives are eligible to run for another office before his/her term expires.

Section 4.6 Nominations

The Immediate Past President will assemble a slate of candidates. Nominations are always accepted from the floor.

Section 4.7 Elections

Elections for offices shall begin with the President-elect followed by the Secretary, Treasurer, Store Representative and Vendor Representative. Elections shall be made by secret ballot. A simple majority of the membership registered for the general meeting must be present to hold an election. All ballots shall be retained for thirty (30) days by the newly elected Secretary and shall be open for inspection by any member in good standing.

Section 4.8 Vacancies

Section 4.8.1 The office of any Board Member shall be declared vacant immediately when the Board Member ceases to meet the requirements for membership as stated in Section 3.3, or voluntary resigns their position

Section 4.8.2 If a vacancy occurs in the office of the President, the President-elect shall assume the office of President immediately and serve until the next elected President-elect is eligible to assume this office at the regularly scheduled fall meeting.

Section 4.8.2.1 If a vacancy occurs in the office of the President-elect, the President and Immediate Past President will remain in their respective offices until a New President-elect is elected and has served their regular one year term. (Because of the enormous Pressures and responsibilities of the President, it is important that each successive President should have at least one year of active involvement on the board as President-elect before assuming the duties of President.) This requirement (the delay in the President, Past President rotation and one year experience as President-elect) may be waved by a 2/3 vote of the board any time before the election of officers at the next regular fall meeting. (Reasons why the board may choose to waive this requirement include, but are not limited to: a candidate's previous tenure as President, or other board position; or some other qualification that would lead the board to believe that the candidate is prepared to take charge immediately.) If this occurs, an election for both the offices of President and President-elect will be held at the next regular fall meeting.

Section 4.8.3 If a vacancy occurs in any office excluding the President and the President-elect, the President shall assign the duties of any vacant position until the next semi-annual meeting, when an election will then be held.

ARTICLE 5 Duties of Board Members

President

Section 5.1 The duties of the President include but are not limited to: preside at all meetings and enforce all rules and regulations relating to the administration of the Association. Appoint all standing and special committees and chairpersons of all such committees. Conduct the annual elections at the Fall meeting. Sign all checks being one party of a two-party required signature on all checks.

President-elect

Section 5.2 The duties of the President-elect include but are not limited to: exercise all the duties and responsibilities of the President in the absence of the President. Chair the Membership Committee and notify applicants of the decision on their application immediately following Board action. Will assume other duties as the President may assign.

Secretary

Section 5.3 The duties of the Secretary include but are not limited to: keep a complete and accurate record of all general membership and Board of Trustee meetings and transmit such records of the proceedings of such meetings to the President of the Association within a reasonable time after meetings adjourn. Conduct all correspondence relating to the general office of the Association. Maintain a chronological history of the minutes of the Association and turn over all records to his/her successor. Assume other duties as may be assigned to this office by the President.

Treasurer

Section 5.4 The duties of the Treasurer include but are not limited to: the Treasurer shall have custody of all monies and keep regular books of account, and also a complete and accurate record of all funds received and expended. Deposit all such monies in the name of and to the credit of the Association in such depositories as may be designated by the Board of Trustees. Prepare annual financial statements as of October 31, for the previous fiscal year. Sign all checks being one party of a two-party required signature on all checks. Prepare a detailed financial report and submit it to the membership at the Spring and Fall

meetings. File all local, state, and federal tax reports as required. Act as liaison with the Association's tax firm. Other duties as assigned by the President.

Store Representative

Section 5.5 In absence of a Meeting Coordinator, the duties of the Store Representative elected in an odd year include but are not limited to: consultation with the Board of Trustees to determine meeting dates, location and general program content for Association meetings ten (10) months in advance. Contact potential host schools to request assistance with arrangements for registration forms, and directional maps. Coordinate all facets of the Spring and Fall meetings. Develop meeting budget for Board of Trustee approval. Collect and record registrations for Association meetings. Work to involve both Bookstore and Vendor members in planning the meeting. Maintain MACS directory and publish by fall meeting. Other duties as assigned by the President.

Section 5.5.1 The duties of the Store Representative elected in an even year include but are not limited to: prepare, edit, and mail a minimum of two (2) newsletters per year. Mailings should be planned to promote the Fall and Spring meetings. Work with Store Representative (Meetings) and President-elect to disseminate information of interest to the membership. Solicit news from members by telephone and other communications (fax and e-mail). Other duties as assigned by the President.

Vendor Representative

Section 5.6 The duties of the Vendor Representative include but are not limited to: act as liaison between the Board and vendors, coordinate tradeshow setup including: layout tradeshow for vendors tables based on requests (# of tables, electricity, internet access, location related to competing vendors, etc.), create vendor name plates for tables, coordinate setup with conference/hotel liaisons, assist vendors locate tables, and act as point of contact for vendor needs. In the field during travels it is the Vendor Representative's duty to solicit member news for the newsletter, gather ideas for educational sessions, and invite non-members to join the association. Other duties as assigned by the President.

Immediate Past-President

Section 5.7 The duties of the Immediate Past-President shall include but are not limited to: attend all Board meetings. Solicit nominations and prepare a slate of candidates for elections. Other duties as assigned by the President.

Board of Trustees

Section 5.8 The Board of Trustees by a majority vote may authorize the President, President-elect, Secretary, or Treasurer of this Association to conduct necessary Business for the Association and sign contracts needed to conduct such business.

ARTICLE 6 Meetings of the Association

Section 6.1 Meetings of the Association shall be held semi-annually. Definite locations and programs for the meetings will be decided by the Board of Trustees.

Section 6.2 The President may call a special meeting at any time to respond to any contingency that may arise. These meetings can be for the Board of Trustees or any standing committee. A report of all meetings will be reported to the President within 10 days. The President will present any and all reports to the Board of Trustees at the next available meeting.

Section 6.3 A quorum consists of a majority of the members in good standing in attendance at the Fall meeting. (See Article 3 for the definition of a member.) The quorum present at meetings of this Association shall transact all business presented except as stated in Section 2.2.

ARTICLE 7
Dues

Section 7.1 The Annual Dues per member shall be established by the Board of Trustees and approved by the Association. Dues will be payable to the Association Treasurer by April 1 of each year.

ARTICLE 8
Voting

Section 8.1 Bookstore Members: Each member store in good standing shall be entitled one vote in all semi-annual meeting and special meetings. The voting member shall be the director or manager or a designate of the store.

Section 8.2 Vendor Members: Each Vendor Member firm in good standing shall be entitled to one vote in all semi-annual and special meetings. The Vendor firm will designate the voting member.

ARTICLE 9
Rules of Order

Section 9.1 The rules of parliamentary procedure as laid down in Robert's Rules of Order, Revised, shall govern all meetings of this Association.

ARTICLE 10
Fiscal Year

Section 10.1 The fiscal year of the Association shall be from November 1 through October 31.

ARTICLE 11
Amendments

Section 11.1 Amendments to the Constitution and Bylaws shall only be made at general membership meetings.

Section 11.2 Written notice of proposed changes to the Constitution and Bylaws will be made available to the membership at least three (3) weeks prior to the general meeting.

Section 11.3 The general membership must vote to approve any changes to the Constitution and Bylaws.