

## **METROPLEX AREA CONSORTIUM OF CAREER CENTERS**

### **BYLAWS**

#### **ARTICLE I**

##### **NAME**

The name of this organization shall be the Metroplex Area Consortium of Career Centers (MAC3).

#### **ARTICLE II**

##### **PURPOSE**

The purpose of this organization shall be to enhance career center services and employment opportunities for students, to provide professional development opportunities in career counseling and placement, and to promote cooperation among career services offices and with employers.

#### **ARTICLE III**

##### **MEMBERSHIP**

###### **Section 1 Categories of Membership**

Three categories of Consortium membership are established: college, advisory, and honorary.

###### **1) College Membership**

College membership shall consist of representatives from the career services offices of the twenty-two charter institutions of the organization and of representatives of additional academically accredited two-year and four-year institutions accepted by majority vote of the membership. Institutions requesting membership shall be required to submit a letter of intent to join to the Consortium President, and action on that request may be taken at the next regularly scheduled meeting of the consortium.

###### **a) Active Membership**

Active members shall be defined as those institutions who:

- 1) Belong to an institution which has paid annual dues;
- 2) Are represented at a minimum of 50% of the monthly meetings in fiscal year (January – December);
- 3) Participate in or support Consortium Job Fair;
- 4) Are represented on one Job Fair committee during the year;
- 5) Promote and adhere to professional and ethical practices as outlined by NACE Principles of Professional Conduct.

###### **b) Rights and Privileges**

Active members are eligible to participate in Consortium activities and to vote on all matters before the Consortium. Each representative present during a business meeting shall be allowed to vote.

## **2) Advisory Members**

Employers who are actively engaged in direct recruitment of students and alumni from colleges or universities may participate in all scheduled meetings and activities in an advisory capacity and may serve as ex-officio members on committees at the discretion of the President. Advisory members may not vote. Advisory members shall be reviewed by the executive committee annually in August.

## **3) Honorary Members**

Individuals who have made significant contributions to the Consortium or who play an important role in achieving the purposes of the organization may, by a majority vote of the members present at a regularly scheduled meeting, be accepted as honorary members. Honorary members may participate in all scheduled meetings and activities and may serve as ex-officio members on committees at the discretion of the President. Honorary members may not vote. Honorary membership shall be reviewed annually in August by the executive committee.

## **Section 2 Termination of Membership**

The MAC3 Executive Committee reserves the right to terminate the membership of institutions which fail to do one of the following:

- a) Fail to pay annual dues;
- b) Fail to be represented at a minimum of 50% of the monthly meetings in a fiscal year (January – December);
- c) Participate in or support the MAC3 Job Fair;
- d) To have representation on at least one Job Fair committee during the fiscal year;
- e) Promote and adhere to practices as outlined by the NACE Principles of Professional Conduct.

MAC3 also reserves the right to terminate the membership status of advisory or honorary members who:

- a) Fail to participate in or support Consortium activities; or
- b) Violate professional and ethical practices.

The executive committee shall meet and review membership status prior to the August meeting. If an institution has failed to meet the terms of membership, a warning letter of termination will be sent by the executive committee. A written response is required within 30 days of receipt of the letter. Failure to respond to the letter within 30 days will result in termination of membership.

## ARTICLE IV

### OFFICERS AND EXECUTIVE COMMITTEE

#### Section 1 Officers

The officers of the consortium shall be President, Past President, President Elect, Secretary and Treasurer.

#### Section 2 Duties of Office

1. The President shall preside over all meetings. The President may appoint all committee chairpersons, and cooperate with the chairpersons, as needed, in filling committees. The President shall be an ex-officio (non-voting) member of all committees. The President shall perform such duties as are incident to the office.
2. The Immediate Past President will serve in an advisory capacity to the Executive Committee, and will perform other duties assigned by the President or Executive Committee.
3. The President-Elect will succeed to the Office of the President. The President —Elect will perform all the duties of the President in the absence of or at the request of the President and will serve as Acting President until the next election, should the President's office be vacant. In addition, the President-Elect will perform other duties assigned by the President or the Executive Committee.

#### **Amendment to Bylaws, Article IV, Section 2, #4 (Amended May 19, 2008)**

4. The treasurer shall:
  - a. Keep accurate records of all financial business of the Association.
  - b. Provide current financial reports; keep an itemized account of receipts and expenditures; make regular written reports of receipts and expenditures to the board and the membership.
  - c. Receive funds and pay all bills according to the instructions of the Executive Committee.
  - d. Set up a joint bank account with the President so that both the President and the Treasurer will receive monthly copies of the MAC3 bank statement.
  - e. Make payments for MAC3 business by check; all checks must be signed by two MAC3 members including the Treasurer and President or person(s) designated by the President.

#### Section 3 Executive Committee

The Executive Committee shall consist of elected officers. This committee shall be empowered to conduct the business of the consortium between meetings of the whole body.

#### Section 4 Terms of Office

A term of office shall be defined as January 1 through December 31. The President and Secretary shall serve one term. The Treasurer shall serve two consecutive terms. A financial review will be completed in December at the close of the term for the executive committee.

#### **Addendum: Amendment to By-Laws Article IV, Section 4 Terms of Office (Amended August 5, 2009))**

**If a member of the executive committee takes a position outside of a career services office, but still within their same college/university, with less than 6 months remaining in the year, they shall be allowed to continue in their role until the end of the year pending approval of the membership and their new supervisor. At the conclusion of the year, they will no longer be eligible for office or membership in the consortium.**

#### Section 5 Vacancies

In the event of vacancy in any office, the Executive Committee shall appoint a successor to serve until the next annual election.

## **ARTICLE V**

### **NOMINATIONS AND ELECTIONS**

The Nominating Committee shall be appointed by the President at the September meeting and shall be subject to the approval of the membership. The committee shall poll the voting members for nominations for elective offices of MAC3 and shall determine which candidates appear on the slate on the basis of qualification for office, number of nominating votes, consideration of broad representation, and the content of the nominees. The Nominating Committee shall present the slate of candidates to the Consortium prior to the November meeting. The Nominating Committee shall conduct the election by mail in time to present the new officers during the December meeting. The candidate receiving the largest number of votes for each office shall be elected to that office.

## **ARTICLE VI**

### **MEETINGS**

Meetings of the Consortium shall be held as needed and shall rotate among the Consortium institutions and advisory members' worksites. Such meetings shall be canceled only by majority vote of the attending members in the prior month or by the Executive Committee who shall notify the membership. Emergency meetings shall be scheduled by vote of the membership or at the discretion of the Executive Committee.

## **ARTICLE VII**

### **QUORUM AND VOTING**

A quorum shall be defined as voting members present at a Consortium meeting. A majority vote shall be defined as fifty percent plus one of voting members present. Each representative present of active college member institutions shall be allowed to vote.

## **ARTICLE VIII**

### **DUES**

#### **Addendum: Amendment to Bylaws Article VIII (Amended 8/1/06)**

The Executive Committee shall review and make recommendations for annual membership dues to be voted on. Each member institution shall be assessed annual dues by March 1. Dues shall be collected no later than May 31 each year.

#### **Addendum: Amendment to Bylaws Article VIII (Amended 03/04/2009)**

*Member dues will be due by January 31 of each year. A late fee of \$50 will be assessed if dues are not paid by March 31. A member school experiencing extenuating circumstances may appeal the late fee by contacting the MAC3 President, and the appeal will be reviewed by the President and the Executive Board.*

## **ARTICLE IX**

### **COMMITTEES**

Active members may volunteer to serve on committees or as committee chairs. If needed, committees and committee chairs may be appointed at the discretion of the President. Advisory and honorary members are eligible to serve as ex-officio members of committees.

## **ARTICLE X**

### **AMENDMENTS**

Amendments may be proposed by voting members or by the MAC3 Executive Committee. Proposed Amendments shall be distributed to Consortium members and shall be discussed at the next meeting. A vote shall be cast at the following meeting and amendments can only be approved by a majority vote.

## **ARTICLE XI**

### **FISCAL RESPONSIBILITY**

#### **Amendment to Bylaws, Article XI, Section 1, Amended 5-19-08**

##### **Section 1 Responsibilities**

Every effort shall be undertaken by the entire membership to maintain the fiscal responsibilities of the consortium. The Treasurer shall be responsible for notifying the Chair of any concern he or she may have regarding the state of the Consortium's finances.

Finance Committee:

1. The Finance Committee will be composed of not less than three (3) members of the Association, one of whom will be the Treasurer of the Association. The Chairperson and members of the committee will be appointed by the President.

##### **2. Duties**

a. The Finance Committee will review the financial records within 30 days of the close of each fiscal year and report to the Board of Directors the findings and recommendations deemed advisable. The committee shall then report to the membership.

b. In the event that expenditures from the annual budget should exceed the amount of \$12,000, the Finance Committee will see that a legal audit is scheduled.

c. The Finance Committee will perform all other duties delegated by the President.

Bank Statements:

All bank statements shall be open to the membership.

Bank statements will be reviewed monthly by the Executive Committee.

##### **Section 2 Dissolution**

In the event that MAC3 is dissolved, the treasury, after all financial obligations have been met, shall be equally divided among Career Services Departments in good standing.

## **ARTICLE XII**

### **FISCAL-MEMBERSHIP PERIOD**

The fiscal and membership year will begin on January 1 and end on December 31.

## **CHARTER MEMBERS**

Baylor University

Bill J. Priest Institute for Economic Development

Brookhaven College

Cedar Valley College

Collin County Community College

Dallas County Community College District (DCCCD)

Eastfield College

El Centro College

Hill College

Mountain View College

North Lake College

Richland College

Southern Methodist University

Tarleton State University

Tarrant County Junior College, Northeast

Tarrant County Junior College, Northwest

Tarrant County Junior College, South

Texas Christian University

Texas Woman's University

University of Dallas

University of North Texas

University of Texas at Arlington

University of Texas at Dallas

University of Texas Southwestern Medical Center