

Virginia Association for Management Analysis and Planning Constitution and Bylaws

Article 1- NAME

The name of this organization shall be the Virginia Association for Management Analysis and Planning.

Article 2 -PURPOSE

The Association is organized and shall be operated exclusively for charitable and educational purposes and shall not engage in any activity which is not permitted by an organization exempt from taxation under Section 501 (a) and described in Section 501 (c) (3) of the Internal Revenue Code. No part of its net earnings shall inure to the benefit of any private individual except that reasonable compensation may be paid for services actually rendered. No substantial part of its activities shall be for carrying on propaganda, or otherwise attempting to influence legislation, and it shall not participate in, or intervene in (including the publishing or distributing of statements) any political campaign on behalf of any candidate for public office. The purpose of the Association shall be to advance research and knowledge leading to greater understanding, planning and operation of institutions of post-secondary education throughout the state of Virginia.

The Association will seek to fulfill its purpose by meeting the following goals:

1. to provide for the continued professional development of individuals engaged in management activities, financial management, internal auditing, management information, planning, and institutional research;
2. to promote the dissemination of information and the interchange of ideas on problems of common interest;
3. to promote training and professional development of those involved in the organization;
4. to foster and encourage analytical approaches to management problems;
5. to promote cooperation and communication among institutions and state and federal agencies on matters of mutual concern.

Article 3 - MEMBERSHIP

Membership in the Association shall be open to, but not limited to, any person actively engaged in management analysis, financial management, internal auditing, management information, planning, and institutional research or who has a professional interest in analytical or other study in post-secondary education.

Article 4 - FINANCES

All members shall pay dues as approved by the Executive Board of the Association. The fiscal year will be as prescribed in the By-Laws. Upon dissolution of the Association, the Executive Officers shall, after paying or making provision for payment of all liabilities of the association, dispose of all of the assets of the Association exclusively for the purposes of the Association. The recipient organization shall qualify for tax exemption as determined by the Internal Revenue Code of 1954 or future United States Internal Revenue Law.

Article 5 - OFFICERS AND EXECUTIVE BOARD

Section 1: The officers of the Association shall be a President, Past-President, Secretary, Treasurer, Communications Coordinator, Chairperson for the annual meeting, and representatives from each of the major constituent groups within the Association as identified in the By-Laws.

Section 2: The governing body of the Association shall be the Executive Board. The officers of the Association shall constitute the Executive Board.

Section 3: The Executive Board shall have authority to make policies for the Association which are consistent with the Constitution and By-Laws.

Article 6 - ELECTIONS

Section 1: The officers of the Association shall be elected annually by the membership of the Association. The elected officers shall serve from one annual meeting through the next annual meeting. Officers must be dues paying members of the Association.

Section 2: In the event of a vacancy in the office of the President, the Past-President shall become President and serve the unexpired term. If there is a vacancy in any other office, the President shall appoint a member of the Association to serve the unexpired term.

Section 3: A President is not eligible to succeed himself/herself in that office.

Article 7- ADOPTION AND REVISION OF THE CONSTITUTION AND BYLAWS

Section 1: On the recommendation of the Executive Board or by majority vote of the members during the business session of the annual meeting, this Constitution and By-Laws may be amended by a majority of the respondents to a mail ballot of the Association membership. Written notice of any proposed amendment to the Constitution shall be sent to all current members of the association at least 30 days prior to the mailing of the ballots.

Section 2: This Constitution shall become effective upon ratification of the members, herein defined, who attend the business session of the annual meeting when this Constitution is presented and who have made dues payment for the current year membership before this time.

Section 3: The By-Laws of the Association may be amended or otherwise changed by a majority vote during the business session of the annual meeting.

Article 8 - RULES OF PROCEDURE

The Executive Board and the association shall be governed by Robert's Rules of Order Revised except in instances when it would be in conflict with the By-Laws for special rules of the Association.

By-Laws

Article 1 - MEMBERSHIP

Section 1: Membership of the Association shall be open to, but not limited to, any person actively engaged in management analysis, planning, and institutional research or who has a professional interest in analytical or other studies of post-secondary education.

Section 2: Membership shall include all individuals who formally register for a VAMAP meeting during a calendar year. Persons not attending a meeting may initiate or maintain membership by submitting application with dues payment to the Treasurer. There shall be no membership discrimination based upon age, race, sex, or ethnic or national origin. Membership is individual and not transferable.

Section 3: The membership year shall extend from the end of the month in which the annual meeting is held until the end of the next annual meeting.

Section 4: The membership fee shall be determined by the Executive Board of the Association.

Article 2 - ORGANIZATIONAL STRUCTURE

Section 1: The officers of the Association shall include the President, Past-President, Secretary, Treasurer, Chairperson for the annual meeting, Communications Coordinator, and representatives from each of the major constituent groups within the Association. These persons shall constitute the Executive Board of the Association.

Section 2: Major constituent groups will be institutional research, budget, community colleges and private institutions.

Section 3: Duties of Officers.

A. The President shall:

1. Act as spokesman for the Association.
2. Receive resolutions/position statements from members/institutions and see to their presentations at the annual meeting.
3. Consult with the Chairperson in planning the annual meeting.
4. Preside at the business session of the annual meeting.
5. Call meetings of the Executive Board.
6. Perform any duties necessary to assist the Association in achieving its purpose.
7. Appoint committees as may be needed to conduct affairs of the Association and serve as Ex-officio member of each committee.
8. Serve as Past-President in the year following his/her term as President.
9. Appoint liaisons to other professional organizations.

B. The Past-President shall:

1. Assist in the orderly transition of the change of officers.
2. Serve as Chairperson of the nominating committee to select candidates to run for officer positions.
3. Advise the President and Executive Board of Association policies and procedures, as necessary.
4. Perform duties assigned by the President.
5. Perform the duties of the President in his/her absence or disability.

C. The Treasurer shall:

1. Collect and maintain dues.
2. Safeguard and disburse Association funds as necessary.
3. Prepare a financial statement and submit it at the annual meeting.
4. Maintain and publish an annual listing of the membership of the Association.

D. The Secretary shall:

1. Record the minutes of the business session of the annual meeting and meetings of the Executive Board.
2. Print and distribute notices and resolutions adopted at the annual meeting.
3. Disseminate information about the Association to the membership.

E. The Communications Coordinator shall:

1. Disseminate information about the Association to the membership through a variety of written and electronic means such as a VAMAP brochure, an electronic listserv of e-mail addresses, and a World Wide Web home page.
2. Assist the Executive Board with the development of other means to communicate with the membership, such as an electronic newsletter.

F. The Chairperson for the Annual Meeting shall:

1. Have general responsibilities for the annual meeting.
2. Work with the Executive Board in planning the annual meeting.

G. The Constituent Representatives shall:

1. Represent the interests of their constituent groups in Executive Board meetings.
2. Have responsibility for planning and coordinating workshops, panels, presentations, and other sessions at the annual meeting.

H. The Executive Board shall:

1. Determine goals for activities and programs of the Association.
2. Approve plans and locations for the annual meeting.
3. Approve membership and other fees.

Article 3 - NOMINATIONS AND ELECTIONS

Section 1: Nominations.

The President of the Association shall appoint a nominating committee. One shall be the Past-President who shall serve as committee chairperson. This committee shall prepare a slate of officers. Additional nominations may be made from the active membership during the business session of the annual meeting.

Section 2: Elections.

All officers shall be elected at the business session of the annual meeting by a majority vote of those members present and voting. If there is more than one nomination for each office, the voting shall be by written ballot.

Section 3: Vacancies in Office.

If a vacancy occurs in the office of the President, Past-President shall fill the unexpired term. All other vacancies shall be filled by appointment by the President. Any individual appointed to serve an unexpired term shall be eligible to succeed himself/herself and to serve a full elective term as provided in these By-Laws. The Past-President, if required to fill the unexpired term of the President, however, is not eligible to succeed himself/herself.

Article 4 - MEETING AND QUOREM

Section 1: Annual Meeting. The annual meeting of the Association shall be held at a site and date determined by the Executive Board. The Secretary shall be responsible for notifying all members of the date and location of the annual meeting at least sixty days prior to the meeting. The business session shall be held in conjunction with the annual meeting.

Section 2: Quorum. Registrants in attendance at the business session of the annual meeting shall constitute a quorum.