



By-Laws of Michigan Educators Apprenticeship and Training Association (MEATA)

ARTICLE I

NAME

The organization shall be known as the Michigan Educators Apprenticeship and Training Association (hereinafter MEATA or the Association).

ARTICLE II

MISSION

The Mission of Michigan Educators Apprenticeship and Training Association (MEATA) shall be **to provide a forum for the professional development of Secondary and Post- Secondary Educators and other individuals involved in providing apprenticeship and work-based education.**

ARTICLE III

GOALS AND OBJECTIVES

Goal A. To provide an operational structure for the MEATA organization.

Objective A.1. Maintain the incorporation with the State of Michigan, maintain 501(c)(3) status, and adhere to IRS compliance laws.

Objective A.2. Maintain and follow By-Laws of the organization.

Goal B. To encourage, and promote sound apprenticeship and training programs.

Objective B.1. To sponsor and support outreach activities that promote pre and apprenticeship opportunities.

Goal C. To collaborate with other organizations, for the exchange of information regarding pre-apprenticeship and apprenticeship opportunities.

Objective C.1. To encourage employers, associations, government and labor organizations to participate with the Association.

Objective C.2. To plan and coordinate activities and events, that promote discussion and interaction on current concerns and issues of association members.

Goal D. To promote and enhance participation and membership in the organization.

Objective D.1. To recruit membership from all educational institutions and organizations that provide pre and/or apprenticeship opportunities.

Objective D.2. To maintain a viable relationship with the US DOL Office of Apprenticeship and other state and federal agencies.

ARTICLE IV

AMENDMENT OF ARTICLES OF INCORPORATION (State of Michigan)

If changes are desired to be made to the Articles of Incorporation, the changes can be made by filing a Certificate of Amendment with the Bureau. Reasons for amending the Articles of Incorporation include changes in the name, purpose or street address.

ARTICLE V

AMENDMENT OF BY-LAWS

The Association by a two-thirds vote of the Executive Board may amend the By-laws. The members of the Executive Board shall be notified 30 days in advance in writing or email by the Secretary or the President of the contemplated action and shall be polled by letter, email or at an Executive Board meeting.

ARTICLE VI

CONSTRUCTION AND TERMS

If there is any conflict between the provisions of these By-Laws and the Articles of Incorporation of this Association, the provision of the Articles of Incorporation shall govern. Should any of the provisions or portions of these By-Laws be held unenforceable or invalid for any reason, the remaining provisions and portions of the By-Laws shall be unaffected by such holding. All reference in these By-Laws to the Articles of Incorporation shall be to the Articles of Incorporation of the Association filed with the Secretary of the State of Michigan and used to establish the legal existence of this Association. All reference in these By-Laws to a section or sections of the Internal Revenue code shall be to such sections of the U.S. Internal Revenue code of 1986 as amended from time to time or to the corresponding provision in any future U.S. federal tax code.

ARTICLE VII

LIMITATION ON DISTRIBUTION OF INCOME

- A. No part of net earnings received as dues, assessments, gifts, grants, proceeds of solicitations, or any other funds received shall inure to the benefit of or be distributable to the Association's Members, Trustees, Officers, or other private persons except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose set forth in the Article of Incorporation.
- B. Members of the Association, including those serving on the Executive Board, shall not receive

any remuneration for the time that they spend in handling the Association's business unless authorized by the Executive Board.

- C. Incidental expenses for stationery, postage, copying services, cost of telephone or other incidental expenses incurred by the Executive Board in support of the Association shall be paid from the Association funds.
- D. Bills are sent to the Treasurer to be itemized, and paid. Bills exceeding \$500.00 require Executive Board approval prior to payment.

ARTICLE VIII

INTERNAL REVENUE PROVISIONS

The Association shall not participate in, or intervene in, any political campaign on behalf of any candidate for public office, notwithstanding any other provision of these By-Laws. The Association shall not conduct or carry on any activities not permitted to be carried on: (a) by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code or (b) by an Association, contributions to which are deductible under Section 70(c)(2) of the Internal Revenue Code.

ARTICLE IX

CONFLICT OF INTEREST

The definition of conflict of interest is defined as an Association member or Executive Board member who has a barrier that prevents them from being impartial and loyal to the non-profit association

It is the Executive Board's responsibility to protect the Association's interest when it is contemplating any transactions or arrangement which may benefit any Association member or member of the Executive Board. Upon notification that there has been a conflict of interest, the Executive Board will investigate, decide, and vote on the outcome.

ARTICLE X

GENERAL MEATA MEMBERSHIP

- A. Members is anyone who attended a MEATA conference.
- B. Members shall include, but are not limited to, representatives from organizations that provide or are interested in learning about pre- and/or apprenticeships.
- C. Annual membership dues are paid as a part of the conference fee. A fee can be paid in lieu of attending a conference. The Executive Committee will decide on the amount.
- D. Each member will have the ability to nominate a candidate for an open position.
- E. Each member shall have one vote for any open positions. Elections are held in the Spring.
- F. If a member wants to withdraw from membership, written notice will be given to the Secretary.

ARTICLE XI
EXECUTIVE BOARD

- A. The Executive Board shall be responsible for the development and maintenance of governing policies for all aspects of the Association, as well as for financial stewardship, strategic direction and program evaluation.
- B. The Executive Board shall consist of the following officers: President, Vice President, Outreach Representative, Secretary, Treasurer, Secondary Education Representative, Post-Secondary Representative, Union, Labor, or Business Representative, and Immediate Past President.
- C. Appointed and non-voting representatives from the State of Michigan of Labor and Economic Opportunity and US Department of Labor Office of Apprenticeship
- D. Officers shall be elected at the Spring Conference by polled majority vote of the membership in attendance at the conference except the Representative from the State of Michigan and the Representative from the Department of Labor, Bureau of Apprenticeship, as the individual filling this position is appointed by the State of Michigan or Bureau of Apprenticeship. The term for officers shall be for two years beginning with their election at the Spring conference.
- E. In the event of an office's vacancy arising for any cause prior to the end of a term, a successor will be selected by vote of the remaining members of the Executive Committee for the completion of the term.
- F. Officers may hold their office for two (2) consecutive two-year terms.

ARTICLE XII
INDEMNITY OF OFFICERS, DIRECTORS, COMMITTEES AND STAFF

- A. The provisions of this Article shall apply to each individual officer, director, Committee Member, volunteer staff appointed or contracted by the Association. Whenever used hereafter in this Article, the term "Officer" shall include officers, directors, volunteers, committee or staff members.
- B. The Association shall have Indemnified any and all of its officers or former officers against expenses and liabilities (including counselors fees) actually and necessarily incurred by them or imposed on them in conjunction with any action, suit or proceeding in which they or any of them are made parties or in which they become involved as a party, by reason of being or having been officers or an officer of the Association, or any settlement thereof whether or not they are an officer at the time such expenses are incurred, except in relation to matters in which any such officer or former officer shall be adjudged in such action, suit or proceeding to be liable for gross negligence or willful misconduct in the performance of the duty. Such Indemnification shall not be deemed exclusive to any other right to which those indemnified may be entitled under any agreement, vote of the membership or otherwise.
- C. The Executive Board is further authorized to purchase necessary Liability insurance to indemnify and protect the Executive Board and/or MEATA against any loss resulting from the discharge of their duties, except as herein expressly excepted.

APPENDIX XIII
MEATA OFFICER DUTIES

A. The duties of the President are as follows:

- A.1. Preside at all general meetings, using Robert's Rules of Order.
- A.2. Preside over Executive Board meetings.
- A.3. Appoint standing or special committees and instruct them as to their duties.
- A.4. Appoint a liaison to other organizations as necessary, with board approval.
- A.4. Serve as an ex officio member of all subcommittees.
- A.5. Be responsible for encouraging employers, associations, government and labor organizations to participate with the Association.

B. The duties of the Vice President are as follows:

- B1. Assume the duties of the chairperson in the President's absence.
- B.2. Provide support for all MEATA goals and objectives.
- B.3. Responsible for encouraging employers, associations, government and labor organizations to participate with the Association.
- B.4. To recruit membership from all educational institutions and organizations that provide work-based education.
- B.5. To maintain a viable relationship with the Bureau of Apprenticeship & Training and other state and federal agencies.
- B.6. Responsible for coordinating website, social media, and print media. wording

C. The duties of the Outreach representative are as follows:

- C.1. Chairs the conference committee.
- C.2. Coordinate outreach activities that promote MEATA.
- C.3. To plan and coordinate activities and events, in consultation with the Executive Committee, that promote discussion and interaction on current concerns and issues of Association members and their constituencies.
- C4. To sponsor and support outreach activities that promote work-based education and apprenticeships.

- D. The duties of the Secretary are as follows:
 - D.1. Record and distribute minutes of the meetings.
 - D.2. Maintain Association records including mailing lists and membership roster.
 - D.3. To provide an operational structure for the Association.
- E. The duties of the Treasurer are as follows:
 - E.1. Collect funds and maintain a financial record of all Association income and expenses and provide this record for audit as requested.
 - E.2. Prepare and present a Treasurer's report for Executive Committee meetings.
 - E.3. File all tax forms as needed with IRS, State of Michigan and other municipalities.
- F. The duties of the Secondary Education Representative are as follows:
 - F.1. Provide information which will promote collaboration on secondary education and apprenticeship activities.
 - F.2. Assist other officers in planning events and promoting the Association.
- G. The duties of the Post-Secondary Representative are as follows:
 - G.1. Provide information which will promote collaboration on post-secondary education and apprenticeship activities.
 - G.2. Assist other officers in planning events and promoting the Association.
- H. The duties of the Labor/Union/Business Representative are as follows:
 - H.1. Provide information which will promote collaboration on Labor/Union/Business education and activities.
 - H.2. Assist other officers in planning events and promoting the Association.
- I. The duties of the Representative from the State of Michigan Department of Labor of Opportunity are as follows:
 - I.1. Provide apprenticeship-related information from the State of Michigan Department of Labor and Opportunity
- J. The duties of the Representative from the US Department of Labor, Office of Apprenticeship are as follows:
 - J.1. Provide apprenticeship-related information from the Department of Labor, Office of Apprenticeship
- K. The duties of the Immediate Past President are as follows:

- K.1. Serve as an ex-officio member of the Executive Board

ARTICLE XIV

EXECUTIVE BOARD MEETINGS

- A. A minimum of six meetings shall be held each year. Meetings shall be held upon call of the President or any four members of the Executive Committee.
- B. Written/email notice of time, place and purpose of the meeting shall be given not less 7 days prior to the meeting.
- C. Members of the Executive Board may attend by phone, audio or video into the meeting and still be considered present.
- D. A member of the Executive Board who shall be absent from three (3) consecutive regular meetings shall be contacted by the President or Vice-President to discuss concerns. A decision will be made by the Board after hearing result of conversation with said member.

ARTICLE XV

QUORUM FOR THE EXECUTIVE BOARD

To conduct official business, a quorum is defined as the majority of the Executive Board members.

ARTICLE XVI

BOARD MISCONDUCT

Misconduct is defined intentional or unintentional behavior, including criminal offenses, sexual offenses, financial misconduct, unethical or immoral behavior.

Any allegations of a Board member shall be brought to the President, and any allegations of the President shall be brought to the Vice-President. The President (or Vice President) has a responsibility to act on allegations of Board member misconduct. The President (or Vice President) will appoint a panel of minimum of three board members to investigate. The panel would investigate and have an option to recommend a hearing with the full board or dismiss. If the allegations come to the Executive Board, they will vote on the outcome.