

MEATA Constitution

MISSION The Mission of the MEATA Organization 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 I ORGANIZATION

Section A. Members shall include, but are not limited to, representatives from educational institutions and organizations that provide work-based education. The organization shall be known as the Michigan Educators Apprenticeship and Training Association (MEATA). Hereafter referred to as the Association.

Section B. Members shall include, but are not limited to, representatives from educational institutions and organizations that provide work-based education.

ARTICLE II GOALS AND OBJECTIVES

GOALS

Section A. To foster, encourage, and promote sound apprenticeship and training programs.

Section B. To collaborate with other organizations for the exchange of information on apprenticeship and related work-based education.

Section C. To promote and enhance participation and membership in the organization. Membership fees will be included in conference costs. Therefore those who attend one or more conferences shall be considered members.

Section D. To facilitate communication between Association members for the exchange and dissemination of information regarding apprenticeship and other work-based programs.

Section E. To encourage and promote higher education through articulation and partnerships.

OBJECTIVES

Section A. To encourage employers, associations, government and labor organizations to participate with the Association.

Section B. To recruit membership from all educational institutions and organizations that provides work-based education.

- Section C. To plan and coordinate activities and events that promote discussion and interaction on current concerns and issues of association members and their constituencies.
- Section D. To sponsor and support outreach activities that promote work-based education.
- Section E. To provide an operational structure for the organization.
- Section F. To maintain a viable relationship with the Bureau of Apprenticeship & Training and other state and federal agencies.

ARTICLE III PURPOSE

- Section A. The purpose of the Association shall be:
- To plan Association meetings.
 - To provide for the discussion of mutually offered training programs.
 - To exchange information on training experience, ideas and methods.
 - To encourage and promote an active interest in sound apprenticeship and work-based training to those who provide it.
 - To represent trade related instruction to other groups and organizations.

ARTICLE IV OFFICERS

- Section A. The Executive Committee shall consist of the following officers: Chairperson, Vice Chairperson, Outreach & Events Representative, Secretary, Treasurer, Secondary Education Representative, Business/Labor Representative and Past Chair (ex-officio).
- Section B. Officers shall be elected at the Spring conference by polled majority vote of the membership. The term for officers shall be for two years beginning with their election at the Spring conference.
- Section C. In the event of an officer's termination prior to the end of a term, a successor will be appointed to complete the term by remaining members of the Executive Committee.
- Section D. Officers may hold their office for two (2) consecutive two-year terms in a particular office, with the exception of the Treasurer, which may continue upon approval each term by the membership.
- Section E. General responsibilities include:
- Attend the executive committee meetings as scheduled.
 - Attend other official association activities/events

Deliver all Association records and materials to their respective successors.

Demonstrate active commitment to the Association and participation in all Association efforts.

Assist in the coordination of MEATA conferences.

Section F. The duties of the Chairperson are as follows:

Preside over Executive committee.

Preside at all general meetings, using Robert's Rules of Order.

Appoint committees and direct the administration of the general business of the Association.

Serve as an ex officio member of all subcommittees.

Section G. The duties of the Vice Chairperson are as follows:

Assume the duties of the chairperson in the chairperson's absence.

Provide support for all MEATA goals and objectives.

Section H. The duties of the Outreach and Events Representative are as follows:

Coordinate MEATA conferences with Executive Committee.

Coordinate the development and distribution of promotional, recruitment and outreach literature.

Coordinate outreach activities that promote MEATA.

Section I. The duties of the Secretary are as follows:

Record and distribute minutes of the meetings.

Maintain Association records including mailing lists and membership roster.

Section J. The duties of the Treasurer are as follows:

Maintain a financial record of all Association income and expenses and provide for audit as requested.

Prepare and present Treasurer's report for Association meetings.

Collect conference fees.

Notify Secretary of changes in membership status.

Section K. The duties of the Secondary Education Representative are as follows:

Provide information which will promote collaboration between secondary and post-secondary apprenticeship issues.

Assist other officers in planning events and promoting the organization.

Section L. The duties of the Business/Labor Representative are as follows:

Provide information which will promote collaboration between education and business and labor issues.

Assist other officers in planning events and promoting the organization.

Section M. The duties of the Past Chair are as follows:

Serve as an ex-officio member to the Executive Committee.

Serve as a liaison between MEATA and MASCI (Michigan Apprenticeship Steering Committee, Inc.

ARTICLE V APPOINTMENT OF COMMITTEES

Section A. The Chairperson shall have the authority to appoint such committees as may be necessary to serve either as a standing or special committee and shall instruct them as to their duties.

ARTICLE VI QUORUM

Section A. A quorum shall consist of a majority of the Association's membership present. The Chairperson may choose to poll the membership by letter in lieu of a meeting and the results of said poll shall be as binding as if the Association had met and a quorum was present.

ARTICLE VII AMENDMENT OF CONSTITUTION

Section A. The Association by a two-thirds vote of the membership may amend the Constitution and Bylaws. The members shall be notified 30 days in advance in writing by the Secretary for the Chairperson of the contemplated action and shall be polled by letter or at an Association meeting.

ARTICLE VIII MEATA FUNDS

Section A. Members of the Association including the Executive Committee shall not receive any remuneration for the time that they spend in handling the Association's business.

Section B. Incidental expenses for stationery, postage, copying services, cost of telephone or incurred by the Executive Committee in support of the

Association shall be paid from the Association funds.

Section C. Bills for expenses are to be itemized, signed, and then sent to the Treasurer for Executive committee approval.