

National Collegiate Middle Level Association
CONSTITUTION & BYLAWS
(Approved April 17, 2010)

CONSTITUTION

Article I.

Purposes

Section 1. CMLA exists to:

- a. Advocate for middle level education.
- b. Advance high quality middle level educator preparation according to NMSA standards.
- c. Instill in its members a commitment to ongoing professional development.
- d. Develop tomorrow's leaders for middle level education.

Article II.

Membership

Section 1. Any group of members enrolled in, or affiliated with, an institution of higher education who will adhere to and promote the purposes of CMLA are eligible for membership as a chapter of CMLA.

Section 2. Membership will be renewed annually on the anniversary date of when the membership was originally established.

Section 3. Payment of CMLA membership fees entitles a local chapter to be an institutional member of NMSA as well as national CMLA.

Article III.

Officers

Section 1. The officers of CMLA shall include but are not limited to: President, Vice President, Treasurer, and Secretary.

Section 2. President

Duties of the President:

- a. Preside over all meetings for national officers and/or the general membership of CMLA.
- b. Oversee the planning and implementation of said meetings.
- c. Represent CMLA by planning and attending meetings with NMSA.
- d. Appoint one national officer to attend Board of Advisors meetings and inform the Chairperson of the Board of that appointment.
- e. Provide leadership, goal-setting, and "visioning" for the CMLA organization.

Section 3. Vice President

Duties of the Vice President:

- a. Preside over meetings in the President's absence.
- b. Oversee the functioning of the committees (see Article IX).
- c. Act as a liaison to maintain communication regarding committee functioning with CMLA officers.

Section 4. Secretary

Duties of the Secretary:

- a. Record and distribute the minutes of each Board of Advisors meeting and each meeting of National CMLA.
- b. Carry out the necessary correspondence of National CMLA.
- c. Serve as a consultant to the relevant standing committees.
- d. Oversee communication regarding the smooth transition between National CMLA Host Sites.

Section 5. Treasurer

Duties of the Treasurer:

- a. Coordinate monetary transactions for National CMLA with NMSA.
- b. Interface with NMSA Board of Directors regarding monetary issues through the Executive Director or designee.
- c. Create and submit to NMSA budget priorities, plans, and requests for the CMLA organization's biennial budget and update annually.

Article IV.

Board of Advisors

Section 1. To be eligible for the Board of Advisors, a person must be an Advisor of one of the Chapter members of the CMLA organization.

Section 2. The members of the Board of Advisors shall be comprised of the Faculty Advisors, two officer members from National CMLA Host Site, and a representative from NMSA.

- a. An advisor from the most recent outgoing National Host Site will chair the Board of Advisors.
- b. The Board of Advisors will meet at least twice a year, once at the NMSA national conference, once at a spring meeting at NMSA headquarters or alternate site.

Section 3. Roles and Responsibilities of the Board of Advisors

- a. The members of the Board of Advisors shall serve in an advisory role to CMLA.
- b. The Board of Advisors shall approve the annual budget of CMLA.
- c. The Board of Advisors shall be responsible for selecting the host site.

Section 4. Roles and Responsibilities of the Board of Advisors Chairperson

- a. The Board of Advisors Chairperson shall act as a liaison between the officers of CMLA and NMSA and between CMLA and the Board of Advisors.
- b. The Board of Advisors Chairperson will provide professional support to the CMLA Officers.

Article V. Host Institution

Section 1. The Host Institution will be the chapter from which the current National CMLA officers are members.

Section 2. A chapter must make a formal application to the Board of Advisors in order to be considered as the Host Institution.

Section 3. The Board of Advisors will select the Host Institution by majority vote of the votes cast. If there is a tie, the Board of Advisors Chairperson will cast the deciding vote.

Section 4. The application must provide the following support and verification of support:

- a. Signature of support from a Faculty Advisor for the chapter applying.
- b. Signature of support from the Dean or head of the teacher education unit in the home institution of the chapter applying.
- c. Documentation of the chapter's activities from the previous years.
- d. Documentation of the ability to slate the required officers under Article III Section 1.

Section 5. In the event that the Host Institution is unable to fulfill its responsibilities, the Board of Advisors will assume responsibility for direction and leadership for the National CMLA organization.

Article VI. Selections of Officers and Hosting Institution

Section 1. Selection of the Host Institution will be made by the Board of Advisors every two years, on even years, after the NMSA annual conference.

Section 2. Applications must be submitted to the chairperson of the Board of Advisors four weeks after the NMSA annual conference who will then distribute them to the Board of Advisors. After the conference and prior to 28 February of the following year, members of the Board of Advisors will:

- a. Review the applications.
- b. Conduct a conference phone call, if necessary, to discuss the applications.
- c. Submit a vote to the chairperson of the Board of Advisors.

Section 3. Selection of the Host Institution will be made and the results officially announced by the Chairperson of the Board of Advisors no later than 28 February of the odd numbered years. The new Host Institution will begin its responsibilities immediately following the spring conference of the odd-numbered years.

Article VII.

Terms

Section 1. The officers shall have a two-year term, beginning and ending at the end of National CMLA spring conference.

Section 2. The Host Institution shall serve as the host site for two consecutive years, beginning and ending at the end of the National CMLA spring conference.

Section 3. The members of the Board of Advisors shall serve as long as their chapter remains a chapter of CMLA.

Article VIII.

Meetings

Section 1. A general membership meeting will be held once each year during the NMSA annual conference.

Section 2. A spring meeting will be held once each year at NMSA headquarters or alternate site to include at least primary officers from each chapter. The focus of these meetings will rotate between leadership training for Chapter officers and professional development for all CMLA members.

Section 3. Officers' meetings shall be held regularly and as needed to conduct the business of the organization.

Section 4. The business meetings of the Association shall follow civil practice and apply Roberts Rules of Order if necessary to conduct business freely and fairly.

Section 5. A majority of voting chapters is required to pass official business of the Association. Each chapter is allowed one vote, to be cast electronically or via paper ballot. Ballots must be submitted within a reasonable time frame to be determined by the National Officers.

Article IX.

Committees

Section 1. Standing committees will be: 1) Communications and 2) Membership and Promotion.

Section 2. Members of each standing committee shall be from the same campus and each standing committee shall be from a different chapter when possible.

Section 3. Each standing committee site will be appointed by the Vice-President, in consultation with the chapter advisor(s) of the Host site and as reviewed by the Board of Advisors.

Section 4. Communications Committee:

- a. Will communicate to the general membership the business of National CMLA in consultation with the national communications officer.
- b. Will be responsible for promoting communication among chapters.
- c. Will regularly monitor the communication among chapters.

Section 5. Membership and Promotion Committee:

- a. Will maintain and promote the growth of CMLA.
 - i. Will recruit additional chapters.
 - ii. Will maintain database of university programs regarding their affiliation status.
- b. Will publicize the terms and requirements for membership eligibility and provide members with pertinent membership information.
- c. Will be responsible for working with NMSA National Office in keeping records of membership.
- d. Will be responsible for recording addresses, E-mail addresses and other pertinent information for all members.
- e. Will make deliberate efforts to get chapters to collaborate with and involve other universities to meet the goals of the organization.

Section 6. Ad Hoc Committees:

- a. National officers will establish ad hoc committees as necessary.
- b. Goals and purposes of these committees will be developed through consultations between the Vice-President and the Board of Advisors.
- c. Chairpersons will be appointed by the President in consultation with the Vice-President.

Article X.

Amendments and Changes to the Constitution & Bylaws

Section 1. Recommendations for changes or amendments to the Constitution will be brought to the Board of Advisors for its advisement.

Section 2. A two- thirds vote of voting chapters is required to pass changes or amendments to the Constitution. Each chapter is allowed one vote, to be cast electronically or via paper ballot. Ballots must be submitted within a reasonable time frame to be determined by the National Officers.

Section 3. The Bylaws may be changed by a majority of the voting members of the Board of Advisors. Each chapter is allowed one vote, to be cast electronically or via paper ballot. Ballots must be submitted within a reasonable time frame to be determined by the National Officers.

BYLAWS

Article 1. Finance

Section 1. Dues will be assessed annually.

Section 2. Chapter Membership

- a. All dues will be collected and processed by the National Middle School Association.
- b. Annual chapter membership dues will be equal to that of an NMSA Institutional Basic Membership.

Section 3. Allocation of Funds

- a. The allocation of funds will be the responsibility of the Treasurer.
- b. The Board of Advisors or Board of Advisors Chairperson must approve allocation of funds.

Section 4. Budget will be reviewed and approved each year at the NMSA annual meeting.