

Collegiate Middle Level Association

CONSTITUTION & BYLAWS

CONSTITUTION

Article I. Purposes

- Section 1.** CMLA will provide an organized source of information that:
- a. Advances appropriate middle level teacher preparation.
 - b. Provides information about starting and maintaining an organized group of students involved in middle level education on college and university campuses.
 - c. Promotes and invites collegiate participation at national, state, and regional middle level conferences.
 - d. Encourages preservice teachers to become involved in professional organizations at the campus level and ultimately at the state and national levels.
 - e. Provides information about current middle level employment opportunities.
 - f. Supports legislation, standards, and recommendations that enhance middle level concepts, practices, and ideas.
- Section 2.** CMLA will:
- a. Support and encourage students in middle level education.
 - b. Inform members of progress and activities of both CMLA and its chapters via newsletters, electronic technology, and other sources of communication.

Article II. Membership

- Section 1.** Eligible for membership in CMLA are any groups of students who represent an established collegiate middle level education organization and wish to join CMLA as a chapter member.
- Section 2.** Membership will be renewed annually on the anniversary date of when the membership was originally submitted.

Article III. Officers

- Section 1.** The officers of CMLA shall include a president, president-elect, treasurer, secretary/historian, and committee coordinator.
- Section 2.** President
Duties of the President:
- a. Preside over all general meetings of CMLA.
 - b. Represent CMLA or appoint a designee to attend meetings of the National Middle School Association when student participation is requested.
 - c. Represent CMLA or appoint designees to attend affiliate meetings when requested by state affiliate.
 - d. Manage and provide leadership for the continued progress of CMLA.
 - e. Represent CMLA at NMSA's Professional Certification Committee when appropriate.

- Section 3.** President-Elect
Duties of the President-Elect:
- a. Preside over general meetings in the President's absence.
 - b. Appoint committee chairpersons in consultation with the Committee Coordinator.

- Section 4.** Secretary/Historian
Duties of the Secretary/Historian:
- a. Record and distribute the minutes of each Advisory Board meeting and each meeting of CMLA.
 - b. Carry out the necessary correspondence of CMLA.
 - c. Serve as a consultant to the Communications Standing Committee.
 - d. Produce and publish a historical perspective of the Association's growth and activities.

- Section 5.** Treasurer
Duties of the Treasurer:
- a. Prepare an annual budget to be presented to the members of CMLA and the Advisory Board.
 - b. Coordinate monetary transactions for CMLA with the Budget Director of NMSA.

- Section 6.** Committee Coordinator
Duties of the Committee Coordinator:
- a. Coordinate and facilitate CMLA committees.
 - b. Correspond and report between the committees and the CMLA officers.
 - c. Consult with the President-Elect regarding appointment of committee chairpersons.

Article IV.
Advisory Board

- Section 1.** To be eligible for the Advisory Board, a person must be an official Faculty Advisor of one of the Chapter members of CMLA.

- Section 2.** The members of the Advisory Board shall be comprised of the Faculty Advisors, the President and President-Elect of CMLA, and a representative from NMSA Professional Preparation and Certification Committee.
- a. The representative from the NMSA Professional Preparation and Certification Committee will chair the Advisory Board.
 - b. The Advisory Board will meet at least twice a year, once at the NMSA national conference, once at a spring meeting at NMSA headquarters or alternate site, and at the discretion of the Chairperson.

- Section 3.** Roles and Responsibilities of the Advisory Board
- a. The members of the Advisory Board shall serve in an advisory role to CMLA.
 - b. The Advisory Board shall approve the annual budget of CMLA.
 - c. The Advisory Board shall be responsible for selecting the host site.

- Section 4.** Roles and Responsibilities of the Advisory Board Chairperson
- a. The Advisory Board Chairperson shall act as a liaison between the officers of CMLA and NMSA and between CMLA and the Advisory Board.
 - b. The Advisory Board Chairperson will provide professional support to the CMLA Officers.

Article V
Host Institution

- Section 1.** The Host Institution will be the chapter of which the current officers are members.
- Section 2.** A chapter must make a formal application to the Advisory Board in order to be considered as a Host Institution.
- Section 3.** The Advisory Board will select the Host Institution by majority vote of the votes cast. If there is a tie, the Advisory Board Chairperson will cast the deciding vote.
- Section 4.** The application must provide the following support and verification of support:
- a. Signature of support from the chapter's Faculty Advisor.
 - b. Signature of support of the Dean of head of the teacher education unit of the institution.
 - c. Documentation of the chapter's activities.
 - d. 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 Advisory Board will assume responsibility for direction and leadership.

Article VI.
Selections of Officers and Hosting Institution

- Section 1.** Selection of the Host Institution will be made by the Advisory Board every two years, on even years, at the NMSA annual conference.
- Section 2.** Applications must be submitted to the Advisory Board four weeks prior to the NMSA annual conference. Prior to the conference, members of the Advisory Board will:
- a. Review the applications
 - b. Conduct a conference phone call, if necessary, to discuss the applications.
- Section 3.** Selection will be made and the results officially announced at the NMSA annual conference.

Article VII.
Terms

- Section 1.** The officers shall have a two-year term, beginning and ending at the end of the NMSA annual conference.
- Section 2.** The Host Institution shall serve as the host site for two consecutive years, beginning and ending at the end of the NMSA annual conference.
- Section 3.** During the last year of the slated officers' term, the chapter president of the next Host Institution will become the President-Elect for that year.
- Section 4.** The members of the Advisory Board 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 with a representative group from each chapter.
- Section 3.** Officers' meetings shall be held when the Officers deem necessary and are able to assemble.
- Section 4** The business meetings of the Association shall follow Roberts Rules of Order.
- Section 5** A majority vote of members present (at either the meeting held at the NMSA annual conference or the spring meeting held at NMSA headquarters) is required to pass any official business of the Association.

Article IX.
Standing Committees

- Section 1.** Standing committees will be: Communications, Job Market, Conference Preparation, and 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 chairperson will be appointed by the President-Elect in consultation with the Committee Coordinator.
- Section 4.** Communications Committee:
- a. will report the activities of officers, members, committees, and general meetings by producing publications - consisting of at least two newsletters annually - in consultation with the Secretary/Historian.
 - b. Will be responsible for distribution of publications to members.
- Section 5.** Job Market Committee:
- a. Will organize and implement a job market communication program.
- Section 6.** Conference Preparation Committee:
- a. Will promote and invite collegiate participation at national conferences.
- Section 7.** Membership and Promotion Committee:
- a. Will promote the growth of CMLA.
 - b. Will publicize the terms and requirements for membership eligibility and provide members with pertinent membership information.
 - c. Will be responsible for membership certificates recognizing membership status.
 - d. Will be responsible for working with NMSA national office in keeping records of membership.
 - e. Will be responsible for recording addresses, email address, and other pertinent information for all members.

Section 8. Ad Hoc Committees:

- a. Officers will establish Ad Hoc committees as they deem necessary.
- b. Goals and purposes of these committees will be developed through consultations between the Committee Coordinator and the Advisory Board.
- c. Chairpersons will be appointed by the President-Elect in consultation with the Committee Coordinator.

Article X.

Amendments and Changes to the Constitution & Bylaws

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

Section 2. Changes or amendments must be brought to a vote by the general membership on a ballot at the annual meeting at the NMSA annual conference and approved by two-thirds of those present.

Section 3. The Bylaws may be changed by a majority vote of the Advisory Board in attendance and the remaining CMLA officers who are not members of the Advisory Board.

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. Chapter membership dues will be proportionately related to the NMSA regular institutional dues.

Section 3. Allocation of Funds

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

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