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## Constitution and By-Laws

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*Note: At the October 2011 meeting, the Midwest Business Deans Association and Mid-Continent East Business Administration Association merged to form the MidAmerican Business Deans Association (MAEDA). The Constitution and By-Laws below were approved at the Fall 2012 meeting and updated at the Fall 2013 meeting. For questions, please contact a MABDA officer.*

### **CONSTITUTION: MIDAMERICAN BUSINESS DEANS ASSOCIATION**

#### **I. Name**

The name of the organization shall be the MidAmerican Business Deans Association.

#### **II. Purpose**

The purpose of the Association is the promotion and improvement of collegiate education for business. These objectives are to be realized by such methods as may be deemed appropriate, including:

- A. A forum for the discussion of problems of general interest including:
  - 1. Educational objectives
  - 2. Trends in collegiate education for business
  - 3. Recruitment of faculty
  - 4. Curriculum
  - 5. Teaching methods
- B. Development of an orderly pattern of relationships and liaison with business leaders.
- C. Maintain liaison with AACSB International.
- D. Other objectives as may be adopted by the membership.

In line with these, the Association exists as a forum for the benefit of the chief administrative officers of the member organizations listed in Section III, below, in the performance of their leadership roles. Such officers include active and/or retired Deans of Schools and Colleges of Business. This emphasis does not preclude such chief officers from bringing subordinates or faculty from their respective institutions to meetings of the Association.

#### **III. Membership**

Membership in the Association shall be on an institutional basis, and shall be composed of schools, colleges, divisions, or departments granting baccalaureate and/or advanced degrees in business administration, administration, or management, and which are part of collegiate institutions that are members of AACSB.

The MidAmerican region includes the following States:

Indiana, Michigan, Wisconsin, Kentucky, West Virginia, Minnesota, Ohio, Illinois, Montana, North Dakota, South Dakota, Wyoming, Colorado, Nebraska, Kansas, Missouri, Iowa.

#### **IV. Voting**

Each institutional member shall have one vote to be cast in all matters coming before the Association by the Dean or the Dean's designated representative of the institution.

## **V. Dues**

The annual membership dues will be recommended to the membership by the Executive Committee and as adopted by the membership.

## **VI. Meetings**

The Association shall hold an annual meeting at a date and place as determined by the Executive Committee. A portion of this meeting shall be a business meeting to take care of such matters as may properly come before the Association, including the election of officers. Additional special meetings may be called by the Executive Committee as circumstances demand.

A member institution may bring additional representatives from its staff to the annual meetings, but as specified in Section IV, above, it will have only one vote on matters coming before the Association.

## **VII. Officers**

The officers of the Association shall be President, Vice President (President-Elect), Treasurer, Secretary and Immediate Past President. The President, Vice President (President-Elect), Treasurer, Secretary and Immediate Past President shall serve one year from the close of the annual meeting in which they accede to their offices until their successors take office. The Treasurer shall serve three years from the close of the annual meeting in which he or she accede to his or her office until his or her successor takes office. The Vice President (President-Elect) and Secretary shall be elected by the membership at the annual meeting, and shall serve one year in these offices from the close of the annual meeting in which they are elected until their successors take office. The Treasurer shall be elected by the membership at the annual meeting, and shall serve three years in this office from the close of the annual meeting in which he or she is elected until his or her successor takes office. Officers may be reelected to their current position or to another office.

### Executive Committee

The Executive Committee shall be comprised of eight members: The President, Vice-President, Immediate Past President, Treasurer, Secretary, and two at-large positions.

The two at-large positions shall serve two-year terms from the close of the annual meeting in which they accede to the positions until their successors take office. The two at-large positions shall be elected by the membership at the annual meeting and shall serve in these positions from the close of the annual meeting at which they were elected until their successors take office.

## **VIII. Amendments**

This constitution may be changed at any regular or special meeting. No change shall be effective unless approved by two-thirds of the institutions represented at the meeting. No motion for an amendment shall be considered unless a copy of the proposed amendment has been filed with the Secretary at least twenty days and no more than forty days before the meeting, and a copy thereof be sent forthwith by the Secretary to each member institution at least ten days before the meeting.

## **IX. By-Laws**

By-Laws shall be established which will provide the basis for policies and operating procedures and further define voting rights, membership, etc. These By-Laws may be amended at any regular or special meeting. No change will be effective unless approved by two-thirds of the member institutions represented at the meeting. No motion for an amendment shall be considered unless a copy of such

proposal has been filed with the Secretary at least twenty days and no more than forty days before the meeting. A copy thereof shall be sent forthwith by the Secretary to each member institution at least ten days before the meeting.

This Constitution and By-Laws are based on the decision made by the membership at the Chicago meeting to adopt a constitution and by-laws for this organization.

These by-laws must be adopted by the membership before they become effective.

## **BY-LAWS: MIDAMERICAN BUSINESS DEANS ASSOCIATION**

### **I. Officers**

A. The officers of the Association shall be President, Vice President (President-Elect), Treasurer, Secretary and Immediate Past President. Officers, except for the treasurer, shall serve one year from the close of the annual meeting in which they accede to their offices until their successors take office. The treasurer shall serve three years from the close of the annual meeting in which he or she accedes to his or her office until his or her successor takes office.

B. The Vice President (President-Elect) and Secretary shall be elected by the membership at the annual meeting, and shall serve one year in these offices from the close of the annual meeting in which they are elected until their successors take office. The Treasurer shall be elected by the membership at the annual meeting, and shall serve three years in this office from the close of the annual meeting in which he or she is elected until his or her successor takes office. Officers may be reelected to their current position or to another office.

C. The Vice President (President-Elect) shall be elected by the membership at each annual business meeting from the eligible member states of the MidAmerican region and in accordance with the rotation schedule established, and shall serve a term of one year from the close of the annual meeting at which they are elected until their successors are duly elected.

D. Whenever an office becomes vacant, the Executive Committee shall fill same by temporary appointments pending the election of permanent successors at the next annual meeting. Whenever the office of President becomes vacant, the Vice President (President-Elect) shall assume and perform the duties of the President; however, such service shall not preclude a Vice President (President-Elect) from subsequently acceding to the President.

E. The duties of the President shall be as follows:

1. Shall preside at the annual meeting of the Association and be Chairperson of the Executive Committee.
2. Shall act as Chief Executive Officer of the Association and carry out policies of the Committee and the Association.
3. Shall represent, or appoint others to represent, the Association at all functions to which the Association may be invited to participate and may wish to do so.
4. Shall perform such other duties as customarily pertain to the office of President.
5. Shall oversee any projects undertaken by the Association. This includes the Innovation Awards and any subsequent projects.

F. The duties of the Vice President (President-Elect) shall be as follows:

1. Shall arrange the program and serve as the Program Chair for the annual meeting.
2. Shall serve as an aid to the President.

3. On temporary or permanent absence of the President for any cause, shall assume and perform the duties of the President.

G. The duties of the Treasurer shall be as follows:

1. Shall maintain the financial records and provide a financial report of the operations of the Association for the preceding year at the Association's fall business meeting.
2. Shall deposit all monies received on behalf of the Association in a bank account in the name of the Association.
3. Shall sign all checks in payment of bills incurred by the Association.
4. Shall maintain a current membership list of the Association.

H. The duties of the Secretary shall be as follows:

1. Shall keep minutes of the annual and special meetings of the Association and of its Executive Committee.
2. Shall maintain appropriate files.
3. Shall notify and provide the agenda thereof.
4. Shall receive and transmit amendments to the Constitution and By-Laws.
5. Shall fulfill such other duties as shall be specified by the Executive Committee.

I. The duties of the Past President shall be as follows:

1. Shall serve on the executive committee.
2. Shall conduct the election of officers at the annual meeting.
3. Shall provide advice to the executive committee.

## **II. Elections**

A. Elections shall be held at the annual meeting of the Association.

B. Officers shall be elected by majority vote of the members attending the annual meeting.

## **III. Executive Committee**

A. The Executive Committee shall be comprised of seven members: The President, Vice-President, Immediate Past President, Treasurer, Secretary, and two at-large positions.

The two at-large positions shall serve two-year terms from the close of the annual meeting in which they accede to the positions until their successors take office. The two at-large positions shall be elected by the membership at the annual meeting and shall serve in these positions from the close of the annual meeting at which they were elected until their successors take office.

B. The Executive Committee shall conduct the business of the Association in the interim between annual meetings and shall execute the policies of the Association as set forth in the Constitution and By-Laws, and decisions made by the membership at the annual meeting.

C. The Executive Committee shall meet at the call of the President. The presence of three members shall constitute a quorum.

## **IV. Membership**

All institutions, as defined in Article III of the Constitution, may become members of the Association by paying annual dues and attending the annual meeting. Attendance at the meetings and payment of dues are evidence of continuing interest.

## **V. Voting**

The vote of the member institution shall be cast by the dean of the school or the business program head as set forth in Articles II and III of the Constitution, or his/her designated representative. Only paid-up members may vote.

## **VI. Attendance at Meetings**

Every member institution is encouraged to have representation at the annual meeting. In addition to the Dean or Head of the business program each member institution may invite additional administrative personnel, faculty and staff to attend the annual meeting.

Updated October 15, 2013

Proposed changes noted in red. These changes will be voted up at the 2014 meeting.