

## **The Midwestern Association of Graduate Schools Constitution**

### **ARTICLE I. Name**

The name of this organization shall be **The Midwestern Association of Graduate Schools**, hereinafter referred to as the "ASSOCIATION".

### **ARTICLE II. Functions**

**Section 1. Graduate Study.** The ASSOCIATION shall have as a primary purpose the consideration of mutual problems among the member institutions relating to graduate study and research. It will cooperate with other agencies for this purpose by dissemination of information, promotion of standards, encouragement of research and assistance to institutions embarking upon graduate programs. The ASSOCIATION shall function in liaison with other national and regional educational bodies and may serve as a representative on graduate affairs for the institutional members. It shall serve as a regional affiliate of the Council of Graduate Schools.

**Section 2. Academic Standards.** The ASSOCIATION will take continuous interest in the activities of other bodies which concern themselves with the standards of graduate work. The ASSOCIATION shall not assume the role of an accreditation agency.

**Section 3. Special Studies.** Special studies in graduate education may be undertaken by the ASSOCIATION upon authorization of the membership at an annual meeting.

**Section 4. Gifts and Bequests.** The ASSOCIATION, through action of the members at the annual meeting or by its Executive Committee, may accept grants and bequests for the making of special studies in graduate education and for other purposes consistent with the objectives and functions of the ASSOCIATION.

**Section 5. Binding Actions.** Although the ASSOCIATION may be regarded as a representative and spokesperson of its constituent members, no action taken by the ASSOCIATION or any of its representatives is to be regarded as binding upon any institutional member except for such dues and assessments fully approved as provided hereafter.

### **ARTICLE III. Membership and Dues**

**Section 1. Membership.** Membership in the ASSOCIATION shall be by institution.

a. Any institution in North America having regional or professional accredited status by agencies acceptable to the ASSOCIATION, and now granting graduate degrees is eligible to apply for membership. Any such accredited institution is eligible to be considered for membership upon its request. All applications for membership shall be reviewed by the Membership Committee, which shall make recommendations to the Executive Committee for final action. A report of application actions shall be presented to the membership at the annual business meeting. Membership shall be completed by the payment of the regular institutional dues.

b. All institutions officially listed as members are eligible to continue as members during maintenance of a graduate degree program.

c. At the time of its election to active institutional membership an institution must be fully accredited by its appropriate regional or professional accreditation body.

**Section 2. Classes of Membership.**

a. There shall be only one type of active institutional membership with all active members being permitted equal participation in the ASSOCIATION.

b. Associate membership, carrying all privileges except that of voting, may be extended to any institution contemplating the offering of graduate work, or any institution offering graduate work but not fully accredited as defined above, for such period as determined by majority vote of the Executive Committee.

**Section 3. Representation.** Each full institutional member shall designate one official representative, who shall cast the member's vote on all ballots and votes taken on official actions. A member institution may send as many delegates or participants to meetings as it desires.

**Section 4. Dues.** Dues shall be collected on an institutional basis.

a. The amount of annual dues shall be established for the next year by a majority vote of representatives at the annual business meeting on the recommendation of the Executive Committee. The last voted amount of dues shall continue in effect until changed by formal vote.

b. Dues are payable to the Secretary-Treasurer in January of each year.

**Section 5. Assessments.** Assessments upon the member institutions may be made only in advance of expenditures necessitating such assessment, and must be approved by two-thirds of the official membership of the ASSOCIATION. No assessment may be larger than the amount of the annual institutional dues in effect at the time of the approval of the assessment.

#### **ARTICLE IV. Meetings**

**Section 1. Annual Meeting.** There shall be an annual meeting of representatives of the institutional members, to be held at the place and time designated by the Executive Committee, unless otherwise determined by vote or poll of representatives on such time and place. Upon written request of one or more representatives such a poll by mail shall be authorized by the Executive Committee or a vote taken on the motion in any meeting of the ASSOCIATION.

**Section 2. Regional Meetings.** Subdivisions of the ASSOCIATION are authorized and may meet for discussion at will; but actions taken at such meetings will not be binding upon the ASSOCIATION.

#### **ARTICLE V. Organization**

**Section 1.** The ASSOCIATION shall be operated as a non-profit organization.

**Section 2. Powers.** Policy actions or general statements affecting the ASSOCIATION as a whole shall be valid only when approved by a majority of the representatives in the regular annual business meeting, or by a majority of representatives responding to a mail ballot. Other powers may be delegated by the official representative as they see fit, except for duties specifically designated hereafter.

**Section 3. Officers.** Officers, except the Secretary-Treasurer, are ineligible for consecutive re-election. The Secretary-Treasurer may serve two or more consecutive terms of office. Newly elected officers shall be installed at the close of the annual business meeting.

a. The Chair shall be elected for a term of one year. He/she shall be responsible for coordinating all functions of the ASSOCIATION, and shall preside at the annual meeting. He/she shall serve as Chair of the Executive Committee and perform the other usual duties of a presiding officer. The Chair will become Past Chair following the one year term of office.

b. The Chair-Elect shall be elected for a term of one year. He/she shall assist the Chair, and shall be responsible for the program of the annual ASSOCIATION meeting. The Chair-Elect shall assume the duties of the Chair in the event of the latter's inability to serve. The Chair-Elect will become Chair following the one year term of office. A Chair-Elect who serves a partial term as Chair in the event of a vacancy will then serve the elected term as Chair.

c. The Secretary-Treasurer shall be elected for a term of three years. The Secretary-Treasurer will notify the executive committee of intent to vacate one year prior to the end of the term. Elections will be held for an incoming Secretary-Treasurer. The Secretary-Treasurer will train the incoming Secretary-Treasurer during the final year of the term. If the position is vacated, the executive committee will appoint a Secretary-Treasurer who will serve

through the next election. The Secretary-Treasurer may serve two or more consecutive terms. He/she shall be responsible for notices of dues, announcement of all meetings, and for conducting mail ballots. He/she shall collect and disburse all moneys of the ASSOCIATION, and keep full and accurate records of such transactions. He/she shall maintain the official record of institutional membership and designated representative of each. He/she shall record all proceedings of the ASSOCIATION and cooperate with the Publications Committee in their distribution to members and representatives, and others as the ASSOCIATION or the Executive Committee may direct. The Secretary-Treasurer shall be bonded, and the cost thereof and of auditing the accounts shall be defrayed by the ASSOCIATION by action of the Executive Committee. An audit of the ASSOCIATION's accounts shall be conducted annually by the Auditing Committee.

d. The members of the Executive Committee of the ASSOCIATION shall be reimbursed for the ordinary and reasonable expenditures involved in carrying out their prescribed duties.

e. The Executive Committee shall make an ad interim appointment to fill a vacated office until the next regular business meeting.

## **ARTICLE VI. Committees**

**Section 1. Executive Committee.** The Executive Committee shall be composed of nine members, as follows: the Chair; the Chair-Elect; the Secretary-Treasurer; the Immediate-Past Chair, one Member-at-Large and the chairs of the Membership, Publications, Distinguished Thesis Award, and Auditing Committees. The Executive Committee shall act for the ASSOCIATION between meetings on all but policy or general statement matters which are reserved for the official representatives. It shall act as a committee-on-committees. It may authorize minor expenditures incidental to the general functions of the ASSOCIATION and take other actions necessary for the operation of the ASSOCIATION. It shall assume the function of liaison with other professional and educational organizations. It shall fill officers' vacancies which occur between annual meetings.

- a. Members of the Executive Committee shall hold active positions directly associated with the administration of graduate education at their home campus. Individuals elected as Member-at-Large commit to four years of service to MAGS. Individuals who are no longer active graduate deans or associate/assistant deans will resign from the executive committee.

**Section 2. Nominating Committee.** A nominating committee composed of the Immediate-Past Chair and two other members appointed by the Chair shall be in charge of elections and prepare a slate for the election of officers as herein designated. Members of the Executive Committee (except for the Immediate-Past Chair) shall not be eligible for appointment to this committee. The committee shall be appointed early in the year and prepare the slate in advance of the annual meeting. Ballots shall be sent out with the announcement of the annual meeting with provision for returning them to the Immediate-Past Chair. Announcement of the election results shall be made at the annual business meeting and the committee shall be automatically dissolved at that time. The annual slate for elections shall list candidates for the following offices: Chair, Chair-Elect, and Member-at-Large for terms of one year; and Secretary-Treasurer for a term of three years one year in advance of a known vacancy in the office or prior to the annual meeting following a resignation. It is expected that normally the Member-at-Large will succeed to the Chair-Elect position and the Chair-Elect will succeed to the Chair position.

**Section 3. Standing Committees.** Standing Committees designated below shall assist in the program of the ASSOCIATION. Members of all standing committees shall be appointed by the Executive Committee for three year terms, with terms expiring on a rotating basis. The chair of each committee shall be designated annually from the members of the committee by the Executive Committee. These committees shall be responsible to the ASSOCIATION through the Executive Committee. The number of members on each standing committee shall be established in the Bylaws.

Standing Committees of the ASSOCIATION shall be as follows:

- a. Membership Committee. The Membership Committee shall review all applications for active membership in the ASSOCIATION, and shall make recommendations for action to the Executive Committee.

b. Publications Committee. The Publications Committee, working in cooperation with the Secretary-Treasurer, shall (i) assist in publishing the proceedings of each annual conference and business meeting, (ii) prepare and publish such reports, letters, or studies as provided in the bylaws, and (iii) recommend to the Executive Committee the publication of any other papers or studies. The Executive Committee shall authorize expenditures for all publications, including approval of the form of publication prior to its publication.

c. Auditing Committee. The Auditing Committee is specifically charged with auditing the Secretary-Treasurer's records and reporting at the annual meeting.

d. Distinguished Thesis Award Committee is specifically charged with oversight and implementation of the annual MAGS distinguished thesis awards process.

**Section 4. Ad hoc committees.** The Chair of the ASSOCIATION may appoint ad hoc committees as necessary, the term of such committees to expire with the term of the appointing chair, or with the conclusion of the committee's assignment, whichever occurs first.

## **ARTICLE VII.**

The representatives may enact bylaws at the annual business session by a majority vote of the representatives present at the meeting.

## **ARTICLE VIII. Adoption of Constitution and Amendments**

**Section 1. Adoption.** The Constitution of the ASSOCIATION shall become effective upon approval by two-thirds of the official representatives of all member institutions.

**Section 2. Amendments.** Following adoption of the Constitution, proposed amendments thereto must be submitted in writing to the Executive Committee, and be made available for consideration by all member institutions at least two months in advance of a formal vote at the annual business session of the ASSOCIATION. A majority of two-thirds of the member institutions is required to pass such amendments. In the case of insufficient representation at the annual meeting, a subsequent mail vote from all member institutions may be conducted by the Executive Committee.

## **BYLAWS**

1. Each of the Standing Committees authorized in Article VI, Section 3, shall have at least three members.
2. The Committee on Publications shall prepare and publish at least one Newsletter of the ASSOCIATION each year and shall be responsible for the annual proceedings.

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