

## **By-laws of the Mid South Advisory Council on Military Education**

### **Article I. Name**

The name of this Council shall be the "Mid South Advisory Council on Military Education" (Mid South ACME).

### **Article II. Purpose**

1. This Council is established to:
  - a. Promote, support and deliver meaningful education within all branches of the Armed Services by encouraging educational institutions to be innovative and flexible in meeting their educational needs.
  - b. Provide a forum for the discussion of current issues and planning for future programming.
  - c. Review the concerns and problems brought before the Council and make recommendations to the appropriate agency or entity.
  - d. Encourage cooperative and coordinated efforts leading to improved functioning of the Council and more efficient and effective educational services for Armed Services personnel and their family members.
  - e. Recognize the achievements of those persons and organizations that have contributed to the advancement of educational opportunities.

### **Article III. Membership, Voting and Dues**

1. Membership includes:
  - a. Representatives from military installations, Service Members, and ACES
  - b. Representatives from educational institutions recognized by the State Council of Higher Education for Mid South (SCHEMS) to operate in the Commonwealth of Kentucky and in Tennessee.
  - c. Representatives from any organization that actively supports and promotes higher education programs to the military, and those that are approved by the Executive Board.
2. Membership in Mid South ACME shall be voluntary.
3. Membership shall be for one year spanning the period January 1st through December 31st and shall be renewable each year.
4. Each member in good standing shall pay dues annually, by January 15- rates will not be pro-rated, memberships will be individual or institutional, fees for Active Duty Military may be waived.
5. The executive Board shall establish and approve annual dues to cover operating expenses such as postage, stationery, recording of minutes and other operating expenses as necessary.
6. A roster of members in good standing shall be published.
7. Each Board Member, academic institution ACME member, military installation and professional organization will have one vote.

a. Only full members whose dues are current will be eligible to cast votes in behalf of their organization.

#### **Article IV. Meetings**

1. The Council will meet a minimum of annually, at a time and place to be determined by the Executive Board.
2. The meetings shall be held for the purposes of:
  - a. Presenting summary reports from representatives of the Armed Services, the educational providers, Mid South ACME officers and Mid South ACME committees.
  - b. Electing Executive Board members and officers.
  - c. Conducting the necessary business of the Council.
  - d. Presenting and actively participating in programs of interest, concern and benefit to the membership.
3. Special meetings of the Council may be called by the President of the Executive Board as necessary.
4. A majority of the registered members present at the annual meeting constitute a quorum.
5. A majority of the members of the Executive Board at an Executive Board meeting shall constitute a quorum for that body.
6. Minutes of all meetings shall be recorded by the Board Secretary and presented at subsequent Council meetings for approval.
7. Electronic mail may be used for all official notices and communications of the Council.

#### **Article V. Executive Board and Elected Officers**

1. The Executive Board shall consist of five (5) elected positions: President, Vice President, Treasurer, Secretary, and Digital Content Manager.
2. No more than two (2) representatives per institution defined in Article III.1 may serve on the Mid South ACME Executive Board at the same time.
3. The Executive Board shall have general supervision of the Council in the interim period between regular meetings.
4. Election of officers:
  - a. Elections shall be conducted at the annual meeting.
  - b. Nominations shall be solicited from the membership prior to the annual meeting, and from the floor at the annual meeting.
  - c. Officers will be elected by written ballot to serve until the close of the meeting at which their successors are elected.
  - d. A majority of the votes cast shall constitute an election.
  - e. The term of office shall be two years.
  - f. The President, Vice President, Treasurer, Secretary, Digital Media Manager, and members at large may be re-elected for a second consecutive term.
  - g. Any elected officer who fails to fulfill the duties or term of office will be replaced at the

next general meeting through the election process.

h. To maintain continuity, the President, with the advice and consent of the Executive Board shall appoint an interim board member to serve in the vacated position until the next general meeting.

## **Article VI. Duties of officers**

### **PRESIDENT**

The President is the principle officer of Mid South. The President shall lead, oversee and is ultimately responsible for all functions of the organization, ensuring its continued growth and development, continuity, and financial stability. This position is supported by the Vice President, the other Executive Officers, and the Committees.

Responsibilities include:

- ✓ Strategic planning, execution and analysis.
- ✓ Signature authority on all legalities, contracts and communication.
- ✓ Approve the annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities.
- ✓ Ensure compliance with state, federal, Council of College and Military Educators, and any other governmental agency and reporting requirements.
- ✓ Lead and provide support to the Board. Ensure adherence to By-Laws and policies.
- ✓ Preside at the annual meeting, the meetings of the Executive Board and at any special meetings.
- ✓ Appoint all standing and special committee chairs with the advice and consent of the Executive Board.
- ✓ Ensure that all expenditures of the organization are properly authorized and sign check as needed.
- ✓ Ensure Scholarships are made available to eligible constituents, reviews applications and approves recipients.
- ✓ Work with Secretary to ensure proper documentation is being created and managed.
- ✓ Be an ex-officio member of all committees.

## **VICE PRESIDENT**

The Vice President plays various leadership roles within Mid South, assists the President in fulfilling the mission of the organization, and acts in the President's place in his/her absence. This position is supported by the other members of the Executive Board and the Committees.

Responsibilities include:

- ✓ Attend all board and executive board meetings.  
In the absence of the President, preside over meetings.
- ✓ Assist the President with Strategic Planning, execution and analysis.  
Assist the President in the administrative functions of the Council
- ✓ Proposes policies and practices.
- ✓ Approve annual budget, audit reports, and material business decisions; being informed of, and meeting all legal and fiduciary responsibilities.
- ✓ Authorized to sign Mid South checks after consultation with the President.
- ✓ Perform other duties as assigned by the President.  
If the office of Vice President becomes vacant, the President shall appoint an interim Vice President, with the advice and consent of the Executive Board
- ✓ If the office of President becomes vacant, the Vice President shall assume the office of President.
- ✓ May serve as one of two Mid South ACME bankcard holders and may sign bank documents after consultation with the President.
- ✓ Reviews scholarship applications and recommends recipients.
- ✓ Assist other Board members with tasks when needed.
- ✓ Administrator of LinkedIn account.

## **SECRETARY**

The Secretary is responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements, and to enable authorized persons to determine when, how, and by whom the Board's business was conducted. In order to fulfill these responsibilities, and subject to the organizational Bylaws, the Secretary records minutes of meetings, ensures their accuracy and availability, submits various reports to the board, maintains membership records, fulfills any other requirements of an officer, and performs other duties as the need arises and/or as defined in the Bylaws.

Responsibilities include:

- Attend Board meetings.
- ✓ Maintain records of the Board and organization.
- ✓ Approve annual budget, audit reports, and material business decisions; being informed of, and meeting all legal and fiduciary responsibilities.
- ✓ Work with the Treasurer and the President to ensure all proper documentation is being accurately submitted to the Internal Revenue Service.
- ✓ Should the President and or Vice President be unavailable, the Secretary shall be a designated signing officer for certain documents on behalf of the organization.
- ✓ Responsible for ensuring that documents necessary to maintain the organization filed and up to date annually with the state of Kentucky.  
Be responsible for recording and disseminating the minutes to the members in a timely manner.
- ✓ Maintain the membership roster and correspondence file.
- ✓ Maintain documents and registration forms on the official website and through other Social Medias.
- ✓ Prepares Scholarship information and provides to Digital Media Manger to make available to eligible colleges.
- ✓ Reviews scholarship applications and recommends recipients.

## **TREASURER**

The Treasurer has primary responsibility for management and control of funds as well as the overall fiscal health of the organization. The Treasurer works with the Board to ensure that proper records are maintained, and that they reflect the current financial condition of Mid South ACME. These records include cash, outstanding advances, investments, accounts receivable and other assets, accounts payable, and fund balances. The Treasurer also works with the Executive Officers to implement fiscal policy and procedures.

Responsibilities include:

- ✓ Attend Board meetings.
- ✓ Serve as Chairperson for the Membership Committee.
- ✓ Approve annual budget, audit reports, and material business decisions; being informed of, and meeting all legal and fiduciary responsibilities.
- ✓ Create and maintain invoicing and receiving records.
- ✓ Provide monthly, quarterly, and annual records and budgets to the Board.  
Maintain all monies of the Council, keeping an accurate record thereof.
- ✓ Maintain a checking account and statements for Mid South funds.

- ✓ If the office of Treasurer becomes vacant, the President shall appoint an interim Treasurer, with the advice and consent of the Executive Board
- ✓ Work with the Secretary to ensure fiduciary responsibilities are met with annual state, and federal organizations.
- ✓ Reviews scholarship applications and recommends recipients.

## **Digital Media Manager**

The Digital Media Manager has primary responsibility for the development, and maintenance of all social media platforms. The Digital Media Manager works with the Board to ensure that Mid South is portrayed professionally, and that public facing pages are accurate. Posts are necessary frequently to keep member interest and general public awareness.

The Digital Media Manger works with other Board members and Committee members with strategies and execution of marketing plans, collection and analyzation of data.

Responsibilities include:

- Attend Board meetings.
- Serve as Chairperson for the Marketing Committee.
- ✓ Approve annual budget, audit reports, and material business decisions; being informed of, and meeting all legal and fiduciary responsibilities.
- ✓ Be the main point of contact to the Mid South ACME's contracted webmaster for the provision and management of the website content, updates, and design.
- Be the official photographer at all Mid South ACME conferences.
- Utilize Webpage, Facebook, Mail Chimp and Eventbrite to increase marketing and membership.
- ✓ Maintain and update all social media accounts.
- ✓ Assists with Marketing initiatives.
- ✓ Works with the Secretary to ensure accurate posts regarding Scholarship information, and recipients.
- ✓ Works with President and Secretary to increase communication to members and public.
- ✓ Reviews scholarship applications and recommends recipients.
- ✓ If the Digital Media Manager position becomes vacant, the President shall appoint an interim Digital Media Manager, with the advice and consent of the Executive Board.
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## Standing Committees

The standing Committees of Mid South ACME shall serve to assist Mid South in meeting the mission and Strategic Goals. As an agent of Mid South ACME, Committee members will represent Mid South with professionalism and uphold ethical standards contained in our ethical values. Committee members are non-voting, but should attend Board meetings. Standing Committee members will engage in frequent interaction and communication with Executive Board Members and are responsible for timely results. In the event a Committee member becomes inactive for a period of two months, the President may remove the member and re-appoint a new Committee member.

The standing committees of Mid South ACME shall include the Committees of Membership and Marketing. The Chairperson for each committee shall be a voting member of the Board, whose position has delegated authority to preside over the committee.

### 1. The Membership Committee

- a. The Secretary will serve as the Executive Board member for this committee.
- b. The committee will actively work to increase membership in Kentucky and Tennessee stakeholders affiliated with military and Veteran education.
- c. The committee will promulgate information about the benefits of membership, establish a membership process and maintain an accurate list of members.
- d. The committee will actively work to increase sponsors for Mid South and will promulgate information about the goals and mission of Mid South and maintain a list of sponsors.
- e. The committee will provide sponsor logos, notices, announcements and other publications to the Digital Media Manger for publication on social media on a frequent, recurring basis.
- f. The Secretary shall report the activities of the Membership Committee at Board meetings or as requested by the President.

## 2. The Marketing Committee

- a. The Digital Media Manger will serve as the Executive Board member for this committee.
- b. The committee will actively seek to promote Mid South through various social media, advertising and video platforms, and through publications, and other print materials.
- c. Committee members will advise the President on effective marketing platforms and provide cost/return on investment analysis.
- d. The Digital Media Manger will be responsible for maintaining and ensuring all web-based accounts are secured, and that up to date account information is posted and accessible by Board members.
- e. The committee will work with the President to develop and publish quarterly correspondence, and publish frequent posts and updates to social media platforms.
- f. The committee will screen and release all publicity regarding the Mid South ACME, including all materials developed for the annual conference, after final approval by the President.
- g. The Digital Media Manager shall report the activities of the Membership Committee at Board meetings or as requested by the President.

## **Article VIII. Mid South ACME Scholarship Program**

### 1. The Executive Board shall:

- a. Allocate funds from the Mid South ACME treasury each year to support the Mid South ACME Scholarship Program.
- b. Approve the amount and number of scholarships, which shall be dictated by funds raised through conference fees, sponsorships and other methods in keeping with the organization's non-profit, charitable status.
- c. Conduct an annual review of the selection criteria for the Scholarship program.
- d. Following the annual review, publish to the membership and on digital media platforms, the criteria and timelines for submission of award nominations and submission of scholarship applications.
- e. Preside over the election process.
- f. Review nominations for each award.
- g. Cast one vote for each award category.
- h. Report the recipients and provide an invoice to the Treasurer for payment
- i. Notify recipients.



2. The Secretary shall:

- a. Edit and promulgate press releases for the Scholarship program.
- b. Provide updated scholarship information to Digital Media Manger for social media publication.
- c. Consolidate and submit applications to the Executive Board for consideration and preside over the selection process.
- d. Archive electronically the report of the selection process, rubric and other committee notes along with all applications for the Scholarship program.
- e. Submit an electronic copy to the Treasurer and maintain a copy for the organization.

**Article IX. Amendment of Bylaws**

These Bylaws may be amended at the annual meeting by a two-thirds majority of eligible members voting, provided that such proposals are promulgated for consideration at least thirty (30) calendar days prior to the start date of the conference.