

# Articles of Association

## Article I. Name of the Organization

The name of the organization shall be the Missouri Academy Alumni and Friends Association, hereafter referred as MAAFA.

## Article II. Statement of Non-discrimination

MAAFA does not discriminate on the basis of color, race, creed, religion, national origin, disability, age, sex, or sexual orientation in its programs, activities, or proceedings.

## Article III. Mission Statement

MAAFA is an organization dedicated to fostering relations between those persons involved with the Missouri Academy for Science, Mathematics, and Computing, hereafter referred as the Academy.

## Article IV. Membership

There are three capacities in which a person may be a member: general member, Assembly member, or Board member.

### **Section 4.01 *General Membership***

General membership is open to any person with relations to the Academy as determined by the By-Laws. General members have the right to vote on their class representation on the MAAFA Assembly. General members have the right to vote on issues brought forth to the Association by referendum.

### **Section 4.02 *Assembly Membership***

The MAAFA Assembly will be comprised of those individuals voted in by their class as determined by the By-Laws and will be the main decision-making body of the Association. The Assembly is responsible for communicating between the rest of the class and the Board and accurately representing their class. Furthermore, the Assembly members are responsible for keeping up-to-date contact information for their respective classes and other duties as the need arises.

### **Section 4.03 *Board Membership***

The MAAFA Board of Directors will be comprised of a minimum of four (4) persons as determined by the By-Laws and will be the sole executive authority within the Association. The Board will maintain stability within the Association and ensure that it continues in the future. The Board will also preside over the Assembly. The four (4) permanent members of the Board are the Executive Director, the Financial Director, the Information Director, and the Events Director.

- (a) The Executive Director (XD) is the chair of the Board of Directors. The XD is the sole representative of the Association.

- (b) The Financial Director (FD) is the sole keeper of the budget of the Association. The financial responsibilities may include dues and taxes as determined by the By-Laws.
- (c) The Information Director (ID) is in charge of keeping a contact list of the entire Association, publishing newsletters on a schedule as determined by the By-Laws, and coordinating correspondence and publicity as needed.
- (d) The Events Director (ED) is in charge of managing all Association events such as reunions, meetings, fundraisers, et cetera.
- (e) Other positions of the Board may be established by the Assembly and these members will assist the other Directors and their responsibilities. Any Director may be recalled by a petition of seventy-five (75) percent of each class or seventy-five (75) percent of the Assembly. The Assembly can vote to remove a position of the Board by a two-thirds (2/3) vote.

## Article V. Meetings

A quorum for the transaction of official business shall occur when two-thirds voting Assembly membership is present. All official Assembly business will be conducted using Robert's Rules of Order.

### **Section 10.01 *Assembly Meetings***

Assembly will meet once a year with possibilities of additional meetings as determined by the Assembly.

### **Section 10.02 *Board of Directors Meetings***

The Board of Directors will meet twice a year with possibilities of additional meetings as determined by the Board and/or the Assembly.

### **Section 10.03 *Special Meetings***

Special Meetings may be called by the Executive Director or by a two-thirds majority of the Assembly. Special meetings shall consider only those items stated in the call which cannot be amended during the meeting.

## Article XII. Amendments

### **Section 12.01 *Yearly review***

- (a) The Board shall review the Articles of Association and By-Laws once a year and suggest changes.
- (b) The Assembly shall review and discuss the proposed changes.

### **Section 12.02 *Proposal***

- (a) Is considered official MAAFA business.
- (b) Any voting member shall have the right to propose an amendment.
- (c) The Board shall not be able to propose an amendment.
- (d) Amendments must be proposed in writing at any MAAFA meeting.

### **Section 12.03 *Ratification***

- (a) Will require a two-thirds majority
- (b) Will go into affect as soon as ratified unless specifically stated within the proposal.

## Article XIII. By-Laws

MAAFA By-Laws will be a specific list of laws and orders, which will govern the operation of MAAFA. The purpose of by-laws is to establish specific guidelines, which are not completely outlined. The procedure in which to amend the By-Laws is the same as the procedure to amend the Articles of Association which is outlined in Article XII.

## **MAAFA By-Laws**

### **Article I. Office**

#### **Section 1.01 *Physical Office***

The physical main office of the Association will be located with the Executive Director of the Board. This office is responsible for maintaining good records.

### **Article II. Members**

#### **Section 2.01 *Association members***

- A. Alumni and Friends may become Association members by a simple application process.
- B. Association members must keep up-to-date contact information with the association.
- C. Association members will be privileged to other alumni contact information by requesting the Physical Office.
- D. Association members will also receive periodic newsletters and annual reports.

#### **Section 2.02 *Assembly members***

- A. Assembly members are voted in by members of their class who are currently members of the Association.
- B. There shall be two (2) assembly members from each class.
- C. The terms of these assembly members shall be staggered.
- D. The terms of these assembly members shall be two (2) years with the exception of one of the first members whose term shall be three (3) years.
- E. There are no set term limits for Assembly members; however, the Board will be monitoring the amount of terms for each member and will rotate the Assembly membership throughout the Association members.

### **Article III. Board of Directors**

#### **Section 3.01 *Executive Director Duties***

- A. To act as the official representative and spokesperson for MAAFA in concordance with the wishes of MAAFA.
- B. To preside over MAAFA meetings and Board Meetings.
- C. To act as the moderator for all discussions within the MAAFA body, utilizing Robert's Rules of Order as necessary.

- D. To form ad hoc committees and appoint members and chairs as needed with the approval of the Board and the consent of the voting members.
- E. To take appropriate actions towards any officer not performing the duties required.

**Section 3.02 *Financial Director Duties***

- A. To coordinate and be responsible for all MAAFA finances.
- B. To assist the Executive Director in carrying out the operations of MAAFA.
- C. To preside in the absence of the Executive Director.
- D. To assume the office of the Executive Director in the case of a vacancy.
- E. To make monthly reports as to the state of the overall MAAFA budget to the Assembly.

**Section 3.03 *Information Director Duties***

- A. To record and keep accurate minutes of all MAAFA meetings.
- B. To take roll at every MAAFA meeting and monitor attendance, enforcing the attendance policy when necessary.
- C. To distribute the official minutes to all Board, Assembly, and Association members in a timely manner.
- D. To assist the Executive Director with official MAAFA business as necessary.
- E. To work with the Assembly members in maintaining accurate contact information for each class and faculty/staff.
- F. To preside in the absence of the Executive and Financial Director.

**Section 3.04 *Events Director Duties***

- A. To assist the Executive Director with official MAAFA business as necessary.
- B. To preside in the absence of the Executive, Financial, and Information Director.
- C. To coordinate all Association events.
- D. To work with Academy staff to coordinate the yearly Assembly meeting.
- E. To work with individual class presidents in coordinating class reunions.
- F. To work with Academy staff to coordinate special events.
- G. To coordinate other events as necessary.

**Section 3.05 *Other Directors***

- A. There shall be four (4) other directors to assist in the oversight of the Association.

**Section 3.06 *Selection***

- A. The selection process for the Board will be solely within the Assembly.
- B. Only Assembly members shall be able to be voted onto the Board.
- C. Once voted onto the Board, the Assembly position will become vacant, requiring an immediate election for that Assembly position.
- D. Board member terms are for two (2) years with only the possibility of two (2) terms as voted upon by the Assembly.

## **Article IV. Committees**

**Section 4.01 *Standing Committees***

There are no standing committees of the Association; however, committees may be added at the discretion of the Board or Assembly.

## Article V. Meetings

### **Section 5.01** *Assembly Meetings*

MAAFA Assembly meetings will be held once a year. The Executive Director shall be able to cancel or change the meeting time within a week of the proposed-changed meeting and the consent of the Assembly.

### **Section 5.02** *Board of Director Meetings*

The Board of Directors meetings will be held twice a year. These meetings may be changed by the Executive Director with the consent of the Board.

Last update: September 1, 2006