

Mercy Secondary Education Association

By-Laws

October 2007

ARTICLE I - NAME

- 1.1 The name of this organization is THE MERCY SECONDARY EDUCATION ASSOCIATION.

ARTICLE II - PURPOSE

- 2.1 To further the Mercy charism in secondary schools.
2.2 To enhance the sense of corporate identity of Mercy Secondary Education.
2.3 To provide for collaboration in areas of identified need and/or interest.
2.4 To foster dialogue and collaboration with others involved in the ministry of secondary education.

ARTICLE III - OFFICERS AND EXECUTIVE BOARD

- 3.1 There shall be a President of the Association and an Executive Board.
3.2 The President of the Association shall be elected from the membership by the members present at the Business Meeting of the Annual Conference. The President of the Association shall serve as President of the Executive Board.
3.3 The term of Presidency shall consist of one year as President-elect followed by two years as President of the Association. The President, after completing the term of office, can be re-elected to the Executive Board. (ratified October 1998)
3.4 At the end of the first year of the President's term, a President-elect shall be elected.
3.5 The Executive Board shall be comprised of no more than 7 and no fewer than 6 members.
3.6 Nominations for the Executive Board will be solicited, presented, and voted on by "members at large" at the annual conference. (ratified October 1998)
3.7 The Executive Board shall designate from among its membership a secretary. (ratified October 2007)
3.8 The term of office of the Executive Board members shall be three years with an option for re-election for one additional consecutive term. (A person may be elected to the Presidency having served two (2) consecutive terms as an Executive Board Member.) (ratified October 2005)
3.9 Vacancies within the Executive Board shall be filled at the discretion of the Board for the duration of one term.
3.10 Terms of office for the President and Executive Board members begin in January after the election and end in December of the appropriate year. (ratified October 2002)

ARTICLE IV - DUTIES OF EXECUTIVE BOARD

- 4.1 To uphold the By-laws of the Association.
4.2 To plan and conduct an annual Mercy Secondary Education Conference.

- 4.3 The President, or in the President's absence, her designee, shall preside over the meetings of the Executive Board and the Association. The President shall decide all questions of order, subject to the approval of the Executive Board, and shall perform the usual duties of the presiding officer.
- 4.4 The Secretary shall keep a full and correct record of the meetings of the Executive Board and of the Business Meeting.
- 4.5 The Executive Board shall appoint and annually review a Business Manager from among the Association membership. The Business Manager shall manage the financial operations of the Association, keep a full and correct record of such, and present a financial report to the membership at the Business Meeting. The Business Manager will be paid a stipend as determined by the Executive Board. (ratified October 2007)
- 4.6 The Executive Board may appoint committees as needed to complete tasks designated by the Executive Board.

ARTICLE V - MEMBERSHIP

- 5.1 Institutional memberships shall be open to Mercy Secondary Schools and sponsoring Communities. Institutional membership provides for *six* individual memberships for schools and two for sponsoring Communities. (ratified October 2007)
- 5.2 Individual membership shall be open to persons involved and/or interested in Mercy secondary education.
- 5.3 Annual dues/institutional assessment shall be levied by the Executive Board. The dues/institutional assessment shall be determined in consultation with the membership.

ARTICLE VI - MEETINGS

- 6.1 At the time of the Annual Conference there shall be a Business Meeting of the membership called by the Executive Board.
- 6.2 The Executive Board shall meet at regular intervals as determined by the Board.
- 6.3 Special meetings of the Executive Board may be called at any time by the President.

ARTICLE VII - VOTING

- 7.1 Members of this Association shall have voting privileges.
- 7.2 Ordinarily, voting will take place at the Business Meeting of the association where simple majority will rule.

ARTICLE VIII - AMENDMENTS

- 8.1 The By-laws of this Association may be amended by a simple majority vote of the membership provided notice of said amendment is given in the call of the Meeting.

ARTICLE IX - RATIFICATION

- 9.1 The By-laws of this Association shall be ratified by a simple majority vote of those members present at the Business Meeting.

ARTICLE X

10.1 The Nominating Committee shall be appointed by the Executive Board as needed. This committee shall be chaired by a member of the Executive Board. The purpose of this committee is to prepare the slate(s) of Executive Board members and/or officers as needed.