Article I: Name

This organization shall be known as Association of Secretarial and Clerical Employees (ASCE).

Article II: Purpose

A. Develop greater knowledge among secretarial/clerical employees and other personnel concerning the working functions of the university.
B. Develop better communication among secretarial/clerical employees and other university personnel.
C. Achieve and enhance professional and personal growth and develop professional skills.
D. Foster a spirit of fellowship with other university personnel.

Article III: Membership

A. Membership in this organization is voluntary and is open to any secretarial or clerical employee of Middle Tennessee State University.
B. Dues of ten dollars ($10.00) are due and payable at the beginning of the fiscal year (July 1).
C. Membership begins upon payment of dues and expires annually on June 30, regardless of when a member joins.
D. An annual membership drive can be used to start collecting dues but membership is open to anyone throughout the year.
E. Membership dues will be used to purchase items needed for meetings and functions for ASCE. Use of dues for any other reason should result in a vote with a quorum present. This can be done at any regularly scheduled meeting or via email.

Article IV: Officers

A. Terms of Office
   1. The Membership shall elect from its members a president, vice president, secretary, and treasurer during the month of June.
   2. The term of office for all officers shall be two years beginning July 1, with the elections for the president and treasurer to be held on alternate years from the elections for the vice-president and secretary.
   3. Members may choose to elect any additional officers as the organization deems necessary and may do so at any time during the year.
   4. In order to be eligible to hold an officer position, one must be a classified employee of MTSU and have been a member of ASCE for at least one year.

B. Duties
   1. President –
      a) The president shall preside at all Executive Board meetings, membership/business meetings, and all other functions of the organization unless otherwise designated.
      b) The president shall prepare an agenda for each regular business meeting or special meeting when called with input from the Executive Board members.
c) The president shall be an ex-officio non-voting member of all standing committees and chairperson of the Executive Board.

d) In cooperation with other officers and with recommendations from the organization, the president may appoint necessary standing committees.

e) The president shall act as co-signer with the treasurer on all checks, drafts, and money orders drawn on this organization, when applicable. If a co-signer is not required, all checks, drafts, and money orders drawn on this organization must be approved by the president.

2. **Vice President** –
   a) The vice president shall assist the president in the performance of the duties of that office and shall preside in the absence of the president.
   b) The vice president shall succeed to the office of the presidency in case of a vacancy.
   c) The vice president shall serve as program chairperson and be responsible for the programs for all regular meetings, except those for which standing committees have been appointed by the president.

3. **Secretary**
   a) The secretary shall serve as custodian of all records and papers of the organization including ledgers, bank statements, sign-in sheets, completed membership forms, and all records pertaining to any voting process including nominations/elections process.
   b) The secretary shall take and keep a record of all meetings of this organization. In the event the secretary is absent, any other officer can perform this duty. The record of the meetings will be sent to the members via email after each meeting. At each meeting, minutes from the previous meeting will be distributed to all in attendance and a vote taken for approval.
   c) The secretary shall give notice to the membership of the time and place of all regular and special meetings of this organization, and shall handle all social correspondence, such as letters, emails, or phone calls.

4. **Treasurer**
   a) The treasurer shall serve as custodian of all monies belonging to this organization.
   b) The treasurer will serve on the Membership Committee and shall collect dues or other assessments from the members and issue receipts for the same.
   c) The treasurer shall be authorized to disburse only such funds as have previously been approved by the Executive Board. All drafts, checks, and money orders shall be signed by the treasurer and co-signed by the president, when applicable.
   d) The treasurer shall deposit members checks no later than one (1) month of date of issuance.
   e) The treasurer shall submit a written current financial statement at each meeting. In addition, the annual report, together with the books should be submitted to the Executive Board no later than July 1 of each year.
   f) The president will then present or email the Annual Report to the membership at the last meeting with a copy to be filed with the secretary.
g) At the end of each fiscal year, separate standing Auditing Committee will be asked to review the financial statements and a report will be given to the Executive Committee.

Article V: Election of Officers

A. Nominating Committee
   1. The Nominating Committee shall be appointed by the president and shall consist of three (3) active members, of which one (1) member will be the chairperson.
   2. Correspondence between the Nominating Committee and the membership can be either campus mail, email, or both.
   3. The election process must start at least one month prior to the newly elected officers taking office.

B. Nominations
   1. The committee chairperson shall submit to the membership what position(s) are vacant and request nominations to be sent to any committee member.
   2. The committee must verify that the persons nominated are eligible to hold office and are willing to serve for the two year term.
   3. The chairperson will announce to the membership the eligible names that have submitted and ask for any other final nominations.
   4. Once the deadline to have all nominations in occurs, the committee will send out an official ballot to all voting members.

C. Voting Procedures
   1. Ballots will be sent to the membership either by campus mail or email.
   2. Completed ballots will be returned to the nominating committee by campus mail or email.
   3. The person receiving the most votes will be awarded the position.
   4. The nominating committee will announce to the members who the new officers are at least one week prior to them taking office.
   5. New officers shall preside beginning July 1 but may work with the existing officers prior to taking office.
   6. All nominating and election paperwork must be given to the secretary to maintain.

Article VI: Executive Board

The Executive Board shall consist of the duly elected/appointed officers of this organization. It shall meet whenever it is deemed necessary by any member of the Board. In the event of the death, resignation, or removal from office of the vice president, secretary, or treasurer, the vacancy will be filled by the runner-up from the last election for the remainder of the fiscal year.

Article VII: Meetings

A. The regular membership/business meeting of this organization shall be held every other month (with a minimum of five [5] meetings per year) beginning in August, on a day and time to be determined by the Executive Board.
B. Special meetings can be called by the Executive Board when deemed necessary.
C. Official record will be taken at every meeting and sent to the membership.
D. A quorum is needed to pass any vote to approve minutes or make a motion. A quorum shall be defined as a number not less than one-fourth (1/4) of the membership.

Article VIII: Committees

A. Aside from the Nominating Committee, committees are recommended but not mandatory. The Executive Board should decide what committees are needed and ask for volunteers.

B. The President may appoint a chairperson for any committee(s). Possible committees are:
   a. Membership
   b. Special Event
   c. Scholarship
   d. Election
   e. Bylaws
   f. Holiday Brunch (end of Fall Semester)
   g. Fall Reception (beginning of Fall Semester)
   h. Professional Development

C. Committees should submit a proposed budget to the Executive Board for approval before an event occurs.

Article IX: Parliamentary Authority

The rules contained in Robert’s Rules of Order Revised shall govern this organization in all cases to which they are applicable, and in which they are consistent with the bylaws of this organization. The president shall appoint a knowledgeable parliamentarian, when applicable.

Article X: Amendments

The By-Laws may be amended by a two-thirds vote of the members provided that the proposed amendment is submitted to the membership at least 30 days prior to the vote. A quorum of not less than one-fourth (1/4) of the membership must be present.

Article XI: Scholarships

The use of profits made from pecan sales are to be divided into thirds. One-third (1/3) of the profits would be used for programming needs for ASCE members and two-thirds (2/3) would be placed in the CAP scholarship fund. CAP scholarships are to be used for ASCE Members CAP exam or recertification fees only. Members must pay for any processing fees. The Bonnie McHenry ASCE Scholarship will continue to be funded by the interest made in the foundation account specifically for this scholarship after any awards are given.

Approved by a two-thirds vote of the members on October 15, 2014.

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Brenda Wunder, ASCE President 2014-2015  Date