

Middle Tennessee State University

Middle Tennessee Administrative Professionals By-Laws

Updated October 14, 2014; Amended February 23, 2015; Amended April 4, 2022;
Amended May 13, 2025

Article I: Name

This organization shall be known as Middle Tennessee Administrative Professionals (MTAP).

Article II: Purpose

- A. Develop greater knowledge among administrative professionals and other personnel concerning the working functions of the university.
- B. Develop better communication among administrative professionals 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 administrative professional of Middle Tennessee State University.
- B. Dues of ten dollars (\$10.00) are due and payable at the beginning of the calendar year (January 1).
- C. Membership begins upon payment of dues and expires annually on December 31, 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 MTAP. Use of dues for any other reason must be approved prior with a quorum present prior to using. This can be done at a regularly scheduled meeting or via electronic format.

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 an employee of MTSU and have been a member of MTAP 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.
- 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 from 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 calendar meeting of the year in December 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 Board.

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, electronic communication, or both.
3. The election process must start a minimum of one month prior to the newly elected officers taking office.

B. Nominations

1. The committee chairperson shall submit vacant positions to the membership 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 (2) year term.
3. The chairperson will announce to the membership the eligible names that have been submitted.
4. Once the nomination deadline 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 an electronic format.
2. Completed ballots will be returned to any member of the Nominating Committee through campus mail or an electronic vote.
3. The person receiving the most votes will be awarded the position.
4. The committee chairperson will announce the new officers to the membership at a minimum of one (1) 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 Executive 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 executive term. If the runner up declines the position, the next in line will be asked to fill the vacancy. If all runner ups decline the vacancy or there are no candidates from the previous election, the Election Committee will be required to request new nominations and fulfill the voting procedures for a new election.

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 or beneficial.
- C. Official record will be taken at every meeting and sent to the membership.

Article VIII: Committees

- A. Aside from the Election 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:
 - 1. Membership
 - 2. Special Event
 - 3. Scholarship
 - 4. Election
 - 5. By-Laws
 - 6. Winter Wonderland (end of Fall Semester)
 - 7. Fall Reception (beginning of Fall Semester)
 - 8. The MTAP Summit (Professional Development Conference)
- C. Committees will submit a proposed budget to the Executive Board for approval before an event occurs or a budget will be set by the Executive Board.

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 by-laws 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 (2/3) vote of the membership provided that the proposed amendment is submitted to the membership for a minimum of thirty (30) days prior to the vote/voting deadline. Amendments to the by-laws may be approved or rejected based upon each proposed revision. A quorum of not less than one-fourth (1/4) of the membership must be present or accounted for in a live or electronic vote.

Article XI: Scholarships

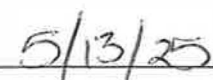
The use of profits made from fundraising are to be divided into thirds. One-third (1/3) of the profits would be used for programming needs for MTAP members and two-thirds (2/3) would be placed in the CAP scholarship fund. CAP scholarships are awarded for selected MTAP Members' CAP exam or recertification fees only. Members must pay for any processing fees.

The Bonnie McHenry and MTAP Scholarships will continue to be funded by the interest accrued in their respective foundation accounts specifically for these scholarships after any awards are given.

Approved by a two-thirds (2/3) vote of the members on May 13, 2025.



Andrea Vaughn, MTAP President 2023-2025



Date