

Middle Tennessee State University

Middle Tennessee Administrative Professionals

Bylaws

Article I: Name

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

Article II: Purpose/Mission

- A. Enhance institutional knowledge of administrative professionals regarding the functions and operations of the university.
- B. Improve communication and professional networks among administrative professionals and other university personnel.
- C. Promote professional and personal growth through skill development.
- D. Foster a spirit of fellowship with other university personnel.

Article III: Membership

- A. Eligibility: Membership is voluntary and open to any administrative professional currently employed at Middle Tennessee State University.
- B. Dues: Annual dues are set by the Executive Board and are payable on January 1 each year.
- C. Term: Membership follows the calendar year (January 1 – December 31), regardless of the date joined.
- D. Enrollment: An annual membership drive can be conducted, though individuals may join at any time during the year.
- E. Financial Authority: Dues will be used for MTAP meetings, functions, and operational needs. Any expenditure outside of standard operations must be pre-approved by a quorum of the membership, via meeting or electronic vote.

Article IV: Officers

A. Terms and Eligibility

- 1. The Membership must elect a President, Vice President, Secretary, and Treasurer during the month of June.
- 2. Officers serve two-year terms beginning July 1. To ensure continuity, the President and Treasurer are elected in alternate years from 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. Candidates must be MTSU employees and active MTAP members for at least one year prior to election.

B. Duties

- 1. **President:** Presides over all meetings; prepares agendas; serves as an ex-officio non-voting member of all committees; may appoint standing committees; and serves

- as co-signer with the treasurer on all financial instruments.
2. **Vice President:** Assists the President and presides in their absence; succeeds to the Presidency if a vacancy occurs; and serves as Program Chairperson for regular meetings.
 3. **Secretary:** Acts as custodian of all records (minutes, attendance, membership, and election data); records and distributes minutes to the membership electronically; and manages official correspondence and meeting notices.
 4. **Treasurer:** Acts as custodian of all funds; collects dues and issues receipts; disburses funds approved by the Executive Board; deposits all funds within 30 days of receipt; provides written financial statements at each meeting and an Annual Report in July for previous fiscal year. It is preferred that this individual has a background in accounting in some capacity, with knowledge of bookkeeping and tax filing.

Article V: Election of Officers

- A. Election Committee: Appointed by the President, consisting of an odd number (minimum of three) of active members of which one member will be the chairperson. The election process must begin at least one month prior to the July 1 term start.
- B. Nominations: The committee will solicit nominations, verify eligibility/willingness to serve, and present a slate of candidates to the membership.
- C. Voting: Elections may be conducted electronically. The candidate receiving the most votes wins.

Article VI: Executive Board

The Executive Board consists of the elected officers. The Board meets at the call of any officer. Vacancies (other than President) will be filled by the runner-up from the previous election. If no runner-up is available or willing, the Election Committee will hold a special election to fill the remainder of the term.

Article VII: Meetings

- A. Frequency: Regular meetings occur each quarter, with date and times determined by the Executive Board.
- B. Quorum: A quorum is required to conduct official MTAP business and is defined as one-fourth (1/4) of the active membership.
- C. Special Meetings: May be called by the Executive Board as needed.

Article VIII: Committees

- A. The Election Committee is mandatory. All other committees are formed or dissolved at the discretion of the Executive Board.
- B. Chairpersons: The President may appoint and/or remove chairs for committees.
- C. Committees will submit a proposed budget to the Executive Board for approval prior to an event or a budget may be set by the Executive Board.

Article IX: Parliamentary Authority

The rules contained in *Robert's Rules of Order Revised* will govern MTAP where applicable and consistent with these Bylaws. The President may appoint a parliamentarian to advise on

procedural matters, as needed.

Article X: Amendments

Proposed amendments must be distributed to the membership, which may be via electronic communication, at least thirty (30) days prior to the voting deadline. Amendments to these Bylaws may be voted upon individually or as a slate, as determined by the Executive Board. Amendment of these Bylaws requires more than the set quorum of one-fourth (1/4) of the active membership; voting to amend Bylaws requires a quorum defined as two-thirds (2/3) of active membership voting either in-person or by electronic vote.

Article XI: Scholarships

Fundraising profits will be divided as follows: One-third (1/3) to be used for MTAP operation needs and two-thirds (2/3) deposited in the scholarship fund.

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

Approved in compliance with Article X of these Bylaws on July 9, 2026.

Jenny Marsh, MTAP President
Jenny Marsh, MTAP President

7-9-26
Date

Revised: October 14, 2014; February 23, 2015; April 4, 2022; May 13, 2025; July 9, 2026