

Missouri Association for Workforce Development  
BY-LAWS  
Revised June 7, 2013

Article I – Name

The name of the Association shall be the Missouri Association for Workforce Development, hereafter referred to as MAWD. Mention of “Association” within these articles shall refer to MAWD.

Article II – Mission Statement

MAWD is a statewide association of individuals representing the workforce development community. Through professional development and advocacy, members will provide leadership that will enhance and promote an effective workforce development system.

Article III – Guiding Principles

To promote and support:

- A. The professional growth of the membership.
- B. The development and delivery of quality workforce development programs.
- C. Local, state, and national initiatives that advance employment, education, training, and workforce development services.
- D. The efforts of the National Association of Workforce Development Professionals.

Article IV – Membership

- A. All persons with a vested interest in Workforce Development programs shall be eligible for membership.
- B. Membership shall begin with the receipt of annual dues.
- C. The amount of membership dues shall be determined by the Board of Directors.

Article V – Governing Bodies

- A. The Board of Directors will consist of: The President, President Elect, Past President, Secretary, Treasurer, Membership/Marketing Chairperson, Professional Development Chairperson, Business Services Chairperson, Public Information Chairperson, Six At-Large members.
- B. Workforce Development Partner Agencies are encouraged to appoint an ex officio representative to the MAWD Board. These representatives shall serve in an advisory capacity to the full Board and may also serve on a committee. They shall serve without voting privilege. These ex officio officers will serve with the approval of the Executive Committee.
- C. Only members who are in good standing (paid dues) in the Association shall be eligible to serve as officers.
- D. The Executive Committee shall be comprised of the President, President-Elect, immediate Past President, Secretary, and Treasurer. Duties and responsibilities shall include but not be limited to:
  1. The Executive Committee members shall be required to attend a minimum of two, (2), scheduled quarterly meeting per year in order to retain their position.
  2. The Executive Committee has the authority to fill any vacancies, for the balance of the unfinished term, occurring in any office after the regular annual election has been held.
  3. The Executive Committee shall audit the accounts of the Treasurer each year and submit a report of their findings to the membership at the Association’s annual members meeting

Article VI - Duties of the Board of Directors

- A. President: The duties of the President shall be those usually pertaining to the office as set forth

in Roberts Rules of Order, and such other duties as may be prescribed in the constitution and bylaws. The President shall appoint a nominating committee consisting of four active members of the Association at least three months prior to the annual membership meeting. Ad-hoc committees may be appointed by the president and will serve until completion of their assigned duties as determined by the President.

B. President-Elect: The President-Elect in the absence of the President shall perform the duties of the President and in the case of the permanent vacancy: the President-Elect shall automatically assume the duties of the President until the office is filled by the Executive Committee.

C. Secretary: The Secretary shall keep a record of all meetings of the Association, the Executive Committee and the Board of Directors and shall conduct such correspondence and fulfill such other duties as may be authorized by the President and the Executive Committee.

D. Treasurer: The Treasurer shall be appointed by the President at the Association's annual members meeting. The Treasurer shall keep an itemized report of receipts and expenditures and submit the same to the Executive Committee for audit and approval. A complete report shall be submitted at the Association's annual members meeting.

E. Membership/Marketing Committee Chairperson: The Chairperson shall provide quarterly reports to the Board of Directors and an annual report at the annual members meeting.

F. Professional Development Committee Chairperson: The Chairperson shall provide quarterly reports to the Board of Directors and an annual report at the annual members meeting.

G. Business Relations Committee Chairperson: The Chairperson shall provide quarterly reports to the Board of Directors and an annual report at the annual members meeting.

H. Public Information: The Chairperson shall provide quarterly reports to the Board of Directors and an annual report at the annual members meeting.

I. All Committee Chairs: Each Chairperson is encouraged to recruit MAWD members to serve on their respective committees.

J. At-large Elected Board Members: Each at-large member shall participate on one of the standing committees and/or participate in ad hoc committees as appointed by the President.

1. The Board of Directors shall hold at least two meetings in each calendar year.

2. Special meetings may be held at other times and in other places upon the call of the President for the purpose that shall be specified by the call.

3. There is no term limit for the Board Members who wish to continue to stand for election.

The Committee Chairs shall be elected to a two year term at the annual membership meeting.

4. The Board of Directors shall establish and purchase the sum of the fidelity bond to be obtained to cover the Treasurer of the Association. Such bond shall be executed by a responsible guarantee company. The expense is to be defrayed by the Association.

5. The Board of Directors shall consider proposed amendments to the Constitution and /or bylaws and report those to the Association with their recommendations.

#### Article VII – Election of Board of Directors

Nominations to stand for election to the Board of Directors must be submitted prior to the Association's Annual Membership Meeting and approved by the nominating committee. The Nominating Committee shall attempt to ensure that nominees represent a cross-section of the total membership. Nominations will not be accepted from the floor during the Annual Membership Meeting. The election of the Board of Directors shall require a simple majority of the votes cast at the Association's annual member

meeting and shall be held by secret ballot. The secret ballot may be dispensed with by unanimous vote. All officers, committee chairs, and at-large members shall be elected to serve two-year terms.

A. President: The President-Elect will automatically become president at the end of the president's term.

B. President-Elect: The President-Elect will be nominated and elected during the Association's annual members meeting.

C. Secretary: The Secretary will be nominated and elected during the Association's annual member meeting.

D. Appointment of Treasurer: The Treasurer shall be appointed by the President with the consent of the Executive Committee, and shall have full voting privileges.

E. Committee Chairs: Membership/Marketing, Professional Development, Business Relations, Public Information Committee Chairs shall be nominated and elected during the Association's annual member meeting. Election of two committee chairs shall occur annually.

F. At-Large Members: At-large members shall be nominated and elected during the Association's annual member meeting. Election of three at-large members shall occur annually.

G. Vacancies: The Executive Committee shall have the authority to fill any vacancy occurring in any office after the regular election has been held. Vacancies will be filled in an acting capacity until the next regular election.

#### Article VIII – Meetings

At least one general membership meeting of the Association shall be held each year. Every effort shall be made to hold the meeting during the annual conference.

#### Article IX – Amendments

The by-laws may be amended as follows:

A. A member may propose amendments to the Board of Directors at least 60 days prior to a membership meeting and the Board of Directors must approve.

B. The amendment must be presented to the membership 30 days prior to the vote.

C. An amendment shall be considered adopted if a majority of the members voting approve same.

D. Voting on an amendment may be made by electronic ballot.

#### Article X – Rules of Order

The order of all meetings and actions of the Missouri Association for Workforce Development shall be governed by Robert's Rules of Order (Revised).