

CONSTITUTION AND BYLAWS

Collegiate Middle Level Association North Carolina State University

October 15, 2003

Article I

The purpose of the CMLA chapter at North Carolina State University is:

- Section 1: To support collegiate students who wish to become future teachers of middle level students in grades six through nine, in all teaching specialties.
- Section 2: To provide an organized source of information via newsletters, electronic technology, and other sources which:
- a. Advance appropriate middle level teacher preparation.
 - b. Provide information about current middle level employment opportunities.
 - c. Promotes and encourages participation of collegiate students at national, state, and regional middle level conferences.

Article II Membership

- Section 1: Membership is open to any NCSU student who is interested in middle level education (grades 6 through 9).
- Section 2: Annual membership dues are paid in the fall semester and are for the entire year; however, those paid in the spring semester will be for the spring semester only.

Article III
Officers

Section 1: The elected officers of the CMLA chapter at NCSU shall include at least one member for each of the following offices: President, Vice-President, Secretary, TreNCsUrer, and Publicist/Historian. (In the event of a Co-Presidency, the Vice -President position shall be void.)

Section 2: President, Duties of:

- a. Preside over all chapter meetings of CMLA at NCSU.
- b. Represent NCSU chapter of CMLA, or appoint a designee, at Intercollegiate Council, Club Expo, Open House, or other campus affairs.
- c. Represent the local CMLA chapter, or appoint a designee, to attend meetings of NMSA when student participation is requested.
- d. Manage and provide leadership for the CMLA chapter at NCSU.
- e. Coordinate and prepare a list of expectations for the local chapter of CMLA annually with assistance of the officers and advisor for the upcoming school year.
- f. Work closely with the faculty advisor to maintain open communications with the governing bodies and procedures of NCSU.
- g. Collaborate with Publicist/Historian to assemble, compile, and maintain "WolfScraps," the CMLA scrapbook.
- h. Organize all speakers/events for meetings.
- i. Create an agenda for each meeting.

Section 3: Vice-President, Duties of:

- a. Preside over chapter meetings of CMLA in the president's absence.
- b. Work with other officers in planning semester activities for CMLA.

- c. Assume responsibility for promoting special events such as: October: Month of the Young Adolescent, and March: National Middle School Week.
- d. Lead all volunteer activities.

Section 4: Secretary, Duties of:

- a. Record and report the minutes of each meeting.
- b. Carry out any necessary correspondence of the local chapter of CMLA.
- c. Maintain archives, publications, and records of correspondence.
- d. Produce and publish a minimum of one newsletter per semester.

Section 4a: Correspondence Secretary, Duties of:

- a. Mail written CMLA invitation to each speaker.
- b. Purchase/create small "Thank You" gifts for each speaker.
- c. Write follow-up "Thank You" notes for each speaker.
- d. Keep a notebook of all correspondence mailings, agendas, minutes, notes, attendance sheets, etc.

Section 4b: Newsletter Secretary, Duties of:

- a. Update semester mailings.
- b. Send weekly e-mails to each member of the local chapter of CMLA informing of upcoming meetings and activities.

Section 5: Treasurer, Duties of:

- a. Maintain bookkeeping and financial records of the local chapter of

CMLA.

- b. Maintain a current and accurate list of members.
- c. Collect and process all dues paid to the local chapter.
- d. Coordinate monetary transactions for expenditures of the chapter.
- e. Will request funds from NCSU Student Senate and other outside sources for supporting club activities such as: attending state, national and CMLA Advisory Board conferences.
- f. Report to group on financial status.
- g. Lead at least one fund-raising activity per semester.

Section 6: Publicist/Historian, Duties of:

- a. Create and maintain bulletin board, location to be determined.
- b. Collaborate with secretary on campus wide correspondence.
- c. Produce and publish various flyers to promote club activities.
- d. Update the club's website.

Article IV

Faculty Advisors

- Section 1: The faculty advisors are members of the CMLA National Advisory Board.
- Section 2: The faculty advisors will act as liaisons between the officers of CMLA and NMSA, as well as, between CMLA and the CMLA Advisory Board.
- Section 3: The faculty advisors will assist the organization in maintaining communication with governing bodies of NCSU.
- Section 4: The local chapter of CMLA will have at least two faculty advisors per school year to assist and advise the officers.

Article V

Meetings

- Section 1: General meetings of the local chapter of CMLA will be held monthly at a time determined by the officers for the upcoming year.
- a. Notification of all semester activities will be made to all middle grades majors at the beginning of the semester.
 - b. Notice of all general meetings will be posted on the CMLA website and in 402 Poe Hall.
- Section 2: Officers will meet when deemed necessary and are able to assemble.
- Section 3: Business meetings will be called as deemed by the President in conjunction with the other officers with a minimum of one per semester.

Article VI

Terms

- Section 1: The officers shall have a one year term, beginning after elections in April.
- Section 2: If an office becomes vacant during the academic year a business meeting will be held for the purpose of naming a replacement.

Article VII

Committees

- Section 1: Standard Committees
- a. Established as deemed necessary by the officers.
 - b. Goals and purposes of these committees will be developed from consultations between the Committee Coordinator and the CMLA Officers.
 - c. Chairpersons will be appointed at the discretion of the President in consultation with the Committee Coordinator.

Article VIII

Amendments and Changes to the Constitution and Bylaws

- Section 1: The Constitution and Bylaws may be amended by a majority vote of CMLA members.
- Section 2: Changes must be brought to a vote during the first general meeting of the local chapter of CMLA or as deemed necessary by the President.

BYLAWS

Article I Finance

- Section 1: Individual membership dues will be assessed annually.
- a. Membership dues for the fall semester will be \$15.00, this amount will also include membership for the spring semester; membership for the spring semester only will be \$10.00. Dues for the fall semester must be paid by October 1st and for the spring semester by March 1st.
- Section 2: Collegiate Institutional Memberships
- a. The local chapter of CMLA will maintain a collegiate membership with the national organization.
 - b. Collegiate Institutional Memberships will be provided for the Middle Level Program Coordinator, the faculty advisor, and two student officers (preferably the President and Vice-President).
- Section 3: Allocation of Funds
- a. The allocation of funds will be the responsibility of the Treasurer.
 - b. Allocation of funds must be approved by one officer of the local chapter or the faculty advisors.

Policy

Section 1: Publications and correspondence should be approved by the President, Vice-President, or the faculty advisors.

Section 2: CMLA bulletin board should be updated on a regular basis.