

**Michigan Community College
Collaborative for Accountability, Research, and Effectiveness
(MCCCARE)**

By-Laws

Finalized June 17, 2009

Updated March 24, 2016

Article I – Name, Mission, and Purpose

Section 1. Name

The name of the association is Michigan Community College Collaborative for Accountability, Research, and Effectiveness, hereafter referred to as “the Association.”

Section 2. Mission Statement

The mission of the Michigan Community College Collaborative for Accountability, Research, and Effectiveness (MCCCARE) is to provide opportunities for collaboration, exchange of ideas, and sharing of best practices among Michigan’s community colleges to increase effectiveness and meet the increasing demands for accountability and research, while advocating for relevant state-level policies that are of value to community colleges and the students we serve. MCCCARE is an inclusive collaborative open to all community college personnel interested in accountability, compliance reporting, and institutional research.

Section 3. Purpose

The purposes for which the Association is formed are as follows:

- Focus on entire agenda of Michigan community college institutional research and accountability as expressed by college presidents, trustees, legislators, American Community College Associations (ACCA), with an emphasis on assessment of student learning outcomes and success.
- Scope includes analysis and guidance on Michigan community college research and accountability reporting as it pertains to Federal, State and institutional priorities and other relevant initiatives.
- Make recommendations and advocate for streamlining accountability and/or compliance reporting requirements, eliminating redundancy, and eliminating accountability and/or compliance reporting that is not legislated and is of no or little value to community colleges.
- Share resources and tools to increase efficiencies.
- Standardize definitions and methodologies to ensure that community college data and reporting is comparable and can be used with relative confidence for trend analysis and decision-making.
- Facilitate communication and collaboration between community college staff with an interest in data issues.
- "IR Wish List" - List of initiatives the committee would undertake if less time and resources were expended on accountability and compliance reporting.
- Serve in an advisory capacity to the Michigan Community College Association (MCCA).
- Serve in an advisory capacity to Michigan Workforce Development Agency, Department of Talent and Economic Development - Community College Services Unit, and the Center for Educational Performance and Information (CEPI).

Article II – Membership

Section 1. Regular Membership

Membership in the Association is open to Data Coordinators, Institutional Researchers, and similar individuals from all 28 Michigan community colleges. Membership is open to other personnel interested in institutional research and accountability and compliance reporting from the 28 community colleges and those universities designated as community colleges within their service area.

A representative of the Michigan Community College Association (MCCA) will serve as an ex-officio member of the Association. The MCCA will serve as a liaison between the Association and the college presidents; provide legislative information and advocacy; and provide support to the Association (i.e., use of facilities, web services, etc.).

Once each fiscal, college representatives attending Association meetings shall complete a membership form (one per college) and remit the corresponding membership fee. If needed, members can work directly with the MCCCARE Treasurer to complete membership and dues forms. A college membership shall provide lunch for a maximum of three (3) persons from the college in attendance at the meeting.

Article III – Fiscal Year

Section 1. Fiscal Year

The fiscal year of the Association shall be from July 1 to and including June 30.

Article IV – Meetings of the Membership of the Association

Section 1. Annual

The annual meeting of the membership of the Association shall be the first meeting of the Association following July 1 of any year, at a time and place to be determined by the executive committee. At that meeting, the goals for the upcoming year will be adopted.

Section 2. Special

Special meetings of the membership of the Association may be called for specific purposes by the Chair, executive committee, or by written request of a member college, with the purpose stated in the notice of the meeting posting.

Section 3. Regular

There shall be at least three meetings of the Association membership in addition to the annual meeting. The number and dates of regular meetings each year shall be determined upon recommendations of the executive committee and a simple majority vote of the regular membership at the annual meeting. The locations of all meetings of the Association shall be decided by the executive committee.

Section 4. Quorum

One half of the membership present at any meeting shall constitute a quorum.

Section 5. Voting

There will be one vote per college. A simple majority of those present shall constitute a majority, except in cases of amending the Constitution or other issues involving the Association structure. Votes may be cast electronically.

Section 6. Attendance

Regular meetings of the Association shall be open to all employees of colleges or universities. Guests are welcome.

Article V – Leadership/Officers

Section 1. Association Officers

The officers of the Association shall include a Chair, Vice Chair, Secretary, At-Large Executive Committee Member, Treasurer, and Technical Support Liaison. The officers shall be regular members in good standing with the Association.

Section 2. Election

Officers shall be elected at the Association’s final meeting of the fiscal year, hereafter referred to as the Election meeting. They shall be elected to two-year terms as follows:

Chair	Elected every odd-numbered year
Vice Chair	Elected every even-numbered year
Secretary	Elected every odd-numbered year
At-Large Executive Committee Member	Elected every even-numbered year
Treasurer	Elected every odd-numbered year

Technical Support Liaison

Appointed even-numbered year (Non-voting)

The term of each officer shall coincide with two consecutive fiscal years of the organization.

Officers shall assume the duties of their elected office on July 1st.

To facilitate the implementation of this article, all Association officers shall be elected in 2009. The Chair, Secretary, and Treasurer chosen then shall serve two-year terms and the Vice Chair and At-Large Executive Committee Member selected in 2009 shall each serve a one-year term. Thereafter, election of officers shall take place as stipulated above. The Technical Support Liaison shall be appointed by the Chair.

Section 3. Nominations

Nominations will be accepted at the meeting prior to the Election meeting, or at that meeting, by submissions to the executive committee and members.

Section 4. Vacancies

In the event that an officer of the Association cannot fulfill her or his term, the executive committee shall appoint an Association member in good standing to fulfill the term of the exiting officer. In the event that the Association Chair cannot fulfill her or his term, the Vice Chair shall serve the remainder of the Chair's term. At the next regularly scheduled meeting of the Association, the Executive Committee shall appoint a Vice-Chair to fulfill the term of the exiting Vice-Chair.

Section 5. Duties of the Chair

The Chair shall direct the activities of the Association in order that it may effectively achieve its goals as stated in Article I, Section 2, of the by-laws. The Chair shall preside over and facilitate all meetings of the Association. The Chair shall be authorized to call special meetings of the Association and to appoint committees as he or she deems necessary. The Chair shall serve as chairperson of the executive committee and shall be an ex-officio member of all committees of the Association. The Chair or the Chair's designee shall be the official spokesperson for the Association. Should the Chair believe that another regular member has greater expertise regarding a particular issue or subject matter under consideration by the Association, the Chair may appoint that person to be the spokesperson for specific subjects or events.

Section 6. Duties of Vice Chair

In absence of the Chair, the Vice Chair shall perform the duties of the Chair. The Vice Chair is a member of the executive committee. The Vice Chair works in collaboration and support of the Chair in executing the business of the Association.

Section 7. Duties of Secretary

The Secretary shall record all official proceedings of the Association. The Secretary shall be responsible for all official correspondence of the Association, including distribution of meeting announcements, memoranda, and minutes of the Association. By mutual agreement between the Secretary and an officer of the Association, the distribution of correspondence may be delegated to another Association officer. The Secretary shall be a member of the executive committee.

Section 8. Duties of the At-Large Executive Committee Member

The At-Large Executive Committee Member shall be a member of the executive committee, attend all executive committee meetings, and support the work of the executive committee of the Association as designated by the Chair.

Section 9. Duties of the Treasurer

The Treasurer shall receive all monies of the Association. The Treasurer shall be a member of the executive committee. The Treasurer shall keep accounts of all receipts and expenditures of the Association and shall present a written financial report to the Association at its annual meeting and at any time when requested to do so by the Chair of the Association or the executive committee. The Treasurer shall have responsibility for maintaining the Association's membership roster and membership information. The Treasurer shall have responsibility for assessing and collecting dues. The accounts and records of the Treasurer shall be audited by the executive committee with the signatures of the auditors attached to the Treasurer's report as of the day prior to the date of the annual meeting.

Article VI – Executive Committee

Section 1. Membership

The executive committee of the Association shall be composed of the officers of the Association, the immediate Past-Chair, and the Technical Support Liaison.

Section 2. Officers

The Chair of the Association shall serve as chairperson of the executive committee. The Vice Chair of the Association shall serve as vice chairperson of the executive committee.

Section 3. Meetings

The executive committee shall hold meetings as deemed necessary in order to fulfill the duties assigned to it in the by-laws of the Association. The Chair of the executive committee shall be responsible for calling all meetings.

Section 4. Duties

The executive committee of the Association shall possess such power as shall be delegated to it in the by-laws or by the regular membership of the Association. The committee shall:

1. Be responsible for general planning and preparation of the agenda for Association meetings and activities.
2. Determine the time and place of the annual meeting recommending the number and dates of regular meetings and determining the locations of all meetings of the Association.
3. Conduct an annual audit of all Association resources and expenditures prior to the annual meeting of the Association and at the end of each fiscal year (if necessary).

Article VII – By-Laws

Section 1. By-Laws

Procedures for carrying out the business of the Association shall be established in the by-laws.

ARTICLE VIII – SECTION 1 – AMENDMENT

The Association's by-laws may be amended by a two-thirds affirmative vote of the membership, as defined in Article II – Section 1, upon thirty (30) days prior notice in writing. There is only one vote per college. Votes may be cast electronically. Electronic votes must be cast no later than 8:00 a.m. on the morning of the meeting at which the in-person vote is taken. The changes in the by-laws shall become effective at the conclusion of an affirmative vote.

Article IX – Parliamentary Authority

Section 1. Parliamentary Authority

The business of the Association shall be conducted according to Robert's Rules of Order in all instances in which they are not inconsistent with the by-laws of the Association.

Article X – Committee Appointments

Section 1. Committees

Committees will be formed at general membership Association meetings as deemed necessary. Committee membership will be on a voluntary basis. The Chair has the authority to request or appoint a member to the committee should that member's contributions to the committee be thought to be vital to the success of the committee's objectives.

Article XI – Resolutions

Section 1. Initiation

Resolutions may be initiated by any Association member in good standing.

Article XII – Historical Documentation

Initial Concept of “MCCDATA” Organization November 2008

Present at Initial Meeting – Nick Baker (Kirtland CC), Mark Champion (Grand Rapids CC), Darby Hiller (Northwestern Michigan College), Gail Ives (Mott CC), Leslie Kellogg (Henry Ford CC), Doris Lewis (Kellogg CC), Michael Woods (Delta College)

January 27, 2009 - Constitution and By- Laws Drafted by:

Nick Baker, Kirtland Community College

Leslie Kellogg, Henry Ford Community College

Doris Lewis, Kellogg Community College

March 10, 2009 - Draft edits by:

Leslie Kellogg, Henry Ford Community College

Gail Ives, Mott Community College

March 24, 2016 – updates by:

Gail Ives, ex officio (MCCA)

Mark Champion, Grand Rapids Community College

Lori Hancock, Mott Community College