



Constitution and By-Laws

ARTICLE I – NAME

The name of the organization shall be Michigan Association of Service Coordinators, a Chapter of the American Association of Service Coordinators (AASC). MASC is a 501c(4) Non-Profit.

ARTICLE II – PURPOSE

In accordance with the objectives of the American Association of Service Coordinators (AASC), the mission of the MASC Chapter shall be to promote the profession of Service Coordination in Michigan; to mentor and educate its members and plan programs; and to advocate for the profession and those we serve.

ARTICLE III – MEMBERSHIP

Section 1. Membership shall be open to Service Coordinators that assist elderly individuals, persons with disabilities or families living in multifamily housing. In addition, 80% of association members must also be members of AASC.

Section 2. Each person must pay annual dues in accordance with Article VII (Dues) in order to be a member in good standing of the Association. In addition, members in good standing must attend three (3) meetings annually and must be in good standing with AASC. A MASC Chapter-sponsored conference can be used as a meeting attended. Only members in good standing will be allowed to vote, hold an Office, chair a committee, or serve on the Executive Board.

ARTICLE IV – OFFICERS

Section 1. The Officers shall be President, Vice President, Secretary, Treasurer and Social Media Manager. Each Officer shall be current member in good standing. Officers must also be a current member of AASC. All Officers shall be elected for a term of two (2) years, with a maximum of two (2) consecutive terms per position. The five (5) Officers will constitute the Executive Board, plus a member-at-large.



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Section 2. The nominating committee shall put forth a slate of officers' candidates for open positions annually if needed for election in November; any member nominated for a MASC Board Position must be in good standing, meaning dues are paid before March 31 of that year and they have attended at least 3 full MASC meetings.

Section 3. No elected officer of the Chapter shall be entitled to any salary or compensation. Expenses associated with the performance of their duties may be reimbursed according to the financial policies of the Chapter.

Section 4. Vacancies in office due to death, resignation or other causes shall be filled for the balance of the term by election, should the vacancy occur within 3 months of a regular election, or by appointment by the President with a majority vote of the Chapter Board at any regular or special meeting. The Chapter Board, at its discretion, may remove any Officer/Board member by a two-thirds vote of all members of the Board; any board member that is removed from the Board by a 2/3s vote will not be allowed to hold any future board positions.

ARTICLE V – MEETINGS

Section 1. All MASC Chapter meetings will be conducted in accordance with 'Democratic Rules of Order' as set by the executive board.

Section 2. There shall be a full meeting of all members bi-monthly.

Section 3. The annual meeting, in which elections occur, shall be held annually if needed, or every two (2) years.

Section 4. The Executive Board shall meet quarterly.

Section 5. Notice of meetings shall be sent to members in an appropriate amount of time and must be posted on the Chapter website. Notice must also be sent to the AASC office.

Section 6. Meeting fees shall be fixed annually by the Chapter's Board and shall be payable by registrants prior to attendance at a meeting. Registrants who do not pay the appropriate meeting fee will not be permitted to attend and will not be entitled to any



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CEU's that are offered at the meeting. Chapter members will be afforded a discount on MASC Conference fees. Setting the registration fees will be the duty of the Chapter Executive Board and shall not require further ratification by a vote of the full membership or any changes in bylaws.

Section 7. Quorum. A majority of the members of the Chapter present at any given member meeting shall constitute a quorum.

ARTICLE VI – OFFICER DUTIES

Section 1. **President** - The President shall serve as chair of the Chapter Board. The President should also serve as a member, ex officio, with right to vote on all committees except the nominating committee. The President shall communicate to the members such matters and make suggestions that will promote the welfare and increase the usefulness of the Chapter.

Section 2. **Vice-President** - In absence or disability of the President, the VP shall exercise the powers and perform the duties of the President. He/she shall assist the President and perform other designated duties. The VP shall assume the office of President at the end of his/her term as Vice President. However, this can be challenged by a nomination of another member. The Vice President will preside over the Education Committee and the scheduling of Educational training for each scheduled meeting.

Section 3. **Secretary** - The Secretary shall keep records of all meetings of the Chapter and of the Chapter Board. He/she shall oversee sending notices of all meetings and copies of such minutes to the AASC headquarters. The Secretary will be responsible to present minutes of the past meeting to the membership at chapter meetings. He/she shall maintain the membership list and take attendance at meetings.

Section 4. **Treasurer** - The Treasurer shall be in charge of the Chapter's funds and financial records. The Treasurer shall handle the annual dues invoicing for MASC Chapter members. The Treasurer shall be responsible for collecting all funds and/or assessments, establishing proper accounting procedures for handling of funds, keeping of funds in such banks, trust companies and/or investment as are approved by the Chapter Board and in accordance with the MASC Chapter financial policies and procedures. He/she shall prepare the Chapter's budget, make regular fiscal reports to



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the Chapter Board, provide an annual statement and file Chapter taxes to AASC, the Internal Revenue Service and state agencies as required.

Section 5. **Social Media manager:** shall be responsible for maintaining the MASC Chapter website, Mail chimp communications, MASC Facebook page, and when necessary manage Zoom meetings. They will be considered a voting member on the Executive Board.

Section 6. **Member at Large:** Shall be the immediate Past President-who will serve on the Chapter Board in an advisory capacity. He/she will have voting privileges in the event of a tie.

ARTICLE VII – DUES

Section 1. Each member shall be required to pay annual Dues, in accordance with the Dues Schedule.

Section 2. The MASC Chapter dues shall be fixed annually by the Chapter's Executive Board and shall be payable in January. If not paid by May meeting, the member will not receive contact training certificate until paid in accordance with the Chapter's fiscal policies. An increase in dues must be substantiated by financial justification.

Section 3. The fiscal year of the MASC Chapter will be January through December.

ARTICLE VIII – COMMITTEES

Section 1. The following committees shall be standing committees of the MASC Chapter.

Section 2. **Nominating Committee:** This committee receives the names of the members nominated for office. The term of the nominating committee begins after the annual meeting and extends for two (2) years.



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Section 3. Legislative Committee: This committee shall monitor proposed and actual changes to laws and appropriations as it deals with the service coordinators program whether it is at the national, state or local levels. It shall be the duty of the Legislative Committee to alert the general membership of changes affecting their membership.

Section 4. Educational Committee: This committee will be chaired by the Vice President. This committee shall plan educational trainings. Will involve members for input and update Chapter on progress. The committee will also inform all members of any training(s) that would benefit service coordinators. This committee will ensure that all educational programs meet the H.U.D requirements and standards.

Section 5. The formation or dissolution of any additional Committee shall be at the discretion of the President and Executive Board, if it is determined to be in the best interest of the Association.

Section 6. The President shall appoint all committee chairpersons for a term of up to four (4) years.

ARTICLE IX – VENDORS

Vendors of any sort are not allowed to attend or speak at MASC meetings. There will be no need for vendor sponsored lunches. These items will be added to our budget and each site sponsoring a meeting (if needed) will be given the same amount. Vendors will be allowed at our conferences to display their products and services.

ARTICLE X – DISCRIMINATION

The organization will not discriminate based on age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability.

ARTICLE XI – AMENDMENTS

These bylaws may be amended by two-thirds vote of the members present at any scheduled chapter meeting, provided such proposed amendment has been approved



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by the Chapter Board and at least 30 days' notice has been given to all members of proposed amendment(s). Amendments must be in accordance with AASC's bylaws and are effective only after AASC's national Board of Directors has approved the amendment(s).

ARTICLE XII – DISSOLUTION

Upon dissolution of the Chapter, its undisbursed funds, other assets and records shall be transferred to AASC, in accordance with the laws of the state in which the Chapter is incorporated. A Chapter may be forced into dissolution by AASC for any of the following reasons:

Failure to conform to annual reporting requirements

Failure to convene at least one time annually

Failure to fill officer positions within 6 months of scheduled elections

Failure to hold at least one professional development program in 5 years

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