



mid-america college art association

Constitution

2023 - 2027

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Article I. Name:

The name of this organization shall be MID-AMERICA COLLEGE ART ASSOCIATION also known as MID-AMERICA and MACAA.

Article II. Purpose:

The purpose of this Association shall be:

1. To promote and foster excellence in the practice, scholarship, and teaching of art and design, at the university and college level.
2. To enhance creative and scholarly research through the discussion of new ideas, concepts, processes, and theories of concern to the membership.
3. To hold conferences for the professional benefit of the membership and enhance dialogue across multiple disciplines and venues.
4. To give consideration to such specific projects, resolutions, or policies as may be proposed for adoption by individual or institutional members.
5. To encourage and aid efforts aimed at developing art and design in higher education in the Mid-America region and beyond.

Article III. Membership:

Membership in the Association shall be of six (6) kinds:

1. Institutional Membership:
Any college of art, school of art, department of art, department of art history, department of design, department of art education, museum or art center and such other separate administrative units concerned with the teaching of art or design. All institutional members must be currently and actively engaged in the teaching of art or design at the college level and be located in any US state or Canadian province.
2. Affiliate Organization Membership:
Any regional or national organization who conducts programming similar to our Purpose stated in Article II.
3. Full-Time Faculty Membership:
Any faculty member who is contractually teaching a full teaching load as described by their institution.
4. Student Membership:
Any student who is currently enrolled in an undergraduate, graduate, or Ph.D. program.
5. Retired Membership:
Any individual who has retired from academia and is no longer considered a full-time faculty member.
6. Artist/Independent Membership:
Any individual who is not affiliated with an institution of higher education or who is a part time adjunct faculty member.

Article III(a). MACAA Affiliate Organizations & Institutional Sponsors:

1. *Affiliate Sponsors:*

MACAA invites regional and national organizations to be affiliated with the Mid-America College Art Association a nationally represented members group to promote art, art history, art education, design and museums throughout the continental United States and Canadian Provinces.

MACAA affiliates can select one member from their organization to serve as an Ex-Officio board member (\$70 bi-annual membership dues). The Ex-Officio member will attend board member meetings (1 hour per month virtually), and share MACAA's art opportunities, calls for exhibitions, calls for conference participation in a variety of formats with their respective organization. The Ex-Officio representative will act as a liaison between the two organizations, sharing MACAA news and opportunities with their host institution, as well as, bringing the Affiliate Institution news and opportunities to the MACAA board for disbursement. News and opportunities will be emailed to the MACAA membership, posted on the MACAA website under: Members News tab, and shared via our Social Media platforms. It is the responsibility of the Ex-Officio board member representative to maintain membership and good standing among both organizations.

The institution will have their logo placed on the MACAA website under the Contact & Information page where our board members and affiliations are listed. Each affiliate group will be offered six posting on MACAA's social media platforms per year.

MACAA encourages the opportunity for Affiliate Sessions at the MACAA bi-annual conference meeting, where chapters or groups can organize a panel, presentation, round-table discussion, performance, workshop or installation. The Affiliate Organization will gain a visual presence and be recognized at the MACAA member's lunch meeting. See conference tab for current and upcoming conference opportunities. All conference participants will need to pay for conference registration fees.

2. *Institutional Sponsors:*

MACAA invites university, museums, and corporate institutions to join the Mid-America College Art Association as Institutional Sponsors. MACAA is a nationally represented members group that fosters dialogue among art, art history, art education, design and museums throughout the continental United States and Canadian Provinces. MACAA has been a consistent art organization since the 1930's, and encourages artistic growth with contemporary standards.

3. *Sponsor Levels:*

Level 1: MACAA Institutional Sponsors will be offered two (2) free memberships (\$70) and one free conference registration for the cost of \$500.00.

The institution will have their logo placed on the MACAA website under the Contact & Information page where our board members, affiliate organizations and institutional sponsors are listed. Each Institutional sponsor will be offered six postings on MACAA's social media platforms per year.

MACAA encourages the opportunity for Institutional Sponsors to host sessions at the MACAA bi-annual conference meeting through panel, presentation, round-table discussion, performance, workshop or installation.

Level 2: For an additional \$500 The Institutional Sponsor will gain a visual presence by having their name and logo printed on conference material and be recognized at the MACAA member's lunch meeting. See conference tab for current and upcoming conference opportunities.

MACAA Institutional Sponsor Level 1: \$500.00

- 2 free memberships
- 1 free conference registration
- Name & Logo placed on MACAA website

- 6 free Social Media postings per year

MACAA Institutional Sponsor Level 2: \$1,000.00

- 2 free memberships
- 1 free conference registration
- Name & Logo placed on MACAA website
- 6 free Social Media postings per year
- Name & logo printed on conference material
- Recognized at the MACAA member's luncheon at the bi-annual conference meeting

Article IV. Board of Directors and Officers

1. The Association will be governed by a Board of Directors, which shall consist of no more than fifteen (15) members including officers.
2. The officers of the Association shall consist of a President, a Past President, a Vice-President, a Vice President for Communications, an Archivist, a Treasurer, a Secretary, a Conference Chair and a Membership Coordinator. The President shall be elected at the annual business meeting for a two-year term, four-year term, when possible. All other officers shall be elected at the annual business meeting to serve two-year terms, when possible.
3. The officers of the Board of Directors shall be elected by the Board.
4. The Conference Chair will customarily be designated from the institution hosting the following conference and approved by the Board.
5. If candidates are not able to fill the positions as stated above, the Board of Directors at their discretion can nominate and elect candidates to fill vacancies. Nominations can also be solicited from the membership at the discretion of the Board.

Article V. Board of Directors:

1. Besides the officers, the Board Membership shall include six (6) members to serve two-year renewable terms each. These 6 members of the Board of Directors shall be elected by the full MACAA membership in conjunction with an annual or bi-annual MACAA conference. When such an election is not possible, board members may be added to the board through a process of nomination and election by current board members. It is to the benefit of the organization to encourage and aggressively seek a broad range of geographic representation when nominating potential board members.
2. Terms of Office: The President will serve a two-year renewable term. The Past President shall be elected for a two-year term and shall be eligible for re-election. The Vice-President, Vice President for Communications, Archivist, Treasurer, Secretary, and Conference Chair shall serve two-year terms in their respective offices. The remaining Board members shall be elected to serve two-year renewable terms.
3. All positions are two year renewable terms.
4. The newly elected officers shall assume office immediately following their election. Officers existing on the board will remain available for one month after the election to assist newly elected officers.

Article VI. Duties of the Officers:

1. The President shall be the chief executive officer of the Association and shall, subject to the approval of the Board of Directors, have general supervision and direction of the affairs and officers of the organization. The President shall administer the affairs of the Association; preside at the annual business meeting and other

- appropriate general meetings. The President shall, ex-officio, be a member of all committees and shall have the general powers and duties of management usually vested in the office and such other powers and duties as may be prescribed by the Board of Directors.
2. In the absence or disability of the President, the Vice-President shall perform all duties of the President, and when so acting shall have the power of, and be subject to all restrictions upon the President. The Vice-President is the President-elect of the Board of Directors and shall perform such other duties as may from time to time be prescribed for by the Board. In the event the office of Vice-President is vacated a new Vice-President may be elected by the Board of Directors to fill the unexpired term. The Vice-President shall assist the President to accomplish initiatives set forth by the President, Conference Chair and Board of Directors. The Vice-president shall oversee efforts regarding membership, communications and regional initiatives. The organization shall actively seek members who represent a board range of disciplines in art, design and art history, to best reflect the areas of interest of the Membership.
 3. Past President shall serve a two-year term on the Advisory Board, and be available to assist in planning and procedures of MACAA when requested by the board.
 4. The Vice-President for Communications shall manage all aspects of the Association web page and other forms of Board approved communications. The Vice-President for Communications shall forward board approved communication expenses to the Treasurer for payment.
 5. The Archivist, as historian, shall maintain an office responsible for the central records of the Association.
 6. The Treasurer shall manage and maintain the ongoing reserve funds of the Association and file annual tax return following IRS regulations, and coordinate web payments, Directors & Officers Insurance, and any other payments needed to keep the organization moving forward.
 7. The Secretary shall be elected from the Board membership and shall keep, or cause to be kept, a book of minutes of all Annual, Board of Directors, and Executive Committee meetings, and have such other powers and perform such other duties as may be prescribed by the Board of Directors. The Secretary shall furnish the President and the Board with a report of the meetings and actions taken, for distribution to the membership. In the event the office of Secretary is vacated, a new Secretary will be elected by the Board of Directors to fill the unexpired term.
 8. The Membership Coordinator shall be responsible for working with the Conference Chair to coordinate with conference registration. Seek out new members and opportunities for MACAA to grow, supply member lists when needed, attend monthly board member meeting providing updates and suggestions
 9. The Conference Chair shall be responsible for preparing a budget for the Conference and shall be responsible for all monies appropriated by the Board of Directors for conference expenses. The Conference Chair shall review and present the reports of funds received and spent on behalf of the Association for the Annual Conference and shall receive all funds of the Annual Conference and shall return any excess and all membership dues to the Treasurer. The Conference Chair's preliminary report to the Association shall be presented no later than the business meeting of the Conference and a final report no later than the Annual Board meeting. The outgoing Conference Chair is expected to share information regarding past conference practices with the succeeding Conference Chair.

Article VI(a). Officers and Board Member Position Descriptions:

1. MACAA Officers:
 - a. *President:*
The President shall be the chief executive officer of the Association and shall, subject to the approval of the Board of Directors, have general supervision and direction of the affairs and officers of the organization. The President shall administer the affairs of the Association; conduct at the annual business meeting and other appropriate general meetings. The President shall, ex-officio, be a member of all committees and shall have the general powers and duties of management usually vested in the office and such other powers and duties as may be prescribed by the Board of Directors. The Presidents serves a

two-year, renewable term.

- Organizes and officiates board and member meetings
- Fosters vision and directions for MACAA continuance
- Seeks opportunities for membership
- Works with all board positions
- Time commitment: 20-30 hours per month (for 12 months)

b. Vice-President:

The Vice-President serves to assist the President to accomplish initiatives set forth by the President, Conference Chair and Board of Directors. The Vice-president shall oversee efforts regarding membership, communications and initiatives. The organization shall actively seek members who represent a broad range of disciplines in art, design and art history, to best reflect the areas of interest of the Membership. In the absence or disability of the President, the Vice-President shall perform all duties of the President, and when so acting shall have the power of, and be subject to all restrictions upon the President. The Vice-President is the President-elect of the Board of Directors and shall perform such other duties as may from time to time be prescribed for by the Board. In the event the office of Vice-President is vacated a new Vice-President may be elected by the Board of Directors to fill the unexpired term. This position holds a two-year, renewable term.

- Assist in accomplishing initiatives set forth by the President, Conference Chair and Board of Directors
- Oversee efforts regarding membership, communications and regional initiatives
- Work with the President to create a vision and structure for future initiatives
- Time commitment: 2 hours per week (for 12 months)

c. Vice-President for Communications:

The Vice-President for Communications shall manage all aspects of the Association web page and other forms of Board approved communications.

- Maintains visuals and dialogue on MACAA website: www.macaart.org
- Updates and creates new pages for member activities
- Keeps conference information current on website
- Posts calls for art and member news
- Organizes photos to highlight MACAA events, and posts on designated pages
- Maintains function of pages, movement, urls, and links
- Updates current members, Institutional sponsors and Affiliate Organizations with proper names, institution, and logo
- Is a liaison with member institutions to acquire logos and affiliate information for the website
- Develops graphics for letterhead and website when needed
- Time commitment: 2 hours per week (for 12 months)

d. Past-President:

The Past President resides as a member of the Advisory Board and will be available to help assist with questions related to the organization.

e. Archivist:

As historian, the Archivist shall maintain an office responsible for the central records of the Association.

- Manage MACAA Archives (https://drive.google.com/drive/folders/1nhp24GY51AvP_s4dbnHBTd7bKMjO6UpC?usp=sharing)
- Organize and add folders as needed
- Upload monthly minutes and any MACAA information that should be accessible to all members
- Ensure all members have access to all folders
- Manages any revisions or formats any “public” documents including but not limited to the MACAA Constitution, MACAA Affiliation & Institution Sponsors, and MACAA Board Member Positions

Descriptions.

- Time commitment: 30 minutes up to 4 hours a month

f. Treasurer:

The Treasurer shall manage and maintain the ongoing reserve funds of the Association and file annual tax returns following IRS regulations.

- Keep a bank record (black binders)/Digital Excel record
- Write checks to pay or reimburse MACAA board members, and others when appropriate
- Write checks to pay for events
- Update the operating budget
- Acquire event insurance when needed (folder with contact included)
- Pay yearly web fees
- Coordinate with our accountant (John Foulkrod, Endinboro, PA.) to submit yearly Taxes and 501(c)(3) reports
- Give a Finance update at Board member meetings
- Keep Board members aware of Financial State of Affairs for MACAA
- Time commitment: continual, especially during conference year
- In the event the office of Treasurer is vacated, a new Treasurer will be elected by the Board of Directors to fill the unexpired term.

g. Secretary:

The Secretary shall be elected from the Board membership and shall keep, or cause to be kept, a book of minutes of all Annual, Board of Directors, and Executive Committee meetings, and have such other powers and perform such other duties as may be prescribed by the Board of Directors. The Secretary shall furnish the President and the Board with a report of the meetings and actions taken, for distribution to the membership.

- Attend meetings, both on-line and at conferences.
- Alternate needed in case of absence or time conflict with on-line meetings.
- 1 hour to type minutes following board meetings.
- 1 hour to manage files; e.g. keep copies of drafts, changes, and email approved minutes to board members.
- Approved minutes to be emailed to Archivist
- Term Limit: 2 year, renewable
- Time commitment: 4 hours per month
- In the event the office of Secretary is vacated, a new Secretary will be elected by the Board of Directors to fill the unexpired term.

h. Membership Coordinator:

The Membership Coordinator shall be responsible for working with the Conference Chair to coordinate with conference registration. Seek out new members and opportunities for MACAA to grow, supply member lists when needed, attend monthly board member meeting providing updates and suggestions. There is a time commitment of 5 hours per month.

i. Conference Chair:

The Conference Chair shall be responsible for preparing a budget for the Conference and shall be responsible for all monies appropriated by the Board of Directors for conference expenses. It is recommended that the Conference Chair schedule a meeting with the MACAA Board to structure a budget before beginning conference planning. Past Conference Chairs, and or Advisory Board may be asked to attend, and provide direction for the newly positioned Conference Chair. Post conference: The Conference Chair shall review and present the reports of funds received and spent on behalf of

the Association for the bi-Annual Conference The Conference Chair shall provide membership dues to the Treasurer if collected by the host institution. The Conference Chair's preliminary report to the Association shall be presented no later than the business meeting of the Conference and a final report no later than the Annual Board meeting. The outgoing Conference Chair is expected to share information regarding past conference practices with the succeeding Conference Chair.

- Identifies a concept for the conference and an appropriate keynote speaker
- Identifies a venue for a members' exhibition and selects an appropriate juror for the exhibition within the MACAA budget. It may be recommended to request faculty from the host institution, as service.
- Develops all necessary promotional calls and invitations. It is recommended to have a members list and list of the previous conference attendees available
- Together with appropriate agencies from the host institution, and advised consultation with the previous conference chair, identifies a venue and/or hotel and negotiates the appropriate contract
- Maintains communication with all session chairs
- Organizes and creates the program and overall structure of the conference
- Time commitment: One-year planning, Weekly work hours during the conference year, monthly follow up reports until complete

2. MACAA Board Member Positions:

a. *Exhibition Coordinator:*

MACAA began an on-line digital juried exhibition in 2017-18. This position may expand to develop other MACAA exhibitions for the membership. This position is the director, creator and organizer of MACAA exhibitions including PR, Calls, emails and correspondence, payment sites, hosting sites, and awards, and budget sheets. The Exhibition Coordinator will communicate with the Treasurer to ensure of follow through of all monetary aspects for these projects. There is a time commitment of 5 hours per month.

b. *Graphic Designer:*

The Graphic Designer creates, formats and edits all PR material that MACAA produces forward facing the public. The Graphic Designer will copy and send any printing receipts to the Treasurer for reimbursement. The Graphic Designer will email MACAA designs to the Web, Social Media and Membership coordinators for use, and be a liaison with the conference host site to include MACAA logos and design PR in conference publications. There is a time commitment of 5 hours per month.

c. *Marketing Coordinator:*

This position can help expand and grow MACAA to connect with communities both on-line, universities, art entities and beyond. This position will work with the Web Communications to provide a forward-facing front for new communities to be associated with MACAA. This position also may include: fund raising efforts, developing promotional materials and seeking opportunities for MACAA. There is a time commitment of 5 hours per month.

d. *Researcher:*

The MAACA Researcher researches various topics and issues at the President's request to present to the Board as whole. Examples include Directors and Operators insurance, common practices of other arts organizations, membership databases. Other duties include attending monthly board meetings, providing research updates to the Board. There is a time commitment of 5 hours per month.

e. *Social Media Coordinator:*

The Social Media Coordinator will be responsible for posting on the Associations designated social media pages. They will be responsible for maintaining a social media presence for the Association and

updating the public on opportunities through the Association. Posting content occurs during the time between conferences as well as more frequent posting during the conference. Posts may include:

- Member Profiles
- Documentation of various Association exhibitions
- Member Instagram Takeovers
- Calls for art, presentations, panel discussions, and other various opportunities • Shares member art & activities

The average time per month required of the Social Media Coordinator varies based on the time of the year, but the average per month time commitment for non-conference months is approximately 4 hours per month. Then, during the time of the conference the average time is approximately 20 hours per month.

3. Affiliate Representatives:

a. *CAA Representative:*

- Email Affiliated Society Membership Form to the CAA Manager of Member Services, and CAA Membership Communications Coordinator.
- Propose and lead a MACAA affiliate session at the CAA conference. Promote MACAA at the conference (post- card distribution for upcoming conferences, discussion of upcoming conference during panel, pop-up exhibitions etc.)
- Update CAA on MACAA announcements and events. Share information on MACAA call for proposals, papers, exhibition opportunities and awards with the CAA Manager for Grants and Special Programs Online Directory.
- Submit activities, awards, publications, conferences, and exhibition announcements every two months to CAA Affiliated Society News.
- Post calls for papers, conference notices, and award applications to CAA's Opportunities.
- Attend in-person CAA board meeting during the CAA conference as a liaison.
- Register MACAA for a sixty-minute business meeting during the conference if desired.
- Participate in MACAA's monthly virtual meetings.
- Attend the in-person MACAA board meeting at the MACAA conference.
- Propose and lead a CAA affiliate session at the MACAA conference.

Time commitment: 35-40 hours per year.

b. *FATE Representative:*

- Update FATE board members on MACAA announcements and events, post MACAA calls and announcements in the Fate monthly e-newsletter, post MACAA calls and announcements to the FATE Facebook page.
- Propose and lead a MACAA affiliate session at the FATE conference. Promote MACAA at the conference (postcard distribution for upcoming conferences, promote upcoming conference during panel session, announce pop-up exhibitions etc.)
- Propose and lead a FATE affiliate session at the MACAA conference.
- Participate remotely in FATE's monthly board meetings, provide MACAA updates and announcements including MACAA calls for proposals, papers, exhibition opportunities and awards.
- Participate in MACAA's monthly virtual meetings.
- Attend the in-person FATE board meeting during the Fate conference, promote affiliate session.
- Attend the in-person MACAA board meeting at the MACAA conference.
- Submit a MACAA activities report to the FATE board annually.

Time commitment: 35-40 hours per year, with an additional 15 hours per conference year.

c. *ITI Representative:*

- Maintain communication and share information between the MACAA and ITI.
- Update ITI board members on MACAA announcements and events including MACAA calls for

proposals, papers, exhibition opportunities and awards.

- Propose and lead an ITI affiliate session at the MACAA conference.
- Attend the in-person MACAA board meeting at the MACAA conference.
- Participate remotely in MACAA's monthly virtual meetings.
- Attend in-person board meetings at ITI events, share MACAA events and announcements.

Time commitment: 30 hrs. per year

d. SECAC Representative:

- Update SECAC board members on MACAA announcements and events. Share information on MACAA calls for proposals, exhibition opportunities, awards, and events with SECAC.
- Participate in MACAA's monthly virtual meetings.
- Participate remotely in SECAC board meetings, provide MACAA updates and announcements.
- Submit a MACAA activities report to the SECAC board annually, before the SECAC conference.
- Propose and lead a SECAC affiliate session at the MACAA conference.
- Propose and lead a MACAA affiliate session at the SECAC conference. Promote MACAA at the conference (postcard distribution for upcoming conferences, discussion of upcoming conference during panel, pop-up exhibitions etc.)
- Attend the in-person MACAA board meeting at the MACAA conference.
- Attend the in-person SECAC board member meeting during the SECAC conference, promote affiliate session.

Time commitment: 33-35 hours per year

e. Dayton Society of Artists Representative:

- Maintain communication and share information between the MACAA and Dayton Society of Artists.
- Update Dayton Society of Artists board members on MACAA announcements and events including MACAA calls for proposals, papers, exhibition opportunities and awards.
- Propose and lead an Dayton Society of Artists affiliate session at the MACAA conference.
- Attend the in-person MACAA board meeting at the MACAA conference.
- Participate remotely in MACAA's monthly virtual meetings.
- Attend in-person board meetings at Dayton Society of Artists events, share MACAA events and announcements.

Time commitment: 30 hrs. per year

Article VII. Powers of the Directors:

1. In general, the Board of Directors will avoid initiating action that would obligate their successors financially. Long-term commitment must be approved at the annual business meeting by a majority of the members present and voting or by written consent from a majority of the member institutions, each having one vote as defined in Article, III, Section One (1).
2. The Board of Directors shall have the responsibility of:
 - a. Maintaining the Association;
 - b. Carrying out such mandates as may have been voted at the annual meeting preceding;
 - c. Assisting the Conference Chair in the planning and implementation of the Conference;
 - d. Initiating such additional actions as may seem appropriate and feasible.

Article VIII. Committees:

1. The Executive Committee shall consist of the President, the Past President, the Vice-President, the Vice

President for Communications, the Archivist, the Treasurer, the Secretary, and the Conference Chair. The Executive Committee shall act for and on behalf of the Board of Directors of the Association between its meetings. Unless otherwise specified by the Board of Directors, the Executive Committee shall adopt its own rules as to quorum and other matters of procedure

2. Annually, at the Business meeting, the President of the Board of Directors shall appoint the following standing committees:
 - a. Nominating Committee of three (3) members including the Vice-President who shall chair the committee to seek a diverse board reflective of the membership's disciplines and geography;
 - b. Conference Site Selection Committee, which shall consider possible sites and host institutions for the Annual Conference and make recommendations to the Board and the General membership;
 - c. Membership Committee, which shall conduct an annual membership campaign and act as liaison with the Vice President for Communications and the Past President for the purpose of maintaining membership rolls and mailing lists;
 - d. The President and/or the Conference Chair may appoint such other committees as are deemed necessary

Article IX. Dues and Fees:

1. Institutions or declared dues-paying administrative units shall pay dues each conference year as specified in the MACAA constitution bylaws.
2. Individual members shall pay dues as specified in the MACAA constitution bylaws.
3. Student members shall pay dues as specified in the MACAA constitution bylaws.
4. At the option of the host institution, a discount in the conference fee may be given to any member in good standing who preregisters for the conference by a specified date.

Article X. Membership Meetings:

There shall be a meeting of the Association at an institution approved by the board. All elections shall be held in conjunction with the MACAA conference, when feasible. In the event that a board member cannot fulfill their duties, the board will appoint and vote to fill the position when needed.

Article XI. Quorum:

The voting members present at the previously announced annual business meeting of the Association shall constitute a quorum as long as there are five (5) members of the Board of Directors present. Five (5) members of the Board of Directors shall be necessary to constitute a quorum for the transaction of business for the annual business meeting, and also to conduct business throughout the year at monthly board meetings and online voting.

Article XII. Amendments:

Proposals for the amendment of this Constitution shall be considered as follows: If a majority of the Board elects to put an amendment forward to the general membership, the amendment must be communicated to all members at least one (1) month prior to the MACAA conference. Members will have two (2) weeks to respond to the proposal. After considering the membership's responses, the Board of Directors may, by majority vote, recommend the amendment(s) to the general membership for ratification by submitting said recommendations in writing at least two (2) weeks before the annual meeting at the MACAA conference. Final action on proposed amendments shall require a two-thirds (2/3) vote of those members present and voting at the annual business meeting.

MACAA Bylaws:

1. Membership Dues Effective through 2027:

Membership dues shall be reviewed when planning each conference, shall be changed at the Board's discretion, and are valid for a single conference.

- a. Two-year full-time faculty membership - \$70.00.
- b. Two-year retired membership - \$50.00.
- c. Two-year student membership - \$35.00.
- d. Two-year artist/independent - \$50.00
- e. Two-year institutional membership - Level 1: \$500.00; Level 2: \$1,000.00

2. Conference Fee Schedule:

Conference fees shall be reviewed when planning each conference and shall be changed at the Board's discretion. There will be multiple levels of registration fees that will be determined by the board.

3. Refund Policy:

- a. MACAA membership is non-refundable.
- b. If a presenter/exhibitor has paid his/her conference registration fee, the fee may be partially or wholly refundable if a request for refund has been made in a timely manner, prior to the publication of the published program.
- c. Once a presenter's or exhibitor's name appears in the published program, conference registration shall not be refundable. The listing of the name provides a professional benefit to the presenter/exhibitor and incurs a cost to the organization.
- d. In the case of the membership exhibition, a work selected for the exhibition shall not be displayed if MACAA membership has not been paid.

4. Conference Participation:

A person who applies and is accepted for participation in the conference is expected to attend and participate.

5. Board Attendance Policy:

- a. Each board member must attend a minimum of one out of four consecutive meetings. Members not meeting this quota will be dismissed from the Board.
- b. Each member may take an approved leave of absence if deemed appropriate for sabbatical leave, medical leave, or family leave.