

MACIC - Organizational Design

Finalized: May 21, 2009

Name

Milwaukee Area College Internship Consortium MACIC

Purpose/Mission

MACIC exists to foster collegiality and to support professionals, who work with internships in Wisconsin's public, private and technical colleges and universities, through educational forums and networking opportunities.

Memberships

- A) MACIC membership is open to internship professionals and faculty from Wisconsin accredited post secondary educational institutions.
- B) While there are no membership dues, institutional membership and committee involvement will be established on a yearly basis through a formal declaration of membership which will be distributed and collected by the Secretary.
- C) Institutional members are expected to show active participation in the organization. Active participation may include representation on a committee, attending or hosting at least one meeting or holding elective office.

Leadership Structure

- A) The MACIC Leadership Team shall consist of a President, President-Elect/Treasurer, Secretary and Co-chairs from the existing standing committees.
- B) When recruiting for leadership positions every effort will be made to represent all facets of MACIC membership which include public, private and technical colleges and universities.
- C) Officers will assume one year terms.
- D) Term Limits – Members are limited to three consecutive terms in any one position and five consecutive terms on the Leadership Team
- E) Members of the Leadership Team commit to attending both the business and Leadership Team meetings. One co-chair from each of the standing committees should be present at each of these meetings.
- F) The Leadership Team is responsible for coordinating the voting/election process.
- G) The Leadership Team will be responsible for establishing the annual schedule of meetings and will make this schedule public by August 1.

Leadership Duties and Responsibilities

A) President

- Presides over the Leadership Team meetings and business meetings of the Consortium
- Sets the agendas for both the Leadership Team and business meetings with input from the Leadership Team and membership
- Responds to general questions posed by external parties
- Submits an annual written report summarizing Consortium activities

B) President-Elect/Treasurer

The President-Elect will serve a one year term as the President- Elect before assuming the role of President for the second year of his/her term.

- Learns the role of the President
- Presides in the absence of the President over business meetings
- Is entrusted with the care and disbursement of the Consortium's funds
- Maintains the official financial record of the Consortium:
 - Accept, record and deposit fees
 - Provide an accounting of the finances at each business meeting
 - Provide a yearly financial report of account activity

C) Secretary

- Maintains the official non-financial records of the Consortium including maintaining the archives
- Welcomes new members and disburses membership materials
- If electronic voting occurs, is responsible for disbursing and tracking ballots and reporting results
- Tracks the terms of each member of the Leadership Team.

Standing Committees

- A) *Professional Development* - This committee is charged with developing workshops to meet the professional development needs of the membership.

Social Committee – This committee is charged with coordinating all logistics for the summer employer social and other networking events as determined by the organization.

Technology Committee – This committee will explore ways of communicating between members and supply technical support to other committees.

- B) Co-chairs of each standing committee will be identified by the members of that committee.

- C) New Committees may be established based on the future projects/needs of MACIC.

Voting & Elections

A) Voting Rights

- To ensure equal representation for all institutions, when formal voting is required each institution shall be entitled to one vote per institution per each matter.
- General voting occurs during business meetings with each member present receiving one vote.

B) Nominations

- Nominations for the Leadership Team shall be drawn from the current membership.
- Nominations need to be in to the Leadership Team by March 15.
- Members are eligible to self-nominate or refer a nominee.

C) Elections and Voting

- The President-Elect/Treasurer and Secretary shall be elected by a simple majority of the membership by electronic ballot by April 15.
- The President-Elect/Treasurer and Secretary will assume office on July 1.
- Committee Co-Chairs will be elected by the committee members by July 1.
- Electronic ballots can be used for the election of the Leadership Team.
- The President will only vote in the event of a tie.
- Formal voting will take place for changes in the Organizational Design, election of the Leadership Team, and other items deemed appropriate by the President and membership.
- General voting will take place on items such as approval of motions, topic preferences for professional development, adoption, budget, etc.
- Voting will not be by quorum. It will be based on the votes that are submitted by the due date.

D) Vacancy

- If a Leadership Team position is not filled through the standard nomination and election process, it will be filled by the Leadership Team as quickly as possible.
- Any vacancy in the Leadership Team may be filled for the unexpired term by appointment of the President with the consent of the Leadership Team.

E) Removal

- Any officer may be removed from office with cause upon an affirmative majority vote by the Leadership Team.

Financials

- A) Funds to support MACIC will be generated through event sponsorship fees, etc. as deemed appropriate by the organization. The amount of these fees will be determined on a yearly basis by the Leadership Team.
- B) Establishment and management of the budget is the responsibility of the Leadership Team and led by the President-Elect/Treasurer. The budget is established on a yearly basis and determined by the events planned for the year.

Amendments & Additions

- A) Proposals to amend or add to the Organizational Design may be initiated by the Leadership Team or any member of the Consortium.
- B) Proposals to amend or add to the Organizational Design shall be submitted in writing by the proposer to the President no later than 30 days preceding a business meeting. The President, in turn, shall distribute a copy of the proposal to all members of the Leadership Team.
- C) The membership shall be sent a copy of the proposed amendment or addition at least 15 days prior to the business meeting at which it will be discussed.
- D) The amendment/addition shall be discussed at a business meeting of the Consortium by the members present. A vote regarding the adoption or rejection of the amendment/addition shall be conducted electronically following the business meeting at which it was discussed and distribution of that meetings minutes.

Meetings

- A) Schedule
 - Business Meetings – The schedule of the yearly meetings will be determined by the newly elected leadership team and presented to the membership by August 1. Members shall meet in conference. Meetings will be sponsored by a hosting institution on a rotating basis dependent on academic schedules and approval by majority of membership. Meeting times for individual committees will be built into business meetings. Committee members are encouraged to arrange meeting times outside of business meetings as appropriate.
 - One (1) Annual Employer Social – To be planned and executed by Social Committee and scheduled in June dependent upon academic schedules and site availability.
 - Up to two (2) Professional Development Event(s) – To be planned and executed by Professional Development Committee dependent upon academic schedules, site and speaker availability. Committee is encouraged to consider business meeting dates
- B) Presiding Officer. At all member meetings, the President, or if absent, the President-elect shall call the meetings to order.
- C) Notice of Meetings. Hosting institution for the next scheduled business meeting will be planned and approved before regular business meeting is adjourned. Members will be notified at least one week prior to meeting with written notice (including agenda) stating place, date, and hour.
- D) Special Meetings. Special member meetings shall be called by the President as needed.