

MISSISSIPPI BANNER USERS GROUP

CONSTITUTION AND BY-LAWS

Adopted October 25, 2000

Revised April 21, 2004

Revised April 13, 2006

Revised September 6, 2006

Revised May 1, 2015

CONSTITUTION

Article I

Name and Purpose

Section 1. Name. This Association shall be called the Mississippi Banner Users Group, Inc.

Section 2. Purpose. The purpose of this Association shall be to promote communication and good will among all levels and sectors of higher education in Mississippi with regard to the use of Ellucian products; to stimulate academic and professional cooperation among the member institutions; to consider common problems; and to pursue those matters of common interest to the membership.

Article II

Membership and Voting

Section 1. Membership. Membership shall be available to those colleges and universities accredited by the Mississippi Commission on College Accreditation, and to the Board of Trustees of State Institutions of Higher Learning, the Mississippi Association of Independent Colleges, and the State Board for Community and Junior colleges.

Section 2. Voting. Each institution, association and board holding full membership shall have one vote, to be cast by a Board Member of each institution, association, or board. The President of the Association will cast the deciding vote in case of a tie.

Article III

Organization

Section 1. Officers. The officers of the Association shall be a President, President-Elect, Secretary, and a Treasurer. The President-Elect, Secretary, and Treasurer shall be chosen at the board meeting held at the close of the annual conference. The term of office shall be for one year,

beginning at the close of the Annual Conference. Officers may serve in the same office for consecutive terms if so elected. Eligibility to become an officer of the Association shall be limited to non-Ellucian employees.

Officers of the Association shall serve without pay, but shall be reimbursed for expenses incurred in the dispatch of their duties, including expenses for office supplies, and miscellaneous expenses as approved by the Board of Directors. Expenses incurred by the officers in attending regular meetings of the Association will not be eligible for reimbursement.

Section 2. Executive Committee. There shall be an Executive Committee composed of the President, President-Elect, Past-President, Secretary, and Treasurer.

Section 3. Board of Directors. There shall be a Board of Directors composed of the Executive Committee, two designees (each institution, association or board shall be allowed one representative from the technical area and one representative from the functional area) of each full member institution, association, or board. In the case of any vacancy on the Executive Committee, the Board of Directors shall elect a successor to hold office. Each institution, association, or board shall be allowed no more than one representative that is an employee of Ellucian to serve on the Board of Directors.

Article IV

Duties

Section 1. Officers. The duties of the officers shall be such as usually appertain to such offices.

President

The President shall preside at all meetings of the Association, appoint all special committees, call special meetings as deemed necessary, and cast the deciding vote during Executive Committee meetings in the case of a tie vote. The President shall be responsible for providing the program for each regular meeting and be responsible for notifying each member of the time and place of each meeting. The President of the Association shall be an ex-officio member of all committees and shall perform all other duties as parliamentary protocol dictates.

President-Elect

The President-Elect shall assist and preside in the absence of the President. In addition, the President-Elect shall carry out any other duties as directed by the President.

Treasurer

The Treasurer shall receive and maintain all receipts and records of financial transactions of the Association, collect and disburse all Association funds and keep an accurate record of same, and shall present a current financial statement to the membership at each meeting of the Association. The Treasurer shall pay out no money except on the authorization of the President or Board of Directors.

Secretary

The Secretary shall record the minutes of all Association meetings and maintain custody of the other correspondence and Association records, excluding current financial statements. The Secretary shall develop and maintain a current roster of all members of the Association, including name, institution unit, address, e-mail address, and telephone number of each. The Secretary shall also maintain a library of specifications, reference materials, and seminar and course materials and make them available for reference by the membership. The Secretary shall make available, at all regular Association meetings, the minutes of the previous meeting and list of committee membership assignments.

Past-President

The immediate Past-President shall assist the President in any duties assigned by the President.

Conference Committee

The purpose of the Conference Committee is to coordinate and assemble all the speakers, functions, and activities which comprise an annual convention.

Section 2. Terms of Office. The President-Elect shall be elected to a three-year term serving the first year as President-Elect, the second year as President, and the third year as Past President. The Treasurer, Secretary and Webmaster shall be elected to a one year term. Newly elected officers shall assume their office after the board meeting held at the close of the annual conference.

Section 3. Executive Committee. The Executive Committee will perform those duties necessary for conducting the day-to-day responsibilities of the Association.

Section 4. Board of Directors. The Board of Directors will prepare business for the Association, set the time and place of the annual meeting, call special meetings, and act for the Association in recess. Acts of the Board of Directors will always be subject to the approval of the Association.

Article V

Meetings

There shall be a regular meetings held as may be determined by the Board of Directors and such other meetings as the Board of Directors may see fit to call or as the Association may direct. A majority of the members shall constitute a quorum.

Article VI

Membership Fee

To attain and to hold full membership each institution, association or board shall pay an annual fee, the amount of the fee to be fixed in the By-Laws.

Article VII

Annual Conference

The Board of Directors shall solicit presentations from facilities in the state which are capable of accommodating the needs of the annual conference. The Board will select the best proposals for the next year's conference and provide relevant information to each member institution. Each school's board member will email the choices to all members at their respective school. Each member will then vote for their choice location. The Board members for each institution will then provide one vote for the institution to the President. Once voting has closed, the President will tally the votes and announce the selected conference site.

The Board of Directors will select a person from the school closest to the selected location to serve as chairman of the Conference Committee. This person can be either the current board member or another designated individual from the institution. The Conference Chairman will be the liaison between MBUG and the host facility, responsible for coordinating arrangements and other details as necessary.

The Board of Directors may select a person to serve as Program Director. This person can be either a current board member or another designated individual. The responsibilities of the Program Director shall be determined by the Board of Directors. The Board of Directors may select a person to serve as Webmaster. This person shall be responsible for maintaining the web hosting and web updates to the MBUG web site, and relevant social media websites with

information specific to MBUG promotion. The Webmaster shall also serve as the Historian for the Association.

Article VIII

Amendments

The Constitution may be amended at any Board of Directors meeting of the Association by a two-thirds majority of official representatives present and voting.

Article IX

Dissolution

Dissolution, if desired, will be conducted in accordance with Mississippi Code Sections 79-11-335, et. seq.

BY-LAWS

- Annual dues for membership is \$100.00 per institution.
- Conference fees will be separate from annual fees and will be charged per individual.

Non-members will be invited to attend any conference at a higher, non-member fee. Annual dues will be used for operation costs, mail-outs, conference start up costs, board meetings, and travel if needed. Invoices for annual dues will be based on calendar year and sent to the Board members at each institution in March and due by May 1st.

- The By-Laws of the Association may be amended or new By-Laws adopted at any regular or called meeting of the Association by a majority of official representatives present and voting, provided always that a quorum of the membership is present at such meetings.
- In event of dissolution of MS Banner Users Group, any remaining funds in the treasury shall be distributed equally among all dues paying institutions.