



Minnesota
Association of Colleges & Employers

2018 Membership Handbook



Welcome to the MNACE Community!

Dear Member:

The mission of MNACE is to provide networking, professional development and college recruiting resources to our members. MNACE is comprised of career development and human resource professionals in both industry and higher education. Unlike other ACE organizations whose members are primarily from higher education, 60% of our Association membership is from industry.

In addition to supporting an Association LinkedIn site and developing an annual recruiting calendar, MNACE schedules three membership meetings each year (the second week of August, December and May) to discuss best practices in our industries and organizations. MNACE is a recognized 501©3 organization so contributions to the Association are tax deductible.

We encourage members to get involved by serving on our membership and programming committees and our Executive Board. This handbook was created to help our members better understand these and other membership opportunities.

I look forward to working with you. If you have any questions, comments or concerns, please feel free to reach out to me at any time!

Sincerely,

LaChelle Drayton
President

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Section 1: Member Due and Benefits

- Membership dues are \$125/year and are due on July 1 of each year.
- Annual dues cover up to 5 organizational representative's to attend meetings at the member only rate.
- When renewing memberships, organizations are asked to identify their participating members and/or update their profiles on the MNACE web site.
- Participating organizations can ask to add their events to the recruitment calendar by inputting this information in the Recruitment Calendar tab on the MNACE web site (See Appendix, Member Resources).

Section 2: Board Roles and Duties

- All Board members serve on a volunteer basis.
- Terms officially begin July 1st of each year.
- All Board members are expected attend Executive Board meetings and the three annual Association events.
- The Board generally meets five (5) times per year
 - Transition meeting (May or June)
 - Retreat planning (June or July)
 - Before each of the three annual membership meetings
- All officers and members are asked to be informal MNACE ambassadors; recruiting new members and encouraging members to participate on committees and the Executive Board.
- The Executive Board creates a nominating committee before the annual winter event, where open board positions, the application process, and contact information are announced.
- The slate of volunteer candidates for board positions is presented to the attending membership at the annual Spring Conference, for a vote of “yay” or “nay”.
- Following acceptance of the slate of candidates, the President schedules a Board transition meeting to assure continuity of leadership.
- If, for any reason, or at any time, a Board member decides they can no longer fulfill their obligations, they are asked to notify the President, so interim coverage can be arranged.
- If it becomes apparent that a Board member is no longer fulfilling the obligations of their position, the President will contact the Board member to discuss possible solutions.
- All Board members are encouraged to seek out networking connections with other, related associations and individuals including, but not limited to NACE, Midwest ACE, Recruiters Associations, MCDA, etc.

Board Job Descriptions

President

The MNACE president serves a three year term —as president elect, president and as past president.

President Elect Duties

- Assists president in carrying out responsibilities.
- Serves as the president’s designee by presiding over meetings, making decisions or completing presidential tasks as needed.
- Serves as a signing authority on MNACE accounts.
- Serves as Chair of the Programming Committee.
- Coordinates membership meeting planning and presents recommendations to the Executive Board at least 3 months prior to the scheduled event.
- Completes contractual agreements for membership meetings. Informs the Communications Chair to assure timely notification of “Save the Date” at least 8 weeks prior to the meeting and meeting registration (4 to 6 weeks prior to the event).

President Duties

- Provides leadership for the organization.
- Ensures MNACE legal and financial compliance, with the assistance of other board members and/or contracted service provider.
- Serves as a signing authority on MNACE accounts.
- Plans agendas and presides at Executive Board meetings; presides as MC at the annual membership meetings.
- Plans and organizes the board transition meeting.

Past President Duties

- Serves in an advisory capacity.
- Responsible for the Nominating Committee and associated activities.
- Purchases recognition/appreciation gifts for outgoing Board members.

Treasurer

The treasurer serves a 2 year term and is responsible for the following duties and tasks:

- Maintains and reconciles bank account records and PayPal transactions for the association and posts updates monthly to Google Docs.
- Reports budget information, revenues and expenditures for the association.
- Responsible for timely deposit of association funds and timely payment of association expenses.
- Communicates with the membership chair to ensure membership rosters are up to date and the Executive Board meeting registration updates.
- Files annual tax returns (990); and annual reports with the Secretary of State and MN Attorney General's Office (the latter, only if annual receipts exceed \$50,000).
- Provides financial updates at each Board meeting and annually at the spring membership meeting.

Secretary

The secretary serves a 1 year term and is responsible for the following duties and tasks:

- Records the minutes of meetings of the Association and Executive Board in a timely manner.
- Retains hard copies of meeting minutes.
- Posts meeting minutes to the Association's web site.
- Supports registration at the three annual meetings.

Section 3: Committee Leadership

1. Communications/Web Site Chair (2 year term)

- Responsible for managing the association web site.
- Responsible for providing timely communications to members about upcoming events and activities.
- Updates and maintains the web site recruitment calendar.
- Sends out “Save the Date” event announcements.
- Manages and assists members with setting up member access to the MNACE web site.
- Provides updates at each board meeting, event and upon request.
- Monitors communicates and submits website maintenance agreement terms and submits an annual budget to the Executive Board at the annual transition meeting.

2. Membership Chair (2 year term)

- Responsible for building and maintaining membership interest.
- Coordinates with the communication/web site chair and treasurer to ensure the membership information is up to date on the website and membership directory.
- Chairs the membership committee to plan, schedule, budget and plan for activities to increase membership.
- Plans and coordinates activities for the annual membership drive.
- Prepares, present sand distributes collateral designed to promote the association and grow membership.
- Manages the new member welcome breakfast at each meeting.

3. College Member at Large (1 Year Term)

- Represents their constituents at meetings and serves on the programming committee.
- Regularly posts articles and discussion topics to the association LinkedIn site.

4. Employer Member at Large (1 Year Term)

- Represents their constituents at meetings and serves on the programming committee.
- Regularly posts articles and discussion topics to the association LinkedIn site.

Section 4: Operating Policies

1. Recognition Policy

- Gifts to outgoing Executive Board offices will not exceed \$100.
- Board members should report gifts over \$25 on their individual tax return.
- During spring meeting business meeting publicly recognize the Executive Board:
 - Outgoing members
 - Continuing members
 - Nominees

2. Membership Dues Policy

- Member organizations are asked to renew their membership 30 days prior to expiration.
- Changes to individual membership that occur after membership renewal should be updated in a timely fashion to ensure that the membership roster is accurately represented on the MNACE web site.

3. Refund Policy

- Registration refunds will be made to individuals cancelling at least 5 days prior to the scheduled event.
- Membership dues are **not** refundable.

4. Tax Deductible Receipt Policy

Upon request, industry members can request documentation from the organization's treasurer for the fair market value of any cash or in-kind contribution provided to MNACE including but not limited to corporate swag, facilities rental, office supplies or food.

5. Contracts

Web site or other professional services will be awarded by the Executive Board. The Board will share their selection criteria with the membership at one of their annual meetings before initiating the selection process.

6. Recruitment Calendar Posting

At least one month prior to the scheduled event, member organizations are asked to email the name, date, time, location and registration fees on the Association web site (see Appendix, Member Resources)

Appendix

A. Member Resources

Member resources are available from the Association web site at <http://mnace.org/>. From the homepage click on the “**Members Only**” drop down menu at the top right of your screen.

Resources available from this site include:

1. **Nomination Form**—for board and committee leadership
2. **Mailing List Request**—to add the names of nonmembers to the MNACE mailing list
3. **Meeting Notes**—from past meetings
4. **Membership Lists**—for a list of all current MNACE members
5. **Past Event Information**
6. **The Recruitment Calendar**—both the annual calendar and event submission form are available here
7. **Resources**—including the registration URL’s for career fairs and other campus recruiting events and important web sites
8. **A Three Year Financial Summary** and membership and meeting attendance statistics

B. MNACE Bylaws

ARTICLE I

Declaration

The name of this association will be Minnesota – Association of Colleges and Employers, Inc.

ARTICLE II

Vision/Mission

Vision

Helping our members to succeed.

Mission

The MN-ACE, Inc, is an organization of Minnesota colleges, universities, and employers. We seek to:

- Bring together educational and employment representatives who are involved in the career development and employment of college students and alumni.
- Increase communication and interaction among members and provide a forum to share best practices and discuss common issues, trends, and concerns.
- Promote and facilitate the personal and professional development of our members.

ARTICLE III

Meetings

Section 1. This Association shall meet three times each year – once in the spring, once in fall, and once in the winter.

Section 2. The President, with advice and authority of a simple majority of the Board of Directors, may call special meetings of the Association with at least 30 days' written notice to the membership.

Section 3. A quorum shall consist of a simple majority of members present.

ARTICLE IV

Membership

Section 1. Eligibility:

- a. Open to persons functioning in Minnesota career services or cooperative education/internship in any educational institution granting associate, baccalaureate, or higher degrees.
- b. Open to Minnesota employer representatives who recruit and hire graduates or who conduct other related Human Resources activities.
- c. Non-Minnesota colleges and employers may be granted associate membership status with the approval of the Executive Board.
- d. One membership fee will be paid for each organization. Individuals who qualify per the above definitions will be eligible for the reduced member fee at meetings.

Section 2. Special membership of *Associate Member* may be approved/revoked by the Board of Directors for persons who do not fit the normal membership criteria. *Associate members* do not hold voting rights and are ineligible to hold a board position.

ARTICLE V

Officers of the Association

Section 1. The officers of this Association shall be President, President-Elect, Secretary, and Treasurer.

- a. The **President-Elect** shall be elected annually and shall become the President for the succeeding year. We will alternate between a college representative and an employer representative each year.
- b. The **Secretary** shall be elected annually to serve a one-year term.
- c. The **Treasurer** shall be elected bi-annually to serve a two-year term.

d. The **Board of Directors** will also include 4 elected members as follows:

- i. The **Membership Chair** shall be elected bi-annually to serve a two-year term.
- ii. The **Communications Chair** shall be elected bi-annually to serve a two-year term.
- iii. The **Member At Large (Employer)** shall be elected annually to serve a one- year term.
- iv. The **Member At Large (College)** shall be elected annually to serve a one-year term.

e. The **Officers and Members of the Board of Directors** begin their term on July 1 of each year.

f. **Un-expired terms** shall be filled through appointment of the Board of Directors.

Section 2. The Board of Directors shall be responsible for the formulation and interpretation of policies, the development of projects and activities, and other action proposed to the membership for their consideration at meetings of the Association.

Section 3. Duties of the officers are as follows:

a. The **President** shall preside at the meetings of the Executive Board and at the three member meetings held throughout the year. The President shall perform such other duties as pertain to his/her office. The President does not vote on matters before the Board, but shall cast the deciding vote in the event of a tie.

b. The **President-Elect** shall serve as Chairperson of the Programming Committee and represents the President on committees or projects as needed and presides over meetings in the absence of the President. The President-Elect shall assume full responsibility for the office of the President if the President is unable to complete the term. The President-Elect shall assume the office of the President for the succeeding year.

c. The **Secretary** shall make a report to the membership at each business meeting. The Secretary shall keep the minutes of meetings of the Association and of the Board of Directors.

d. The **Treasurer** shall keep the accounts, receive and deposit all funds of the Association, pay all expenses authorized by the Board of Directors, and report to the membership at business meetings.

Section 4. Duties of the additional board members are as follows:

- a. The **Membership Chair** shall coordinate the annual membership drive and maintain the membership database. The Membership Chair will also preside over the Membership Committee. Membership Committee members may include, but are not limited to, members who volunteer to coordinate Membership Retention, New Member Recruitment and the Recruiting Calendar.

- b. The **Communications Chair** shall develop a professional appearance for all communication that is in keeping with the image of the association. This may include, but is not limited to, updating, maintaining, and suggesting improvements to the MN ACE website and social media sites, sending brief communication and links to additional information as appropriate, creating or soliciting relevant information for email dissemination to the membership, ensuring accuracy of all communications, and working in conjunction with the Board to determine the timing, frequency, and content of all communications.

- c. The **Member at Large (Employer)** and **Member At Large (College)** shall attend Executive Committee meetings and represent their respective category of membership; offering additional insight from their respective constituencies to the Executive Committee

Section 5. Policy for the replacement of Board Members unable to complete their term of service.

- a. If the President is unable to complete the term of service and resigns his/her office after September 1, the President-Elect shall serve as Acting President and assume all of the duties and responsibilities of the President. At the end of the membership year, the acting President will end his/her term as Acting President and begin his/her year of service as President.

- b. If the current President resigns prior to September 1, the President-Elect shall assume the office of President. The Board of Directors will then act immediately to fill the position of President-Elect by special election who will serve in that capacity until the end of the membership year.

- c. If any other officer or member of the Board of Director resigns their position during the membership year, the Board of Directors will fill the position by appointment for the remainder of the elected term.

ARTICLE VI

Nominations and Elections

The Board of Directors shall appoint a Nomination and Election Committee who will be responsible for nominating individuals for Board positions in the upcoming year. Approximately 30 days prior to the spring meeting, they shall circulate to the current membership an election ballot containing nominees for each office to be filled that year. A simple majority of the vote cast will elect the respective officers and directors.

ARTICLE VII

Membership Dues

Members of the Association will pay an annual organization membership fee as established by the Board of Directors. This membership entitles them to a reduced member fee at the member meetings held each year. Membership runs from July 1 to June 30 and is renewable annually.

ARTICLE VIII

Amendments

These Bylaws may be amended at a business session of any formal meeting of the Association by an affirmative vote of a majority of the members present and voting at the time such amendments are submitted provided:

- a. That proposals to amend the Bylaws may be initiated by any member.
- b. That proposals to amend the Bylaws shall be delivered in writing by the proposer to the Secretary not later than 30 days preceding a formal meeting.
- c. That each member shall have been sent a copy of the proposed amendment or amendments at least 15 days prior to such meetings.