

# Manitoba Advising Professionals

## BY-LAWS

### ARTICLE 1: DUTIES OF THE EXECUTIVE OFFICERS

#### 1.1 Chair

The Chair is the Chief Executive Officer of the Manitoba Advising Professionals (MAP) and has the general supervision of its affairs.

Duties:

- a) arranges and presides at all Board Meetings and General Meetings of the Association;
- b) oversees and approves the activities of the Board of Directors;
- c) signs or countersigns all contracts and other instruments to which MAP may be a party;
- d) prepares yearly budgets;
- e) approves expenditures in conjunction with the Treasurer;
- f) together with a second signatory, signs cheques written on behalf of the Association;
- g) ensures that adequate records of the Association are kept, including financial and membership data;
- h) speaks on behalf of the Association;
- i) carries on necessary communication and correspondence in collaboration with the Secretary;
- j) is an *ex officio* member of all committees;
- k) any other activities deemed to be beneficial to MAP.

#### 1.2 Vice-Chair

The Vice-Chair, in the absence or disability of the Chair, performs the duties and exercises the powers of the Chair.

Duties:

- a) assumes the role of Chair when required;
- b) assists the Chair as necessary in the performance of Chair's duties;
- c) together with a second signatory, signs cheques written on behalf of the Association;
- d) calls for nominations and conducts elections for Board positions;
- e) at the discretion of the Chair, performs any other activities deemed to be beneficial to MAP.

#### 1.3 Secretary

The Secretary is responsible for record-keeping for the Association.

Duties:

- a) records attendance and keeps Minutes of all meetings of the Board and Association;
- b) oversees all records and documents of the Association except those required to be kept by the Treasurer;

- c) carries on necessary communications and correspondence in collaboration with the Chair;
- d) receives membership applications for entry into the MAP database;
- e) maintains the membership list.

#### **1.4 Treasurer**

The Treasurer is in charge of the financial operation of the Association.

Duties:

- a) responsible for depositing all monies paid to the Association, including membership dues and registration fees;
- b) ensures that all expenses incurred by the Association are paid in a timely fashion;
- c) together with a second signatory, signs cheques written on behalf of the Association;
- d) monitors yearly budget and ensures that it is being followed;
- e) properly accounts for the funds of the Association and keeps accurate financial records;
- f) renders a full and detailed account of receipts and disbursements to the Board or other members when required;
- g) provides copies of financial records annually to Board Members elected to audit the organization's accounts.

### **ARTICLE 2: DUTIES OF THE DIRECTORS-AT-LARGE**

#### **2.1 Conference**

- a) develops a budget for the Conference and sets a registration fee in consultation with the Executive;
- b) plans and coordinates the annual Conference based on final approval of the Executive. Conference planning includes activities such as: selecting and hiring speakers, booking the facility, finalizing meal costs and ordering food, renting audio-visual equipment, producing registration materials, arranging entertainment, advertising, photocopying, ordering conference gifts, obtaining door prizes, etc.;
- c) coordinates, receives, and processes registrations;
- d) ensures smooth operation of the event;
- e) provides evaluation forms for the Conference to participants, summarizes comments for distribution to the Board, and uses this information to inform and improve future conferences.

#### **2.2 General**

- a) plans and coordinates up to two (2) workshops per year and other professional development activities, based on final approval of the Board;
- b) coordinates, receives, and processes registrations for workshops, and any other professional development activities;
- c) provides evaluation forms for the workshops to participants; summarizes comments for distribution to the Board and uses this information to inform and improve future professional development activities;
- d) promotes MAP and serves as a contact person within their institution;
- e) promotes MAP as appropriate outside their institution;

- f) recruits new members;
- g) participates fully as a member of the Board of Directors providing advice, opinions, and recommendations as appropriate;
- h) assists in organizing and accomplishing all activities of the Association.

### **2.3 Other**

- a) The Board may, at its discretion and with the agreement of the Directors, delegate specific Directors to be responsible for planning and executing individual activities of the Board.
- b) With the approval of the Board, MAP may co-sponsor workshops which are consistent with its purposes. Recognizing the lack of professional development activities available for student advisors, MAP supports furthering the development of those working with post-secondary students and may encourage attendance at such activities by its members.

## **ARTICLE 3: MEETINGS**

### **3.1 Annual General Meeting (AGM)**

- a) The AGM will be held each year in conjunction with the annual Conference in order to maximize the number of members who can attend.

The business of the AGM will be to:

- b) receive from the Board a report of its activities during the previous year;
- c) receive other reports;
- d) receive and approve the financial statements;
- e) approve the budget for the coming year;
- f) elect the Board;
- g) establish/ratify membership fees;
- h) discuss/ratify changes to the *Constitution/By-Laws*;
- i) transact any other business that requires the attention of the members.

### **3.2 Extraordinary General Meeting**

- a) Every general meeting other than an AGM is an Extraordinary General Meeting.
- b) The Board may, if necessary and it deems fit, convene an Extraordinary General Meeting. It will be called by the Chair or the Secretary upon receipt of a request by regular members in good standing comprising 5% or more of the membership and setting forth the reasons for calling such a meeting, which will be stated in the notice of meetings.
- c) This Extraordinary General Meeting will deal only with the business stipulated in the request.

### **3.3 Board Meetings**

- a) Regular members may attend meetings of the Board of Directors upon providing notice to the Secretary seven (7) days in advance of the meeting.
- b) Lunch may be provided at Board Meetings, at the discretion of the Chair.

**3.4 Voting**

- a) All members in good standing, including members of the Board of Directors, are entitled to one (1) vote.
- b) The Chair only votes if needed to break a tie.

**3.5 Notice**

- a) Notice of all meetings will specify the location, time, tentative agenda and, in the case of a special meeting, the general nature of the business.
- b) Notice will be given at least fourteen (14) days prior to the date of the meeting.
- c) The accidental omission to give notice of a meeting to or the non-receipt of notice by any of the members entitled to receive notice does not invalidate proceedings at that meeting.