

Constitution and By-Laws of the McNair Association of Professionals
Organizational Committee Approved - 1/13/2020
Ratified by MAP Membership - 1/29/2021

Article 1 - Name:

The name of this organization shall be the McNair Association of Professionals (“MAP”).

Article 2 - Mission Statement:

The McNair Association of Professionals (MAP) is the representative body for TRIO professionals from colleges, universities, and agencies that host the Ronald E. McNair Postbaccalaureate Achievement Program. MAP is dedicated to fostering and promoting high standards of professional practices and advocating for McNair Scholars Programs at the national level by creating opportunities for educational personnel and participants (students and alumni) with professional development and support.

The mission is accomplished through cultivating a vibrant professional community by collaborating and offering professional development to advance the objectives of the federal TRIO McNair Scholars Program of undergraduate research and doctoral attainment for first-generation, low-income, and underrepresented students in higher education.

Article 3 - Membership:

1. Any current or former Ronald E. McNair Postbaccalaureate Achievement Program (McNair Scholars Program) staff, faculty mentor, or administrator is eligible for membership.
2. Membership Dues: Institutional and individual membership dues will be set by the Financial Affairs Committee and approved by the Executive Board. Dues shall be set by June 30th of each fiscal year for the following fiscal year.
3. Honorary Life Membership: This membership will be bestowed on individuals, institutions, organizations, or agencies whose special concern or services have benefited McNair Scholars. Individuals for Honorary Life Memberships shall be nominated by consensus of the Executive Board, and approved by simple majority at the annual meeting.

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4. Meetings:

- a. Annual Members Meeting: A meeting of the members will be held each year for such purposes as: electing officers, considering proposals from the membership and adopting resolutions for actions to be taken by MAP during the year, reviewing the Annual Report, as well as reports from the Treasurer and committees. Voting at the Annual Members Meeting shall be by simple majority of the members in attendance whose program membership is in good standing, having paid the current year's membership dues.
- b. Special Meetings: Special meetings of the members may be called at any time by the President, the Executive Board, or a majority of the members. Upon written request of any person or persons entitled to call a special meeting, the Secretary shall (a) fix the date and time of the meeting, which shall be held not more than thirty (30) days after receipt of the request, and (b) give notice thereof to each of the members who are then in good standing. If the Secretary neglects or refuses to fix the meeting date or give notice, the person or persons calling the meeting may do so. This meeting may occur electronically or in person as circumstances allow.
- c. Quorum: A quorum for the conduct of business at the Annual Members Meeting or any special meeting of the members shall consist of members representing a simple majority of the members of record (in good standing) at the time the meeting is called, as determined and confirmed by the Secretary. Participation in a meeting held by remote communication shall constitute presence in person at the meeting for all purposes, including quorum and voting. If quorum is not established, voting will be conducted electronically and will be validated by a simple majority of the members of record (in good standing) at the time the ballots are open or published date established by the executive committee.
- d. Organization: Every meeting of the Members shall be presided over by the President or, in the absence of the President, the Vice President. In the absence of the President and the Vice President, the Board shall appoint a presiding chairperson from among the members, subject to approval by a majority of the members present at the meeting. The Secretary or, in the Secretary's absence, a person appointed by the presiding officer shall act as Secretary.

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5. Membership Suspension/Termination:

- a. Any member's membership may be suspended or terminated for refusing or failing to comply with these bylaws. Suspension or termination shall be by majority vote of the members present at a special meeting called by the Executive Board for such a purpose and at which a quorum is present. To be eligible for suspension or termination, a member shall receive notice from the Secretary no less than thirty (30) days before such a meeting is called. Such notice shall specify the place, date, and hour of such a meeting, and shall state the grounds for the proposed suspension or termination. The notice shall also advise such member of their or its rights to appear at such a meeting and be heard.
- b. The Secretary shall also notify in writing the relevant member of any suspension or termination decision. That notice shall also advise such member of their or its right to appeal such suspension or termination decision. A member, upon notification of suspension or termination, shall have the right to appeal either (i) in writing to the Secretary or (ii) by appearing at a hearing conducted by the Board.

Article 4 - Officers

1. The elected officers shall be a President, Vice-President, Secretary, Treasurer, and Parliamentarian. The Immediate Past-President shall serve ex-officio in an assistance and advisory capacity. The elected officers shall comprise the Executive Board.
2. Election; Term; Eligibility
 - a. Officers shall be elected at the Annual Members Meeting. Each elected officer shall serve a two (2) year term, commencing on the date of their installation at the Annual Members Meeting and ending on the date of their replacement's installation, unless an officer resigns or is removed from office as provided below. The members shall elect (i) the President, Parliamentarian, and Secretary in even-numbered years and (ii) the Vice-President and Treasurer in odd-numbered years.

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- i. In the Inaugural 2020 election the Vice-President and Treasurer will be elected to one-year, then will follow the schedule as stated in Article 4, Section 2, subparagraph a.
- b. To be eligible as an elected officer of MAP, a person must be a professional staff member of a McNair Project (as determined by the director of such staff member's McNair Project) and a member for at least two (2) years prior to the first day of the officer's elected term of office, except in the inaugural 2020 and 2021 elections. Once the two-year membership requirement has initially been met, subsequent breaks in membership service will not require that additional two year membership periods be met in order to be eligible for election. No person may hold more than one (1) office at a time.
- c. All eligible members in attendance at the Annual Members Meeting may cast their votes for officers before or during the Annual Members Meeting, while those not attending may cast their votes through absentee ballot.

3. Nomination/Election Procedures

- a. The Parliamentarian shall co-chair the Governance, Nominations, and Elections Committee
- b. Aside from the Parliamentarian's role as co-chairperson to the Governance, Nominations and Elections Committee, no member of the current Executive Board shall be eligible for membership on the Governance, Nominations, and Election Committee.
- c. The Governance, Nominations, and Elections Committee is charged with the responsibility of identifying and selecting a slate of candidates who have agreed to serve if elected. The notification of the Annual Members meeting should be at least 90 days prior to Annual Meeting. The Governance, Nominations, and Elections Committee will circulate the slate of candidates to the general membership, at least ninety (90) days prior to the Annual Members Meeting.
- d. The Governance, Nominations, and Elections Committee will establish the procedure for candidates to campaign and solicit votes among the members of MAP.

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- e. If the Parliamentarian is running for office, three (3) members of the Governance, Nominations, and Elections Committee (or all other Governance, Nominations, and Elections Committee members if less than three (3)) must be identified to the general membership at the time the slate of candidates is circulated to the membership, and these members of the Governance, Nominations, and Elections Committee will jointly oversee the election with the Parliamentarian. If the Parliamentarian is not running for office, they alone will be responsible for oversight of the election.
- f. During the election, all members shall receive one ballot each and thereupon proceed to vote secretly, except for those members in attendance who have already voted by absentee ballot.
- g. The Governance, Nominations, and Elections Committee shall be responsible for monitoring and tallying the ballots.
 - i. The Governance, Nominations, and Elections Committee will provide absentee ballots to requesting institutional members if requested not less than fourteen (14) days prior to the Annual Members Meeting and the voting is not done virtually via web-based process. To be counted at the Annual Members Meeting, absentee ballots must be received by the Parliamentarian in advance of the Annual Members Meeting.
- h. A plurality of valid ballots cast in favor of a particular candidate for a particular office will constitute an official election of such candidate for such office. Ballots shall be retained for a period of not less than thirty (30) days following the election.
- i. If a member runs for more than one office and is elected to more than one office, the member will have first choice in the selection of their office. The remaining offices will be filled by the first runner-up.
- j. Results of the election shall be announced at the Annual Members Meeting.
- k. Officers shall be installed at the conclusion of the Annual Members Meeting.

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4. Removal and Resignation: Officers may be removed from office for any act or acts of malfeasance or neglect of duty or any other reason by a two-thirds (2/3) majority vote of the members. An officer may resign at any time by written notice delivered to the Secretary. Officer resignations are effective upon receipt of written notification by the Secretary, unless a later date is specified in the resignation notice.
5. Compensation: No officer shall receive any salary or compensation for service. However, officers may be reimbursed for authorized expenses, including travel expenses as provided in Article 7, Section 9.
6. Vacancies:
 - a. If a vacancy occurs in any office (other than the President or Treasurer), the President shall appoint an interim officer to serve until the next Annual Members Meeting, at which time the interim officer must be ratified by a majority of the institutional members. If this interim officer is rejected, the Parliamentarian, or the members of the Governance, Nominations and Elections Committee other than the Parliamentarian if the Parliamentarian is the officer being replaced, shall initiate an election to fill the vacancy for the remainder of the two-year term.
 - b. If a vacancy occurs in the Presidency, the Vice-President shall assume that office, to be followed by the Immediate Past President, Secretary, and Treasurer, as needed, in that order.
 - c. Upon the removal or resignation of the Treasurer, they shall make a full accounting of all funds to the President. The Secretary shall be responsible for the Treasurer's duties until the next Annual Members Meeting at which time the Parliamentarian shall conduct an election for the Treasurer to complete the two-year term.
7. Duties and Responsibilities of the Officers:
 - a. President:
 - i. The President shall serve as the chief executive officer of MAP. The President shall call and preside at all meetings of MAP.

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- ii. The President may appoint such additional officers as they deem necessary for the orderly operation of MAP. Such officers may include a President's Special Projects Officer, whose duties would be determined by the President and Executive Board. These presidential appointees do not have the right to vote at Executive Board meetings, nor are they required to attend Executive Board meetings, unless ordered to attend by the President or Executive Board. Such appointments shall terminate no later than on the President's last day in office, if not renewed by the incoming President.
- iii. All Committee Chairpersons shall be appointed by the President. The President shall serve as a coordinator for Committee Chairpersons and insure that the duties and responsibilities of their respective commissions are properly performed.
- iv. The President shall be the official spokesperson and representative of MAP. The President shall maintain close contact with the Executive Board to insure that any statements made on behalf of MAP are entirely representative of the goals and policies of the MAP. If necessary, in the President's absence, the Vice President shall act as the spokesperson/representative.
- v. The President, in cooperation with the other officers, shall be responsible for ensuring that the purposes of MAP as stated in Article 2 of these bylaws are strictly adhered to and that the business of MAP is properly conducted.
- vi. The President shall prepare, in conjunction with the other officers and Committee Chairpersons designated herein, an annual report (the "Annual Report"). The Annual Report shall be submitted to the members at the Annual Members Meeting and shall contain individual reports from all elected officers and Committee Chairpersons.
- vii. The President or appointee(s) of the President shall see to the formation of coalitions with organizations with purposes similar to MAP's.
- viii. The President shall, upon Executive Board or committee recommendation, have the authority to appoint other personnel and to perform such other

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duties on behalf of MAP, which come up from time to time. The term of such appointments shall coincide with the President's term of office.

b. Immediate Past President:

- i. The Immediate Past-President shall act as an advisor to the Board for a period of one (1) year following the completion of his/her term as President. The Immediate Past President will be a non-voting member of the Executive Board during the one-year term.
- ii. In the case of the absence, resignation, or disability of the President and Vice-President, the Immediate Past President shall exercise the powers and perform the duties of the President until the expiration of the President's term, unless the President or Vice-President is able to reassume such duties.

c. Vice President:

- i. The Vice-President shall serve on the Legislative Committee.
- ii. The Vice-President, in cooperation with the President and other officers, shall be responsible for ensuring that the purposes of MAP are strictly adhered to and that the business of the Association is properly conducted.
- iii. The Vice-President shall perform such additional duties as from time to time may be assigned by the President.
- iv. In the case of the absence, resignation, or disability of the President, the Vice-President shall exercise the powers and perform the duties of the President until the expiration of the President's term, unless the President is able to reassume such duties.
- v. The Vice-President will, in grant funding years, monitor the progress of member grant funding and will offer assistance to any member project(s), which may have reached an obstacle in the funding process.

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- vi. The Vice-President shall make detailed and specific suggestions to the President concerning the organization of the Council for Opportunity in Education's Policy Seminar visitations to U.S. Congressional and Senate offices.
 - vii. The Vice-President shall maintain a current list of U.S. Representatives and Senators who represent the areas where projects are funded and will provide their addresses and contact information as required.
 - viii. The Vice-President will maintain close ties with Council for Opportunity in Education (COE) personnel to remain current on the latest strategies recommended by their organization.
 - ix. The Vice-President will report during each Annual Members Meeting about legislative concerns facing MAP and its member programs, specifically, and TRIO programs, in general.
 - x. The Vice-President shall serve as a mentor to the directors and/or staff of newly-funded McNair Projects during the first year of their U.S. Department of Education grant.
- d. Secretary:
- i. The Secretary shall serve on the Communications and Media Committee.
 - ii. The Secretary shall maintain the record books of MAP, including all records of business proceedings, minutes of meetings, official reports, a list of members eligible to vote, records of elections, and correspondence of MAP.
 - iii. The Secretary shall serve notice of all Executive Board and member meetings, including meetings regarding the suspension of members or appeals thereof.
 - iv. The Secretary shall perform such other duties as may be assigned by the President from time to time.

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- v. In the case of the absence, resignation or disability of the President, Vice-President and Immediate Past President, the Secretary shall exercise the powers and perform the duties of the President until the expiration of the President's term, unless the President, Vice-President, or Immediate Past President is able to reassume such duties.
 - vi. In the case of the absence, resignation or disability of the Treasurer, the Secretary shall exercise the powers and perform the duties of the Treasurer until the next Annual Members Meeting, unless the Treasurer is able to reassume such duties.
 - vii. The Secretary shall send a copy or a summary of the minutes of each meeting of the members to any member that requests a copy of the minutes.
 - viii. The Secretary will work with the President and the other officers designated herein to prepare the Annual Report for distribution to the members at the Annual Members Meeting.
- e. Treasurer:
- i. The Treasurer shall oversee all funds, property, and evidence of indebtedness of MAP.
 - ii. The Treasurer shall pay, out of the funds on hand, all bills and other just debts of MAP and shall give and receive receipts for monies paid into and from MAP accounts. Each expenditure will require the signature/approval of two (2) members of the Executive Board.
 - iii. The Treasurer shall prepare and distribute to the Executive Board annual and semi-annual statements of the status of MAP's budget.
 - iv. The Treasurer shall enter regularly, in books to be kept for that purpose, full and accurate accounts for all monies received and expended by and for MAP.

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- v. The Treasurer shall annually provide to the Executive Board a report on the financial status of MAP, including all income and expenditures. A financial status report shall also be provided at the completion of their term, should these two periods not coincide.
 - vi. The Treasurer shall perform such additional duties as assigned by the President.
 - vii. In the case of the absence, resignation, or disability of the President, Vice-President, Immediate Past President, and Secretary, the Treasurer shall exercise the powers and perform the duties of the President, including the appointment of an interim Secretary, until the expiration of the President's term, unless the President, Vice-President, or Immediate Past President is able to reassume such duties.
 - viii. The Treasurer shall serve as a member of the Financial Affairs Committee; however, the Treasurer cannot serve as chair of that committee.
 - ix. The Treasurer will be bonded.
 - x. The Treasurer will work with the President and the other officers designated herein to prepare the Annual Report for distribution to the members at the Annual Members Meeting.
- f. Parliamentarian:
- i. The Parliamentarian shall serve as co-chair of the Governance, Nominations, and Elections Committee.
 - ii. The Parliamentarian is responsible for establishing MAP's rules of order to cover any situation not specifically governed by these bylaws and for preparing and maintaining a document that outlines the rules of order to be used at MAP meetings and elections. To the extent that no MAP rule of order is in place to govern a particular situation, the relevant rule or rules from the then current edition of Robert's Rules of Order shall govern such situation.

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- iii. The Parliamentarian shall assist the Executive Board in reviewing and approving any resolutions submitted by the members for Executive Board approval.
- iv. The Parliamentarian will monitor compliance with these bylaws and coordinate any effort to revise them.
- v. The Parliamentarian will conduct the election of officers, beginning with the call for nominations two (2) months prior to the Annual Members Meeting, in accordance with the guidelines under the nomination and election procedures of MAP, and culminating with the election and installation of officers at the Annual Members Meeting. The Parliamentarian shall supervise all elections of officers at the Annual Members Meeting. The Parliamentarian will prepare and officiate at the installation of new officers at the Annual Members Meeting.
- vi. The Parliamentarian will work with the President and the other officers designated herein to prepare the Annual Report for distribution to the institutional members at the Annual Members Meeting.

Article 5: Executive Board Meetings

1. Regular Executive Board Meetings: The first regular Executive Board Meeting shall be called by the President at the close of the Annual Members Meeting. Additional Regular Executive Board Meetings will be held at the discretion of the President, with no fewer than four (4) annually.
2. Special Meetings: A majority of the Executive Board or the President may call a special meeting of the Executive Board.
3. Membership: All elected officials shall constitute the Executive Board with full voting rights, unless otherwise restricted in the bylaws. Committee Chairpersons may at times be invited to attend Executive Board Meetings as requested by any member of the Executive Board.
4. Quorum: A quorum shall consist of a majority of the officers duly elected to the Executive Board and entitled to vote. Unless otherwise required by law, all effective

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Executive Board action will be by majority vote of those present at a meeting at which there is a quorum.

5. Action without a meeting: Any action required to be taken at a meeting of the Executive Board or any other action that may be taken at a meeting of the Executive Board may be taken without a meeting if a consent in writing shall be signed by all of the officers entitled to vote with respect to the subject matter thereof.
6. Notice: Notice of the Annual Members Meeting shall be sent to the members of the Executive Board no later than ninety (90) days prior to the Annual Members Meeting. Notice of regular Executive Board meetings shall be sent to the Executive Board at least ten (10) business days prior to each regular meeting. Notice of special meetings shall be delivered to each director no less than five (5) business days prior to each special meeting. For purposes of determining the form of notice for Board meetings, the members of the Executive Board shall specify in writing to the Secretary whether they would prefer notice via phone or electronic mail.
7. Meeting Forms: All Executive Board meetings may be conducted electronically or telephonically, as long as all Executive Board members and guests have access to the medium chosen for the meeting and all participating Executive Board members and guests can communicate with each other during the meeting. All rules and protocols that are applicable for face-to-face meetings shall apply to all non-face-to-face meetings.

Article 6: Committees

1. Standing Committees:
 - a. There will be eight (8) standing committees. The standing committees of MAP shall be: Financial Affairs, Pedagogy/Educational, National McNair Journal, Legislative, Communications and Media, Evaluations and Outcomes, Governance and Nominating, and Conferences and Events.
 - b. Each standing committee shall be composed of the chairperson(s) and at least two additional members, unless stated otherwise. Committee members shall serve at the pleasure of the Executive Board. Unless otherwise set forth herein, all Committee Chairpersons shall be appointed by the President. Each Committee

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Chairperson(s) shall submit a report on all committee activities in writing as part of the Annual Report presented at the Annual Members Meeting.

- c. Each standing committee shall call meetings at the convenience of its members. Committee meetings can be held in person, electronically, or telephonically. Voting at committee meetings shall be by a simple majority of the committee members present, provided a quorum of committee members is present. A quorum at a meeting of a particular committee shall consist of a majority of the members of such committee who are in good standing at the time of such meeting. In addition to the particular duties of each standing committee specified below, all standing commissions will maintain cumulative records of their activities and, upon request, submit copies of meeting minutes and other relevant information to the President and/or the Secretary.
 - d. Committees shall meet at least once a year, but are encouraged to meet as often as needed.
2. Committees: The Committees of MAP are as follows:
- a. Ad-Hoc:
 - i. Additional (Ad-Hoc) committees may be created or dissolved as required by the Executive Board.
 - ii. Subcommittees may be created and dissolved by the Executive Board and/or the chairperson of each committee.
 - b. Communications and Media:
 - i. This committee will work on communications with the organization, the larger McNair Community, and community partners. This committee will also help formulate any Public Relations strategies.
 - c. Conferences and Events Committee:
 - i. This committee is dedicated to providing a space where members can share best practices, coordinate scheduling efforts, and develop tools and

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training to maximize the opportunities and benefits for McNair Scholars nationally.

d. Evaluations and Outcomes:

- i. This committee will focus on collecting and reporting data on McNair Scholars Programs, as well as evaluating potential best practices.

e. Financial Affairs:

- i. The Financial Affairs Commission shall develop the proposed annual budget for MAP and submit the proposed budget to the Executive Board for approval. Institutional and Individual membership dues will be set by the Financial Affairs Committee and approved by the Executive Board. Dues shall be set by June 30th of each fiscal year for the following fiscal year. The Financial Affairs Committee shall also be responsible for establishing and maintaining MAP's fiscal policies and procedures and for otherwise monitoring all fiscal matters pertinent to the MAP's activities. The Treasurer shall be a member of this committee. Three additional members will be nominated for appointment, one by the Treasurer and two by the President. Such additional members will be confirmed and appointed by the Executive Board.

f. Governance, Nominations, and Elections:

- i. This committee is co-chaired by the Parliamentarian and another MAP member appointed by the President.
- ii. The committee will focus on creating, updating, and enforcing the organization's constitution and by-laws.
- iii. The committee identifies and actively recruits MAP members to run for the various MAP offices. This committee will send out materials throughout the year to encourage the members to participate in the election process and to notify the members of the availability of particular offices for election at the next Annual Members Meeting.
- iv. This committee also seeks nominations for available offices from the members and presents as a slate of candidates for election at the Annual Members Meeting those nominees who have agreed to serve if elected.

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- v. The Governance, Nominations, and Elections Committee shall be responsible for monitoring and tallying the ballots, and following the Nominations/Elections Procedures section within the constitution.

g. Legislative:

- i. This Committee will work with COE and other groups on local, state, and federal policies and legislation affecting McNair and TRIO.
- ii. The expenses associated with such activities and any other activities that may be considered lobbying shall not exceed 20% of MAP's total expenditures.

h. National McNair Journal:

- i. This Committee will focus on creating and implementing an academic journal for McNair Scholars and Alumni.

i. Pedagogy and Educational:

- i. This committee has four purposes:
 1. To assess and inform MAPs educational and leadership needs
 2. To prepare and promote standards for curriculum development
 3. To provide meaningful value to MAP through continuous education and high-quality resources
 4. To provide a forum for collaboration, innovation and professional support to stay responsive to changing education and evolving scholar needs

Article 7: MAP Directives:

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1. Fiscal Year: The fiscal year of MAP shall consist of the twelve (12) month period from January 1 to December 31.
2. Notice: Notice shall be deemed given when delivered personally, upon receipt of evidence of transmission if sent via electronic mail, and three (3) days after being deposited in the United States mail, first-class, postage prepaid if sent via certified mail.
3. Alternative means of Communication: Except as provided in Article 5, Section 7, members, chairpersons, and officers may participate in their respective MAP meetings via teleconferences, online chat-rooms, and other communication devices, provided that all meeting participants can in real time communicate with one another. Members, chairpersons, and officers participating in their respective meeting by alternative means of communication shall be deemed to be in attendance at such meetings. All official Executive Board or committee business may be conducted at meetings convened by such alternate means, once a quorum is properly established.
4. Budget Approvals: All budgets, allocations, and reallocations shall be by affirmative vote of a simple majority of the Executive Board at a meeting of the Executive Board where a quorum is present.
5. Annual Audits: An annual audit of MAP's financial records will be conducted, the type of which (internal audit, review, compilation, or full audit) will be determined by the Executive Board. Internal audits shall be conducted by a member of the Financial Affairs Committee and two MAP members at large appointed by the President. Other audits will be conducted by an independent organization hired by the Executive Board, as necessary.
6. Investments: At the recommendation of the Financial Affairs Committee, any funds of MAP which are not needed currently for the activities of MAP may be invested in such investments as permitted by law.
7. Gifts: The Executive Board may accept on behalf of MAP any contribution, gift, bequest, or devise for the general purposes or for any special purposes of MAP, except to the extent that such acceptance would violate any applicable law.
8. Books and Records: All books and records of MAP may be inspected by members or their agents or attorneys for any proper purpose at any reasonable time.

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9. Travel: Funds may be made available to Officers and Chairpersons for official travel expense reimbursement if MAP has funds not currently needed for other MAP activities and the use of such funds for travel expenses is authorized by the President, Vice President, and Treasurer.
 - a. Reimbursement shall be made to authorized persons when:
 - i. Travel is authorized and funds are available.
 - ii. A request for authorization of travel has been submitted to the Treasurer and approved by the authorizing officials listed above.
 - iii. A travel expense report has been completed and submitted to the Treasurer, with original receipts and any other documentation deemed necessary by the Financial Affairs Committee, within fifteen (15) days of when the travel expenses for which reimbursement is sought was incurred or the travel was completed.
 - iv. The travel expense report submitted has been duly approved and verified by the authorizing officials.
 - b. Original copies of all travel authorizations and expense reports, with receipts and other required documentation, shall become part of MAP's official records of financial business.
 - c. In the event that the person requesting travel or travel reimbursement is the Treasurer, President, Vice-President, or Secretary, the other three officers shall perform the authorization and verification of the travel expense report.

Article 8: Limitation on Activities

1. MAP is organized and shall be operated exclusively for charitable and educational purposes. No part of its net earnings shall be distributed, operated, or used for the benefit or profit of its officers, members, or any organization. MAP shall not participate in nor intervene in any political campaign on behalf of or in opposition to any candidate for public office.

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Article 9: Dissolution and Liquidation

1. Upon dissolution of MAP, the Executive Board, after paying or making provisions to pay all debts, obligations, and liabilities, shall make provisions to distribute all remaining assets of MAP to non-profit organizations which reflect the purposes of MAP.

Article 10: Amendments

1. This constitution and bylaws may be amended by a two-thirds ($\frac{2}{3}$) majority vote of the members, provided that the amendment has been submitted to the Parliamentarian in writing (which includes submission via electronic mail). The Parliamentarian will forward the same to the members. The amendment may be presented for adoption at the Annual Members Meeting or during a special meeting of the members.

Article 11: Address

1. The address for MAP is that of the current Treasurer as elected by the members. The address of the then current Treasurer shall be recorded in the books of MAP following such Treasurer's election at the Annual Members Meeting.

END OF CONSTITUTION