**Constitution of the Michigan Council for History Education**

**Improving History Education in Michigan**

(4-1-96 and as revised on 5-21-05, 5-2-19, and 6-6-20)

**Article I. Name**

This association shall be known as the Michigan Council for History Education and is incorporated under the laws of the state of Michigan.

**Article II. Statement of Purpose**

The Michigan Council for History Education is organized and maintained to:

1. Advocate and advance the study and teaching of History in schools throughout the state;
2. Encourage and support the development and implementation of meaningful and effective History curriculum and instruction;
3. Provide a program of professional activities for History educators and students;
4. Provide for educational and professional interaction among History educators.

**Article III. Membership**

*Section 1. Active Members*

Active membership in the MCHE is offered to all those who are committed to the stated purposes of the organization. Active members are required to pay regular membership dues, and are eligible for all privileges of such membership, including the right to vote and hold office.

*Section 2. Dues*

The Board of Directors will determine the annual membership dues. Dues are effective from September 1 annually, expiring each year on August 31.

**Article IV. Administration**

*Section 1. The Board of Directors*

The governance of the MCHE shall rest with the Board of Directors. The Board of Directors shall consist of up to nineteen voting members, with each member nominated by the sitting Board of Directors and approved by the active membership in accordance with the provisions of this constitution. Among the nineteen voting Board members will be:

* The Executive Director, who will serve as outlined in Section 2.
* Elected officers of the Executive Council (President, President-elect, Immediate Past-President, Secretary, and Treasurer), who will serve as outlined in Section 3.
* A Webmaster, appointed by a majority vote of the Board and with primary responsibility for creation, maintenance, and updating of the MCHE website.
* Three standing committee chairs, each appointed by a majority vote of the Board and eligible for reappointment:
	+ Awards Committee Chair, to lead a committee responsible for coordinating all MCHE-sponsored educator and student awards.
	+ Communications Chair, to work with the Webmaster and other Board members in maintaining, compiling, and editing monthly and as-needed communications with active membership and the public.
	+ Event Committee Chair, to lead a committee responsible for planning and coordinating all MCHE-sponsored events, including an annual conference.

The Board of Directors shall be responsible for establishing all MCHE policies, serving on standing and ad-hoc committees, and shall delegate to the Executive Council responsibility for implementing all delineated policies, directives, and/or programs. The Board of Directors will meet at least four times each year, with the first meeting in the Summer, and subsequent meetings taking place in Fall, Winter, and Spring.

*Section 2. The Executive Director*

The Executive Director will be a voting member of the Board of Directors, appointed by a majority vote of other Board members for a term of two years and is eligible for reappointment. The Executive Director shall:

* + lead strategic planning for the organization, in consultation with the Executive Council and Board of Directors;
	+ ensure that activities of the Council, Board, and organization are in keeping with the organization’s mission.
	+ propose ad-hoc committees and delegate responsibilities to Board members for purposes of carrying out the strategic plan;
	+ keep and preserve all official records of the MCHE, including the minutes of the meetings and revisions of the By-laws as part of an archival file;
	+ assist in the preparation of an annual budget;
	+ be empowered to sign checks;
	+ perform such duties and have such powers as are provided in these By-Laws or as directed by the President and/or Executive Council.

*Section 3. The Executive Council*

The Executive Council shall consist of the five officers of MCHE (President, President-elect, Immediate Past-President, Secretary, and Treasurer).

Each year, the MCHE active membership shall elect a President-elect. Upon completion of a one-year term in that office, the individual shall become President of the Council for one year. After a one-year term as President, the individual shall assume the role of Immediate Past-President for one additional year.

The Secretary shall be elected by MCHE active membership for two-year terms in odd-numbered years, and the Treasurer shall be elected by MCHE membership for two (2) year terms in even-numbered years.

Officers on the Executive Council shall sit as voting members of the Board of Directors. The officers of MCHE shall be responsible for carrying out the following duties:

* The President shall:
	+ call all scheduled meetings of the Executive Council, the Board of Directors, and the general membership;
	+ chair all Executive Council, Board of Directors, and General Membership meetings;
	+ establish and recommend to the Board of Directors by September 30th of each year, a yearly calendar of Executive Council, Board of Directors, and general membership meetings;
	+ report activities of the organization to the general membership.
* The President-elect shall:
	+ chair all Executive Council, Board of Directors, and general membership meetings in the absence of the President;
	+ assume additional specific duties and/or responsibilities duly designated and assigned by the President, Executive Council, or the Board of Directors.
* The Immediate Past-President shall:
	+ chair the Nominating Committee of the MCHE
* The Secretary shall:
	+ record and appropriately distribute minutes of all Executive Council, Board of Directors, and general membership meetings of the MCHE.
	+ handle all correspondence necessary to the purpose and functions of the MCHE, including notifications for all meetings.
* The Treasurer shall:
	+ develop the annual MCHE budget;
	+ collect and bank all MCHE monies, including dues payments;
	+ disburse, with the approval of the Board of Directors, all monies necessary to the efficient and effective functioning of the MCHE;
	+ maintain all financial records of the MCHE
	+ file all tax forms with the appropriate State and/or Federal agencies
	+ file periodic Treasurerʼs reports with the Executive Council, the Board of Directors, and the general membership of the MCHE.

*Section 4: Elections*

The Immediate-Past President shall appoint a Nominating Committee from among the Board of Directors during the Fall Meeting of each year.

The Nominating Committee shall file its report, offering its recommendations to the Board of Directors by Winter Meeting of each year.

Only active members shall vote and/or hold office in MCHE. Ballots must be sent to active members before May 15th of each election year. Ballots must be returned for tally to the designated member of the Nominating Committee by not later than June 1st .

All Board members and officers shall assume office July 1 of each year. Terms begin on July 1 of each year and end on June 30 annually.

**Article V: Dissolution**

If the Michigan Council for History Education shall be dissolved as an organization at any time in the future, all monies left in the treasury will be donated to the National Council for History Education, Inc. (13940 Cedar Rd. #393 University Heights, OH 44118 or current address).

**Article VI: Amendments**

*Section 1. Proposal*

Any member of the MCHE may submit a proposed amendment to the Constitution. The proposal must be endorsed by the signature of ten active members of the MCHE, and shall be submitted to the Board of Directors in writing.

*Section 2. Submission to the Membership*

The Board of Directors shall discuss all proposed amendments to the Constitution, and then within four months present its recommendations, and a copy of the proposed amendment to the active members.

*Section 3. Vote*

The Constitution shall be amended by a two-thirds majority vote of active members voting.

**Article VII: Ratification**

The constitution shall be ratified by a two-thirds majority of the active members voting on the document.