



LEADERSHIP MANUAL

Midwest Association of Colleges & Employers

January 1, 2010 – December 31, 2010

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Serving as a Leader in Midwest ACE

What exactly have you gotten yourself into this time?

Volunteered, elected, appointed, or dragged kicking and screaming all the way? It doesn't much matter. You're in it now. You are a leader of your association for the next year, and that means you've got some important responsibilities. Midwest ACE is just like any other organization – full of policies, procedures, and time-honored practices that you will need to know to do your job effectively.

That is what this manual is for. On the following pages, we'll try to cover most of those procedural things, such as financial and legal policies, how to get information posted on the Midwest ACE Web site, and officer and committee descriptions. You'll also find forms for submitting expenses for reimbursement, a list of key dates, and listings of all committee and Board members.

Philosophical Matters

Before we get to the details of running Midwest ACE, there are some philosophical matters we'd like to share with you. As leaders of the Association, it is important that you know Midwest ACE's Mission, its definition of the New Professional Identity, and its official position on encouraging diversity.

Midwest ACE's Mission

The mission of Midwest ACE is to maximize the career potential of college-educated adults through:

- the fostering of employer and college/university relations;
- the promotion of professional and ethical standards of conduct; and
- the provision of professional development opportunities for its membership.

2009-10 Midwest ACE Calendar

Key Dates and Deadlines throughout the Year

January 2010

January 1: Remind Committee Chairs to begin thinking about Call for Nominations for all Awards/Scholarships/Grants for Annual Conference if not already discussed. Provide Honors & Recognition data to Committee Chairs. They may not have requested it by this point, but this will remind them it's time!

Early-January: E-News posted to the Website. Midwest ACE Staff notifies membership.

Mid-January: Email election ballot (Survey Monkey) to Midwest ACE Members to vote by early February.

January 15: Work with Conference Committee regarding registration details. Note: Calls will begin to come in regarding registration fees because many colleges are beginning their budgeting process for next year.

January 15: Send Email to Midwest ACE Membership to update their Membership Involvement Points on the Midwest ACE Web site (deadline March 15).

January 20: Article submission deadline for E-News on Midwest ACE Website

January 29: Executive Board Conference Call, 12:00 p.m. – 1:30 p.m. CST.

February 2010

Early February: Election ballots deadline.

Mid-February: President notifies candidates via phone call of Executive Board Election outcome.

Mid-February: Email Election results to membership (after approval by Past President).

Mid-February: Treasurer, Executive Director, and Financial Manager work on budget development for 2010-2011 fiscal year.

Mid-February: Send notice to the Executive Board regarding the May Transitional Executive Board Meeting dates, location, etc. Include the new Executive Board Members

in the email.

February 20: Article submission deadline for E-News on Midwest ACE Website

Late-February: Send email to Membership Committee Chair regarding responsibilities for New-Member/First-Timer Reception at the Annual Conference.

Late-February: Send email to Professional Development Committee Chair regarding responsibilities for New Professionals Workshop at the Annual Conference.

March 2010

March 15: Send Call for Nominations for Gratitude Awards (High Five Award, Standing Ovation Award, Applause Award) via email. Include award nomination forms, Midwest ACE point information, past award recipients and current member involvement points.

Gather Names of Midwest ACE Retirees from Past Year (for Honorary Membership)

March 15: Send Notice to Committee Chairs regarding Budget Development. Forms due April 1.

Remind President Elect that new Committee Chairs must be chosen. Outgoing Committee Chairs make a recommendation and President makes official appointment via email.

Send Call for Applications for the Professional Development Scholarships (2) via email.

Deadline for Members to update their Membership Involvement Points on the Midwest ACE Web site.

March 20: Article submission deadline for E-News on Midwest ACE Website

March 22: Send Call for Nominations for Diversity Advancement Scholarships(2) and Diversity Founders Award (1) via email. Include application and general information on awards.

Late March: Application Deadline for John D. Shingleton Award

April 2010

Mid-April: Application deadline for John Steele Grant

Mid-April: Review applications for the John D. Shingleton Award & John Steele Grant with Committee Members (Research, Evaluation & Trends)

April 19: Executive Board reports due to Executive Director for May Transitional Board Meeting.

April 19: (or two weeks prior to Executive Board meeting in April) - Deadline for:

- Executive Board to receive proposals for expenditures over \$100 (Budget Information & Proposal Form) for action at its Mid-Year Executive Board meeting at the Transitional Board Meeting.
- Committee Reports/Forms due to Executive Director.

April 20: Article submission deadline for E-News on Midwest ACE Website

April 26: Send Board Packet to Executive Board (to include first draft of Budget) for Transitional Board Meeting.

Names of Members that can be chosen for the J.W. Paquette & Founders' Distinguished Service Award, Honorary Membership included in Board Packet

Late April: Application Deadline for Professional Development Scholarships (2).

May 2010

May 1: Send notice to outgoing Committee Chairs regarding Leadership Transition Reports to share with incoming Committee Chairs

Early May: Midwest ACE Board Orientation (all Executive Board members and Committee Chairs).

- President Works with President Elect on coordinating Board Orientation. If President is facilitating the training, make sure that he/she has a facilitator contracted and a Webinar mechanism in place for the meeting.
- Staff emails invitations to Executive Board and Committee Chairs.

Early May: Begin Planning Governance Events for the Annual Conference.

Work with Conference Committee and staff to make sure events are scheduled and communication is taking place with coordinators and participants. These events include: Executive Board Meeting; Executive Board Dinner (make reservations and notify Executive Board) Midwest ACE Strategic Planning; Committee meetings; Group Meetings; Employer Hot Topics; and Committee/Group report meeting.

- Contact Professional Development Chair regarding “Workshop for New Professionals.” Make sure they are working with the Conference Committee.
- Contact Membership Committee Chair regarding the new members orientation. Make sure they are working with the Conference Committee.
- Notification of Midwest ACE Leadership Meeting, Committee and Group Chairs Meetings at Conference. President-Elect should send a notice to all incoming committee leaders to notify of the location and dates for Committee/Group Chairs meetings – ASK FOR RSVP.
 - Midwest ACE Committee Meetings - TBD
 - Midwest ACE Committee Group Chair Reporting to Board – TBD

- Midwest ACE Leadership Meeting - TBD

May 4: Transitional Executive Board Meeting: 12:00 p.m. – 6:00 p.m., Dinner: 6:00 p.m. – 9:00 p.m. Champaign, IL.

May 5: Transitional Executive Board Meeting: 8:00 a.m. – 12:00 p.m. Champaign, IL.

Awardees/Members Chosen for the J.W. Paquette Award, Founders' Distinguished Service Award, & Honorary Membership by the Board of Directors. Board Liaison to contact Chair of Honors and Recognition Committee with names of Awardees. Chair will notify award winners and collect bio information for the 2010 Annual Conference.

Mid-May: Nomination Deadline for Diversity Advancement Founders Award (1 Recipient) and Diversity Advancement Scholarship Award (2 Recipients)

Mid-May: Review Applications for Professional Development Scholarships (2) with the Professional Development Committee Members. Awardees chosen.

May 15: E-mail Renewal Notice #2: College Membership Dues are due and payable by July 1. Mailing includes reminder for members to update their membership involvement points on the Midwest ACE Web site.

May 20: Article submission deadline for E-News on Midwest ACE Website

Late May: Review Nominations for Gratitude Awards (High Five Award, Standing Ovation Award, Applause Award). Nominees Chosen by Honors and Recognition Committee.

June 2010

Early June: E-News posted on Website. Midwest ACE Staff notifies membership.

Early June: Review Nominations for Diversity Advancement Scholarships(2) and Diversity Founders Award with Diversity Advancement Committee. Choose recipients.

Early June: Executive Board Conference Call (date TBD)

June 1: Send Updated Leadership Manual to President for review and approval. Send to newly elected Executive Board members prior to the Leadership Meeting at the Annual Conference.

June 1: Communicate with Conference Committee Chairs about plaques for their sub-committees.

June 1-4: NACE 2010 Annual Conference and Exposition, Orlando, FL.

June 10: Update database to include new and outgoing committee/group chairs and elected officers.

June 15: Notify awardees of Diversity Advancement Scholarships and Diversity Founders Award. Chair will notify those who did not receive scholarship.

June 15: Begin putting together information on plaques/awards for Outgoing Board of Directors, President's Award, Incoming President's Gavel plaque, and Conference Committee Co-Chairs.

June 15: E-mail Renewal Notice #3: College Membership Dues are due and payable by July 1.

President and Executive Director to send Notice and Agenda to Executive Board for Board Meeting date and location. The Executive Director will gather all committee/group chairs reports for the meeting.

- Midwest ACE Executive Board Dinner on Saturday, July 31, Location TBD
- Midwest ACE Executive Board Meeting on Sunday, August 1, 9:00 a.m. – 2:00 p.m., the Marriott, Minneapolis, MN (room TBD).

June 15: Send notice to the Board regarding: Conference Board Meeting dates/locations.

June 20: Article submission deadline for E-News on Midwest ACE Website

June 20: Send Committee Interest Form to members. Deadline for submission is July 15.

June 30: Tenure as Officer, Chair or Vice Chair concludes.

July 2010

July 1: Beginning of Fiscal Year for College Members. College Membership Dues are due and payable by July 1.

- Update Leadership on the Midwest ACE Web site and in the iMIS Database.
- Notify Committee/Group Chairs of their meeting times/locations at Conference. Remind them to send a notice to their respective Committee membership.
- Ask Committee/Group Chairs for Agendas of their meetings at the Conference for posting on the Midwest ACE Web site.
- Request checks from Midwest ACE Financial Manager for following Scholarships: Diversity Advancement Scholarships (2); Professional Development Scholarships (2, \$750); John D. Singleton Award (\$600); John Steele Grant (up to \$2000.00)

July 1: Order plaques and create certificates for Midwest ACE Awards and Scholarships:

- Order (5) Plaques for: Founders' Distinguished Service Award (9x12 Plaque), John D. Singleton Award (8x10 Plaque) John Steele Grant (8x10 Plaque), Honorary Membership (9x12 Plaque) & Diversity Founders Award (12x15 Plaque)
- Order Crystal for J.W. Paquette Superior Leadership Award.

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- Outgoing Board of Directors, President's Award, Incoming President's Gavel plaque, Conference Committee Co-Chairs.
- Honors and Recognition Committee gather Bio's from recipients of the Honorary Membership, J.W. Paquette Superior Leadership Award and Founders' Distinguished Service Awards.
- Create Certificates for Gratitude Awards (High Five Award, Standing Ovation Award, Applause Award) and Professional Development Scholarships (2, \$750.00).

July 15: E-mail Renewal Notice #4 (Final): College Membership Dues are due and payable by July 1.

July 19: Final Committee reports are submitted to the Board Liaison and Executive Director for August 1, 2010, Executive Board Meeting.

July 20: Article submission deadline for E-News on Midwest ACE Website

August 2010

August 1-3: Midwest ACE 2010 Annual Conference, The Marriott, Minneapolis, MN

August 1: Midwest ACE Executive Board Meeting, 9:00 a.m. – 2:00 p.m., The Marriott, Minneapolis, MN

August 1: Midwest ACE Leadership Meeting: 2:30 – 4:30 p.m., The Marriott, Minneapolis, MN

August 1: Activity for Midwest ACE Leadership and Workshop for New Professional Participants: 4:30 – 5:00 p.m., The Marriott, Minneapolis, MN

August 2: Midwest ACE State of the Organization Luncheon and Business Meeting: 12:00 - 1:30 p.m., The Marriott, Minneapolis, MN (room TBD).

August 3: Committee Meetings: 7:30 – 8:50 a.m., The Marriott, Minneapolis, MN

August 15: Post Conference Coverage on the Midwest ACE Web site.

August 20: Article submission deadline for E-News on Midwest ACE Website

September 2010

September 1: Work with Trends Committee to market Trends Conference to members.

If necessary, work with Prospective Member Committee to update Employer recruitment flyer and send to all Colleges for use in Job Fairs.

October 2010

Early October: Executive Board Conference Call (date TBD)

Early October: E-News posted on the Website. Midwest Staff notifies membership.

October 1: Work with Trends Conference Chairs regarding Committee meetings at the Trends Conference. Send notice to all Committee Chairs for times of meetings.

October 1: Send notice to Board regarding Board meeting date and location (November 19, 2010)

Mid-October: Nominations and Elections Committee coordinates email marketing for Call for Members to nominate themselves. This is also published on the Website.

Mid-October: Members constitutionally eligible to run for Executive Board are notified by Nominations Committee to see if they will be candidates if nominated.

October 20: Article submission deadline for E-News on Midwest ACE Website

November 2010

November 1 (or two weeks prior to Executive Board meeting at Trends Conference) -
Deadline for:

- Executive Board to receive proposals for expenditures over \$100 for action at its Executive Board meeting at the Trends Conference.
- Committee Reports due to Executive Director.
- Send Staff Activities Report to the Board of Directors.
- Nominations and Elections Committee convene to prepare slate for presentation to the Executive Board.
- Executive Reports due to Executive Director

November 11: Send Board Packet to Executive Board for November 19 Meeting.

November 18-19, 2010: Midwest ACE Trends in Recruiting Conference: Holiday Inn Chicago Mart Plaza Hotel, Chicago, IL.

November 19: Executive Board Meeting: 9:00 a.m. – 3:00 p.m., Holiday Inn Chicago Mart Plaza Hotel, Chicago, IL.

November 19: Leadership Meeting: 3:30 – 5:30 p.m., Holiday Inn Chicago Mart Plaza Hotel, Chicago, IL.

November 20: Article submission deadline for E-News on Midwest ACE Website

December 2010

Early December: E-News posted to the Website. Midwest ACE Staff notifies membership.

December 15: Remind *Research, Evaluation & Trends* Committee to begin thinking about John D. Shingleton Award & John Steele Grant

December 20: Article submission deadline for E-News on Midwest ACE Website

Midwest ACE Leadership

It's not WHAT you know, you know?

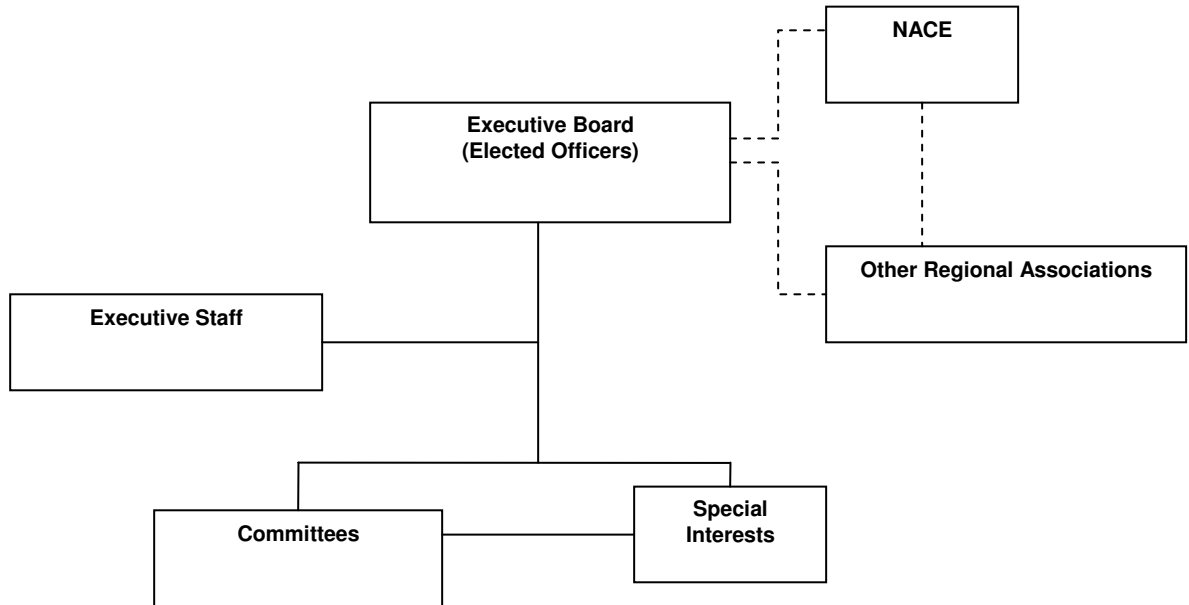
A good part of what you'll do this year as an association leader will require you to know who to call to get the answers you need. In this section, we've provided the names and contact information for all your fellow Midwest ACE leaders. But first you need to know about where the authority comes from for you to discharge your duties and responsibilities. The Bylaws govern the Association and identify the roles and responsibilities of its leaders.

Midwest ACE Bylaws & Governance

The Midwest Association of Colleges and Employers is governed by a set of Bylaws. The Executive Board manages the operations of Midwest ACE according to its Bylaws

Midwest ACE Organization

The Executive Board of elected officers governs Midwest ACE, deciding on policy, strategy, and direction. The Executive Director and the Association staff, which answer directly to the President and the Executive Board, accomplish the day-to-day work of the Association and carry out the plans developed by the Executive Board. The Committees are where members have the greatest opportunity to contribute to the Association – and the greatest opportunity for return on their membership investment. (Please see attached Executive Board at the back of this manual.)



Functions/Responsibilities of Office

President

- Be responsible for administering the business of Midwest ACE between the regular and special meetings, exercising direction consistent with the Bylaws
- Preside at all Annual Meetings and other official business meetings of Midwest ACE
- Act as Chairperson of the Executive Board
- Appoint chairpersons of all standing and ad hoc committees with the advice of the incoming Executive Board
- Serve as liaison to conferences during his/her tenure
- Convene the Bylaws Task Force
- Work in tandem with and provide supervision for the Executive Director
- Serve as the Midwest ACE liaison to relevant professional associations (i.e. ACE President’s Consortium, the National Association of Colleges and Employers (NACE) and the Society of Human Resource Management).

President-Elect

- Serve as liaison to Midwest ACE conferences during his/her presidential tenure.
- Perform the duties of the President in his/her absence, disability, or at the President’s request.
- Serves as liaison to designated committees and other select consortia.

Past President

- Serve as chairperson of the Nomination and Election Committee and liaison to designated committees.
- Serve as special consultant to the President and Executive Board

Vice-President College

- Represent the College members on the Executive Board. Serve as an advisor to the President on matters relating to the interest of College members
- Serve as liaison to the College groups
- Serve as liaison to designated committees

Vice-President Employer

- Represent the Employer members on the Executive Board. Serve as an advisor to the President on matters relating to the interest of Employer members
- Serve as liaison to Employer groups
- Serve as liaison to designated committee

Vice-President Development

- Develops and implements plans for the recruitment and retention of members.
- Develops and implements plans for outreach to other organizations and for the facilitation of joint programming.

Vice-President Technology

- Monitors Midwest ACE staff utilizing technology-based tools and solutions that enhance the Association.
- Monitors, evaluates, and oversees Midwest ACE Web site.

Treasurer

- Serve as chairperson of the Finance Committee
- Supervise the financial activities of Midwest ACE conferences
- Authorize all expenditures and financial matters other than those of conference committees
- Verify all financial reports
- Serve as liaison to designated committees

Secretary

- Be responsible for keeping minutes of all meetings of the Executive Board
- Distribute minutes and perform other secretarial functions as designated by the Executive Board
- Serve as liaison to designated committees

2009-2010 COMMITTEES

Communications and Marketing Committee

Chair: Trent Dernbach Grinnell College Grinnell, IA (641) 269-4940 dernbach@grinnell.edu	Vice Chair: Renee Heigel Vector Marketing Livonia, MI (734) 525-0647 rheigel@cutco.com	Board Liaison: Nell Madigan University of Illinois at Urbana-Champaign (217) 333-1534 nellm@illinois.edu
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Mission

- Serve as editor to maintain quality and relevance of Midwest ACE newsletter in print and on-line.
- Serve as editorial board for Midwest ACE publications, e.g. Online Directory, brochures, etc.
- Act as “Gatekeeper” for the Midwest ACE Web site.

Diversity Advancement Committee

Chair: Claudine Meilink Purdue University West Lafayette, IN (765) 494-3988 cmeilink@purdue.edu	Vice Chair: Aisha Ghori DePaul University Chicago, IL (312) 362-5874 aghoori@depaul.edu	Board Liaison: Karen Allen Northwestern University Evanston, IL (847) 467-0549 karen-allen@northwestern.edu
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Mission

- Promote involvement of under-represented populations in Midwest ACE.
- Advocate and provide a forum for issues relating to recruitment and employment of under-represented populations.
- Implement programs to increase awareness of affirmative action, equal employment opportunity, ADA and related issues.

Experiential Education Committee

Chair: Niki Perkins Baker College Online Flint, MI (810) 766-2090 niki.perkins@baker.edu	Vice Chair: Amy Fruehling University of Illinois at Urbana-Champaign Champaign, IL (217) 265-4045 afruhli@illinois.edu	Board Liaison: James Morton First Investors Corporation (630) 705-1800 jim.morton@firstinvestors.com
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Mission

- Develop programs and services for members who deal with experiential learning activities, e.g. cooperative education, internships, externships, student employment, service learning, volunteer programs, etc.
- Explore outreach to other professional organizations involved in these activities.

Evaluation and Trends Committee

Chair - College: Linda Gross, Ph.D. Michigan State University East Lansing, MI (517) 355-9510 x140 grossl@msu.edu	Chair - Employer: Christina Konieczka Mercer Human Resource Consulting Chicago, IL (312) 902-7838 Christina.Konieczka@mercer.com	Board Liaison: Karen Allen Northwestern University Evanston, IL (847) 467-0549 karen-allen@northwestern.edu
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Mission

- Evaluate and disseminate research.
- Share annotated information on current research in the field.
- Review proposals/applications for the Steele Grant and Shingleton Award and make recommendations to the Executive Board.

Finance Committee

Chair: Karen Allen Northwestern University Chicago, IL (847) 467-0549 karen-allen@northwestern.edu

Mission

- Review all Midwest ACE budget requests.
- Prepare and present budget recommendations and other fiscal actions to the Executive Board.

Honors and Recognition Committee

Chair: Cindy Henderson Northern Illinois University DeKalb, IL (815) 753-4405 chenderson@niu.edu	Vice Chair: Maureen A. Roach Senior Assistant Director Illinois State University Normal, IL maroach@ilstu.edu	Board Liaison: Bernadette So University of Illinois at Urbana-Champaign (217) 333-7079 bernaso@uiuc.edu
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Mission

- Recommend members eligible for special recognition, e.g. Honorary status, Gratitude Awards, Founders Distinguished Service Award, J. W. Paquette Award.
- Review criteria for awards and explore additional ways to recognize member contributions.
- Monitor data base of members' service to Association.

Membership Committee

Chair: Stephanie Farlow Purdue University West Lafayette, IN (765) 494-5576 stephanie@purdue.edu	Vice Chair: Kerri Boivin University of Michigan Engineering Ann Arbor, MI (734) 647-7170 kboivin@umich.edu	Board Liaison: Hilary Flanagan John Carroll University (216) 397-4237 hflanagan@jcu.edu
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Mission

- Participate in the planning of new member/welcoming programs at appropriate Midwest ACE events.
- Collaborate with Midwest ACE Committees and partners to welcome and inform new members.
- Engage new and current members in active involvement and networking opportunities with Midwest ACE.

Nominations and Elections Committee

Chair: Drew Butts Enterprise Rent-A-Car Lombard, IL (630) 693-2911 drew.butts@erac.com
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Mission

- Administer nominations and elections to the Executive Board.
- Administer referenda voting process.
- Administer ratification process.

Professional Development Committee

Chair: Ken Schueller University of Central Missouri Warrensburg, MO (660) 543-4013 schueller@ucmo.edu	Vice Chair: Lindsay Kulla True Value Company Chicago, IL (773) 695-5493 lindsay.kulla@truevalue.com	Board Liaison: Jeff Beavers Whirlpool Corporation Benton Harbor, MI (269) 923-8667 Jeffrey_T_Beavers@Whirlpool.com
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Mission

- Promote and facilitate programs and training to enhance the professional development of new and existing members.

Technology Committee

<p>Co-Chairs: Brian McDow University of Kansas Lawrence, KS (785) 864-2017 mcdowbd@ku.edu</p> <p>Jill Wesley Harrison College Indianapolis, IN (317) 489-6452 Jill.Wesley@ibcschools.edu</p>	<p>Vice-Chair: Stewart Peckham Kenyon College Gambier, OH (740) 427-5165 peckhams@kenyon.edu</p>	<p>Board Liaison: Thy Nguyen Northwestern University (847) 491-2613 t-nguyen3@northwestern.edu</p>
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Mission

The Technology Committee provides leadership to Midwest ACE members as it relates to the latest advancements of technology in use by colleges and employers. The Technology Committee serves the association by:

- Facilitating discussions on new and existing technologies
- Suggesting best practices and methods for the effective adoption of technology
- Providing feedback on the structure of the Midwest ACE website

Conference Leadership:

2010 Midwest ACE Annual Conference

July 2010, Minneapolis, MN

<p>Chair: James E. Mitchell Ball State University Muncie, IN (765) 285-2452 jmitchell@bsu.edu</p>	<p>Vice Chair: Wanda Elliott Enterprise Rent-A-Car Minneapolis, MN (651) 905-5003 Wanda.B.Elliott@erac.com</p>	<p>Board Liaison: Jeff T. Beavers Whirlpool Corporation Benton Harbor, MI (269) 923-8667 Jeffrey_T_Beavers@Whirlpool.com</p>
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2010 Midwest ACE Trends in Recruiting Conference

November 2010, Chicago, IL

<p>Chair: Betsy (Bishop) Gill Internship Specialist Northwestern University Evanston, IL (847) 467-2057 betsy-gill@northwestern.edu</p>	<p>Vice Chair: Amy Newendorp Campus Program Manager US Cellular Chicago, IL (773) 399-7989 amy.newendorp@uscellular.com</p>	<p>Board Liaison: Jeff T. Beavers Whirlpool Corporation Benton Harbor, MI (269) 923-8667 Jeffrey_T_Beavers@Whirlpool.com</p>
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2011 Midwest ACE Annual Conference

August 2011, Chicago, IL

Chair: Hilary Flanagan Director John Carroll University Cleveland, OH (216) 397-4237 hflanagan@jcu.edu	Vice Chair: Kelley Clark Huron Consulting Group Chicago, IL (312) 880-3631 kclark@huronconsultinggroup.com	Board Liaison: (TBD)
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How can Committee Chairs contribute to the success of Midwest ACE meetings and conferences?

- Design a program reflecting the expertise and priorities of your members in response to the “call for programs”.
- Encourage your members to attend by sending pre-conference invitations via your Committee or Group list server. Midwest ACE staff will supply mailing labels upon request. Allow 7-10 working days to receive them.
- Be represented at the New Member Reception and in meetings of other committees or groups that share your interests.
- Be represented at the College and Employer Group meetings.
- Encourage your members to submit conference and meeting evaluations.

NACE and the New Organizational Structure for the Profession

Midwest ACE is affiliated with the National Association of Colleges and Employers (NACE), and with several other regional organizations around the USA.

In 1995, Midwest ACE members ratified a “new organizational structure for the profession”. Under this structure: “The profession is unified through a shared mission, common strategic directions, and board operational policies designed to deliver professional development programs and services to members through collaborative arrangements among the organizations.”

In 2009-10, the following Midwest ACE members will represent our association at NACE and at the Regional ACE’s Presidents Consortium (RAPC):

- Gail Rooney**, President: Representative to the Regional ACE’s Presidents Consortium Meetings
- Jeff Beavers**, President-Elect: Representative to the Regional ACE’s Presidents Consortium Meetings
- Drew Butts**, Past-President: Representative to the Regional ACE’s Presidents Consortium Meetings

The Mission of the Regional ACE’s Presidents Consortium is to serve and support the RAPCs on a national level by providing advice and counsel through recommendations and initiatives that foster and promote collaboration across the associations and focus on the issues and trends that broadly impact the career planning and employment profession.

NACE Executive Director

Marilyn Mackes
 Phone: (610) 868-1421 ext. 116; Fax: (610) 868-0208
 Email: mmackes@naceweb.org

Statement of Cooperation

Associations of Colleges and Employers

Dear Midwest ACE Members,

At a recent meeting of the five professional associations, (Eastern ACE, Midwest ACE, National ACE, Mountain Pacific ACE, and Southern ACE), the association presidents discussed ways the organizations could cooperate in the delivery of services to better meet the needs of our members.

While the five associations are separate and independent organizations, the presidents are committed to working together to advance the profession. To that end, we created a "Statement of Cooperation" to clarify the relationships among the organizations, enhance communications, and identify examples of ways the associations will work together in the future.

We hope the document will clarify the relationship among the associations and demonstrate our commitment to working together to achieve mutual goals and objectives. We look forward to hearing your ideas on how your association can better serve your needs.

Sincerely,

Amy M. Feifer, President, Eastern Association of Colleges and Employers

Jane Linnenburger, President, Midwest Association of Colleges and Employers

Sue M. Hansen, President, National Association of Colleges and Employers

Randall Balthrop, President, Mountain Pacific Association of Colleges and Employers

Jeff Wetherald, President, Southern Association of Colleges and Employers

Midwest ACE Fiscal Policies and Procedures

Bean Counting and Your Fiduciary Duty

The Midwest ACE Executive Board, Committee leaders, and administrators share fiscal responsibility for the Association. That means everyone must work together to see that the Association does what it can to maximize income and value for every dollar spent. It also means that Association funds must be used ethically.

The Annual Budget

Income to Fund Midwest ACE Activities

Income is derived from only a few sources, and this income must fund all the activities of the organization. Many people mistakenly believe that members' dues are what primarily funds the Association, but the truth is that dues account for only about *one-third* of the Association's annual income. The rest comes from:

- Income from interest
- Reserve fund investments
- Sales of Association products such as member labels
- Revenues derived from the Annual Conference, Recruiting Trends Conference, Midwest ACE meetings, and professional development workshops. This is from where, historically, the majority of the Association's income has originated.

Annual Budget as Management Tool

Midwest ACE's annual budget is a valuable tool that you will use to manage the operations of the Association. It serves several important functions.

1. Developing the budget forces you, the elected officers and committee chairs, to think about and plan for the year's initiatives ahead of time – to consider what you want to accomplish and what it will cost.
2. The budget provides an early warning system. If at mid-year, for example, dues income is far below where it is projected to be, the Executive Board would need to re-evaluate membership recruitment efforts as well as spending on other projects that might have to be reduced.
3. During the year, the budget requires you as leaders to evaluate the financial consequences of any mid-year initiatives you wish to undertake. Can the Association afford it? How will we offset the cost?

For these reasons, it is extremely important that the budget be developed with projected income and expense figures that are as accurate as possible.

Budget Development Process

1. The Finance Committee develops a proposed budget, asking for input from all Committee Chairs.
2. The Treasurer prepares the budget document with supporting analysis and submits it on behalf of the Finance Committee to the Executive Board.
3. The Executive Board finalizes the proposed budget.
4. The Treasurer presents the proposed budget to the membership at the Annual Conference.
5. Committee chairs are charged with submitting a financial accounting as part of their transitional report. These reports will assist the Finance Committee to develop the budget for the next Fiscal Year.
6. The Treasurer in consultation with Staff arranges for an annual financial review.

Reporting and Reimbursement Procedures

Discretionary Funds: \$100

Each committee is allocated \$100.00 in discretionary funds in the 2010-2011 budget. As chairperson, this fund is under your direction.

- All members should secure approval before spending any funds.
- For reimbursement, submit a copy of the Midwest ACE expense voucher (see attachments at the end of this manual) to Midwest ACE Headquarters.
 - Please sign and date the voucher where indicated.
 - Attach receipts as documentation.
 - Be sure that the name and address of the payee appear on the expense voucher.
- Staff will forward the voucher on to the Treasurer for approval.
- After authorizing the expenditure, the Treasurer will send the voucher back to staff for payment.

Expenses Over the Discretionary Funds

Request for Amounts Less than \$100

You need approval from the Treasurer to incur expenses under \$100.00 after your discretionary funds have been spent.

- Review your request with the treasurer *prior* to incurring the expense.
- Use the expense voucher (see attachments at the end of this manual) to submit requests for reimbursement to Midwest ACE Headquarters.
 - Please sign and date the voucher where indicated.
 - Attach receipts as documentation.
 - Be sure that the name and address of the payee appear on the expense voucher.
- Staff will forward the voucher to the Treasurer for permission to cut the check.
- After authorizing the expenditure, the Treasurer will send the voucher back to staff for payment.

Requests for Amounts over \$100

During the fiscal year, your committee or group may want to initiate a project that requires funding over \$100.00. Such proposals require prior approval of the Executive Board. Please follow these procedures.

- In consultation with your Board liaison, prepare a proposal to the Executive Board (see attachments at the end of this manual).
- Your liaison will submit the proposal to the remainder of the Board for action.
- Unless there is a need to act between meetings, proposals for funding are reviewed at the Executive Board meetings (see Calendar in Section 2). *Your Board Liaison should present your proposal four weeks before the Board meeting.*
- **No expenditures can be made until you have received Board approval.**
- Once approval has been given, submit vouchers and documentation as directed above.

If you have any questions, your Board Liaison, the Treasurer and the Executive Director are happy to assist you. Remember, **no expenditures can be reimbursed unless these procedures are followed.**

Spending Guidelines

- Midwest ACE *does not* reimburse travel expenses to committee meetings.
- Outside accounts or contractual agreements *must not* be established without approval from your Board liaison and review by Midwest ACE's legal counsel.
- Funds should not be solicited from Midwest ACE members without prior approval from the Executive Board.
- Committee activities should not be charged to conference accounts without the authorization of the conference chairs. Appropriate documentation for approved expenditures must be copied to the Conference Financial Coordinator.
- If in doubt, consult your Executive Board Liaison!

Payment Processing Procedures

Checks are 'cut' on or about the last day of the month. The following describes the process of paying for a product or service or for reimbursement of expenses.

1. Staff prepares the payables for approval.
2. The Executive Director reviews payables for accuracy.
3. On a bi-weekly basis, staff will mail or fax to the Treasurer all pending payables for approval.
4. The Treasurer will review the payables for appropriateness, and approve or reject as appropriate.
5. The Treasurer then returns an approval of the payables to staff, which will cut checks as appropriate. If the Treasurer does not approve the payable, staff will communicate with the person submitting the request until the situation is resolved.
6. The Executive Director will sign all checks.
7. Staff will mail the checks to the payees.

Using this system, checks should reach payees no later than 4 weeks from the time they are received at Association headquarters.

Legal Issues & Procedures

Keeping Midwest ACE Out of Hot Water

Contract Review and Signing

As a protection to the Association and you as an individual, the Association's legal counsel must review all contracts pertaining to Midwest ACE before they are signed, and **the Midwest ACE President is the only person authorized to sign contracts that legally bind the Association.**

Procedure for Getting Contracts Signed

1. Send your proposed contracts to the Association's legal counsel (contact information is provided below) for review. If you fax it, you should follow up with a phone call or an email message to make sure she received it.
2. Renegotiate any changes with the vendor as suggested by legal counsel.
3. Send a final draft of the contract to the legal counsel after renegotiating. You *may* be able to get legal counsel's approval by phone if the vendor agrees to ALL the changes recommended by counsel.
4. Send the final draft to the President for signature, along with notice of legal counsel's approval.
5. The President will forward the signed contract to staff for copying and forwarding to the vendor. A copy will also be sent back to you.

The Association's legal counsel for contract review is:

Karen L. Simpkins
Associate Vice President for Human Resources
Eastern Michigan University
202 Bowen Hall
Ypsilanti, MI 48197-7604
(734) 487-1052
karen.simpkins@emich.edu

What the Attorney Looks for

The attorney will read the contracts from two perspectives:

Legal issues, e.g. ambiguous language, omissions, failure to protect Midwest ACE (e.g. the presence of a "hold harmless clause" protecting a hotel but not Midwest ACE), etc.

Clauses that Midwest ACE might want to renegotiate. The attorney will look for clauses that she feels might put Midwest ACE at a disadvantage but that, strictly speaking, are not legally questionable. The attorney points out these issues to the committee chairs for determination of how to proceed.

The Conference Planning Manual has a section devoted to what you should look for before you even submit a contract. You will find the manual on the Midwest ACE Web site.

An Important Note.: Negotiation of the terms of any given contract is the responsibility of the Midwest ACE Meeting Planner, not the attorney.

Timing

Allow *at least* **ten working days** for the review process and signing.

Insurance & Liability

Midwest ACE maintains insurance policies to help protect itself and its leadership in the event of a lawsuit. These policies cover things like meetings and conferences, Directors and Officers, and more.

Please be aware, however, that these policies would not protect the Association or its leaders fully if a very large financial judgment was entered against it. Also, there is a substantial deductible on the policies that would be a drain on the Association's resources, not to mention the time, energy, and stress brought on by legal action.

Therefore, you *must* be cognizant of the possible legal ramifications of your actions and decisions as officers and committee leaders of Midwest ACE. If you are unsure of a decision or action, seek legal counsel's advice.

Communicating with Members

If You've Got Something to Say, Say It!

From time to time, your committees may wish to send some message or information out to Midwest ACE members. There are several ways this can be accomplished.

- Email
- Broadcast Fax
- Postal Mail
- The Midwest ACE Web site
- The Midwest ACE Newsletter
- a combination of all of these

Sending Email to the Entire Membership

Midwest ACE utilizes an electronic distribution system for most messages to members. The major advantages of using this system are cost (none) and immediacy. Messages can be sent to the entire membership or to one or more membership categories (College, Employer, Corporate Partner, Affiliate, Associate, Honorary, and/or Student).

Currently, the Association's database contains email addresses for the vast majority of our members. On occasion, email messages may not be received due to enhanced security at the members' address, technical problems, and changed email addresses. On average, only about 5 to 10 members do not receive email messages that are sent. If the message you are sending is very important, you may wish to consider sending messages via the US Postal Service and sending members an 'alert' to watch their mail.

Procedure for Getting Your Message Sent

1. Send your message to the Midwest ACE Executive Director (or appropriate key staff member) for guidance (e-mail@mwace.org).
2. The Executive Director will forward the message on to the Executive Board for approval. Either the Executive Director or the President will let you know of his/her decision.
3. If approved, the message will be sent to all members for whom the Association has email addresses.
4. If you request them, labels or a data file of the people who have not provided email addresses will be sent to you so that you may mail physical copies of your communication to them.

Sending a Fax to the Entire Membership

You might also choose to fax a message to the entire membership. Our database contains fax numbers for most, but not all, of our members. If your message is an important one, sending it via e-mail is more cost effective and it will probably reach more members. Of course, there is the option of sending it via the US Postal Service.

Fax Procedure

Follow the same procedure as for sending a broadcast email.

The Old-Fashioned Method of Postal Mail

While it is the most expensive and least efficient method of getting your message or materials to members, in some cases there is no substitute for using the US Postal Service. Please contact the Midwest ACE staff or the Executive Director for advice and guidance about this method. If you must send something to the membership via postal mail, keep the following in mind:

- Identify the cost of printing or duplication, paper, envelopes, and postage.
- Use bulk mail whenever possible. Savings will be significant even though it will take 7-14 days for delivery.
- Stuffing 700+ envelopes takes extra time and effort, as does delivery.

How Will You Get All Those Envelopes Stuffed?

1. You can gather **volunteers** from your committee and have a “stuffing party” or divide them up among yourselves. Staff will provide member’s data on labels or disk for you to use.
2. We discourage the use of hiring a professional **mailing house** to do it for you because of the high cost. If you need information about this method, please contact the Midwest ACE staff or the Executive Director for advice and guidance.

Paying for the Postal Mail

Don’t forget, because mailings like this are so much more expensive, committee chairs will need to get approval from the Board *before* proceeding.

Putting Your Message on the MIDWEST ACE Web Site

Midwest ACE’s Web site (www.mwace.org) is filled with information to help members in all sorts of ways, from job postings to conference details to membership applications. If your committee or group has information to share with all members, the Web site may be a good tool.

You can even combine the information on the site with a broadcast email. Your email message would tell members to go to the Web site for full details about whatever you’ve posted.

Procedure for Adding Information to the Web Site

1. Contact the Executive Director at e-mail@mwace.org for approval to post your information.
2. If approved, the Executive Director will notify you to request a final copy of your information.
3. You should then send the text and any attachments to the Executive Director (or key staff member) via email. If you have photos or other graphics to place on the page with your text, be sure to send those as well. You can either email scanned images, or send the photos/graphics by postal mail.

4. Staff will upload your information as soon as possible; usually within a week (depending on how much there is to put on the Web site).
5. *You* must keep track of the information your Committee posts. Please inform the Executive Director when/if the information changes or if is no longer relevant.

Placing an Article or Information in the Midwest ACE E-News

The Midwest ACE E-News is another great way to communicate with the membership, because it is posted on the Website and Members can read it at their leisure.

If you would like to submit something for Midwest ACE E-News, contact the chair of the Communications and Marketing Committee (listed in Section 3). Please send it in electronic format – a Word file is best.

What is Appropriate to Submit for the E-News (or the Web site)?

- News about Committee initiatives
- Photos from Committee sponsored events and meetings
- Announcements of upcoming committee-sponsored activities and meetings
- Anything the members should know about!

An IMPORTANT NOTE about E-News/Web Submissions

Copyright laws prevent the Association from printing anything that it does not have approval to print. If you have written an article for publication, and you send it directly to staff, staff will assume that you are giving permission to print it. Please do not send an article that you found in another publication, or that was given to you but you do not know its origin or author, UNLESS you also send a written release signed by the author giving Midwest ACE permission to print the article.

The same goes for photographs or other artwork. If you have taken a photo yourself at an Association or Committee meeting, we will assume that we have your permission and the permission of everyone in the photos, to print that photograph. Please do not send stock photography, because Midwest ACE does not own the rights to reprint it.

We cannot stress this enough... **always know the source** of the information, article, or artwork. Midwest ACE will not print any article without a byline.

A Guide for Developing & Hosting Midwest ACE Local/Regional Programs

Midwest ACE encourages you to host a professional development and/or networking program. This document is designed as a “recipe” for conceptualizing, planning, and organizing an effective educational or networking program. Like any good recipe, it can be followed precisely or can be improvised to meet the “tastes” of the chef. If you plan to host a program that is detailed and comprehensive, we suggest that you carefully review the procedures outlined and samples included in this document. However, if you plan to host a more informal professional development or networking program, you may not need to consider all of the procedures presented here. In either case, you are encouraged to identify ways you can contribute to the vitality and life of your professional association – Midwest ACE. Contact the Midwest ACE staff for additional information.

Identify a program leader or team

As you begin to plan a professional development or networking program, first consider who will organize the event. In some cases, a program could best be coordinated by one individual and in other cases, a committee, or team may be needed to plan and implement a program effectively.

Identify a program topic

As you select a program topic, please review the following suggestions:

- Contact the Midwest ACE office to identify program topic(s) that have been suggested to the Association through previous activities (conferences, workshops, and membership surveys).
- Focus on regional employment and recruiting issues impacting the local job market and/or economy.
- Host an informal drive-in round-table discussion on various professional hot topics.
- Host a “Conference Encore” (a “Best of Conference” program that could be presented locally and offered as a half-day drive-in workshop and networking lunch).
- Consider hosting an informal TGIF networking event at a local establishment and invite area professionals.

Select a trainer/speaker

When selecting a trainer/speaker, please identify individuals/groups with established reputations for providing quality, relevant programming. Keep in mind that Midwest ACE possesses a wealth of talent and that many educational programs could be developed and presented by Midwest ACE members.

PLANNING TIP: SPEAKER CONTRACTS

All contracts must be approved by Midwest ACE's legal counsel, Karen Simpkins at Eastern Michigan University. Once approved by legal counsel, the contract should be forwarded to the Midwest ACE President for signature.

Create a budget

- Determine whether or not you will charge registration fees.
- Arrange for the collection of registration forms and fees and appoint someone to coordinate that activity.
- Establish reasonable fees to cover all expenses (speaker fees, travel, food, printing, postage, facility rental, audio-visual).

Create and submit a program proposal

All Midwest ACE sponsored programs must be approved by the Executive Board. In order to obtain sponsorship, you will need to write a program proposal to submit to the current Midwest ACE President. A sample program proposal with budget is included as an attachment to this document.

As you prepare your proposal, please include the following information:

- Speaker(s)/trainer(s) information
- A program rationale
- Program dates, times, locations, and timeline with checklist
- Midwest ACE involvement
- A budget

Please allow at least two weeks to obtain Midwest ACE approval.

Consider offering CEUs

Program participants may be able to obtain Continuing Education Units (CEUs) through licensing boards (i.e. National Board of Certified Counselors and the Society for Human Resource Management) if the training is approved prior to the educational program. To obtain CEU approval for career services professionals, contact the National Association of College and Employers (NACE). To obtain CEU approval for human resources professionals contact the Society for Human Resource Management.

Determine program logistical needs

Determine the following program needs and make arrangements as needed:

- **Lodging**

Drive-in local/regional programs may not require you to arrange lodging accommodations; however, programs that span several days will require you to identify and select possible lodging sites.

A Midwest ACE representative may be able to negotiate lower room rates. Contact the Midwest ACE office at (515) 244-6515 for more information.

PLANNING TIP: CAMPUS HOUSING

Consider using campus housing because fees are typically lower than hotels.

- **Meals**

You will need to determine appropriate methods (on-site dining services, outside catering services, etc.) of providing food service and make the necessary arrangements.

PLANNING TIP: FOOD AND BEVERAGE

When planning program meals, please provide vegetarian and low-fat options. Many conference centers will waive or discount room rental fees if a meal is served during the program. Be aware of timelines for head-count confirmation. Many caterers require a 72-hour notice.

- **Audio-Visual Equipment**

Be aware that some conference/workshop facilities charge substantial fees for audio-visual equipment. In particular, fees for LCD projectors and Internet access can be very expensive. Be sure to ask about audio-visual charges when scheduling a program.

PLANNING TIP: AUDIO-VISUAL EQUIPMENT

Where possible, bring your own equipment. Also, many A-V suppliers will negotiate their original quotation.

Create promotional materials and registration form

- Contact Midwest ACE to obtain guidelines for creating promotional materials and registration form.
- Submit final registration form to Midwest ACE for approval by the Executive Director or President.

Market the program (options)

The following options can help you when promoting Midwest ACE sponsored programs:

PLANNING TIP: MARKETING THE PROGRAM

Midwest ACE has the names and contact information for approximately 700 former members and non-members.

- Send a program information/registration email announcement to Midwest ACE members. Contact the Midwest ACE Executive Director at (515) 244-6515 or e-mail@mwace.org to distribute the email message.
- Post the program information/registration materials on the Midwest ACE Web site. Contact the Midwest ACE Executive Director at (515) 244-6515 to post the information.
- Write an article to be included in the Midwest ACE Newsletter. Contact the Chair of the Communications and Marketing Committee for publication timelines. Refer to the Midwest ACE Membership Directory or Web site to identify the current chair of this Committee.
- Identify other local/regional professional associations who might co-sponsor or participate in the program.

Planning Tips: Professional Associations

- The Midwest ACE Executive Director can help you identify individuals who are members of state career services associations.
- Consider inviting members of local Society of Human Resource Management (SHRM) chapters if the program topic is relevant to employers.
- If you are a college member, consider extending invitations to employers who recruit on your campus.

Solicit additional sponsorship (optional)

Additional financial support may be available by soliciting contributions from sponsors including but not limited to employers, colleges/universities and vendors. Please check with the Midwest ACE Executive Director before making contact with potential sponsors.

Send confirmation materials

Send confirmation materials to registrants and presenters. Include directions and any logistical information participants may need.

Prepare and utilize a program checklist

Pre-program activities may include but are not limited to:

- Prepare appropriate signage (if necessary).
- Create a program evaluation form.
- Arrange and staff a program registration table.
- Gather and assemble program materials (handouts, promotional flyers, flyer about Midwest ACE, membership and conference information, evaluation forms, CEU forms, etc.) to distribute to participants.
- Purchase speaker/trainer gifts (optional).
- Request payment for pre-program expenses. Complete and submit a Midwest ACE Expense Voucher (sample attached). Attach appropriate documentation (receipts, invoices, contracts).

- Obtain speaker/trainer biographical information to plan an introduction.
- Obtain a volunteer to introduce speaker(s)/trainer(s).
- Assess program effectiveness through evaluation.

Post-program activities may include but are not limited to:

- Prepare a summary of evaluations.
- Send appropriate thank you letters and notes to appropriate individuals.
- Expedite and pay all program expenses in a timely manner.
- Prepare and submit an article to be included in the Midwest ACE Newsletter.

Prepare a final report to submit to Midwest ACE

This report should include:

- Final budget
- Summary of evaluations
- Suggestions for future programming
- Number of participants and their employer/college affiliation
- Any additional relevant information

The report should be sent to your Executive Board Liaison or Midwest ACE President.

Additional resources that are available from Midwest ACE

- Sample program proposal with budget
- Approved CEU Programs Document
- Sample evaluation forms
- Sample program checklist
- Midwest ACE Expense Voucher Form

Midwest ACE Staff

How to Get Help When You Need It

Midwest ACE has contracted with Association Management, Ltd.. (AML) to provide administrative services to the Association. The people at AML serve as the Association's staff, and their offices are the official offices of the Association.

The Association's official address is:

Midwest Association of Colleges and Employers
100 East Grand Avenue, Suite 330

Des Moines, IA 50309

Phone: (515) 244-6515

Fax: (515) 243-2049

Email: e-mail@mwace.org

Web: www.mwace.org

The Executive Director and Midwest ACE Staff Team

As Midwest ACE's Executive Director, Ali Ryan, is the *main* contact for the Association. Whatever your question, request, or comment, please feel free to call her and she will do her best to get you the information you need. Her email is e-mail@mwace.org.

Other Midwest ACE Staff Members

It may be most expedient for you to contact Midwest ACE staff members directly if you have a question within their area of expertise or responsibility. Here is a list of Midwest ACE staff and their areas of responsibility:

Accounting	Linda Odson	Linda@aml.org
Committee Special Requests	Ali Ryan	e-mail@mwace.org
Conference, Meeting, & Event Info & Forms	Sharyn Baudler	meetings@mwace.org
Database Changes	Kelly Kipping	staff@mwace.org
Executive Board Meeting Info & Forms	Ali Ryan	e-mail@mwace.org
Awards	Ali Ryan	e-mail@mwace.org
Membership Prospects	Ali Ryan	e-mail@mwace.org
New Member Processing	Kelly Kipping	staff@mwace.org
Newsletters	Ali Ryan	e-mail@mwace.org
Web Site Updates	Darcy Watson	webposting@mwace.org

What Staff Does

In brief, Midwest ACE's staff is responsible for the following areas:

- Performing full-service association management functions
- Financial Accounting, including all payables and receivables
- Overseeing editing/layout and production of all publications and brochures
- Sending information to prospective members
- Mailing/processing of annual membership renewals and new member applications
- Answering the Association's phones
- Receiving and responding to the Association's mail, faxes, and e-mail
- Maintaining the Midwest ACE database
- Keeping records of all Midwest ACE activities
- Helping to plan and conduct Executive Board meetings
- Working with the Conference Planning Committees to help them plan their events, and working directly with the conference hotels
- Maintaining and updating the Midwest ACE Web site
- Sending broadcast emails and other mailings to members
- Advising the Association's leaders in the conduct of all projects and activities, both major and minor
- Preparation of this Leadership Manual

Of course, this is just a cursory list of staff's activities, but it gives an overview of what you can expect from the people behind the scenes.

What You Can Do to Help Us

Association Management, Ltd. (AML) is internationally accredited by AMC Institute, the global trade association representing the Association Management industry. AML has 30 plus years of experience in all aspects of association management and the events and activities that are so important to an association's function. Accordingly, we urge you to actively utilize our skills, knowledge, and experience in a consultative manner. We value our affiliation with Midwest ACE and honor our obligations to Midwest ACE to provide the highest quality services to leaders and members at the lowest possible cost.

With your help some costs to the Association can be reduced through time saved and improved efficiencies. Therefore, we offer some suggestions where you can participate in the process of improving efficiency.

Conference, Meeting, and Event Planning

(More information about event planning can be found in Section 8, "A Guide for Developing & Hosting Midwest ACE Local/Regional Programs" of this Manual and in the Midwest ACE Conference Planning Manual (available from the Midwest ACE office).)

- Before involving staff in event planning, the group scheduling the event should have already made tentative decisions about the geographic location and room rate limits and logistical considerations including the anticipated/budgeted number of attendees, meeting room requirements, audio-visual equipment requirements, food and beverage plans, etc.

- Publicity and promotional activities for the event should be comprehensive and planned well in advance. You should plan to mail promotions at least 120 days prior to the event – and 150 days if possible. Also, consider the use of broadcast Emails to compliment other promotional efforts. We are eager to provide advice and suggestions.

General & Administrative

- Using the chart above, please feel free to identify and contact the Midwest ACE staff member who can most appropriately answer your question or provide the information you seek. If you are unable to identify the correct department or person, or cannot find the information you seek, please contact the Executive Director.
- The On-Line Membership Directory is not merely an electronic directory it is a valuable tool. Members are responsible for updating their contact information and profiles on-line. We also encourage members to use the Directory's extensive search function and other features. Of course, we are eager to assist with any difficulties you may have.
- Members have the ability to screen and sort information about individuals and organizations in ways that surpasses what we can do. Members also have the ability to send emails to user-selected individuals and organizations. Please visit our Web site (www.mwace.org) and log on to the Membership Directory and discover its capabilities.
- Before submitting messages that you want to send to members, please be sure that the message is in its final form. It is best to have two or three other people proofread the message to ensure that it is free of errors, contains the correct information (people, dates, locations, etc.), and is grammatically correct.
- We are eager to help ensure the success of projects and events through consultation or by providing data and information that will enhance your research and planning. We have extensive resources available that might be very helpful to you as you research and plan your project or event. To maximize effort and efficiency, we ask that you provide us with a clear idea of what you are planning, what you need, and the format or form in which you would like the information or data presented.

9

On-the-Job Leadership Training

Strategies to Lead Committees and Groups Effectively

At the 1996 Leadership Training, then President-Elect Barbara Hundley shared these strategies for effective team leadership followed by a discussion facilitated by Employer Vice President Coleen McKenna.

To keep your team motivated, involved, and productive:

- Ensure that you and they understand and embrace your charge.
- Exercise leadership by stimulating and motivating.
- Include team members in decisions. “Use ‘em, you’ve got ‘em”.
- Keep your team focused.
- Maintain and submit records and reports.
- Keep your Executive Board liaison informed.
- Call upon your liaison and the Midwest ACE administrative team if they can assist you.

Conducting effective, productive meetings:

- Have an agenda.
- Keep minutes.
- Begin and conclude on time.
- Keep participants on task; deal with issues on the agenda.
- Discourage sidebar conversations and limit time devoted to “war stories”.
- Use listening skills to build discussion and decision-making.
- Facilitate and foster participation in discussion.
- Value everyone’s opinion.
- Watch for nonverbal as well as verbal cues.
- Encourage non-participants to participate.
- Think in terms of addressing difficult behaviors, not “difficult people”.
- Close by summarizing and agreeing on assignments.
- Monitor progress and follow-up.

Keep Connected!

Your committee will convene at the annual conference and you have the option to schedule a meeting at the Trends Conference. Bear in mind that Midwest ACE does not pay for attendance at committee meetings. Here are other resources to connect with your team, Midwest ACE leaders and administrative support.

Contacting the Entire Membership

If you need to send a message to the membership of Midwest ACE, you have several options. See Section 7 for full details.

Help from Staff

Midwest ACE’s staff is ready to help you reach your goals. If you need advice on how to proceed with a task, or help in any way, don’t hesitate to email or call the staff at e-mail@mwace.org or (515) 244-6515.

Use Your Board Liaison

Each Committee has a Liaison with the Executive Board – a Board member who has volunteered to work with the Committee to ensure open lines of communication. It is this liaison that will bring all committee requests before the Board for action. Committee Chairs are encouraged to get to know their liaison and speak with him or her frequently. (Liaisons are listed with each committee in Section 3.)

Procedure for Making a Request to the Executive Board

1. Fill out the “Committee Proposal to Executive Board” form in the attachments at the end of this manual
2. Send the form to your Board Liaison
3. Your Board Liaison will forward your proposal to the entire Executive Board for discussion and approval.
4. Your Board Liaison will notify you of the Board’s response.

Attachments

What Would the Day Be Without Filling Out At Least One Form?

On the following pages, you will find several forms and attachments that you will need throughout the year.

Executive Board Roster (Page 40)

Midwest ACE Bylaws (Pages 41-54)

Committee Proposal to the Executive Board (Page 55)

Committee Leadership Transition Report (Page 56)

Budget Proposal/Information (Page 57)

Travel Policy (Page 58)

Expense Voucher (Page 59)

Executive Board Committee Report Form (Page 60)

THE EXECUTIVE BOARD 2009-2010
Effective July 1, 2009 – June 30, 2010

<p>President Dr. Gail S. Rooney Director, Career Center University of Illinois at Urbana-Champaign 715 South Wright Street, MC-383 Champaign, IL 61820 (217) 244-1497 grooney@ad.uiuc.edu</p>	<p>Vice President Technology Thy Nguyen Assistant Director Northwestern University 620 Lincoln Street Evanston, IL 60208 Phone: (847) 491-3700 Email: t-nguyen3@northwestern.edu</p>
<p>President Elect Jeff T. Beavers Director, Global University Relations Whirlpool Corporation 2000 North M-63, MD 2002 Benton Harbor, MI 49022 (269) 923-8667 Jeffrey T. Beavers@Whirlpool.com</p>	<p>Secretary Hilary Flanagan Director John Carroll University 20700 North Park Blvd. Cleveland, OH 44118-4581 (216) 397-4237 hflanagan@jcu.edu</p>
<p>Vice President - College Nell Madigan Assistant Dean University of Illinois at Urbana-Champaign Institute of Labor & Industrial Relation 504 E Armory Ave, Room 241 Champaign, IL 61820 (217) 333-1534 nellm@uiuc.edu</p>	<p>Treasurer Karen Allen Assistant Director, Chicago Field Studies Northwestern University 1897 Sheridan Road, G01 Evanston, IL 60208 (847) 467-0549 karen-allen@northwestern.edu</p>
<p>Vice President – Employer James D. Morton Senior Vice President First Investors Corporation 1 East 22nd Street, Suite 710 Lombard, IL 60148 (630) 705-1800 jim.morton@firstinvestors.com</p>	<p>Past President Andrew E. Butts, Jr. Human Resources Manager Enterprise Rent-A-Car 1050 N. Lombard Rd. Lombard, IL 60184 (630) 693-2911 drew.butts@erac.com</p>
<p>Vice President – Development Bernadette So Assistant Director University of Illinois at Urbana-Champaign The Career Center 715 South Wright Street / MC-383 Champaign, IL 61820 (217) 333-7079 bernaso@uiuc.edu</p>	<p>Executive Director (Ex-Officio) Alison Ryan Midwest ACE 100 East Grand Avenue, Suite 330 Des Moines, IA 50309 Phone: (515) 244-6515; Fax: (515) 243-2049 e-mail@mwace.org</p>

**MIDWEST ASSOCIATION OF COLLEGES AND EMPLOYERS
BYLAWS**

(As Revised November 20, 1009)

ARTICLE I

NAME

The name of the organization is “Midwest Association of Colleges and Employers” which may be hereinafter referred to as Midwest ACE.

ARTICLE II

MISSION

The mission of Midwest ACE is to maximize the career potential of college educated adults by fostering employer/college and university relationships, promoting professional and ethical standards of conduct; and providing professional development opportunities for its membership.

Midwest ACE shares its mission in collaborative agreement with the other professional organizations which are the National Association of Colleges and Employers, which may be hereinafter referred to as NACE, and the Eastern, the Southern, and the Mountain Pacific Associations of Colleges and Employers. Midwest ACE cooperates with and supports the collaborative agreement as consistent with the policies and interests of Midwest ACE.

ARTICLE III

HISTORY

Midwest ACE, until 1995 known as the Midwest College Placement Association (MCPA), was organized in June 1949 by Wendel W. Burton, 3M Company; F. Lynn Cason, Purdue University; H.S. Dawson, University of Illinois; H.G. Goehring, University of Wisconsin; L.R. Hillyard, Iowa State College; and John E. Steele, Indiana University, who are designated as Founders.

The first meeting of active members was held in May 1950 on the campus of Purdue University, with 31 college placement officers attending. Mr. Cason was the first MCPA President. The first Annual Meeting was held in Detroit in September 1950 and was attended by 185 members.

ARTICLE IV

MEMBERSHIP

Membership of Midwest ACE includes both Voting and NonVoting Members. Membership categories are defined below.

SECTION 1. **Code of Ethics.** Members must conform to the NACE Principles for Professional Conduct for Career Services & Employment Professionals.

SECTION 2. **Voting Members.** Voting Members of Midwest ACE fall within the College, Employer, Affiliate, and Corporate Partner classes as outlined below. All Voting Members may chair committees and may hold elected office.

- A. COLLEGE MEMBERS are persons engaged in providing career services at any institution of higher education, with the following stipulations:
1. The institution is located in the Midwest ACE geographical area consisting of the states of Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota and Wisconsin.
 2. The institution is accredited by the North Central Association of Colleges and Secondary Schools, the Commission on Institutions of Higher Education, or a comparable regional accrediting association. Employees of four-year and two-year degree-granting institutions of higher education that are officially approved “Candidates for Membership” in regional accrediting associations may also become members upon verification of this status.
 3. College memberships with voting privileges may be granted to career services representatives from institutions located outside the regional boundaries of Midwest ACE provided:
 - a. Their institutions meet the stipulations set forth in Section 2.A.2 above.
 - b. They are members in good standing of their regional association.
- B. EMPLOYER MEMBERS are persons engaged in recruitment of personnel from accredited institutions (see Section 2.A.2) of higher education, with the following stipulations:
1. Their organizations recruit from institutions within the Midwest ACE geographical area.
 2. They are representatives of an organization directly engaged in recruitment of college students or graduates for employment in their own organization.

- C. **CORPORATE PARTNER MEMBERS** are organizations engaged in recruitment of personnel from institutions of higher education, with the following stipulations:
1. The organizations recruit from institutions within the Midwest ACE geographical area.
 2. The organizations are directly engaged in recruitment of college students or graduates for employment within their own organization.
- D. **AFFILIATE MEMBERS** are persons who provide a service to the career services and/or college relations/recruiting functions but not as College or Employer Members.
1. Affiliate Members must be approved by the Executive Board.
 2. The dues of Affiliate Members are the same as those of College and Employer Members.
 3. For the purposes of voting, chairing committees, and holding elected office, the Executive Board will assign Affiliate Members to either the College or Employer Member Class. The Executive Board will consider the Member's professional history and qualifications among its criteria for making the assignment.

SECTION 3. **NonVoting Memberships.** NonVoting Membership status may be granted by the Executive Board with the recommendation of the Membership Committee. The following categories of NonVoting Memberships have been established:

- A. **HONORARY MEMBERS** are former members of Midwest ACE or any person who has made a notable contribution in the field of college recruitment or career services, or to Midwest ACE. They may be recommended for Honorary membership by the Honors and Recognition Committee to the Executive Board, subject to election by a two-thirds majority of the Executive Board. Such recognition will be formalized by the issuance of a certificate.
1. Honorary Members have full membership privileges, except those of holding office and voting.
 2. Honorary Members pay no dues.
- B. **ASSOCIATE MEMBERS** are retirees or Members who have changed career direction and who are continuing their association with Midwest ACE.
1. Associate Members have full membership privileges, except those of holding office and voting.

2. Associate membership dues are set at a reduced rate, determined by the Executive Board.
- C. STUDENT MEMBERS are college or university students pursuing careers in career services or college relations/recruitment and who are currently enrolled in a significantly related course of study. Moreover,
1. The student's current college or university must be accredited by the North Central Association of Colleges and Secondary Schools, the Commission on Institutions of Higher Education, or comparable regional accrediting association.
 2. To be eligible, a student applicant must be sponsored by a current Midwest ACE Member in good standing.
 3. Student membership is not available to those who would qualify for membership under the College, Employer or Affiliate Member categories. Six months after completion of degree or upon employment in the field, if sooner, student membership eligibility ends.
 4. Student Members are invited to attend conferences and workshops and to serve on Committees, but do not vote at business meetings and may not hold an elected position.
 5. Student membership dues are at a reduced rate, determined by the Executive Board.

SECTION 4. **Membership Decisions.** The Executive Board acts on all applications for membership from persons who do not clearly meet the specific requirements for membership. The decision of the Board is final.

SECTION 5. **Member Discipline.** Membership in Midwest ACE is expressly conditioned upon compliance with the mission of Midwest ACE as set forth in its Bylaws.

- A. Any Member who fails to comply strictly with the mission of Midwest ACE or the guidelines and procedures contained in the approved statement of the NACE Principles for Professional Conduct for Career Services & Employment Professionals may be placed on probation, suspended from membership, or excluded from membership.

SECTION 6. **Membership in Midwest ACE may be transferred from one individual to another individual within the same organization.**

ARTICLE V

DUES

SECTION 1. **Dues Established.** Annual membership dues are:

- A. Recommended by the Executive Board.
- B. Set by a majority vote of the Members present and voting at a regular meeting.
- C. Waived for Honorary Members.
- D. Discounted for Associate and Student Members.

SECTION 2. **Payment.**

- A. Dues are payable within 30 days of billing.
- B. If dues remain unpaid after 60 days of billing, membership will be summarily terminated.

ARTICLE VI

MEMBERSHIP MEETINGS

SECTION 1. **Annual Meeting.** There will be at least one annual meeting for the entire membership.

SECTION 2. **Special Meetings.** A Special Meeting may be called upon written petition of 10 % (ten percent) of the Voting Membership presented to the President. The President shall call the Special Meeting upon thirty (30) days notice as soon as possible thereafter, but no later than sixty (60) days following presentation of the petition.

SECTION 3. **Meeting Attendance.** Only Members in good standing and guests approved by the Executive Board or President may attend Midwest ACE meetings.

SECTION 4. **Duties.** At a Membership Meeting, the Voting Members shall conduct such business as properly comes before the Membership.

ARTICLE VII

OFFICERS

SECTION 1. Eligibility for Office.

- A. To be eligible as a candidate for elected office a member must have served for at least one year in one or more of the following capacities: Committee Chair or Vice Chair (including the Conference Committee), or Task Force Chair or Vice Chair.
- B. Only Voting Members may be nominated to an elected office.
- C. Those holding elected office may not succeed themselves in the same office but may be nominated to that office in a future election.
- D. The President-Elect will be elected alternately from the College Membership and the Employer Membership.
- E. When possible, the Secretary; Treasurer; Vice-President Technology; and Vice-President Development will be elected alternately from the College Membership and the Employer Membership.

SECTION 2. Terms of Office.

- A. The terms of the President, President-Elect, and Past President are for one year and commence with the beginning of the fiscal year.
- B. The terms of the Vice-President Technology, Vice- President Development, Vice President College, Vice-President Employer, Secretary, and Treasurer are two years and commence with the beginning of the fiscal year.

SECTION 3. Positions and Duties.

- A. The President:
 - 1. Is responsible for administering the business of Midwest ACE.
 - 2. Presides Official Business Meetings of Midwest ACE.
 - 3. Chairs the Executive Board.
 - 4. Appoints replacements, as necessary, to fill unexpired terms of office when vacated.
 - 5. Appoints Chairs of all standing and ad hoc committees with the advice of the

incoming Executive Board.

6. Selects Conference Chairs. Serves as Liaison to Conferences during his/her tenure.
 7. Supervises the Executive Director or agency responsible for the administration of the Association's daily business, maintenance of its permanent files and membership roster, annual publication of the roster, and billing of annual dues.
- B. The President-Elect:
1. Serves as liaison between the Conference Committee and the Executive Board for the conference to be held during his or her presidential year.
 2. Performs the duties of the President in his or her absence, disability, or at the President's request.
- C. The Vice-President College:
1. Represents the College Members on the Executive Board.
 2. Serves as an advisor to the President on matters relating to the interests of College Members and coordinates special projects as may be assigned by the President.
 3. Supervises the College Group(s).
- D. The Vice-President Employer:
1. Represents the Employer Members on the Executive Board.
 2. Serves as an advisor to the President on matters relating to the interests of Employer Members and coordinates special projects as may be assigned by the President.
 3. Supervises the Employer Group(s).
- E. The Vice-President Technology:
4. Identifies, evaluates, implements, and integrates technology-based tools and solutions that enhance the association's ability to communicate.
- F. The Vice-President Development:
1. Develops and implements plans for the recruitment and retention of members.

2. Develops and implements plans for outreach to other organizations and for the facilitation of joint programming.
- G. The Secretary:
1. Keeps the minutes of all meetings of the Executive Board.
 2. Distributes minutes and performs other secretarial functions as requested by the Executive Board.
- H. The Treasurer:
1. Serves as chair of the Finance Committee.
 2. Supervises the activities of an individual or agency responsible for the day-to-day financial business and record keeping functions.
 3. Verifies financial reports of all association events and meetings.
 4. Serves as a member of the Finance Committee in the fiscal year following his or her term of office.
- I. The Past President:
1. Administers the election process in the year in which he or she serves as Past President.
 2. Serves as special consultant to the President and Board.
 3. Serves as Chair of the Nomination and Election Committee.

Elected officers also serve as Board liaisons to Committees, as designated by the President.

ARTICLE VIII

OFFICER NOMINATIONS, ELECTIONS, AND RATIFICATION PROCEDURES

SECTION 1. **Notice of Soliciting Nominations.** Before convening the Nominations and Elections Committee, the chair will contact all Members eligible to hold office on the Executive Board and request them to affirm their availability for nomination or withdraw their name from consideration.

SECTION 2. **Preparation of the Ballot.** The committee will make an exhaustive effort to prepare a ballot nominating two candidates for each office on the Executive Board.–The

committee will select nominees to the Executive Board from those eligible Members who have agreed to be considered for election.

SECTION 3. **Presentation of the Ballot.** The committee will present a ballot to the Executive Board. It will be mailed to eligible voters not later than April 15. Members must return ballots by the designated date.

SECTION 4. **Winning Vote.** The nominee receiving the greatest number of votes for an office will be elected to that office. In case of a tie vote, the winner will be decided by lot.

SECTION 5. **Publication of Election Results.** Results of the election will be announced in the first issue of the Midwest ACE Newsletter published after the election.

SECTION 6. **Ballot Issues.** The Nomination and Election Committee will submit to the Voting Membership by email any proposal endorsed by the Executive Board for ratification or referendum to amend the Bylaws.

SECTION 7. **Failure to Assume Office.** When a candidate who has been elected cannot assume office, the Nominations and Elections Committee will recommend a replacement to the Executive Board. A majority of the Executive Board must approve the recommendation for the replacement to take office.

ARTICLE IX

EXECUTIVE BOARD

SECTION 1. **Duties.** The purpose of the Executive Board is to manage the operations of Midwest ACE. The Executive Board consists of the following nine (9) officers: President; President-Elect; Past President; Vice-President College; Vice-President Employer; Vice-President Technology; Vice-President Development; Secretary; and Treasurer. Each member of the Executive Board has one vote.

SECTION 2. **Vacancies.** Should a position held by a member of the Executive Board, other than the presidency, be vacated, the Executive Board will appoint a replacement to fill the unexpired term of office. Should the office of President become vacant, the President-Elect will assume the duties of the President. In the event that the President-Elect cannot serve, the Vice-President College will serve as President.

SECTION 3. **Term Limit.** Executive Board members will not serve two consecutive terms in the same office.

SECTION 4. **Meetings.** The Executive Board will have a minimum of two meetings a year.

SECTION 5. **Quorum; Action.** A quorum of the Executive Board consists of four Voting Members, including the President or President-Elect and at least one representative of each

voting constituency (College and Employer). The vote of a majority of those voting at a meeting at which a quorum is present constitutes the action of the Executive Board.

SECTION 6. **NonVoting Ex Officio Members.** The Executive Board may appoint as ex officio (nonvoting) members such individuals as necessary for its management of the operations of Midwest ACE. These could include those performing essential administrative, fiscal and communication functions. The President is authorized to invite other persons to attend meetings of the Executive Board.

SECTION 7. **Audits.** The Executive Board, acting through the President, will arrange for audits of the financial records of Midwest ACE, consistent with appropriate legal and accounting standards.

ARTICLE X

EXECUTIVE DUTIES

SECTION 1. **Administration and Finances.** An individual or agency is appointed by the Executive Board, and compensated under its terms to perform the functions listed below. This individual or agency reports to the President and, for financial activities, also to the Treasurer.

- A. Administration of the day-to-day business of the association, with accountability for maintenance of the permanent files of Midwest ACE and the permanent membership roster, annual publication of the roster, and the billing of annual dues.
- B. Availability to serve as ex-officio member of the Executive Board and on such committees as assigned by the President.
- C. Handle the day-to-day financial business and record-keeping of the association.
- D. Receive the membership dues.
- E. Serve as treasurer and registration supervisor for all conferences.

SECTION 2. **Communications.** The Executive Board will assign, by contract, to an individual or agency the responsibility for Midwest ACE communications, including the publication of a Midwest ACE newsletter for its members. The individual or agency, who is employed and compensated under terms determined by the Executive Board, will:

- A. Publish a mutually agreed upon number of communications annually.
- B. Work in cooperation with the Communications and Marketing Committee.

ARTICLE XI

EMPLOYER GROUPS

SECTION 1. **Purpose.** The Employer Group(s) will be formed to bring together employers. The purpose of the group(s) is to exchange ideas, experiences and information.

SECTION 2. **Meetings.** The Vice- President Employer will moderate meetings, which will be held at the annual meeting.

ARTICLE XII

COLLEGE GROUPS

SECTION 1. **Purpose.** The College Group(s) will be formed to identify and discuss the needs and problems relevant to their particular type of organization, i.e., centralized, business, engineering, liberal arts and sciences, and technical and community college.

SECTION 2. **Meetings.** The Vice-President College will moderate meetings, which will be held at the annual meeting.

ARTICLE XIII

COLLEGE/EMPLOYER GROUPS

SECTION 1. **Purpose.** Combined College and Employer Groups may be formed to recognize and bring together Members with shared constituencies and priorities.

SECTION 2. **Meetings.** The Vice-President Development will moderate meetings, which will be held at the annual meeting.

ARTICLE XIV

COMMITTEES

SECTION 1. **Standing Committees.** The following Midwest ACE committees shall consist of elected officers or Members appointed as provided below. Committee membership concludes at the end of the fiscal year. Appointed members may serve successive terms.

- A. **NOMINATION AND ELECTION COMMITTEE** is composed of the Past President, who shall act as Chair, the President-Elect and three Members appointed by the President-Elect so that the committee includes at least two College and two Employer Members. The Committee administers:

1. The nomination and election of the President-Elect; the Vice-President College; the Vice-President Employer; the Vice-President Technology; the Vice-President Development; the Secretary; the Treasurer.
 2. Referenda voting processes.
 3. Ratification processes.
- B. FINANCE COMMITTEE- is composed of the Treasurer as Chair; the Past Treasurer; the Vice-President College; the Vice-President Employer; and individual or agency responsible for financial functions. The Committee:
1. Reviews all Midwest ACE budget requests.
 2. Prepares and presents budget recommendations and other fiscal actions to the Executive Board.
 3. Assures the completion of the annual audit of the Midwest ACE books and oversees such financial and recordkeeping reforms as it deems necessary.

SECTION 2. **Constituency-Based Committees.**

- A. Constituency-based Committees shall exist to carry out the business of the organization, to recruit and welcome new Members, to uphold the principles and standards of the profession and to advance the cause of career services and human resources.
- B. Membership in Constituency-based Committees is voluntary. Each Member has the option of annually selecting a committee or committees on which to serve. All Members, Voting or NonVoting, regardless of membership category, e.g., college, employer or affiliate, are eligible for committee membership.
- C. The Executive Board shall annually designate specific constituency-based committees to be formed in advance of the annual meeting. The committees formed should be related to the current and continuing needs of the organization and issues facing its members.
- D. The President and President-Elect shall select each committee's chair and vice chair, who in turn shall recruit their own Members from the membership. These chairs will meet together at appropriate times to coordinate the activities of their separate committees. The President or President-Elect will moderate these meetings.

SECTION 3. **Other Committees; Task Forces.** Other committees, including Task Forces, may be established by the President or the Executive Board as deemed necessary.

ARTICLE XV

AWARDS

SECTION 1. Midwest ACE Founders Distinguished Service Award.

In honor of the six Founders of Midwest ACE (originally, Midwest College Placement Association), a special recognition award called the “Midwest ACE Founders Distinguished Service Award” will be given to former active Members (which includes current Honorary membership status) of the Association who have made a truly distinguished contribution to the Association and the profession. The Midwest ACE Founders Distinguished Service Award bears the names of the six Founders as well as the name of the recipient. Recommendations are made by the Honors and Recognition Committee to the Executive Board which determines the recipient of the award. Selection requires a two-thirds majority vote of the Board.

SECTION 2. President’s Award.

To reward noteworthy contributions of Midwest ACE Members to the Association, a “President’s Award” may be given from time to time. Recipients will be chosen by the current President.

SECTION 3. J. W. Paquette Superior Leadership Award.

This award honors active Midwest ACE Members who have made a consistent and significant leadership contribution to the Association. Recommendations are made by the Honors and Recognition Committee to the Executive Board, which determines the recipients of the award.

SECTION 4. John D. Shingleton Award for Innovation and Applied Research.

Established in 1988, this award honors the singular contributions of John Shingleton to the Association. It recognizes the outstanding application of research that strengthens or enhances career services and recruitment practices. Recommendations are made by the Research, Evaluation, and Trends Committee to the Executive Board, which determines the recipient of the award.

SECTION 5. Midwest ACE Diversity Advancement Founders Award.

The Diversity Advancement Founders Award was established in 2004 in recognition and honor of the founding members of the MCPA Affirmative Action Committee (Thelma Cook, Linda Bates-Parker, Tony Proctor, Vance Shaw, and Mike Shin). These five (5) pioneers provided wisdom and perseverance in the quest to diversify our organization. This award honors their legacy and the continuation of this mission. The purpose of this award is to recognize outstanding contributions of Midwest ACE members who provide consistent and significant leadership related to issues of diversity. Recommendations are made by the Diversity

Advancement Committee to the Executive Board, which determines the recipient of the award.

ARTICLE XVI

FISCAL YEAR

The fiscal year runs from July 1 to June 30 for College, Affiliate and Student members, and from January 1 to December 31 for Employer and Corporate Partner members.

ARTICLE XVII

AMENDMENTS

Any voting Member of Midwest ACE may propose a change in the Bylaws by submitting the proposal in writing to the President. The President will submit the proposal to the Executive Board for review and editing and approval. The proposed amendment will then be submitted to the membership for ratification. A simple majority of those voting in each Member classification is required for ratification.

*

The above Bylaws as amended were adopted pursuant to the procedures required by Iowa law and these Bylaws themselves, with final Membership endorsement being completed the 20th day of November, 2009. Except where otherwise noted, the Bylaw amendments reflected herein became effective upon adoption.



Gail S. Rooney
President, Midwest ACE

Approved: September 1970
Amended: June 1971; October 1975;
July 2, 1979; September 17, 1982;
June 29, 1984; November 1, 1985;
March 15, 1990; October 30, 1990;
December 1, 1992; May 1995;
August 2000
December 2001 - Edited for consistency
Amended: November 2002
Amended: November 2004
Amended: July 2006
March 2008 - Edited for consistency
Approved: March 14, 2008
Amended: November 2009



Midwest ACE Committee Proposal to Executive Board

This proposal must be approved for any expenditure that exceeds \$100.00. The Executive Board assumes no responsibilities for unapproved proposals.

Please provide as much information as possible in the following areas on the project your committee is proposing for Board approval. *Send a copy of this document along with supporting materials to your Board liaison at least one month prior to a scheduled Board meeting* (Executive Board meetings are typically held in July, August, November, and April. Contact the Executive Director for exact dates.). Consider this document a summary of the proposal: address the most important aspects in each area and support each by attaching more detailed information.

Committee _____ Date _____
Chair _____ Phone _____
Vice Chair _____ Phone _____
Board Liaison _____ Phone _____

1. Synopsis of the proposal/plan.
2. Goals to be accomplished.
3. Implementation, timeline, accountability. (How, when, & who).
4. Projected budget.
5. Executive Director or staff support/involvement.
6. Impact on other units of Association (i.e., other committees).

SUBMITTED BY: _____

DATE: _____



Midwest ACE 2010-2011 Committee Leadership Transition Report

Committee _____
Outgoing Chair _____ Incoming Chair _____
Employer _____ Employer _____
Phone _____ Phone _____
Email _____ Email _____

Status of Projects and Possible Future Projects

Project: _____
Actual or Projected Completion Date: _____
Project Leader(s):
Name _____ Employer _____
Phone _____ Email _____

Project: _____
Actual or Projected Completion Date: _____
Project Leader(s):
Name _____ Employer _____
Phone _____ Email _____

Project: _____
Actual or Projected Completion Date: _____
Project Leader(s):
Name _____ Employer _____
Phone _____ Email _____

Submitted By: _____
Phone _____ Email _____

Please use back of this sheet for additional information

Please attach a list of Committee Members

Submit this report by May 1, 2010



Midwest ACE Budget Information & Proposal

SEND TO TREASURER BEFORE JUNE 1, 2010

Committee or Group _____

ITEMS	Fiscal Year 2009-2010 EXPENSES	Anticipated Expense in the 2010-2011 Fiscal Year
Printing/copying		
Supplies (e.g. paper, envelopes, etc.)		
Mailing Costs (include postage and labor, if any)		
Meetings/Events		
Other (give details)		
TOTAL EXPENDITURES		

Anticipated NEW expenditures for projects in the 2009-10 Fiscal Year (give details)	Anticipated Expenses
TOTAL ANTICIPATED EXPENDITURES FOR THE 2010-11 Fiscal Year (repeated expenses plus new expenses)	

POLICY IX

Special Policies: Travel Policy

Section 2: 2.3 Travel Policy (*January, 2009*)

- 1) Calculate an estimate of travel expenses and email that to the Midwest ACE Treasurer. Travel expenses are reimbursed for only the Past President, President and President-elect according to Midwest ACE budget restrictions for each office. Expenses for spouses or companions are not reimbursable.
- 2) Use Government Services Administration (GSA) per diem allowances for meals (i.e. Chicago IL is a \$64/day city, so allowances would be \$12-\$18-\$31 for Breakfast-Lunch-Dinner). If the traveler wants to submit receipts to conserve some of the budget line, that is also acceptable. The maximum allowances are derived from the GSA guidelines.
- 3) Airline tickets should be purchased as soon as travel plans are finalized. If the charges are going on the traveler's credit card, and the bill will arrive before the trip is taken, the traveler should turn in receipts for the tickets in order to be paid separately for them. If going through an agency like AAA through an employer or using a purchase order to buy the tickets, all receipts may be held and turned in at one time.
- 4) Mileage between home and airport (at prevailing GSA rates) and airport parking fees will be reimbursed.
- 5) Travelers must use the most economical means of transport such as hotel shuttle vans, airport shuttles to the hotel or a shared (if possible) taxi. Rental car charges will not be reimbursed.
- 6) The only hotel charges that are reimbursed are room and tax charges and Internet connection fees. Room service, movies and other additional services are not reimbursed.
- 7) For other questions, Midwest ACE will adhere to federal government travel regulations where applicable (www.gsa.gov).
- 8) Please use the Midwest ACE Expense Voucher (sample in the back of the Midwest ACE Leadership Manual) when turning in receipts for travel expenses.



Midwest ACE

100 East Grand Avenue, Suite #330
 Des Moines, Iowa 50309
 Phone: (515) 244-6515 / Fax: (515) 243-2049
 E-mail: e-mail@mwace.org

Expense Voucher

Committee/Office: _____

Submitted by:

Name: _____
 Company/College: _____
 Address: _____

 Phone: _____
 Fax: _____
 E-mail: _____

Pay to:

Payee Name: _____
 Check if use same address as "Submitted By"
 Address: _____

 Phone: _____
 Fax: _____
 E-mail: _____

Mail check directly to this address Mail check to Payee

Date	Acct. #*	Description	Amount
If you don't know the account #, you may leave it blank and staff will call you if there is a question.			Total

PLEASE ATTACH ALL RECEIPTS and mail to Midwest ACE headquarters at the address above

Authorization:

Treasurer: _____ Date: _____
 Executive Director: _____ Date: _____

Midwest ACE Report/Summary for Executive Board

Name: _____ Date Submitted (mm/dd/yyyy): _____

Name of Committee/Task Force: _____

Midwest ACE Position: *mark the box that describes your position in Midwest ACE:*

- Committee Chair Committee Vice-Chair Task Force Chair/Vice Chair

Executive Board Position: *mark the box that describes your position on the Executive Board, if applicable:*

- President President-Elect Past President
 VP Development VP College VP Employer
 VP Technology Treasurer Secretary
 Executive Director Midwest ACE Staff

Provide a brief summary including highlights, activities, and/or upcoming plans of your group:

Agenda Items:

Discussion Items: (1) List items that require Executive Board **discussion**, (2) Submit supporting documents to be reviewed prior to **discussion**

Voting Items: (1) List items that require Executive Board **vote**, (2) Submit supporting documents to be reviewed prior to **voting**

Note: If you do not have any items that need to be discussed or voted on, your agenda will be accepted under the consent agenda.