

# **Maine Resident Service Coordinator Association (MRSCA)**

## **BY-LAWS**

### **ARTICLE 1 – ORGANIZATION**

Name: The name of the Organization shall be the Maine Resident Services Coordinator Association (MRSCA).

Purpose: MRSCA is a professional organization dedicated and committed to the development and advancement of Service Coordinators within Maine and to providing guidance on professional standards of practice and ethics to its members.

Description: The Maine Resident Services Coordinator Association is an unincorporated, nonprofit association.

### **Article 2 – BOARD OF DIRECTORS**

Number. The Board of Directors shall consist of a maximum of 12 members which includes the Executive Committee Officers, and all Standing Committee Chairpersons.

Powers. The affairs of MRSCA shall be managed by the Board of Directors who shall have and may exercise all the powers of the Association, except those powers reserved to the Association by law, and these By-laws.

Accountability of funds. The Boards Treasurer and President shall have authority over, and accountability for all financial matters of the association.

Election. The Executive Committee officers and the Board Members shall be elected by a majority of the votes cast at an Annual meeting of all members. Nominations will be accepted from the floor for all open positions, in addition to the slate presented by the Nominating Committee.

Tenure. Each member of the Board of Directors shall hold their office for a term of two years, or until they resign, are removed or become disqualified. Each Officer may be reelected after their initial two-year term and serve an additional

two-year term. **No Officer may be elected and serve more than two consecutive terms in the same office without the passage of one full year, unless there is a need or no other member is interested to fill the position.**

Resignation. Any Board member may resign at any time by giving written notice to the President or, in the case of the President, to the Board. The resignation shall take effect at the time specified in their notice unless as specified by Removal.

Removal. Any Board member may be immediately removed, either with or without cause, at any time by the affirmative vote of three-quarters of the membership of MRSCA.

Vacancies. If the office of any executive committee member becomes vacant for any reason, a replacement shall be appointed by the Board with the expectation that they remain in the position for the remainder of the unexpired term.

Immediate past Presidents: The immediate past president(s) may choose to serve as ex-officio, non-voting members(s) of the Board for the two years following the end of their term(s).

### **ARTICLE 3 – EXECUTIVE COMMITTEE**

The Executive Committee officers shall consist of the President or Co-Presidents, Vice President, Secretary, and Treasurer.

Duties of the Executive Committee Officers: Are as follows:

President or Co-President: The President or co-Presidents shall preside at all meetings of the general membership and all meetings of the Executive Committee. The President or co-Presidents shall have the necessary authority and responsibility to administer the Association in all its activities, subject to the policies as may be adopted and such orders as may be issued by the Executive Committee, the membership, or by any of the committees to which specific powers have been delegated. The President or co-presidents shall be the duly authorized representatives of the Executive Committee in all matters in which the

committee has not formally designated some other person for that specific purpose. The President or co-presidents shall sign all documents or other instruments requiring signatures of an officer of the Association, and shall have the authority and duties that such position would customarily require.

Vice President: The Vice President shall, in the absence of the President or co-Presidents, or in the event of a vacancy in the office of President, perform all duties imposed on the President by these by-laws. The Vice President shall also perform such other duties as are assigned by the President or co-Presidents.

Secretary: The Secretary shall have custody of all records, books, papers and documents of the Association. The Secretary shall also keep or arrange to have kept the minutes of all meetings of the Board, Executive Committee and Business meetings of the membership. The Secretary shall also have such other duties as may be assigned by the President or co-Presidents or by the Executive Committee.

Treasurer: The Treasurer shall be the chief financial officer and the chief accounting officer of the Association. The treasurer shall be accountable for and in charge of its financial affairs, funds, securities, and valuable papers and shall keep full and accurate records of them. The Treasurer shall have such other duties and powers as designated by the board of Directors or the President. The Treasurer shall also be in charge of the Associations books of account and the accounting records.

#### **ARTICLE 4 – STANDING AND SHORT TERM COMMITTEES**

Enumeration of Standing Committees: The Standing Committees of the Association shall be the Nominating, Membership, Education, Public Policy/Advocacy, and the Finance/Resource Development committees.

Short Term Committees: The Executive Committee may establish other short term committees when it has been determined to be needed by the Association but they shall not be considered standing committees unless the By-Laws are amended to reflect this. A Short Term Committee will last for the term of the current Executive Committee or until they have accomplished their assignment, and are dismissed by them. They can be reinstated by the new Executive

Committee, should the need still be present, and the new Executive Committee desires it.

Appointments: Appointments to the Standing or Short term committees, including appointments to fill any vacancies, are made by the Chairpersons and or the Executive Committee. The Board will establish committee membership levels based on the needs of each committee. The president (Co-Presidents) will serve as an ex-officio member(s) of each standing Committee, with the exception of the Nominating Committee.

Standing Committee Responsibilities: The responsibilities of the Standing Committees shall be as follows:

Nominating Committee: The sole responsibility of the Nominating Committee is to prepare and present a proposed slate of Officers and Directors at the Annual Meeting, in accordance with these By-Laws and in consideration of the following criteria: Demographics, geographic distribution, diversity of skills, and willingness to serve.

Membership Committee: The membership committee will receive and review membership applications, develop and maintain a membership mailing list and oversee the production of a membership directory. It will maintain membership records, conduct membership drives, as directed by the Executive Committee and perform other related duties to membership as may be assigned by the Executive Committee.

Education Committee: Education Committee shall be responsible for developing and recommending continuing education programs to enhance the professional development of association members, as directed by the Executive Committee.

Public Policy/Advocacy Committee: The Public Policy Advocacy Committee will be responsible for gathering data, informing members and promoting advocacy within housing and legislative arenas.

Finance/Resource Development Committee: The Finance/Resource Development Committee has primary responsibility for insuring that MRSCA maintains a healthy financial position that supports and allows the association to meet its mission of advancing the Resident Services Coordination profession through its many activities. Areas of responsibility include fund raising; coordination, preparation

and review of the budget with the Treasurer who will give quarterly updates to the Executive Committee; and annual reports to the full Board. The committee will also act as a catalyst for generating additional revenue including grants, sponsorship programs and other creative approaches to improve MRSCA's financial position. Members of the committee include the Treasurer, and other Association or Board members as appointed by the Chairperson or the Executive Committee.

## **ARTICLE 5 – MEMBERSHIP**

Membership: A member is a Maine resident service coordinator whose dues are paid in full, and who has voting privileges.

Associate member: An associate member is a Maine resident whose dues are paid in full, who is not an RSC but is actively involved in the housing business, and in working with RSC's, such as a Property Manager. An Associate member does not have voting privileges, but may participate in the educational opportunities offered.

Dues: All Members and Associate Members of the Maine Resident Services Coordinator Association are required to pay an annual membership fee due the First of each year. The Dues paid on any date will be pro-rated to cover to the end of the current year, when a new full dues payment will be due.

Transfer of dues: Dues paid by a management company for its RSC or Property Manager may be transferred to a new individual taking over the position vacated by the previous employee. The dues will be considered to cover the remainder of the year that they were original paid for.

Changes in dues: All changes in dues shall be recommended by the Executive Committee and passed by a majority of the voting members present at the Annual Meeting. The changes will take effect at the start of the New Year.

## **ARTICLE 6– MEETINGS**

Annual Meetings: There shall be one Annual Meeting of the members as determined by the Board.

General Membership: General membership meetings will be held at least twice a year, and an annual schedule given to the general membership.

Board Meetings: Regular meetings of the board are held bi-monthly and may be conducted by teleconferencing. Additional meetings maybe called by the President or Co-presidents, or by a majority of the Board of Directors, with adequate notice.

Special Meetings: Special meetings of the members of the Association will be held when called by the President or Co-presidents; when requested by 10% of the voting members, including two Officers; or when requested by three officers of the Association. Any voting member may petition the Officers to call a Special Meeting.

Notice of Meetings: Written notice of the time and place of all General membership and Special meetings shall be sent to each member of the Association at least seven days before the meeting. Notices of a Special meeting shall include the purpose of the meeting.

Quorum: At Board Meetings a quorum shall be 50% plus one of the Board, and shall be required to vote on issues. A quorum for a General Membership Meeting shall consist of one third of the voting members, two of which must be Officers. (A majority of the voting members present shall decide any question brought before the members except for By-Law Amendments.

Proxy and Voting: At all General Membership Meetings of the Association, each voting member shall be entitled to one vote, either in person or by proxy. Any vote by proxy shall be in writing and must be filed with the Secretary before the start of the meeting.

## **ARTICLE 7– BY-LAWS**

Amendments: A quorum of voting members at any General or Special Meeting may, by a two thirds vote, amend these by-laws. A notice of the proposed amendments must be provided seven days before the meeting where the planned action is to be taken.