

BYLAWS
(Revised July 1, 2000)
(Revised effective November 1, 2013)

MID-AMERICA ASSOCIATION OF DIVISION ORDER ANALYSTS
(MAADOA)

ARTICLE I

The name of the association shall be Mid-America Association of Division Order Analysts (MAADOA)

ARTICLE II

1. Membership in the Mid-American Association of Division Order Analysts shall be divided into four (4) categories as follows:
 - a. **Active Membership** in the Association shall be limited to professional division order Analysts, supervisors or administrators directly involved in work relating to title and division order analysts, or anyone who officially retired from employment while an active member of the Association.
 - b. **Association Membership** in the Association shall be limited to persons who are associated with division order work. Associate members shall have all rights and privileges of active members except holding the office of president or vice-president. No more than two (2) associate members may be on the Board of Directors at any time.
 - c. The category of **Honorary Membership** may be conferred by the officers upon person closely associated with division order work who has rendered outstanding service or who contribution to the industry is so noteworthy and of such magnitude as to be deserving of same. Honorary membership being conferred for service does not carry with it any right to vote or to serve as an officer, director or committee person in the Association.
 - d. The category of **Charter Membership** shall be limited to those Active Members involved in the formation of the Mid-America Association of Division Order Analysts.

ARTICLE III

The general purpose of the organization shall be to further the education of members through the exchange of information and experiences, and to promote more effective communication between industry firms, personnel and the public with whom the members are involved.

ARTICLE IV

1. There shall be six (6) regular meetings of the Association each calendar year. The Board of Directors shall determine the time, place and subject of such meetings.
2. Special meetings may be held when necessary upon notice given by the President.

ARTICLE V

1. The officers of the Association shall be:
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
2. The President shall preside at all regular and special meetings, appoint all committees, and shall be Chairman of the Board of Directors. The duties of the President, unless he or she delegates them to another board member, will include providing the board with a listing of meeting dates.
3. The Vice President, shall in the absence of the President, succeed to the powers and duties of the President, and shall be a member of the Board of Directors. The Vice President may be the coordinator of the educational seminar with the help from the Seminar Assistant Chair.
4. The Secretary shall keep a record of all meetings and appointment of committee chairmen and see that all reports and minutes of meetings are maintained. The Secretary shall maintain a current membership listing and shall have said membership listing prepared for mailing with the first yearly newsletter. The Secretary shall be a member of the Board of Directors. The Secretary shall be responsible for mailing the membership applications in December, as well as providing the Board of Directors with a listing of the officers. The Secretary shall mail election ballots and tally results, and coordinate the Member of the Year Award, if applicable for that year, with the previous Member of the Year and an anonymous member.

5. The Treasurer shall collect all dues from members and maintain an accurate record thereof. The Treasurer shall pay all expenses of the association as authorized by the Board of Directors. The Treasurer shall provide a financial statement at the direction of the President or Board of Directors, and shall be a member of the Board of Directors.

ARTICLE VI

1. The Board of Directors shall be composed of all officers and the immediate past President of the Association. In addition to the officers, the membership shall elect a minimum of two (2) and a maximum of four (4) persons to membership of the Board of Directors to serve a two-year term. The term of the board members shall alternate to ensure that each year one to two members carry over to serve with one to two elected members. The Board shall meet six (6) times a year on alternate months when called by the President.
2. The duties of the Board of Directors shall be to administer the affairs and finances of the Association as well as to hold one committee chair or co-chair each, as appointed by the President. The chairs are as follows:
 - a. Christmas Chair – Coordinate the Christmas Party.
 - b. Social/Hospitality Chair – Reserve restaurants for membership meetings, determine menu and price, prepare and mail reservations forms to members, schedule and confirm speakers, prepare nametags for members and guests.
 - c. Seminar Assistant Chair – with coordinating the educational seminar and make arrangements (hotel, flight, meals, etc.) for the seminar speakers and guests.

ARTICLE VII

1. The election of officers shall be by mail ballot of the active members of the Association. The election shall not be less than thirty (30) days prior to the time fixed for the monthly meeting held in December each year.

2. a. The Nominating Committee shall consist of the Executive Committee and the Board of Directors of the Association. It shall nominate at least one (1) candidate for each office in advance of the monthly meeting held in December of each year and the Secretary of the Association shall prepare the ballots to be mailed to the membership at forty-five (45) days prior to such December meeting. The ballot shall provide space for write-in candidates.
- b. The Executive Committee shall appoint one member, if there is a member willing to serve as the MAADOA representative to the National Association of Division Order Analysts (NADOA) board of directors. The NADOA liaison is invited to attend the MAADOA Board meetings in a non-voting capacity. This position will keep the Board and Members informed as to the activities of NADOA.
3. Each active member of the Association shall be entitled to one (1) vote for each office and election to office shall be by a majority of the vote cast. Mail ballots shall be returned in the manner and within the time prescribed by the Executive Committee.
4. The Secretary of the Association shall record and certify all votes cast and record and certify the results of the election to the Executive Committee within five (5) days after the return deadline set by the Executive Committee. The Executive Committee shall announce the results of the election to the membership at the meeting held in December each year.
5. Newly elected officers shall take office in January of each year.
6. If any office is vacated, it shall be the duty of the Executive Committee to appoint an active member of the Association to fill such vacancy for the unexpired term.
7. Each term of office for officers shall be for a period of twelve (12) months. Each term of office for directors shall be twenty-four (24) months.
8. The term of office shall begin on the first of January following the election.

ARTICLE VIII

1. The Board of Directors shall set the amount of annual dues, which may be changed by the majority vote of the membership.
2. The fiscal year of the Association shall begin on January 1.

ARTICLE IX

1. Each year the Board of Directors will review the financial condition of MAADOA and decide there are sufficient funds to send a representative from MAADOA to the National Institute of National Association of Division Order Analysts and retain a reasonable operating balance.
 - a. The representative would be reimbursed for registration, travel arrangements and lodging.
 - b. The first choice for a representative would be the President, followed by the Vice President, then the Treasurer, and then the Secretary.
 - c. In the event the President could attend, but chose not to be reimbursed for expenses, the Vice President, then the Treasurer and then the Secretary would be given an opportunity to attend as another MAADOA representative and have their expenses paid as set forth in Article IX paragraph A reimbursed.

ARTICLE X

These bylaws may be changed or amended by a vote of three-fourths of the majority of the active members of the association voting, provided that written notice of the proposed changes or amendments be mailed or electronically transmitted (email or fax) to all active members at least twenty (20) days prior to the effective date of the revision.