

# MACTLAC

MIDWESTERN ASSOCIATION OF CHEMISTRY TEACHERS IN LIBERAL ARTS COLLEGES



## MEMORANDUM

TO: MACTLAC New Member Prospect

FROM: Mark Sinton, MACTLAC Secretary-Treasurer

Thank you for your interest in joining MACTLAC. In order to complete your application to join MACTLAC it is necessary to fill out the enclosed form and return it to me at the following address:

Dr. Mark Sinton  
MACTLAC Secretary-Treasurer  
Department of Natural and Applied Sciences  
University of Dubuque  
2000 University Ave.  
Dubuque, IA 52001

I have also included information on MACTLAC's Constitution and By-Laws which define the scope of our organization and its structural workings.

If you have paid dues already for this calendar year and beyond, it is still necessary for you to send the enclosed form to me to be officially listed on our mailing list. This information will assure that you will continue to receive our mailings. I look forward to your response.

Thank you for your interest in MACTLAC. Please do not hesitate to contact me at [msinton@dbq.edu](mailto:msinton@dbq.edu) if you have further questions.

# MACTLAC

MIDWESTERN ASSOCIATION OF CHEMISTRY TEACHERS IN LIBERAL ARTS COLLEGES



## Application for Membership

Name (please print) \_\_\_\_\_

Department \_\_\_\_\_

Institution \_\_\_\_\_

Mailing Address \_\_\_\_\_

E-mail Address \_\_\_\_\_

Degrees

Year

Degree

Institution

Field

Chemistry Courses Taught & Research Interests

I herewith apply for membership in the Midwestern Association of Chemistry Teachers in Liberal Arts Colleges (MACTLAC). I understand that membership dues (currently \$5/year) are payable annually and that I am liable for dues each year unless I submit my resignation before January 1 of that year for which resignation is to be effective.

DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

Complete and mail to the MACTLAC Secretary-Treasurer:

Dr. Mark Sinton  
Dept. of Natural and Applied Sciences  
University of Dubuque  
2000 University Ave.  
Dubuque, IA 52001  
msinton@dbq.edu

# Midwestern Association of Chemistry Teachers in Liberal Arts Colleges

## CONSTITUTION

### Article I - Name and Object

Section 1. The name of the organization shall be "Midwestern Association of Chemistry Teachers in Liberal Arts Colleges".

Section 2. It shall be the purpose of this Association to bring together teachers of chemistry in the non-tax supported liberal arts colleges of the North Central region of the United States (Midwest) for exchange of ideas and for general mutual helpfulness in their profession. This region shall be defined as including the states of Michigan, Indiana, Illinois, Wisconsin, Minnesota, Iowa and Missouri, together with areas reasonably adjacent to the borders of the above seven states, not otherwise served by a similar association or agency.

### Article II - Membership

Section 1. Active membership in this association shall include those persons directly associated with the several colleges included within the definition of Article I, Section 2, who have demonstrated to the satisfaction of the Executive Council their interest in chemistry and teaching and in the purposes and worth of this association. Membership in this association may be retained by the individual at his or her discretion in the event he or she becomes associated with an institution not defined in Article I, Section 2.

Section 2. Honorary membership shall be granted only by a unanimous vote of the Executive Council, and shall be reserved for those persons who have rendered extraordinary service to this Association or who have made especially noteworthy contributions to the improvement of chemistry teaching in the member colleges. Election to Honorary membership shall be recognized by the presentation of a specially prepared and individualized scroll. Honorary members may also be Emeritus members as described in Section 3.

Section 3. Any person who has been an active member for 10 years may, upon retirement, request status as an "Emeritus Member" and be excused from further payment of dues but retains all other rights of membership. Such status will be recognized by the presentation of a printed certificate. Such membership does not exclude the person from consideration for Honorary membership.

### Article III - Officers

Section 1. The general officers of the Association shall consist of the President, President-Elect, Past-President and Secretary-Treasurer. The immediate Past-President shall continue for one year as a member of the Executive Council. In addition, each state shall have one representative chosen from its own membership. These State Representatives together with the four general officers shall

constitute the Executive Council. Any State Representative unable to attend an Executive Council Meeting may designate a proxy, from the MACTLAC membership, to represent his or her state. All individuals, including proxies, shall have a vote. A representative of the host institution for the next annual meeting shall have the privilege of attending Executive Council meetings as a non-voting member.

Section 2. These general officers shall have the responsibilities and duties usually assigned to their respective offices including the arrangement of the annual program, etc. The President shall have the responsibility of appointing committees required for the various activities of the Association.

Section 3. Vacancies in the membership of the Executive Council caused by resignation or death shall be filled by a majority vote of the Executive Council. In the event that the President cannot attend the annual meeting, the President Elect shall preside.

Section 4. All matters of general policy must be considered and passed upon by a majority vote of the Executive Council.

#### Article IV - Meetings

Section 1. There shall be one Annual Meeting of the Association held on the campus of a college where at least one member resides. The locale of future meetings shall be set at least one year in advance, two years in advance if possible, upon invitation of the host schools. In making the selections, the Executive Council will act with due regard to scheduled meetings in the region of that year's State Representative election.

Section 2. There shall be at least one session of the Executive Council during the Annual Meeting period.

#### Article V - Elections

Section 1. The State Representatives shall constitute a nominating committee for a slate of the general officers to be elected at a final business session of the Annual Meeting.

Section 2. Opportunity for nomination from the floor shall always be given by the presiding officer at the final business session. In case of a single slate of officers the vote shall be by acclamation. Where competing names are presented for a given office, the vote shall be by written ballot.

Section 3. Each State Representative shall be elected for a three year period. The State Representatives shall be nominated and elected by a caucus of the state's delegation at the Annual Meeting, in groupings as specified below. The grouping of states for election are: Western Region: Iowa, Minnesota, and Missouri; Central Region: Illinois and Wisconsin; Eastern Region: Indiana and Michigan.

State Representative terms begin after the Annual Meeting of the Association at which they are elected. Newly elected State Representatives are encouraged to attend the Saturday luncheon meeting of the Executive Council as non-voting members in the year they are elected.

Section 4. The President shall be elected for a one-year term, though service on the Executive Council shall be for three years: as President-Elect, President, and Past-President. Service as President-Elect shall begin at the Saturday luncheon meeting of the Executive Council in the year elected. The term as President shall begin at the end of the General Business Meeting of the Annual Meeting of the Association in the following year.

Section 5. The Secretary-Treasurer shall be elected for three years. The term of this office shall begin on July 1 of the year following the Annual Meeting at which this officer is elected, and shall extend through June 30 three years thereafter.

#### Article VI - Amendments

Section 1. Suggested amendments shall be submitted in writing to the Secretary-Treasurer of the Association at least ninety days before the Annual Meeting. Suggested amendments must be signed by at least five members.

Section 2. The Secretary-Treasurer will circulate the proposed amendments to all members along with the notices of the Annual Meeting. Members may file written objections to the amendments with the Secretary-Treasurer at least ten days before the Annual Meeting.

Section 3. If no more than ten percent of the members file written objections and if a majority of those present at the Annual Meeting approve, the amendments shall be adopted.

Section 4. By-Laws may be amended by a majority vote of the Executive Council of the Association or by a majority vote at any Annual Meeting at which a quorum is present.

## BY-LAWS

1. Annual Dues. Annual dues shall be five dollars for each member. Annual dues may be paid in advance to cover a period of time of no longer than five years. Honorary and Emeritus members shall not pay dues.

2. Membership. The active members shall be those whose dues are paid up to date. A member who becomes more than three years in arrears for dues shall be removed from the membership list. Reinstatement with full membership privileges shall require payment of back and current dues, but the assessment for back dues shall not exceed five years' dues.

3. Honorary membership. In order to be considered for Honorary status, the candidate must be nominated by a colleague in a letter submitted to the Secretary-Treasurer at least one month prior to the Annual Meeting at which the letter is to be considered by the Executive Council. A second letter of support from another colleague should also be submitted at least two weeks before the Annual Meeting. These letters should attest to the criteria needed for Honorary membership status as delineated in Article II, Section 2 of the Constitution. The Secretary-Treasurer will notify the Executive Council of the names of nominees prior to the Annual Meeting.

4. Nominations for State Representatives. The Secretary, in this officer's Annual Meeting Report mailing, shall announce those states due to elect State Representatives at the following Annual Meeting. Such nominations shall not abridge the right of nominations from the floor. Election of State Representatives shall occur on a rotational basis every three years (Iowa, Minnesota, and Missouri; the next year Illinois and Wisconsin; then the third year Indiana and Michigan) at a caucus of state Association members called together during the Annual Meeting.

5. Duties of State Representatives. The State Representatives shall have the following responsibilities: 1. Nominate the slate of officers for the elections that are held at the Saturday morning business meeting. 2. Maintain a current list of the state's eligible membership (active and non-active) with contact information and send this list yearly to the secretary treasurer. 3. Send the MACTLAC brochure to potential new members and, as deemed necessary, to departmental chairs in his or her state for circulation among their faculty members. Postage costs to the institution or individual for the mailing can be reimbursed from MACTLAC upon receipt of a letter detailing postage expenses. 4. Maintain a list of placement officers of chemistry and appropriate chemistry-related graduate programs in graduate schools in his or her state and work with the host institution to facilitate the invitation of their graduate students to the annual MACTLAC meeting and forward that list to the MACTLAC placement officer when the meeting is hosted in your region. Also, maintain a list of contact persons from the PhD granting institutions in his or her state for contacts to be made with graduate students who might be prospective future faculty members and forward that list to the MACTLAC Placement officer and the Secretary-Treasurer. 5. Send a special reminder or invitation to the members of his or her state to attend the MACTLAC meeting when scheduled in his or her region. 6. At the request of the Executive Council, solicit invitations from member schools in his or her state to host an annual MACTLAC meeting.

6. Quorum. Twenty percent of the active members shall constitute a quorum at any business meeting.
7. Guests. At the Annual Meeting of this Association, members may sponsor a limited number of guests. Invitations to such guests are to be issued only by or with the approval of either the President or a member from the host institution.
8. Registration Fee. A \$25.00 advance registration fee or \$30.00 late/on-site registration fee for the Annual Meeting shall be charged in addition to the \$5.00 annual dues for members. The registration fee for non-members shall be \$30.00. The host institution is authorized to spend up to \$2,000.00, excluding postage which will be paid by MACTLAC.
9. Placement Officer. The Placement Officer is appointed by the President normally at the Friday Executive Council Meeting for a renewable three-year term. This is a non-voting position and does not carry membership on the Executive Council. The Placement Officer will maintain two lists: 1) a list of faculty positions available within MACTLAC Colleges, and 2) a list of candidates seeking positions within MACTLAC Colleges. The Placement Officer will facilitate getting the candidates in contact with the colleges having positions available.
10. The Archivist. The Archivist is appointed by the President normally at the Friday Executive Council Meeting for a renewable three-year term. This is a non-voting position and does not carry membership on the Executive Council. It is the Archivist's responsibility to maintain a historical record of the Association and its documents, and to share such information with the membership.
11. The Webmaster. The webmaster is appointed by the President normally at the Friday Executive Council Meeting for a renewable three-year term. This is a non-voting position and does not carry membership on the Executive Council. The webmaster maintains the MACTLAC website and regularly updates the information regarding Executive Council members, job postings, and upcoming meeting information.

Revised October 17, 2009 at the Hope College meeting.