

# **METROPOLITAN AREA FOREIGN STUDENT ADVISORS (MAFSA)**

## **Bylaws (Adopted October 2011)**

**(Revised February 2020)**

### **ARTICLE I. NAME**

This organization shall be known as Metropolitan Area Foreign Student Advisors (MAFSA). The organization shall be composed of educational professionals who serve to meet the needs of international students (English Language Learners or students who were born or have studied outside the United States).

### **ARTICLE II. PURPOSE**

The primary purpose of the Metropolitan Area Foreign Student Advisors (MAFSA) is to maintain updated information on foreign school system structures and grading scales in order to guide placement and evaluation of records for international and/or English Language Learner (ELL) students in the elementary through secondary schools. The organization updates the MAFSA Comparison Charts of Primary and Secondary Foreign School Systems and National Grading Scales © 2006 MAFSA (The Charts) on a continuous basis. The organization also serves as a support network for professionals working with international and/or ELL students and families.

### **ARTICLE III. MEMBERSHIP**

#### **Section 1. Qualifications for membership**

a) Members of MAFSA are professionals working with international and/or ELL students in United States school systems. The majority of members are from Washington, D.C., Maryland, and Virginia. They are responsible for the placement recommendation for these students into elementary through secondary schools in their districts, and/or the evaluation of foreign transcripts for students in secondary school.

b) Membership may be requested by any individual who meets the

qualifications (see Section 1.a ) by contacting the Membership Manager.

- i) A maximum of three members per school district will be approved.
  - ii) Members must attend at least one meeting of MAFSA each academic year to remain in good standing.
- c) The organization maintains and updates the membership list yearly.
- d) Persons interested in MAFSA and its goals are welcome at any of the meetings, but shall not be considered members.
- e) Current members who retire from employment may remain active members.

## **Section 2. Assessments, Fees or Dues**

- a) There are no membership dues.
- b) Monetary contributions are welcomed in certain instances, such as to pay the annual fee to maintain the website, fees related to copyright, copies, mailings or other administrative fees, as approved by the membership.

## **Section 3. Rights and Responsibilities of Membership**

- a) Each member shall have one vote.
- b) Majority vote is required for the passage of group issues.
- c) Each member will receive training in the use of the Charts, and subsequently will be eligible to request a password in order to access the Charts through the MAFSA website.
- d) Each member has rights to the list serve, meeting minutes, documents and the Charts.
- e) Non-members will not have access to the Charts, but may attend any meeting offered by MAFSA and consult with MAFSA members.
- f) Members shall adhere to the MAFSA Bylaws.

## **Section 4. Resignations and Disciplinary Action**

- a) Any member may withdraw membership from MAFSA at any time.
- b) Any member who is no longer employed in a position that requires the information provided by MAFSA or whose work duties no longer align with the mission of MAFSA will withdraw membership.
- c) Any individual member who does not attend at least one MAFSA meeting per school year shall be removed from the membership list.
- d) Any member who shares the MAFSA website password with a non-member will be asked to withdraw membership.

## **ARTICLE IV. OFFICERS**

The Metropolitan Area Foreign Student Advisors (MAFSA) has the following officers: Secretary, Website Manager, Charts Editor, and Membership Manager.

### **Section 1. Duties**

- a) Secretary – The Secretary maintains the minutes for each meeting and handles any correspondence related to MAFSA business. The Secretary also reviews and proposes updates to the Bylaws yearly.
- b) Website Manager – The Website Manager maintains the current website ([www.MAFSA.info](http://www.MAFSA.info)).
- c) Charts Editor – The Charts Editor is responsible for making any changes or additions to The Charts after the group has agreed to such changes.
- d) Membership Manager – The Membership Manager maintains the membership list or deletes members as needed, maintains the sign-in sheets during the meetings, and sends out notices to the group as needed (i.e. meeting reminders, agenda requests, general questions, etc).

## **Section 2. Term of Office**

There is no set term of office for each position.

## **Section 3. Nominations and Elections**

- a) Nominations may be made at any time.
- b) Officers volunteer for the positions they wish to hold.

## **ARTICLE V. MEETINGS**

### **Section 1. Regular Meeting**

- a) Meetings will be held three times a year, except when there are extenuating circumstances.
- b) Meetings will be held during the academic calendar.
- c) Meetings will be hosted by members on a rotating basis.

### **Section 2. Quorum**

Quorum shall be established by the members present at any scheduled meeting.

### **Section 3. Notification of Meetings**

Members shall be notified of meeting dates, times, and locations in a timely manner.

## **ARTICLE VII. SPECIAL AND AD HOC COMMITTEES**

The members shall create committees as needed to facilitate the purpose and objectives of the organization.

## **ARTICLE VIII. PARLIAMENTARY AUTHORITY**

### **Section 1. The governing document to be used : Bylaws**

## **ARTICLE IX. AMENDMENT OF THE BYLAWS**

### **Section 1.**

- a) Favorable vote of the majority of members present shall be required to change the Bylaws.
- b) Bylaws shall be reviewed each year.
- c) Written copy of the proposed Bylaw changes shall be provided to the membership at least seven days prior to voting.
- d) Voting upon the Bylaw revisions shall occur at a regularly scheduled meeting.
- e) Each member shall have a final copy, as soon as possible following the approval of the Bylaws.

## **ARTICLE X. DISSOLUTION**

In the event of the dissolution of The Metropolitan Area Foreign Student Advisors (MAFSA), its assets shall be destroyed and banned from future use by former members or other organizations. The authors of The Charts shall determine its maintenance, copyright status, and distribution decisions.