

Procedures Manual

University Mortuary Science  
Education Association  
October, 1969

Revised and Accepted  
April, 1994

## Preface

This Procedures Manual has been prepared with the intention of providing a simple and easy to use reference relative to policies and /or procedures established by the University Mortuary Science Education Association (hereafter referred to as UMSEA) through its Constitution, its By-Laws, through stated policies or through established precedent.

Constitution and By-Laws

of

University Mortuary Science Education Association

The University Mortuary Science Education Association  
Constitution

**Article I - Name**

The Association shall be known as "The University Mortuary Science Education Association". (UMSEA)

**Article II - Purpose**

The purpose of UMSEA shall be, through higher education and adherence to its highest principle, to advance the profession of funeral service.

**Article III – Membership**

Section 1 Membership

Membership shall be open to regionally accredited institutions of higher learning which award collegiate credit towards degree standing or to those schools whose credits are accepted by a regionally accredited college or university for the granting of a baccalaureate degree in funeral service area.

Section 2 Membership, as provided in the By-Laws, may be extended to any person or institution which has rendered exceptional service to UMSEA and has had an active affiliation.

Any collegiate program meeting the above standards and has been awarded candidacy status by the ABFSE may make application to UMSEA. This candidacy status shall not exceed two (2) years from initial application to UMSEA

Section 3 Application for

Applications for membership shall be forwarded to the Secretary of UMSEA at least 60 days prior to the Annual Meeting, in a form which supplies evidence that the applicant complies with the requirements, aims and objectives of the UMSEA. It shall be the responsibility of the Executive Committee to examine the application and report to the Annual Meeting of the membership. Admission to UMSEA will be determined as provided in the By-Laws and by a two-thirds vote of the member institutions.

Section 4 Annual Dues

Dues shall be due and payable on the first day of the fiscal year. The schedule of dues shall be recommended by the Executive Committee and shall take effect when ratified by a two-thirds vote of the member institutions present at an Annual Meeting

1 Section 5 Voting Members  
 2 After the adoption of a schedule of fees, only those members which  
 3 are fully paid in accordance with the By-Laws shall be permitted to  
 4 vote on any business coming before the Annual Meeting  
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6 **Article IV – Meetings**  
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8 Section 1 Meetings  
 9 UMSEA shall meet annually at a place and time as provided by the  
 10 By-Laws. Mid-year and special meetings may be held at the  
 11 discretion of the Executive Committee, provided that minimum  
 12 notice, as provided in the By-Laws, be given to the member  
 13 institutions.  
 14

15 Section 2 Delegates  
 16 Faculty members or administrative officers of a member institution  
 17 may serve as delegates to a meeting; provided, however, that no  
 18 member institution be permitted more than one vote, regardless of  
 19 the number of delegates in attendance. Proxy delegation may be  
 20 assigned to any UMSEA member institution.  
 21

22 Section 3 Quorum  
 23 Sixty-six and two thirds percent of the members of UMSEA shall  
 24 constitute a quorum. This ratio shall also apply to Executive  
 25 Committee Meetings.  
 26

27 Section 4 Guests  
 28 Unless otherwise determined by a majority vote of member  
 29 institutions present meetings may be open to members of the  
 30 funeral service profession, and to such other persons as the  
 31 Executive Committee may invite. At his discretion, the presiding  
 32 officer may accord such persons the privilege of the floor.  
 33

34 **Article V – Officers**

35 Section 1 Election of  
 36 The officers of UMSEA shall be a president, a vice president, a  
 37 secretary, and a treasurer, who shall be elected from the faculties of  
 38 UMSEA member institutions  
 39 The Executive Council shall have the power to fill any elective office  
 40 which becomes vacant. In the event o the disability or death of the  
 41 president power to call a meeting shall be transferred to the  
 42 Executive Committee  
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1 Section 2 President  
 2 The president shall preside over all meetings, or in the absence of  
 3 the president, the vice president shall act, subject to the By-Laws.  
 4 The president shall also have the power to call meetings, shall  
 5 appoint committees, but shall have no power to commit UMSEA to  
 6 any action without instruction from the Executive Committee or from  
 7 membership.

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 9 Section 3 Vice-President  
 10 The vice-president shall supervise, direct, and instruct all  
 11 committees as so directed by the president. The vice-president  
 12 shall consult with all committees in the matters of duties,  
 13 responsibilities, deadlines, and preparation of reports. The vice-  
 14 president may meet with all committees with privilege of voice but  
 15 without a vote.

16  
 17 Section 4 Secretary  
 18 The secretary shall be responsible for keeping all of the records  
 19 which pertain to the office.

20  
 21 Section 5 Treasurer  
 22 As provided in the By-Laws, the treasurer shall be responsible for  
 23 conducting the financial business of UMSEA and for keeping the  
 24 books and financial records necessary for the operation of UMSEA.  
 25 The treasurer shall bill members for their dues and at the Annual  
 26 Meeting shall present necessary financial statements

27  
 28 Section 6 Terms of Office  
 29 The terms of all officers shall expire concurrent with the adjournment  
 30 of the Annual Meeting. Newly elected officers shall be installed as a  
 31 regular item on the agenda of the Annual Meeting. The retiring  
 32 secretary shall be responsible for the preparation of the minutes of  
 33 the Annual Meeting at which the term expires. The retiring treasurer  
 34 shall transfer all funds, after audit, to the duly elected successor as  
 35 soon as possible following the Annual Meeting

### ***Article VI – Committees***

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 39 Section 1 Appointed  
 40 With the exception of the Executive Committee, the president shall  
 41 appoint such committees as is deemed necessary for the proper  
 42 conduct of the business of UMSEA. He shall also appoint the  
 43 members of standing committees as provided in the By-Laws  
 44  
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1 Section 2 Executive Committee  
 2 The executive committee shall consist of the elected officers of  
 3 UMSEA. Its duties shall be to carry on the necessary business of  
 4 UMSEA between UMSEA meetings; provided, however, that all  
 5 actions of the Executive Committee shall be subject to ratification at  
 6 the next regular meeting of UMSEA  
 7

8 **Article VII – Amendments**  
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10 Section 1 Notice of  
 11 A notice of motion for a proposed amendment to these articles shall  
 12 be forwarded to the Secretary at least 60 days prior to the date of the  
 13 Annual Meeting. The Secretary shall then forward one copy of the  
 14 proposed amendment to each member institution.  
 15

16 Section 2 Adoption  
 17 An amendment to this Constitution shall not be adopted unless  
 18 approved by a two-thirds vote of the member institutions.  
 19 An amendment duly presented and adopted at the Annual Meeting  
 20 shall take effect in accordance with its terms  
 21

22 **Article VIII – Rules or Order and By-Laws**

23 Where not consistent with this constitution and by-laws of UMSEA, the provisions  
 24 of Roberts Rules of Order Revised shall govern the deliberations of UMSEA  
 25

26 Section 1 By-Laws  
 27 UMSEA shall establish By-Laws to carry out the provisions of this  
 28 Constitution.  
 29

30 Section 2 Approval of  
 31 By-laws shall be approved by a majority vote of the member  
 32 institutions at an Annual Meeting  
 33

34 **Article IX –By-Laws**  
 35

36 Section 1 By-Laws  
 37 UMSEA shall establish by-laws to carry out the provisions of this  
 38 Constitution.  
 39

40 Section 2 Approval of  
 41 By-Laws Shall be approved by a majority vote of the member of  
 42 institutions at an annual meeting.  
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4 ***The University Mortuary Science Education Association By-Laws***  
5 ***(As approved at Kansas City, Kansas, April 2, 1962)***  
6 ***(Revised for acceptance at Portland, OR, October 1969)***  
7

8 ***Article I***

9 ***Membership – Qualifications for Admission***

10 Section 1 Curriculum Restrictions

11 An institution of higher learning must have functioned as a teaching  
12 unit for sufficient time to have its curriculum in operation prior to the  
13 date of application. No member of UMSEA shall hold membership  
14 in any other professional mortuary science educational association.  
15

16 Section 2 Accreditation

17 An institution of higher learning, at the time of its application for  
18 membership, shall be accredited by its regional accrediting  
19 association.  
20

21 Section 3 Finances

22 An institution of higher learning shall be financed in such a way that  
23 the objectives of the institution may be maintained and realized.  
24

25 Section 4 Organization

26 An institution of higher learning shall be so organized that it shall not  
27 be conducted for profit; that the salaries of the officers or faculty are  
28 not directly related to income from student fees or to numbers of  
29 students; and that it shall have a full time administrative officer,  
30 appointed by the regents, directors or trustees who have  
31 responsibility for operation of the institution.  
32 The chief administrative officer shall have responsibility for the  
33 operation of the program within the framework of the policies of the  
34 institution.  
35

36 Section 5 Faculty

37 The program and curriculum of mortuary science within an institution  
38 of higher learning shall have a faculty, sufficient in numbers and  
39 qualification, to properly carry on its instructional program.  
40

41 Section 6 Instruction

42 Instruction must be of a type designed to meet the professional  
43 needs of the student and to provide the student sufficient incentive  
44 for development.  
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1 Section 7 Equipment and Teaching Facilities  
2 An institution of higher learning shall have access to classrooms and  
3 laboratories sufficient to satisfy the academic needs of the program  
4 in mortuary science. Such classrooms and laboratories should be  
5 adequately equipped for all teaching and research facilities for both  
6 faculty and students.  
7

8 Section 8 General  
9 The education policy of the administration, the soundness and  
10 inspiration of instruction, the thoroughness of scholarship as well as  
11 the tone of the institution are factors which are difficult to legislate,  
12 but which will be also considered by UMSEA in processing  
13 applications for admission.  
14

15 Section 9 Honorary Membership  
16 Honorary Membership may be granted by the membership to an  
17 individual who, in the opinion of the Executive Committee, has  
18 rendered exceptional service to UMSEA, but who has no active  
19 affiliation with a member institution. The recipient of an honorary  
20 membership may be granted all the privileges of full membership in  
21 UMSEA, with the exception of voting privileges. No dues shall be  
22 assessed an honorary member.  
23

24 Section 10 Application for Membership  
25 Application for Membership, shall be forwarded to the Secretary at  
26 least 60 days prior to the Annual Meeting. The Secretary shall  
27 advise the Executive Committee, which shall examine all applications  
28 and report with its recommendation to the full membership at the  
29 Annual Meeting. Admission will be by a two-thirds vote of the  
30 member institutions. In making its recommendation of the applicant,  
31 the Committee shall, among other qualifications, consider the  
32 foregoing.  
33

34 Section 11 Non-Member Affiliation  
35 Adhering to the objectives of UMSEA to continually strive for more  
36 effective and pertinent funeral service education, provisions are  
37 hereby recognized by which and educational institution may  
38 associate with UMSEA during the interim of its meting the afore-  
39 mentioned membership standards. Criteria for non-member  
40 affiliation will be determined and recommended by the Executive  
41 Committee  
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**Article II**  
**Fees and Dues**

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4 Section 1 Annual Dues

5 The annual dues for membership in UMSEA shall be \$200. Where  
6 an honorary membership is awarded, no fees shall be charged. The  
7 membership may by two-thirds vote of membership institutions  
8 present at an Annual Meeting, reduce the dues annually for a  
9 membership institution which may otherwise be forced by budgetary  
10 conditions to withdraw from membership.

11  
12 Section 2 Delinquent Dues

13 A member institution which is in arrears for dues properly charged  
14 during tow consecutive Annual Meetings shall be dropped from  
15 membership and, should it desire to be reinstated, must apply as if it  
16 were an institution not previously admitted. Reassessment of  
17 delinquent dues shall be at the discretion of the Executive  
18 Committee.

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21 style="text-align: center;">**Article III**  
**Withdrawal from Membership**

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23 A member institution may withdraw from membership by notice in writing to the  
24 Secretary. All dues and obligations of such member institution must be paid in  
25 full. The notice of withdrawal shall be presented to the Executive Committee at  
26 its next meeting, and shall be reported to the full membership at the next Annual  
27 Meeting.

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30 style="text-align: center;">**Article IV**  
**Procedure for Discipline of Member Institutions**

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34 Section 1 Charges Filled

35 A member institution may have charges brought against it for failure  
36 to comply with the Constitution and By-Laws and the standards of  
37 practices of UMSEA. Such charges shall be in writing and filed with  
38 the chairman of the Executive Committee at least 30 days prior to the  
39 regular Annual Meeting. Upon receipt of the written charges, the  
40 chairman of the Executive Committee shall forward by first-class  
41 registered mail a copy of the charges to the chief executive officer of  
42 the member institution complained of and to each member of the  
43 Executive Committee. The defendant member institution shall be  
44 given a hearing at the time of the regular meeting.

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1 Section 2 Charges Supported

2 Where the Executive Committee finds that there is evidence the  
 3 support the charges against a member institution, the Executive  
 4 Committee shall report the matter to the membership at the Annual  
 5 Meeting; and further shall recommend to the membership as to  
 6 whether the offending member institution should be reprimanded, be  
 7 suspended from membership and the duration of such suspension, or  
 8 be expelled from UMSEA.

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 11 **Article V**

12 ***Duties of the Secretary and Treasurer***

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 14 Section 1 Defined in Constitution

15 The duties of these officers shall be as defined in Article V, sections 4  
 16 and 5, of the Constitution.

17  
 18 Section 2 Further Defined

19 Further it shall be the duty of the Secretary to conduct the  
 20 correspondence for UMSEA; to prepare minutes of meetings; to draft  
 21 agenda for meetings; in addition to the duties outlined for the office in  
 22 the Constitution and in the other Articles of the By-Laws.

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 25 **Article VI**

26 ***Notice of Annual and Special Meetings***

27 The Secretary shall be responsible for notifying the member institutions of the  
 28 date , time and place of the Annual Meeting. Such notice shall be mailed at least  
 29 45 days prior to the meeting, which shall be held at the place of and shall directly  
 30 precede or follow or be simultaneous with the Annual Meeting of the American  
 31 Board of Funeral Service Education. Notice of any meetings other than the  
 32 regularly scheduled Annual Meeting shall be mailed at least 30 days prior to such  
 33 meeting. However, such notice may be waived with the consent of the majority  
 34 of the member institutions.

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 37 **Article VII**

38 ***Reports***

39 All annual reports from the Executive Committee and from appointed committees  
 40 shall be in writing, and shall form part of the minutes of the Annual Meeting for  
 41 that year. Verbal reports shall not be accepted; provided, however, that progress  
 42 reports may be verbal as need is indicated, but such verbal reports shall not be  
 43 entered in the minutes except as general content.

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**Article VIII**  
**Delegates**

One voting delegate and one alternative shall be elected by the faculty of each active member institution from the members of the administrative or teaching staff, and their credentials shall be sent to the chairman of the Executive Committee at least ten days prior to each announced meeting. A member institution which lacks representation at three consecutive Annual Meetings shall be dropped from membership.

**Article IX**  
**Fiscal Year**

The fiscal year of UMSEA shall begin March 1 in any given year and shall terminate on the last day of February.

**Article X**  
**Payment of Expenses**

All disbursements of funds shall be authorized by the chairman of the Executive Committee in the form of a voucher, and an itemized account of all receipts and disbursements shall be presented at the Annual Meeting by the Treasurer. The annual disbursements shall not exceed the total of the fiscal budget, except on approval of the Executive Committee, as recorded in the minutes.

**Article XI**  
**Amendments**

These By-Laws may be amended at any Annual Meeting, provided that any amendment shall be in writing and referred to a committee on Constitution and By-Laws. Such committee shall review it for clarity of wording and consistency with other by-laws before presenting it to the member institutions at the Annual Meeting. Before an amendment can be effected, it must be approved by a two-thirds majority vote of the member institutions.

**Article XII**

**Standing Committees**

Section 1 Standing Committees Provided

The standing committees of UMSEA shall consist of a Committee on Standards, a J.M. Nolte Scholar Award Committee, a Study Committee, a Public Relations Committee and such other committees as may added by amendment to the By-Laws.

Section 2 How Appointed

All standing committees shall consist of three members and shall be appointed by the President for a three year term and in such a way as to permit the retirement of one member at each Annual Meeting and the appointment of a new member in his place; provided however, that no individual may serve two consecutive terms on the same committee.

**Article XIII**

**Tenure of Officers**

Section 1 One Year Term

Each officer shall be elected for a term of one year

Section 2 No person shall be elected to the office of President and Vice President for more than two consecutive terms.

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**Article XIV**  
**Executive Secretary**

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3 Section 1 Election of  
4 Upon favorable activity by a two-thirds majority vote of the  
5 membership, UMSEA may elect a person to a position of Executive  
6 Secretary.  
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8 Section 2 Contract  
9 The Executive Secretary shall be given a renewable three-year  
10 contract, subject to review annually.  
11

12 Section 3 Remuneration  
13 The remuneration and expenses of the Executive Secretary shall be  
14 determined by the membership meeting as a "Committee of  
15 the Whole".  
16

17 Section 4 Duties  
18 The job description of the Executive Secretary shall be prepared by  
19 the Executive Committee and approved by the membership prior to  
20 the election of the Executive Secretary. The job description shall be  
21 subject to annual review or at the request of any member of UMSEA  
22 or the Executive Secretary.  
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1 II. Organization

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3 A. Membership

- 4 a. Standards for membership
- 5 i. Refer to By-Laws, Article I, Membership Qualifications for
  - 6 admission, included in the By-Law section of this manual.
  - 7 ii. Refer to Appendix I for Standards Manual, Standards for
  - 8 Membership as adopted and included in the minutes of
  - 9 UMSEA, February 21, 1966 and Standards 10 and 11
  - 10 adopted and included February 20, 1969
- 11 b. Annual dues and fees (Refer to Appendix)
- 12 i. Annual membership is due and payable by September 30<sup>th</sup>
  - 13 of each year.
  - 14 ii. An annual public relations assessment is required, due and
  - 15 payable by September 30<sup>th</sup> of each year.
  - 16 iii. A registration fee may be assessed per member institution
  - 17 represented at an annual, mid-year, or special meeting as
  - 18 required.
  - 19 iv. Refer to By-Laws, Article II, Section 2 for delinquent dues
  - 20 procedure.
  - 21 v. Invoices for dues, fees, or other assessments prepared by
  - 22 the treasurer may be itemized or presented in a total
  - 23 membership fee at the discretion of the member institution.
  - 24 It is the member's responsibility to notify the treasurer as to
  - 25 the desired type of invoice.
- 26 c. Procedure for Membership
- 27 i. Refer to Constitution, Article III, Section 3, Application for
  - 28 membership.
  - 29 ii. Refer to By-Laws, Article I, Section 10, Application for
  - 30 membership.
- 31 d. Reports of candidacy members relative to continuing progress
- 32 toward regular membership have by precedent been established as
- 33 acceptable when given orally.

34 B. Meetings

- 35 a. The annual meeting is during the month of March or April or in
- 36 conjunction with the ABFSE meetings.
- 37 b. A called semi-annual meeting shall be concurrent with, and in the
- 38 same city as, the National Funeral Directors Association (hereafter
- 39 referred to as NFDA).
- 40 c. Semi Annual Meetings-the following is a summary of the reiteration
- 41 and reconfirmation of intended procedure for semi-annual meetings
- 42 i. The meeting should be a talking meeting for all members
  - 43 and guests.
  - 44 ii. An allowance of time should be set for guests.
  - 45 iii. The meetings should be set so as to be completed in one
  - 46 session.

- 1                   iv. All formal reports to be presented in writing.  
 2                   v. More committee work is to be done during the National  
 3                   Convention time with a planned schedule for committee  
 4                   meetings.  
 5           d. Meeting rooms and lodging  
 6                i. For the annual meeting the responsibility of arranging for  
 7                meeting rooms and lodging shall be assumed by the  
 8                Executive Committee.  
 9           e. Notice of meetings (By-Laws, Article VI)  
 10           f. Agenda for Meetings (By-Laws, Article V)  
 11           g. Delegates to meetings (By-Laws, Article VIII)  
 12           h. Attendance at meetings by non-delegates.  
 13                i. College or university personnel interested in funeral service.  
 14                "An agreement was reached by all present from hence forth  
 15                any newly developing school desiring to meet for information  
 16                purposes may have an hour set aside on the agenda. After  
 17                this time the guests will be excused and the regular business  
 18                of UMSEA will continue.  
 19                ii. Guests or non-members may be invited by the president to  
 20                attend UMSEA meetings but should be limited to groups of  
 21                three or less.  
 22                iii. Faculty and/or staff other than the voting or alternate  
 23                member have by precedent been allowed attendance.  
 24                iv. Funeral service personnel or other persons may be invited to  
 25                meetings at the discretion of the Executive Committee;  
 26                however, such right is subject to the majority vote of member  
 27                institutions.  
 28                v. Honorary Members are accorded privilege of attendance at  
 29                meetings.  
 30           i. Procedure for non-attendance by member institutions. (By-Laws,  
 31           Article VIII)  
 32           j. Expenses of meetings  
 33                i. Transportation and lodging or representatives of member  
 34                institutions is paid by the institution or individual.  
 35                ii. Meeting rooms, other essential facilities, and refreshments  
 36                (coffee, other beverages) involving expense may be paid by  
 37                UMSEA  
 38                iii. Expenses for meals have been paid by UMSEA when  
 39                warranted as convenient to meetings.

#### 40 C. Officers

- 41           a. Election of Officers  
 42                i. Provisions (Constitution, Article V, Section 1).  
 43                ii. A nominating committee of three representatives has by  
 44                precedent been appointed by the president at the semi-  
 45                annual meeting, its task to submit a slate of officers to be  
 46                considered and/or elected at the annual meeting. Such



- 1                                    action does not prevent nominations from the floor. (Minutes  
2                                    March, 1964, subsequent minutes).
- 3                    b. Tenure of officers
- 4                                    i. Provisions (By-Laws, Article XIII)
- 5                                    ii. Executive Secretary (By-Laws, Article XIV, section 2)
- 6                    c. Installation and retirement of officers
- 7                                    i. Refer to Constitution , Article V, Section 6
- 8                    d. Executive Secretary
- 9                                    i. Provisions (By-Laws, Article XIV)
- 10                                    ii. Tenure (By-Laws, Article XIV, Section 2)