

**Michigan Economic Impact (MEIC)  
Governance Structure  
- June 6, 2014 -**

**I. NAME**

The name of this association is: The Michigan Economic Impact Coalition (MEIC).

**II. MISSION AND VISION**

**Mission:** To empower Michigan residents to achieve financial stability and prosperity through a culture of economic opportunity and the use of free tax preparation, advocacy, education, and collaboration through strategic partnerships.

**Vision:** Michigan households will be financially stable and empowered through access to free tax preparation, quality financial products and services, and other resources that build assets, increase income, and reduce debt.

**III. PROJECT COORDINATION BY THE HOST ORGANIZATION**

A Host Organization shall coordinate the day-to-day operations of the MEIC. As of January 1, 2012, the Host Organization of the MEIC is the Community Economic Development Association of Michigan (CEDAM). In this capacity, CEDAM, as Host Organization shall:

1. Work to secure funding to cover the costs of MEIC coordination.
2. Propose and present to the steering committee (SC) at its annual meeting, the short-term and long-term goals of the MEIC.
3. Propose and present to the SC at its annual meeting, and begin implementation, as necessary, the annual work plans to achieve the goals of the MEIC.
4. Propose and present recommended changes to the Governance Document to the SC at its annual meeting.
5. Propose and present to the SC at its annual meeting, a policy agenda for the MEIC to pursue in the upcoming year. After the steering committee approves the policy agenda, monitor the policy environment and advocate for, as necessary, a policy agenda of the MEIC.
6. Bring to the attention of the SC issues that may impact or advance the work of the MEIC.
7. Convene the annual SC meeting in May and Learning Exchange in June.
8. Act as the public voice/face of the MEIC, in consultation with the SC.
9. Collect information from all MEIC members on an annual basis and keep it updated, as necessary, on all MEIC websites and materials.

## IV. MEIC STEERING COMMITTEE

1. The Steering Committee (SC) shall be comprised of MEIC members.
2. The SC shall provide leadership in guiding the goals, business, affairs, and direction of the MEIC in consultation with the Host Organization.
3. Annually, the SC shall approve of the work plans and policy goals of Working Committees of the MEIC.
4. The SC shall oversee and direct the work of Working Committees in furtherance of the mission, vision and goals of the MEIC.
5. The SC shall approve a MEIC Member Memorandum of Agreement (MMA) to be signed and agreed to by MEIC members.
6. The SC shall include at least one representative from the Host Organization and six representatives elected by members of the MEIC. At least two-thirds of the elected SC members must be practitioners in the volunteer income tax assistance or asset building field.
7. Elections for SC members shall be held at the annual Learning Exchange.
8. The presence of three SC members plus the representative of the Host Organization constitutes a quorum.
9. All voting by the SC shall be done in person or by electronic conference.
10. The SC is responsible for voting on: 1) amendments to the Governance Document; 2) official positions of the MEIC; 3) an annual policy agenda; and, 4) any other internal and external matters in pursuit of the Mission and Vision of the MEIC.
11. The full membership shall have reasonable access concerning MEIC's business and affairs, including records of the SC meetings and any other MEIC committees, in accordance with procedures approved by the SC.
12. Until the 2013 Learning Exchange meeting, the steering committee shall temporarily be comprised of six self-volunteered MEIC members and a representative of the Host Organization. Along with the Jamie Schriener-Hooper, executive director of CEDAM, confirmed members include: Kathy Aro, Diane Bach, Brenda Brame, Darcy Brown, Jane Drake and Miryam Lulion.
13. Beginning in 2013, MEIC members shall select three SC members to serve one, one-year term and three SC members to serve one, two-year term. Beginning in 2014, MEIC members shall elect three SC to serve one, two-year term every year. The seat filled by the Host Organization shall not be an elected position.
14. The Host Organization is responsible for soliciting from the MEIC membership nominations for the SC. No later than one week before the Learning Exchange, the Host Organization will submit a list of candidates that have been nominated to the current SC. Not later than 72 hours before the Learning Exchange, the SC will approve a slate of candidates to be voted on at the Learning Exchange. Nominations received after the list is submitted by the Host Organization to the current SC will be added to the ballot, but not identified as part of the slate "approved" by the SC. Nominations received after the SC has approved a slate of candidates, will not appear on the ballot provided to attendees at the Learning Exchange, but may appear on the online ballot if received by the end of the Learning Exchange.
15. Any vacancy to the SC shall be filled by a majority vote of SC members serving at the time of vacancy.

## **V. WORKING COMMITTEES**

1. The SC, in consultation with the Host Organization, shall create Working Committees of MEIC members as needed to advance the mission, vision and goals of the MEIC and meet the member services, communications and marketing, training and advocacy needs of MEIC members.
2. The Working Committees of the MEIC are to be comprised of self-volunteered MEIC members.
3. A SC member shall sit on each Working Committee.
4. Working Committees may select a Committee Chairperson to, in consultation with the Host Organization, convene and conduct meetings and act as liaison between the MEIC membership, the SC and the Host Organization. Each member of the Working Committee shall be responsible for including and recruiting general MEIC members into the activities of the Working Committee.

## **VI. MEMBERSHIP**

1. The MEIC is open to organizations, individuals, and other entities who are committed to the mission and vision, and who are actively involved in free tax preparation assistance, public policy, training, technical assistance, capacity-building, asset-building, organizational development or related activities that further the mission and vision of the MEIC.
2. The MEIC's membership may include, but is not limited to the following: volunteer income tax assistance practitioners, practitioner organizations and local coalitions; volunteer income tax assistance technical assistance practitioners or provider organizations; asset-building organizations, practitioners or coalitions; nonprofit training organizations and trade associations; public agencies; financial institutions; funding organizations; foundations; policymakers; public policy organizations; and individuals supporting the mission and vision of the MEIC.
3. Members are required to provide current contact information to the Host Organization and agree to and sign a MEIC Member Memorandum of Agreement (MAA) approved by the SC.
4. There are no dues required to be a member of the MEIC. While dues are not required to be a member of the MEIC, the Host Organization may reserve, for its members, information and materials not specifically related to the work of the MEIC. MEIC members wishing to access any such restricted material may join the Host Organization as a member, however membership in the Host Organization is not required to participate in the MEIC.
5. A member is in good standing if they have signed, and abided by the MEIC MMA.
6. All MEIC MMA expire on June 1<sup>st</sup> after three years of the date it was signed.
7. The Host Organization will maintain an up-to-date list of signed MMAs. Annually, prior to the Learning Exchange, the Host Organization will contact all organizations that are in the final year of their MMA. Copies off the MMA will be available at the Learning Exchange, as well as online.
8. Unless otherwise provided for in section VII of this governance structure, only members in good standing representing an organizational entity of the record date shall have the right to vote on the election of the steering committee, the amendment of the governance structure and on items presented at the annual Learning Exchange. All members have the right to attend all regular, special, annual, and committee meetings and shall have access to all communications and minutes from regular, special, annual, and committee meetings.

## **VII. MEETING OF THE MEMBERS**

1. The MEIC shall hold an annual Learning Exchange on, or around, the second Friday in June to share best practices, learn from other members and be updated on the work and plans of the MEIC. At the annual Learning Exchange, MEIC members shall elect the SC.
2. The MEIC shall hold, in addition to the Learning Exchange, general meetings at the direction of the SC. These meetings may be in person, on a teleconference call and/or internet-based meeting. Such general meeting shall provide a venue for the SC and the Host Organization to present progress and updates to the MEIC membership and for the membership to provide feedback, advice, and support.

## **VIII. VOTING BY MEIC MEMBERS**

1. Members of the MEIC will vote for, and elect, members of the SC. Voting for SC members will take place during a two week period in June, beginning at the MEIC Learning Exchange. Two weeks after the Learning Exchange, the Host Organization will tabulate the results and inform the MEIC membership.
2. Outside of elections for SC, MEIC members may, at the discretion of the SC, be asked to vote on other matters related to the MEIC. Such votes may take place either at the Learning Exchange, or throughout the course of the year. Generally speaking, MEIC members will be given one week to vote on such matters unless determined otherwise by the SC.
3. Each MEIC member organization is allowed one vote, regardless of how many individuals from an organizations have signed a MMA. Local coalitions do not receive a vote, unless they provide direct services to clients in their community and are the primary signatory of the MEIC MMA.
4. To be eligible to vote, organizations must have a non-expired and signed MMA on file with the Host Organization.
5. Any questions regarding voting privileges should be directed to the Host Organization for clarification.