

**Michigan Economic Impact (MEIC)  
Governance Structure  
- June 8, 2012 -**

**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, the short-term and long-term goals of the MEIC;
3. Propose and present to the steering committee, and begin implementation, as necessary, the annual work plans to achieve the goals of the MEIC;
4. Monitor the policy environment and develop, present and advocate for, as necessary, a policy agenda of the MEIC; and
5. Act as the public voice/face of the MEIC, in consultation with the steering committee.

**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 an annual membership form and Memorandum of Understanding 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 (or four as of June 1, 2012) 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 where members shall vote in person.
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 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.
11. 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.
12. 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.
13. 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.
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 complete a membership form approved by the SC and agree to and sign a MEIC Member Memorandum of Agreement (MAA) approved by the SC.
4. Membership Dues. As June 8, 2012 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 as of June 8, 2012, 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. 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. Annual Meetings: The MEIC shall hold an annual Learning Exchange on, or around, the second Friday in June. At the annual Learning Exchange, MEIC members shall elect the SC and vote on changes to this Governance Document. All members wishing to vote at the Learning Exchange must do so, in person.
2. General Meetings: 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 too. 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. Voting may take place on issues and policies that cannot wait until the annual Learning Exchange.
3. Voting Procedure: Votes taking place at the annual Learning Exchange will be done in person. Any votes held outside of the annual Learning Exchange may be held in person, by electronic conference or a combination thereof. Each member organization entity is entitled to one vote.