

**Bylaws Of The
Northern Michigan Public Service Academy**

Article I – Association Name

This association shall be known as the Northern Michigan Public Service Academy.

Article II – Purpose

The Purpose of the Academy shall be to foster and encourage the personal and professional development of its members in order that they may better serve their communities and organizations. The organization is organized exclusively for charitable, religious, education and/or scientific purposes under Section 501(c)(3) of the Internal Revenue Code.

Article III – Membership

A. **Full Members:** City, County, Township, Village governmental agencies. Any unit of government located in the Upper Peninsula of Michigan. Each municipality shall designate one voting member and an alternate. This designation may be changed via written notification from the municipality at any time.

Associate Members: Non-profit institutions or organizations whose operations are closely allied with a local unit of government in the Upper Peninsula shall be eligible for Associate Membership. Associate Membership shall be in the name of the institution and/or organization. Individuals representing such associate memberships shall have no vote in the affairs of the Academy.

Article IV – Dues and Fees

- A. Dues for membership, fees for those attending training sessions, and fee structure for Non-profit and public use shall be determined annually, using the attached form A.
- B. The Chairperson will recommend to the membership appropriate amounts of dues for each membership category. Following written notification to all voting members, a two-thirds (2/3rd) vote of the voting membership in attendance at the next regularly scheduled meeting is required to establish such dues.
- C. Dues will be payable on July 1st of each year.
- D. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make amendments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation; and the organization shall not participate in, or intervene in

(including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall carry on any other activities not permitted to be carried on (a) by any organization exempt for Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code, or (b) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

Article V – Officers and Duties

- A. Officers of this association shall be the Chair, Vice Chair, Secretary, and Treasurer. He or she shall serve a two (2) year term, beginning at the first meeting after the annual meeting. He or she shall have been an active member of the association for at least one year. The first person in each position is exempt from this requirement.
- B. The duties of the Chair shall be to preside at all meetings of the Academy, to coordinate the activities of the Academy, and to represent the Academy in its various activities. The Chair shall not vote, unless there is a tie.
- C. The duties of the Vice Chair shall be to assist with program preparation and other duties as assigned by the Chair. The Vice Chair shall act as Chair in the Chair's absence.
- D. The duties of the Secretary shall include preparation of agendas, minutes, membership records, attendance records, and other duties assigned by the Chair.
- E. The duties of the Treasurer shall be to manage the fiscal affairs of the Academy including, accounting, budgeting, financing, and other duties as assigned by the Chair.

Article VI – Nominations, Elections, and Filling of Vacancies

- A. Nominations will be accepted by a simple motion and second.
- B. Elections to the positions of Chair, Vice Chair, Secretary, and Treasurer shall be by a simple majority vote of the voting membership in attendance at the annual meeting held during the expiring terms. New officers shall assume their duties at the first meeting after the annual meeting.
- C. Any vacancy in office, by reason of death, resignation, removal, or other inability to serve, shall be filled by an appointment of the Chair with confirmation by a simple majority of members at the next regular meeting.

Article VII – Meetings

- A. There will be an Annual Meeting held no later than June 1st.
- B. General meetings of the membership will be held throughout the year. The number of meetings, location, and topics will be determined by the Chair of the Academy.

- C. Special meetings may be called by the Chair or by a majority vote at any regular Academy meeting.
- D. Specific committees of the Academy may also hold programs from time to time throughout the year.
- E. Meetings will be conducted under Robert's Rules of Order.
- F. A financial report shall be published annually and distributed to members.

Article VIII – Committees

The Chair shall appoint such committees as deemed necessary or desirable to accomplish the purposes of the Academy.

Article IX – Dissolution

The Academy shall not be voluntarily dissolved except by the affirmative vote of two-thirds ($2/3^{\text{rd}}$) of all members. In the event of dissolution of the Academy, adequate provision shall be made for payment of all of its debts and liabilities. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or shall be distributed to the Federal Government, or to the State or Local Government for a public purpose.

Article X – Amendments

These Bylaws may be amended at any regular meeting of the Academy by a two-thirds ($2/3^{\text{rd}}$) vote of the voting members present. Such proposed amendments must be mailed to each voting member prior to the meeting at which the vote will be taken with an explanation to the reasons for the proposed changes.

Article XI – Affiliation

This Academy shall be affiliated with the Michigan Municipal League (MML). The Academy may in addition be otherwise affiliated as desired by majority vote of the voting members.

Article XII – Effective Date

This agreement shall be effective upon Two (2) political subdivisions having executed the same and a copy of this Agreement having been filed with the Secretary of State.

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IN WITNESS WHEREOF, the members have executed this agreement the day and year set forth opposite their signature.

By: _____ Dated: _____

_____ Dated: _____

_____ Dated: _____

_____ Dated: _____

_____ Dated: _____

ATTACHMENT A

This attachment shall be updated and approved at the annual meeting of each year.

Dues structure effective with the 2012 fiscal year follows:

Members: (Full Members and Associate Members)

- A. Number of full-time employees multiplied by \$20.00.
The minimum amount for yearly dues is \$100.00.
The maximum amount for yearly dues is \$2,500.00.
- B. Registration fees to (offset food expense and other additional costs) will be \$25.00 per person per day of the training session.

Non-Members:

- A. Registration fees for Non-Members will be \$75.00 per person per day of the training session.

Other Charges:

- A. Late registration fees will be an additional \$10.00 added to the registration fee.
- B. Those who do not cancel their reservations in writing prior to the training session will be charged the full registration fee.
- C. Due to the relative expense of providing certain specializing training, the registration fee for such training may be adjusted by voting membership on a case-by-case basis.