

**Association of MPLP Fellows**  
***Policies and Procedures***

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**ARTICLE I            NAME AND LEGAL NATURE**

- 1.01            Name. The name of the organization shall be the Association of MPLP Fellows (herein after referred to as the Association).
- 1.02            Legal Nature. The Association is a voluntary affiliate of the Michigan Political Leadership Program (MPLP), which is part of the Institute for Public Policy and Social Research at Michigan State University. As such, it must adhere to all rules of the governance of the University, and enjoys tax-exempt status as a program of the University.
- 1.03            Steering Committee. The Association shall be directed and governed by a Steering Committee comprised of no fewer than 5 Fellows.

**ARTICLE II           MISSION**

- 2.01            Mission Statement. The mission of the Association is to promote the Michigan Political Leadership Program.
- 2.02            Strategic Plan. The Steering Committee shall establish a strategic plan and review it periodically.

**ARTICLE III          MEMBERSHIP**

- 3.01            Qualifications of Fellows. Fellows of the Association shall be those who have graduated from the MPLP, or those who are currently progressing through the Program.
- 3.02            Expectations of Fellows. The responsibilities of Association membership are detailed as follows:
- 1) Fellows are expected to provide, based on their ability to pay, financial support at least annually to the MPLP to help assure its continuance.

2) Fellows are expected to support the MPLP by encouraging others to become involved in the program.

3) Fellows are expected to represent the principles of the MPLP through involvement in the political process and utilization of the learning gained throughout the program.

- 3.03      Restriction of Rights. No member shall speak for the Association to the news media or to others without specific authority from the MPLP.

## **ARTICLE IV      STEERING COMMITTEE MEMBERSHIP**

- 4.01      Membership. A written notice for volunteers wishing to serve a two (2) year term of the Steering Committee shall be sent to Fellows at least sixty (60) days prior to the January meeting. Fellows who attend the January meeting or notify the MPLP office of their interest in serving shall be considered for membership to the Steering Committee.

Before graduating from the MPLP, each class shall elect a representative to serve on the Steering Committee. That representative shall serve a two (2) year term and shall make an effort to ensure that he or she is replaced by another member of his or her class at the end of his or her term.

It is the goal of the Association that each class of Fellows have at least one representative on the Steering Committee at all times. Efforts shall be made by the Steering Committee to recruit members from classes that are not represented on the Steering Committee.

- 4.02      Management. The Steering Committee shall have exclusive authority to make management decisions necessary to the conduct of the operations and administration of the Association, either directly or through agents selected by them. Management decisions made by the Steering Committee or pursuant to its direction shall not require ratification by the members. However, at all times, MPLP Administration should be involved in and aware of such decisions, in order to assure compliance with the regulations of Michigan State University.

- 4.03      Election and Term. Members of the Steering Committee shall be elected or appointed for two (2) year terms on a rotating basis.

Vacancies in the Steering Committee can be filled by appointment of the Steering Committee.

- 4.04      Membership Qualification and Duties.      Steering Committee members shall attend at least ten (10) Steering Committee meetings during their two (2) year term. Steering Committee members are expected to purchase a ticket for or attend the fundraising events during their term and actively encourage Fellows to purchase tickets to fundraising events or make donations to MPLP.
- 4.05      Resignation or Removal of Member.      In the case of resignation or removal of a member of the Steering Committee, the remaining Steering Committee members shall make an effort to fill the vacancy with a MPLP classmate of the departing member of the Steering Committee. A Steering Committee member may be removed from the Steering Committee if he or she fails to attend at least ten (10) Steering Committee meetings during his or her two (2) year term.

## **ARTICLE V                      STEERING COMMITTEE OFFICERS**

- 5.01      Officers.      The officers of the Steering Committee shall include a Chair, Vice-Chair, Secretary, Development Officer, Communications Officer and a Giving Back Liaison. Officers shall serve two (2) year terms.
- 5.02      Election and Term.      Election of officers shall be conducted at the January meeting in even numbered years. The outgoing Chair shall preside and shall hold election of officers, as well as conduct other necessary and prudent business.

Officers shall be elected from the membership of the Steering Committee. Officers shall have previously served at least one year on the Steering Committee prior to becoming an officer.

If an elected officer's term on the Steering Committee is to expire while serving as an officer, the term will be extended by one year. The officer's length of service on the Steering Committee will end when the term as the elected officer ends.

- 5.03      Officer Qualifications and Duties.      The following are the qualifications and duties of the officers of the Steering Committee of the Association:

Chair. The Chair shall be a duly elected member of the Steering Committee of the Association. The chair shall be the chief executive and operational officer of the Association. The Chair shall function as the liaison between the Michigan Political Leadership Program and the Association. The Chair shall call all meetings of the Steering Committee. The Chair shall vote at meetings of the Steering Committee, and shall preside at such meetings. The Chair shall make management decisions at such meetings. The Chair shall make management decisions for the Steering Committee when necessary and prudent, provided it is not possible to call together a meeting of the Steering Committee for such a purpose. The Chair will be held accountable for such actions by the Steering Committee, except as provided in Section 5.09 below.

Vice-Chair. The Vice-Chair shall be a duly elected member of the Steering Committee of the Association. The Vice-Chair shall function in partnership with the Chair when appropriate, and shall preside at meetings in the absence of the Chair. The Vice-Chair shall perform such other duties as may be delegated by the Chair or by the Steering Committee.

Secretary. The Secretary shall be a duly elected member of the Steering Committee of the Association. The Secretary shall take, or cause to be taken, minutes of all meetings of the Steering Committee and all meetings of the Association. The Secretary shall record all votes in the minutes of all proceedings. The Secretary shall give or cause to be given notice of all meetings of the Association or of the Steering Committee. The Secretary shall perform such other duties as may be delegated by the Chair or by the Steering Committee.

Development Officer. The Development Officer shall be a duly elected member of the Steering Committee of the Association. The Development Officer shall function as the liaison between the Steering Committee and the MPLP staff in all matters related to fund-raising activities of the Association, and shall be responsible for maintaining compliance with the requirements of Michigan State University in this regard.

Communications Officer. The Communications Officer shall be a duly elected member of the Steering Committee of the Association. The Communications Officer shall function as the liaison between the Steering Committee and the MPLP staff in all matters related to

communications with the Association. The Communications Officer shall coordinate all communications activities of the Association, and shall be responsible for maintaining compliance with the requirements of the Michigan State University in this regard.

Giving Back Liaison. The Giving Back Liaison shall be a duly elected member of the Steering Committee of the Association. The Giving Back Liaison shall function as the liaison between the Steering Committee and the current MPLP class. The Giving Back Liaison shall make every effort to attend the MPLP class weekends where the Giving Back Program is on the agenda and shall be responsible for presenting the Giving Back Program to the current class during the scheduled Giving Back sessions of the MPLP. The Giving Back Liaison shall alert the Steering Committee in advance if he or she cannot attend such a session.

5.04      Resignation and Removal of Officer. In the case of resignation or removal of an Officer, the Officer position for the remainder of the Officer's term shall be filled by a member of the Steering Committee appointed by a majority of the Steering Committee members present at the regularly scheduled meeting at which the Officer's resignation is accepted. In the case of the resignation or removal of the Chair, the Vice Chair shall fill the vacancy for the remainder of the term, if the Vice Chair so chooses. In this case, the Vice Chair's position shall be filled as above.

5.05      Liability. In the event that an Officer or other member of the Steering Committee is named in a legal action or suit relative to the Association activity, the Association will hold him/her harmless, if found to be acting in good faith, and all assets would be used in appropriate defense.

## **ARTICLE VI      MEETINGS**

6.01      Number and Schedule. The Steering Committee shall hold monthly meetings, which shall be scheduled in conjunction with the MPLP class schedule whenever possible. Notice of the proposed meeting dates for the year shall be provided at the January meeting.

6.02      Quorum. 5 members of the Steering Committee constitutes a quorum for the transaction of business at any Steering Committee meeting, but if less than a quorum is present at a Steering Committee

meeting, a majority of the Steering Committee members present may adjourn the meeting without further notice.

- 6.03      Meeting by Telephone or Similar Equipment.      A Steering Committee member may participate in a meeting by conference telephone or any similar communications equipment through which all persons participating in the meeting can hear each other. Participation in a meeting pursuant to this section constitutes presence in person at the meeting.

## **ARTICLE VII      OPERATING SUBCOMMITTEES**

Formation and Number.      The Steering Committee reserves the right to establish such operation subcommittees as it may require in furtherance of the purposes of the Association. Therefore, Ad Hoc Committees may be established at any time by the Steering Committee.

## **ARTICLE VIII      POLICIES AND PROCEDURES INTERPRETATION**

All interpretation of these Policies and Procedures shall be made by the Steering Committee of the Association.

## **ARTICLE IX      AMENDMENTS**

- 9.01      Amendments.      These Policies and Procedures may be amended by a two-thirds majority vote of the Steering Committee members attending a regularly scheduled meeting. Steering Committee members shall be notified of any proposed amendments thirty (30) days prior to a regularly scheduled meeting. Fellows shall be notified of any changes after adoption by the Steering Committee.