

GMIS (Government Management Information Sciences)
MICHIGAN CHAPTER BY-LAWS
(As amended September 2018)

ARTICLE 1. Name

Section 1. Name: The name of this organization shall be the Government Management Information Sciences, Michigan Chapter, henceforth referred to as Mi-GMIS in these by-laws.

Section 2. Chapter Definition: A GMIS Chapter is a satellite organization of the International GMIS organization, established by the volunteer action of five (5) or more member agencies in good standing in the international organization who seek to help one another achieve common goals and to promote GMIS at a regional level.

Section 3. Qualification: It is necessary that at least five qualified agencies become members of the international organization prior to the state chapter being recognized under the International GMIS. Individual and organization qualifications for membership are discussed in Article 4.

Section 4. State Chapter Treasury: Each year, the International GMIS organization shall provide a subsidy to each qualified State GMIS Chapter by transferring to the State Chapter a sum equal to 20% of International GMIS dues per participating member. The subsidy shall be used for Chapter expenses in fostering the goals of the international organization.

ARTICLE 2. Purpose

Computers, data processing and management information systems have become significant tools in the administration of governmental agencies in the State of Michigan. In an effort to make efficient and economical use of technology, there exists a need for different governmental agencies performing similar technology related tasks to communicate and share experiences. From time to time there may be a need for legislative consultation with regard to how proposed legislation may impact technologies, data processing and management information systems activities in governmental agencies.

In an attempt to address these problems, Mi-GMIS has been organized. The specific objectives of the association are:

- 1) Establish a forum for interactive communication between governmental units.
- 2) Provide a central technology resource for any and all other governmental agencies and associations.

ARTICLE 3. Goals

Section 1. To foster a unified effort among state and local government entities to integrate and disseminate their respective research and design efforts in the area of automated information sciences.

Section 2. To promote standard information systems and electronic records that can be shared and/or transferred among all participants.

Section 3. Through cooperation, share systems applications and information to further cost effectiveness in members' organizations.

Section 4. To present a unified voice as a cooperative organization to all suppliers of hardware, software and related information technologies, systems, and services.

Section 5. To provide a group of qualified professionals who are capable of advising, lending credence or assisting state representatives or other governmental agencies in matters concerning information technologies, systems, and services.

Section 6. To work for the common good of all governmental agencies and their information and technology professionals.

ARTICLE 4. Eligibility for Membership

Section 1. The membership shall be comprised of any governmental department or agency of state or local level within the State of Michigan. Public educational institutions and special districts are also eligible for membership. Members should have an interest in participating in Mi-GMIS and in the mutual benefits of sharing systems, ideas, applications, techniques, and technologies. Members are organizations.

Section 2. Membership shall be on a governmental agency basis, and not on an individual basis.

Subsection A. Each Agency Member, where more than one employee is active in Mi-GMIS, shall designate an "Agency Representative" who shall represent and vote on behalf of the agency on International GMIS matters. Any other participating individual employee of an agency shall be known as an Associate Member, and shall enjoy all the privileges and benefits of members, excluding voting. Mi-GMIS memberships will generally, but not exclusively, be assigned to the following typical agencies.

1. Counties (and all units, boards, commissions subordinate to the legislative body).

2. Cities/Townships/Municipalities (and all units, boards, commissions subordinate to the legislative body).
3. Other local authorities, subject to application review by the Executive Board.
4. All branches of State government, including but not limited to: the State Legislative Branch; the State Judicial Branch; all State agencies, departments, boards, and commissions.
5. Regional Agencies (individually) such as Regional Libraries, Council of Governments, etc.
6. Independent governmental authorities such as airport authorities.
7. Federal Agencies (individually) that have physical offices located within Michigan.
8. Tribal Councils, K-12, ISD and State or County higher education.

Subsection B. Membership applications from governmental bodies or employees thereof, other than those listed above will be reviewed and classified as “Members” by vote of the Mi-GMIS Board.

Section 3. Corporate Members.

Subsection A. Membership shall be granted to vendor organizations who can provide services and products concerning information technology to Agency Members. These vendors shall herein be designated as Corporate Members. All applications for Corporate Memberships will be subject to review and approval of the Mi-GMIS Board.

Subsection B. Any participating individual employee of a Corporate Membership shall be known as a Corporate Member. Corporate Members shall enjoy all the privileges and benefits of Agency Members, excluding the right to vote, hold local chapter office other than the Vendor Representative, participate in the MI-GMIS listserv, and belong to International GMIS.

Section 4. Membership application procedure shall be as follows:

Subsection A. Application for membership shall be submitted to the International GMIS Executive Secretary or via Mi-GMIS membership chairperson.

Subsection B. The International GMIS Executive Secretary and Mi-GMIS membership chairperson shall ascertain the requesting agency’s eligibility for membership, and send an official application if eligibility is confirmed.

Subsection C. The International GMIS Executive Secretary and Mi-GMIS membership chairperson shall approve or disapprove membership applications, subject to review by the Mi-GMIS Chapter Board at its next meeting. If the decision is to accept, GMIS Executive Secretary shall collect the annual fee.

Subsection D. Application for membership from Corporate Members shall be submitted to the Mi-GMIS Chapter Board. The Mi-GMIS Chapter Board will approve or disapprove Corporate Memberships.

Section 5. Members in good standing: Any member whose official application has been approved by the Mi-GMIS Board and International GMIS Executive Board and who has paid the annual fee set forth in Article 5, shall be designated as a member of International GMIS and Mi-GMIS in good standing.

Section 6. Suspension of membership for non-payment of annual fee:

Subsection A. Any member, affiliate or corporate member, whose annual fee is ninety days past due shall be suspended and privileges of membership terminated.

Subsection B. Any member, affiliate or corporate member, suspended for non-payment of the annual fee may be reinstated at any time prior to the close of that membership year upon payment of the full current year's fee.

Section 7. Termination of Membership:

Subsection A. Membership in Mi-GMIS may be terminated for cause by either Mi-GMIS Chapter Board or the GMIS Executive Board. Sufficient cause for such termination shall be violation of these By-Laws, the International GMIS By-Laws, code of ethics, agreements, rules and practices properly adopted by the organization(s).

Subsection B. All members who are under suspension for non-payment of the annual fee at the close of a membership year shall be terminated automatically.

ARTICLE 5. Fees

Section 1. Membership Fee:

Subsection A. An Agency Member, as defined in Article 4, Section 3, shall pay an annual fee to International GMIS based on the schedule of annual fees established by International GMIS.

Subsection B. Local dues for the Agency Members, if any, shall be established by the Mi-GMIS Board for the purpose of addressing any additional expenses for local operations.

Subsection C. A Corporate Member, as defined in Article 4, Section 3, shall pay an annual fee directly to the Treasurer of the Michigan Chapter and not to International GMIS.

Subsection D. Local dues for the Corporate Members, if any, shall be established by the Mi-GMIS Board.

Section 2. Event Fees: Registration fees may be established prior to each Mi-GMIS meeting by the hosting organization and shall be required of all attendees.

ARTICLE 6. Officers and Their Election

Section 1. Board Membership: The Board of Directors shall consist of a minimum of nine regular members. The Board may also include one corporate member. Chapter Officers, by virtue of their office, shall also be members of the Board of Directors, as will be the immediate past president. Their numbers shall be included to determine the allowable number of directors. Holding office shall be limited to individuals representing ACTIVE (governmental) agencies.

Section 2. Officer Election: Officers shall be elected once per year by the Board of Directors. An Officer shall serve for a term of one year. No one shall serve in the office of President for more than two successive one-year terms. One-half of the Board of Directors shall be elected each year, each non-Officer position will be elected for a two-year term.

Section 3. Board Duties and Quorum: The Board of Directors shall manage the affairs and assets of the association. A quorum of the Board of Directors shall consist of more than one-half of the Board and Officers currently seated.

Section 4. Board Seat Vacancy: In the event of a vacancy on the Board of Directors, the President may recommend, and the remaining members of the Board may approve each vacancy by appointment until the next annual election.

Section 5. Board Size Maximum: The Board of Directors and Officers will be limited to not more than 15 individuals not including the vendor Board Member. Only one individual from any member agency may serve as an Officer or Board member.

Section 6. Board Member Removal: Any board member who misses three consecutive board meetings may be removed from office by a majority vote of the Mi-GMIS Chapter Board.

ARTICLE 7. Duties and Responsibility

Section 1. Officers: The Officers of Mi-GMIS shall be President, Vice-President, Secretary, Treasurer and Immediate Past-President.

Section 2. President: The President shall be the chief officer of Mi-GMIS. The President shall preside at all meetings and shall call such meetings as necessary.

Section 3. Vice-President / President-Elect: The Vice-President / President-Elect shall, in the absence of the President, perform all duties and responsibilities of the President. The Vice-President / President-Elect succeeds the President when the President steps down or otherwise can no longer serve. In the event this transition takes place other than at the end of a term, the time remaining in that term is not counted against the limitation on service on the President imposed in Article 6, Section 2.

Section 4. Treasurer: The Treasurer shall receive and disburse the funds of Mi-GMIS, and shall keep and preserve proper voucher and books of accounts, which shall be open for inspection by the Board of Directors, or appointed auditor. The Treasurer, at each board meeting shall submit a financial report to the Board of Directors. The Treasurer shall maintain a file of the correct names and address of all members.

Section 5. Secretary: The Secretary shall take the minutes and record attendance at all Board of Director meetings and make the minutes available within two weeks. The Secretary shall perform other such duties as assigned by the Board of Directors.

Section 6. Past-President: The immediate Past President shall meet with the Board of Directors and shall function in an advisory capacity to the President. The immediate Past President shall, in the absence of both the President and Vice-President / President-Elect, perform all duties and responsibilities of the President. In the event the office of Vice-President / President-Elect is vacant when the office of President is vacated, the immediate Past President shall serve as the President until a new President is elected by the Board.

Section 7. Vendor Representative: The Vendor Representative shall attend the meetings of the Board of Directors and will represent all of the Corporate Members.

Section 8. GMIS Advisory Council: The President will recommend each year a member in good standing to the GMIS Advisory Council.

Section 9. Delegation: Any or all of these duties may be delegated to other people including a Business Manager. Responsibility to make sure that they are done properly remains with the elected officer.

ARTICLE 8. Officer Qualifications

Section 1. Vice-President / President-Elect: Any candidate standing for election as Vice-President / President-Elect shall have completed one full term as a member of the Board of Directors before being eligible for election to this office.

Section 2. Treasurer: Any candidate standing for election as Treasurer shall have completed one full term as a member of the Board and on the Finance Committee before being eligible for election to this office.

ARTICLE 9. Standing Committees

Section 1. Finance Committee: The Finance Committee shall be responsible for oversight of the financial condition and projections for Mi-GMIS. The Treasurer of Mi-GMIS shall be the chair of the Finance Committee. At least one other member of the Board of Directors, other than an Officer, shall be appointed to serve on the Finance Committee.

Section 2. Vendor Relations Committee: The Vendor Relations Committee shall be responsible for maintaining the vital relationship between vendors and Mi-GMIS. This Committee shall be responsible for vendor registration at the annual conference and any other Mi-GMIS functions where vendors either attend or sponsor. The chair of this Committee shall be appointed by the President, as shall at least one other member of the Board of Directors. No Officer shall serve as chair of this Committee.

Section 3. Conference Facility Committee: The Conference Facility Committee shall be responsible for securing facilities for the annual conference and managing affairs relating to the facility and the conference. The chair of this Committee shall be appointed by the President, as shall at least one other member of the Board of Directors. No Officer shall serve as chair of this Committee.

ARTICLE 10. Meetings

There shall be an annual business meeting of this organization. Other meetings may be called by the Board of Directors, by a Majority of the membership present at any meeting of this organization or by petition to the Board of Directors, signed by twenty (20) percent of the ACTIVE Agency Representatives. Except for

annual meetings of this organization, at least fifteen (15) days notice of a general membership meeting shall be given to all members.

Nothing in these Bylaws shall prevent the Board of Directors from inviting interested persons or organizations, including vendors, consultants, or service organizations, who are not members, to participate as observers at meetings, participants in meeting sessions or in other appropriate capacities as the Board of Directors may see fit.

ARTICLE 11. Amendments to By-Laws

Section 1. Requirement for Passage of Amendment: These by-laws may be amended by a two-thirds vote of ACTIVE Agency Representatives present at the annual business meeting or by a two thirds vote of the total Agency Representatives conducted by mail or electronically. Notice of any proposed amendment shall have been sent to all ACTIVE members not less than thirty (30) days prior to a meeting at which vote on the amendment is taken or the ballots on the amendment or provide thirty (30) days to respond are mailed or electronically to the membership.

Section 2. Proposal of Amendments: Amendments to the bylaws may be proposed by petition to the Board of Directors, signed by not less than twenty (20) percent of the ACTIVE Agency Representatives or by the Board of Directors directly.

ARTICLE 12. Fiscal Year

The fiscal year for this organization shall coincide with the fiscal year of GMIS International.

ARTICLE 13. Expenditures

All expenditures made by this organization must be approved in advance by the board of directors. Expenditures can be approved electronically by a majority of the board.

ARTICLE 14. Nominating Committee

The President shall appoint a three (3) member nominating committee for the Office of President, Vice-President, Secretary, Treasurer, Vendor Representative and Board of Directors. A minimum of one (1) name shall be presented for each of the offices of President, Vice-President / President-Elect, Secretary and Treasurer. The nominating committee shall transmit its recommendation to the Secretary 30 days prior to the first Board of Directors meeting of each term, a minimum of one (1) name being provided for each vacancy. Nothing contained in this article shall restrict nominations from the floor at the first Board of Directors meeting of each term.

ARTICLE 15. Meeting Procedure

Robert's Rules of Order shall be followed in all meetings except where they conflict with the by-laws of this organization.

ARTICLE 16. Dissolution

In the event that the MI-GMIS Chapter organization is dissolved, disorganized, or chooses to leave the GMIS organization, after payment of all debts, all remaining MI-GMIS funds and assets in excess of \$2,500 will remain with the CHAPTER and distributed as determined by majority vote of the CHAPTER Board of Directors. \$2,500 minimum in seed money to restart a MI-GMIS shall be held by GMIS International in escrow on behalf of said CHAPTER for the potential future reactivation of said MI-GMIS. Dissolution must be voted on by a 2/3rd majority vote of the MI-GMIS Board of Directors.