

SOUTHEAST MICHIGAN FAMILY SUPPORT COUNCIL

BY-LAWS

ARTICLE 1 – MEETINGS

Section 1. Annual and Special meetings of the Council.

- a. The annual meeting shall be held each year at a time and place fixed by the Board of Directors, and at least thirty (30) days notice shall be given to the membership. The board may send meeting notices via email or the MFSC website.
- b. The Board of Directors shall designate one regular meeting in each calendar year as the annual meeting for the purpose of elections as provided in the Constitution.
- c. A quorum of any meeting of the membership shall be the members present at the meeting.
- d. The order of business shall be decided upon by the Board of Directors and included in the notice given to the general membership prior to the meeting.
- e. All meetings shall be conducted by Robert’s Rules of order, newly revised.

Section 2. Meetings of the Board of Directors.

- a. The Board of Directors will generally meet once a month; The Board may cancel the July and/or August meeting if there is no business to discuss.
- b. A quorum shall consist of a majority of the Board of Directors. All meetings shall be conducted by Robert’s Rules of Order newly revised.
- c. The Board of Director meetings are open to the General Membership.

Section 3. Meetings of Committees:

- a. Committee members and chairpersons shall be appointed by the President and/or Board of Directors.
- b. Meetings shall be held at the call of the Chairperson of each committee. No meeting shall be held without at least fourteen (14) days notice being given to members. The board may send meeting notices via email or the MFSC website.

- c. A quorum for any meeting of each committee shall be the members present at the meeting.

Section 4. Resolutions:

- a. Resolutions for the consideration of the general membership may be submitted by the Board of Directors, Committees of the Council and/or any member of the Council.
- b. A resolution intended for consideration at the business meeting of the general membership shall be submitted to the Board of Directors at least forty-five (45) days prior to the meeting.

ARTICLE II – BOARD OF DIRECTORS

Section 1. The Board of Directors shall consist of the following: Two (2) directors per County shall be selected from Prosecuting Attorney members and Friend of the Court members. Six (6) directors shall be selected from the Office of Child Support

Section 2. The Board of Directors shall elect from within that Board the offices of President, Vice President, Secretary and Treasurer to serve a term of one (1) year.

Section 2. Duties

- a. The Board of Directors shall direct and conduct affairs of the Council consistent with the authority and powers conferred by the Constitution and By-laws.
- b. The Board of Directors shall approve expenditures of all Council funds. Each member of the Board of Directors may be reimbursed by the Council for the necessary expenses approved by the Board and incurred in the performance of their duties.

Section 3. Removal

Board members may be removed by a majority vote of the Board. Written notice must be given to the member, with reasons for removal listed, at least fourteen (14) days prior to the meeting at which removal is to be voted upon. Notice of vacancy shall be made to the county or membership group which was being represented and a replacement to fill the unexpired term may be made by said county or membership group.

Section 4. Attendance

Board Members missing four (4) or more meetings in a twelve (12) month period are subject to removal as provided for in Section 3.

Section 5. The Board of Directors shall plan the program and agenda of each general membership meeting.

ARTICLE III – OFFICERS

Section 1. President

- a. The President shall call and preside over all meetings
- b. The President shall call and preside over the Board of Directors meeting.
- c. The President may appoint all committee members, except standing committees, and appoint all committees to study and/or act on special issues of concern to the Council.
- d. The President shall be an ex-officio member of all committees.
- e. The President may name an audit committee and/or order that an audit of the financial accounts of the Council be performed within 30 days from the close of the annual meeting.
- f. The President may not serve more than four (4) consecutive one year terms in that Office.
- g. The President shall be appointed to and attend all State Board meetings.

Section 2. Vice-President

- a. The Vice President shall assume the duties of the President if the President is absent from any meeting; The Vice-President shall fulfill the duties of the President for the remainder of the term if the office becomes vacant for any reason.
- b. The Vice-President shall assist the President in the duties as instructed.

Section 3. Secretary

- a. Secretary shall record the minutes of all general membership meetings and Board Meetings.
- b. The Secretary shall handle all correspondence of the Council.
- c. The Secretary shall maintain a membership roster, if applicable.

- d. The Secretary shall perform other duties as may be assigned by the President and/or the Board of Directors.

Section 4. Treasurer

- a. The Treasurer shall receive, deposit and distribute Council funds as directed by the Board of Directors.
- b. The Treasurer shall present a financial statement at all meetings.
- c. The Treasurer shall submit the financial records of the Council for an audit as directed by the President or the Board of Directors.

ARTICLE IV – COMMITTEES

The Board of Directors by majority vote of those present may from time to time establish various committees with various numbers of members from the General Membership or from the Board or from both to assist the Board on special issues of concern to the Board and/or Council. The President shall appoint the members of said committees upon the advice and consent of the Board of Directors.

ARTICLE V – DUES AND FEES

Section 1. The fiscal year of the Council shall be the calendar year.

Section 2. The annual dues of the Council, if any, shall be determined by the Board of Directors.

Section 3. The Board of Directors shall determine the due date and period of coverage for annual dues, if any.

Section 4. The Board of Directors may assess registration fees for any meeting.

ARTICLE VI – ASSOCIATE MEMBERSHIP

A person actively or previously employed in child support by the Department of Human Services, Office of the Friend of the Court, Prosecuting Attorney, vendors, or sponsor partners in the Southeast region of the Michigan Family Support Council may apply for and be approved as an associate member of the MFSC by a majority vote of the Board of Directors present at any regular scheduled meeting.

An Associate member shall enjoy every privilege of this Council except the right to vote and hold office. An associate member may serve on committees as appointed by the president, but that appointment does not give that associate member a board vote.

ARTICLE VII - AMENDMENTS TO THE BY-LAWS

The power to amend, repeal or adopt new By-laws shall be exercised by either the general membership or the Board of Directors as prescribed in the following:

- a. By a majority vote of the general membership present and voting at an Annual Meeting. Notice of the proposed amendment(s) to the By-Laws shall be made at least thirty (30) days prior to the annual meeting; or
- b. By a two-thirds (2/3) vote of the Board of Directors.