



## BY-LAWS

- I. **NAME:** State Employees Charitable Campaign (SECC)
  
- II. **PURPOSE & AUTHORITY:** The State Employees Charitable Campaign (SECC) was created to combine all charitable appeals and giving drives into one annual event. The SECC provides State of Michigan employees the opportunity to donate through bi-weekly payroll deductions or one-time gifts. The SECC derives its authority from the State Administrative Board. The State Administrative Board established the SECC on April 21, 1987 and, per P.A. 2 of 1921, the Board has general supervisory control over the administrative activities of the SECC campaign and Steering Committee. The SECC steering committee shall provide an annual summary of activities and campaign results to the Administrative Board.
  - A) As stated in State of Michigan Financial Management Guide, to be eligible for payroll deduction, charitable contributions must conform to the SECC policies.
  - B) Additionally, the State should not act as or have the appearance of sanctioning any form of political activity by becoming an intermediary or agent by virtue of payroll deduction.
  
- III. **STEERING COMMITTEE:** The Steering Committee shall serve to provide direction for implementation of SECC policy and to determine which umbrella organizations meet eligibility criteria. The Steering Committee may establish and amend policies and procedures as needed to fulfill its purpose.
  - A) Membership: The committee shall include one voting representative, from each of the following:
    1. The Department of Technology, Management and Budget
    2. The Civil Service Commission
    3. The Office of the State Employer
    4. A State of Michigan employee labor organization
    5. The most recent past campaign coordinator
    6. A State of Michigan retiree
    7. Four to six members from State of Michigan Departments/Agencies
  - B) Ex-officio (non-voting) membership of the Steering Committee shall include:
    1. One designee from each of the approved organizations which formally designates a member, in writing, to the Steering Committee. The designation shall be renewed annually as part of the application for participation in the campaign.
    2. The current campaign coordinator.

- C) The Steering Committee shall have the following positions:
    - 1. Chairperson: The Chairperson shall preside at meetings of the Steering Committee. Vice-Chairperson: The Vice-Chairperson shall assist the Chairperson and assume the duties of the Chairperson in their absence.
    - 2. Vacancies of the:
      - (i) Chairperson and/or Vice-Chairperson position shall be filled by the Steering Committee utilizing a simple majority vote.
      - (ii) Steering Committee shall be filled by referring interested parties to the committee for approval.
    - 3. Term limits:
      - (i) The Chairperson and Vice-Chairperson roles will be filled for a two-year term of service.
      - (ii) The maximum term limit for any elected position will be ten years.
  - D) Vacancies, except for the labor organization member, shall be filled by the corresponding agency director, in writing, with the Steering Committee having the option to make recommendations to the agency director.
  - E) Vacancies of the labor organization role shall be filled by soliciting nominations from the leadership in each of the eight recognized bargaining units with the Steering Committee making a selection from the nominations.
  - F) Steering committee appointees with three absences without notice within a calendar year will have their membership reviewed by the Committee. The Committee shall determine if the incumbent can fulfill their responsibilities or needs to be replaced.
- IV. **SUB-COMMITTEES:** The Chairperson shall, with the approval of the Steering Committee, appoint other committees as are deemed necessary and shall assign their duties.
- V. **MEETINGS:** Regular meetings shall be held monthly. Special meetings may be held at any time when called for by the Chair or a majority of the voting Steering Committee members.
- VI. **VOTING:**
- A) A majority of appointed Steering Committee members constitutes a quorum. In the absence of a quorum, no formal action shall be taken except to adjourn the meeting to a subsequent date.
  - B) Passage of a motion requires a simple majority of those present.
  - C) A consent agenda (a meeting practice which packages routine committee reports, Board meeting minutes, and other non-controversial items not requiring discussion or independent action as one agenda item) is permissible when conducting committee business.
  - D) An email message may be used to close out business not completed in regular or special meeting. For an email vote to be valid, the email must be sent to all appointed Steering Committee members and a quorum of email responses must be returned.

- VII. **CONFLICT OF INTEREST**: Any member of the Steering Committee who has a financial, personal or official interest in, or conflict (or appearance of a conflict) with any matter pending before the Board, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will offer to the Steering Committee to voluntarily excuse him/herself and will vacate their seat and refrain from discussion and voting on said item.
- VIII. **AMENDMENTS**: These by-laws may be amended by two-thirds vote of the appointed Steering Committee members at any meeting, provided a quorum is present and a copy of the proposed amendment(s) are provided to members at least one week prior to said meeting.