

COMMUNITY ACTION MANAGEMENT INFORMATION SYSTEM USERS GROUP CHARTER

Approved 9/25/2008

I. Mission

The Community Action Management Information System (CAMIS) strives to improve members' management information systems to advance and support each agency's mission.

II. Purposes

- A. Provide a forum for information exchange and communication
- B. Provide technical support and advice regarding management information systems
- C. Assist with required reporting to funding sources and other organizations
- D. Plan and provide ongoing training for members and other interested individuals
- E. Provide support and assistance
- F. Pursue development opportunities, including (but not limited to) MIS library, funding for specific projects and relationships with external organizations

III. Membership

- A. Membership in CAMIS is open to CSBG-eligible grantees or others as approved by CAMIS.
- B. Each CAMIS entity is allowed one vote provided that annual dues are current.

IV. Dues

Each participating entity will be assessed annual dues as set by CAMIS for the upcoming year (January 1-December 31). Dues are payable by January 31 for the current year. Voting privileges will be suspended until dues are paid.

V. Committees

CAMIS shall form committees to be responsible for specific areas. Each committee shall have a chair elected by the committee. The committee areas include, but are not limited to:

- A. Training – provides ongoing training for CAMIS through monthly meetings and other venues
- B. Conference – plans and presents the annual CAMIS conference, with relevant training and other meetings
- C. Executive – consists of the officers of CAMIS, provides leadership for the work of CAMIS, and acts on behalf of CAMIS between meetings, with updates at the next, regular CAMIS meeting
- D. Policies & Procedures – develops and revises policies and procedures for CAMIS; ensures manual is up-to-date and that it provides orientation for new members
- E. Ad Hoc – addresses time-limited issues and tasks as requested by CAMIS

VI. Officers

CAMIS shall elect a Chair, Vice-Chair, Recorder, Treasurer and a Liaison Officer.

- A. Election of Officers
 1. The officers will be nominated and elected from the paid membership.
 2. The officers will be elected near the end of even-numbered years by CAMIS to serve two-year terms from January 1 through December 31. The officers' terms begin in the odd-numbered year.
 3. No CAMIS entity will have more than one elected officer.
 4. Vacancies are appointed by the CAMIS Chair for the remainder of the elected term.

B. Duties of Elected Officers

1. The Chair shall:
 - a. Preside over CAMIS meetings, election of officers and the formation of committees.
 - b. Prepare CAMIS meeting agendas and ensure distribution to members prior to meetings.
 - c. Ensure that all official documents are maintained.
 - d. Vote only in case of a tie vote.
2. The Vice-Chair shall:
 - a. Assume duties of the Chair in event of absence.
3. The Recorder shall:
 - a. Take and prepare minutes of official CAMIS meetings.
 - b. Post official minutes on the CAMIS website.
4. The Treasurer shall:
 - a. Monitor collection of dues from CAMIS members.
 - b. Pay expenses approved by the CAMIS Chairperson.
 - c. Provide quarterly financial reports or when requested.
 - d. Obtain approval from fiscal host agency to serve as Treasurer, according to agency policy.
5. The Liaison Officer shall:
 - a. Represent CAMIS with various organizations as requested, including the Minnesota Community Action Partnership.
 - b. Provide updates to CAMIS regarding meetings attended.

VII. Meetings & Quorum

- A. CAMIS will conduct regular meetings to address its purposes and business.
- B. The Chair or a majority of the CAMIS officers will call meetings as needed and provide notice to CAMIS members.
- C. A quorum for CAMIS meetings will consist of one-third of the paid members.

VIII. Charter Amendments

- A. CAMIS members will approve all changes to the Charter at a CAMIS meeting.
- B. The Policies & Procedures Committee will present Charter revisions at a CAMIS meeting for discussion. Approval will be requested at the next meeting to provide ample time for review and consideration of the amendments/revisions.
- C. Amendments will be emailed to all members fifteen (15) days prior to the meeting during which the vote will occur.