

Institute of Public Utilities  
College of Social Science  
MICHIGAN STATE UNIVERSITY

**BYLAWS – EFFECTIVE AUGUST 1, 2018 - DRAFT**

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ARTICLE I: NAME AND AFFILIATION OF THE INSTITUTE

Section 1. NAME: This organization shall be known as the INSTITUTE OF PUBLIC UTILITIES (the “Institute”).

Section 2. AFFILIATION: The Institute shall operate as a subunit of Michigan State University (the “University”) and located on the property of the University.

Section 3. REPORTING UNIT: The University, in consultation with the Director of the Institute (the “Director”), shall designate one or more colleges or academic units to which the Institute shall report.

ARTICLE II: MISSION OF THE INSTITUTE

Section 1. MISSION: The mission of the Institute of Public Utilities is to support informed, effective, and efficient regulation of the providers of essential utility infrastructure and services - electricity, natural gas, water, and communications – by delivering to the utility policy community independent, integrative, and interdisciplinary educational curricula and applied research on the institutions, theory, and practice of economic regulation and ratemaking. In furtherance of its mission, the Institute may:

- A. Design and deliver continuing professional educational programs drawing from the academic disciplines of public policy, economics, engineering, law, accounting, finance, communications.
- B. Certify participation in continuing professional educational programs and seek accreditation for participation from appropriate professional organizations.

- C. Participate in externally sponsored and self-sponsored research as appropriate and consistent with the missions of the Institute and the University.
- D. Disseminate information to the utility policy community through outreach forums and publications.
- E. Support the University's mission of undergraduate and graduate education by providing educational and research opportunities for students of the University.
- F. Undertake such other activities as may assist in achieving the University's mission of outreach and the Institute's mission of service to the utility policy community.

### ARTICLE III: ORGANIZATION AND OPERATION OF THE INSTITUTE

Section 1. DIRECTOR: The Director shall be appointed by the Dean of the College of Social Science in a manner consistent with the academic hiring procedures of the University.

- A. The Director shall have academic credentials and practical experience appropriate to the responsibilities of the position and the Institute's mission.
- B. The Director shall be an employee of the University and serve on an appointment or contractual basis for a term and at a level of compensation determined by the University.
- C. The Director shall be subject to annual and five-year reviews by the University in accordance with University policies and procedures.
- D. The Institute Advisory Board may provide input to the University during the hiring process for the Director as well as the five-year review.

Section 2. DIRECTOR RESPONSIBILITIES: The Director is responsible for Institute planning, management, and development, and shall inform the University and the Advisory Board about Institute operations, finances, and activities.

- A. The Director shall receive advice and recommendations from the Advisory Board and other advisors as appropriate but has authority for Institute management and operations under the supervision of the University.

Section 3. PERSONNEL: The Director shall assemble a staff and student workforce necessary to support the functions of the Institute in a manner consistent with the hiring and personnel policies of the University.

Section 4. ASSOCIATES: The Director may designate Institute Associates and program faculty members consistent with the policies and procedures of the University.

Section 5. ETHICS: In keeping with the Institute's mission, the Director shall manage Institute operations and finances in a manner consistent with the highest ethical standards of public service, including appropriate management of conflicts of interests.

#### ARTICLE IV: FINANCIAL SPONSORSHIP OF THE INSTITUTE

Section 1. FINANCIAL SPONSORSHIP: Institute operations may be supported in part by financial contributions from the public, not-for-profit, or private sectors, including individual entities, organizations, and associations.

- A. Financial contributions are voluntary and may be accepted in any amount on a nonrecurring or recurring basis.
- B. A sponsor making recurring contributions over two or more consecutive years will be invited by the Director to designate a member to serve on the Institute's Advisory Board.
- C. The Director in consultation with the Advisory Board may designate sponsorship categories.
- D. The Director or the University may decline any offer of financial support of the Institute at their discretion and in consideration of their respective missions and policies.
- E. Any contribution in support of the Institute will be treated as a gift to the University and subject to applicable University rules.

- F. Institute Sponsors will not seek to use Institute affiliation to advance an interest or unduly influence Institute operations or programs.
- G. Institute Sponsors do not assume liability for any actions taken by the Institute.

ARTICLE V: INSTITUTE ADVISORY BOARD

Section 1. COMPOSITION: Recurring sponsors of the Institute may designate one member to serve on the Institute's Advisory Board at the pleasure of the sponsor's organization on a year-to-year basis. The Director of the Institute shall be an ex-officio member of the Advisory Board.

Section 2. DUTIES AND RESPONSIBILITIES: The duties and responsibilities of the Advisory Board shall be to:

- A. Support the mission and programs of the Institute.
- B. Provide general advice and recommendations regarding Institute operations and programs.
- C. Advise and assist the Director with regard to Institute development, including outreach to potential sponsors.

Section 3. CHAIR OF THE ADVISORY BOARD: The Director shall designate the Chair of the Advisory Board ("Chair") with the consent of the Advisory Board. The Chair shall

- A. Be a representative of a recurring Sponsor organization;
- B. Serve a one-year term, renewable at the discretion of the Director and with the consent of the Advisory Board; and
- C. Preside over all meetings of the Advisory Board or designate a member of the Advisory Board for this purpose in the Chair's absence.

Section 4. REGULAR MEETINGS: The Advisory Board shall meet at least twice annually at a convenient location or by conference call. The

Director, with approval of the Chair of the Advisory Board and of the University, shall set the date, time and location of the meetings and give appropriate notice to Advisory Board members to ensure maximum participation.

- Section 5. SPECIAL MEETINGS: Special meetings or conference calls shall be called by the Director or held at the request of the Advisory Board. Special meetings may be held in person or by conference call.
- Section 6. VOTING: All members of the Advisory Board or their designees, except the Director of the Institute, shall have the right to vote on recommendations to the Director, in person, by written proxy, by electronic means.
- Section 7. COMMITTEES: The Director or Advisory Board may from time to time designate one or more standing or ad hoc committees for special purposes as appropriate. Members of the committees shall be named by the Director with the advice of the Chair of the Advisory Board and shall make recommendations to the Advisory Board.
- Section 8. QUORUM: A simple majority of the respective members of the Advisory Board or committees thereof shall constitute a quorum at all meetings.

## ARTICLE VI: INSTITUTE AFFILIATES

- Section 1. The Director may establish terms by which professional, trade, and other associations may be designated as Institute Affiliates and identified on the Institute's website.
- Section 2. Pursuant to a Memorandum of Understanding, Institute Affiliate organizations will promote Institute programs through various media in return for a nominal discount on program registration fees for their members.

## ARTICLE VII: GRANTS AND PUBLICATIONS

Section 1. GRANTS: In accordance with University policies and procedures, the Director shall make decisions with respect to all applications for research grants and other requests for internal or external financial assistance from the Institute and serve as Principal Investigator or in another role as appropriate. The Director shall report to the Advisory Board about the grant activities of the Institute.

Section 2. PUBLICATIONS: The Director shall approve and direct all Institute publications. All publications shall be consistent with the mission of the Institute, University policies, and applicable academic and professional standards. All publications shall include appropriate disclaimers of attribution and responsibility. The Director shall report to the Advisory Board about the publication activities of the Institute.

#### ARTICLE VIII: INSTITUTE FINANCES

Section 1. FISCAL YEAR: For budgeting and reporting purposes, the fiscal year of the Institute shall begin on July 1 of each year and end on June 30 of the following year.

Section 3. OTHER REVENUE: Revenues may be received from educational program fees, research projects, publications, and other sources in keeping with the mission of the Institute and the policies of the University. The Director shall report to the Advisory Board about all revenue-generating activities of the Institute.

Section 4. ACCOUNTING: The University shall provide accounting controls and oversight. Institute revenues shall be held by the University and disbursed in keeping with fiscal and accounting policies and procedures of the University. Institute finances will be subject to regular review and periodic audit by the University.

Section 5. FINANCIAL REPORT: An annual report summarizing Institute finances shall be prepared by the Director and provided to members of the Advisory Board. The annual report shall include data on trends in Institute programs and finances.

Section 6. FINANCIAL RESERVES: The Institute shall operate with reasonable financial reserve balances, in compliance with University fiscal and carry-forward policies, in order to sustain operations and mitigate financial risk.

ARTICLE IX: BYLAWS REVIEW AND AMENDMENTS

Section 1. PERIODIC REVIEW: The Director shall review these Bylaws periodically, but not less than every three years after the date of approval, and submit any recommended changes to the Advisory Board for their consideration.

Section 2. AMENDMENTS: Amendments to these bylaws may be proposed by the Director, the Chair the Advisory Board, or the University and approved by a majority of the Advisory Board subject to the concurrence of the Dean of the College of Social Science and the General Counsel of the University.

To be signed by

Janice A. Beecher, Director

Kwafo Adarkwa, Chair of the Advisory Board

Rachel Croson, Dean of the College of Social Science

Office of the General Counsel

Original Bylaws Approved at July 30, 1970, Advisory Board Meeting  
Amended Bylaws Approved at August 30, 1972, Advisory Board Meeting  
Amended Bylaws Approved at May 13, 1999 Advisory Board Meeting  
Amended Bylaws Approved at May 6, 2004 Advisory Board Meeting  
Amended Bylaws Approved at May 10, 2013 Advisory Board Meeting  
Amended Bylaws Approved August 1, 2018.