Midwest Public Affairs Conference (MPAC)
Policies and Procedures

Section 1 – Financial Policies

1.1
All financial accounts of the Midwest Public Affairs Conference are to be maintained at a national financial institution.

1.2
The Treasurer is responsible for submitting all reports necessary for the maintenance of its incorporation to the Indiana Department of State, the Internal Revenue Service, and the American Society for Public Administration, as necessary.

1.3
Treasurer is responsible for presenting biannual reports of the corporate finances to the Board of Trustees. These reports must be provided to the Board within 30 days of the end of the fiscal calendar and the sixth month mark. Any member of the Board may request additional financial reports during the fiscal year. Such reports must be provided to the Board within 60 days of the request.

1.4
To facilitate transparency in the finances, all bank account statements shall be made available to the Board of Trustees for their review upon request. Availability of statements may also be achieved through other means, such as an archive maintained through a file sharing service or a specialized login viewing privileges to the bank accounts.

1.5
Purchases or financial obligations over $1000 must be approved by the Board of Trustees.

1.6
Requests for reimbursements of expenditures on behalf of the Midwest Public Affairs Conference must in writing using the organizations expense report form and include original receipts. Requests must be submitted to the Treasurer within 60 days of the transaction date.

1.7
All resources purchases and reimbursed with finances from the Midwest Public Affairs Conference must be registered under the corporate identity.

1.8
The Treasurer shall submit to the Board for approval a budget for the forthcoming fiscal year at the concluding board meeting of the Midwest Public Affairs Conference each year.
Section 2 – Advisory Board

2.1 – Structure of the Advisory Board
Pursuant to the mission of the Midwest Public Affairs Conference, herein referred to as “Conference”, the President may elect to appoint an Advisory Board.

2.1.1 – Membership
Members of the Advisory Board serve at the pleasure of the President. Membership automatically expires at the end of the current term of the appointing President.

2.1.2 – Size of the Board
As the Board serves only in an advisory role, the size of the Board’s membership is determined by the President.

2.2 – Role of the Advisory Board
The responsibility of the Advisory Board is to provide guidance to the President and the Board of Trustee on issues that may arise. While the preferences of the Advisory Board may be solicited by the President and the Board of Trustees, all decisions related to the Conference remain with the Board of Trustees.

Section 3 – Journal of Public and Nonprofit Affairs

3.1 – Ownership
Ownership and hosting of the Journal of Public and Nonprofit Affairs, hereinafter called “JPNA”, remains with the Midwest Public Affairs Conference, hereinafter called “Conference”.

3.1.1 – Financial Responsibility
As a subsidiary of the Conference, the Conference is responsible for meeting the financial needs of JPNA. JPNA is subject to the financial policies of the Conference.

3.1.2 – Sponsorship and Affiliation
Any arrangement between JPNA and any other institution can only be for the purposes of joint-affiliation or sponsorship. Sponsorship and support is to be made to the Conference. Joint-affiliation is subject to the development of a memorandum of understanding between the Conference’s Board of Trustees and the appropriate leadership of the affiliating institution. Such arrangements must be presented to the leadership of JPNA and the Board of Trustees of the Conference for approval.

3.2 – Leadership and Management
Oversight of JPNA is the responsibility of an Editorial Board and an Editor-in-Chief. The Editor-in-Chief is assisted in the daily management of the journal by Associate Editor(s).

3.2.1 – Editorial Board
The Editor-in-Chief, in consultation with the Associate Editor(s) and the Conference President nominate members for the Editorial Board. Confirmation of the appointments is
the responsibility of the Conference’s Board of Trustees. The Editorial Board consists of 15 members, each serving a three-year term. Membership is staggered, with five members being appointed each year. Editorial Board membership follows the calendar year.

3.2.2 – Editor-in-Chief
The Editor-in-Chief is appointed for an initial term of three years by the Conference President, subject to confirmation by the Conference’s Board of Trustees. This appointment is renewable for a successive three-year term, also subject to the confirmation from the Board of Trustees. The maximum time an individual may serve as the Editor-in-Chief is six years and is based on the calendar year.

3.2.3 – Associate Editor(s)
The Editor-in-Chief may appoint a maximum of two Associate Editor(s) for assistance in the daily management of JPNA. Appointment is subject to confirmation by the Conference’s Board of Trustees. Associate Editors serve at the pleasure of the Editor-in-Chief.

3.2.4 – Vacancies
In the advent of a vacancy to the Editorial Board or in the Editor-in-Chief, interim appointments may be made following the processes established in X.2.1 and X.2.2, respectively. Interim appointments are for the remaining term of the vacated position.

3.3 – Position Responsibilities

3.3.1 – Editorial Board
Members of the Editorial Board assist the Editor-in-Chief in establishing the direction and achieving the mission of JPNA. Members advise the Editor-in-Chief on content and other issues as may arise. They also act as ambassadors of JPNA, sourcing potential authors and readers. They are also responsible for encouraging their students and colleagues to read and cite JPNA.

3.3.2 – Editor-in-Chief
The Editor-in-Chief shall have the final responsibility for all editorial content. Included in this responsibility is the decision for accepting or rejecting manuscripts, the issuance of “call for papers”, and approval of all special issues (including content and any guest editor or issue coordinator).

3.3.3 – Associate Editor(s)
If appointed, Associate Editors are responsible for the recruitment of submissions, overseeing the submission and review process, coordinating with the Editor-in-Chief on manuscript decisions, copy-editing accepted manuscripts, producing journal issues, and maintaining the website. Associate Editors may also assist in other matters of the daily management of the journal, as assigned by the Editor-in-Chief.

Approved and adopted on the 11th day of July, 2015.