

# CAMPUS CLUB OF BAY VIEW, MICHIGAN

## BY-LAWS

Revised October 07, 2000

Revised August 7, 2001

Revised August 2, 2005

Revised August 7, 2007

Revised August 2, 2011

### 1. THE BOARD OF DIRECTORS

**A. Organization Meeting.** The first meeting each year of the newly elected Board of Directors of the Campus Club shall be held at the Club House shortly after the Annual Meeting of the members. At this meeting, the Directors shall elect from their members a President, Vice-President, Secretary and Treasurer. Each shall serve for a term of one (1) year; no officer may serve more than three (3) successive terms.

**B. Committees** The President, with confirmation of the Board of Directors, shall appoint chairpersons for the following standing committees: Membership, Programs, Kitchen Activities, Shuffleboard, Croquet and Lawn Bowling, Publicity, "Who's Who", House and Property, and any other committees deemed desirable. Each chairperson may name other members of the Club to serve on his or her committee.

1. For purposes of insurance, the House and Property Committee shall submit an accurate listing of all Campus Club fixed assets (see Constitution, Section IV B) to the club Secretary and to the secretary of the Bay View Association. This shall be done annually and completed by the end of the fiscal year.
2. Chairpersons appointed to committees who are not on the Board of Directors shall be considered ex-officio non-voting members of the Board who may participate in the business meeting of the Board, but who may not vote.

### C. Meetings

1. Meetings of the Board shall be called at the convenience of the President and the Directors.
2. Special meetings may be called by any seven (7) of the Directors, provided that all Directors have been notified three (3) days in advance of the meeting.
3. At any meeting of the Board, a quorum (7) must be present to conduct business.
4. A special membership meeting may be called, for a specific purpose, by the Board of Directors with 7 day notice.
5. No unbudgeted expenditure of \$2000 or more may be spent without approval of a majority vote of the membership present and voting.

**D. Vacancies in Office** Vacancies in any of the offices may be filled by the Board of Directors; they may also create create such other offices as they may deem necessary to the operation of the club.

## II. Club Officers

### A. President:

1. In addition to presiding over all meetings of the Directors and the Annual Meeting of members, the President shall exercise general supervision over Affairs of the Club.

2. At least three (3) weeks before the Annual Meeting, the President shall name an Auditing Committee of three (3) members of the Campus Club who shall examine the accounts of the Treasurer and append the results of their findings to the President's annual report.
3. At least three (3) weeks before the annual election of Directors, the President shall appoint a Nominating Committee of three (3) members and designate who is Chair. The Chair shall prepare a written report of nominees for Directors to serve for three (3) year terms (see Constitution V-A, B). The list of nominees shall be read at a regular Club meetings and posted at least one (1) week before the Annual Meeting. The presentation of their slate, however, shall not deprive any member of the Club from making any nomination, with the prior consent of the nominee, from the floor of the Annual Meeting.

**B. Vice-President:** In the absence or inability of the President to act, the Vice-President shall preside at all meetings and discharge all other duties of the office.

**C. Secretary:** The Secretary shall keep a record of all board Meetings, the Annual Meeting and any other called business session. Such minutes must be read and approved at the following Board/Annual meeting. After approval, the minutes shall be posted on the Campus Club Bulletin Board with extra copies available.

**D. Treasurer:**

1. The Treasurer shall keep an accurate accounting of all money receipts and make written reports at each meeting of the Board of Directors and to the Annual Meeting.
2. The Treasurer shall deposit all funds in the Petoskey banks designated by the Board of Directors and be empowered to draw from said funds to meet Club expenses. If for any reason the treasurer is unable to fulfill his or her duties, some other member of the Club who has previously been designated by the Board may act in the Treasurer's stead.
3. Both the Treasurer and the substitute shall be bonded, with ample surety to protect the Club from any financial loss. This is covered under the Blanket Policy held by the Bay View Association. The cost of this coverage is paid by the Bay View Association.
4. The Treasurer upon the election of a new President or the new Treasurer shall obtain a new bank signature card and have it signed by the Treasurer and President in office for the current terms of office. This is for a second signature and not co-signing.

### **III. MEMBERSHIP FEES**

**A. Fee Schedule:**

Annual Membership, per person	\$ 15.00
Membership privileges for two weeks, per person	5.00
Life Membership, per person	150.00

1. Only Annual and Life membership members shall be eligible to vote at any meeting.
2. Fees for Life membership shall be invested. The interest received from such

funds shall be paid to the General Fund of the Campus Club.

3. A Maintenance, Operation, Restoration and Emergency Fund (MORE) has been established for use within the Campus Club building.

#### **IV. MISCELLANEOUS**

**A.** Members of the Club shall have access to the full use of the facilities providing a Board member or member designated by a Board member in responsible.

**B. Keys to the Campus Club locks:**

1. All keys to Campus Club locks belong to the Campus Club and may be distributed at the discretion of the President.
2. No duplicate keys are to be made of Campus Club keys.
3. All keys to Campus Club locks must be turned in to the President (or the person he designates) who in turn gives them to the Superintendent of Grounds before the holder leaves Bay View.

#### **V. AMENDMENTS**

**A. Board responsibilities.**

Amendments to these By-Laws may be proposed at any meeting of seven (7) of more Directors. Amendments may be discussed at one or more meetings but the final vote on the Amendments must be at a separate meeting where no changes of the Amendments can occur. After Board approval, the Amendment is taken to the membership for consideration.

**B. Membership responsibilities.**

Amendments to these By-Laws may be made by at least a two-third's vote of the members, present and voting, at any Annual or Special meeting of the membership; such amendments, however, shall be posted at least ten (10) days prior to said meeting on the Campus Club bulletin boards.

# **CONSTITUTION OF CAMPUS CLUB OF BAY VIEW**

Revised October 07, 2000

Revised August 7, 2001

## **I. NAME**

The name of this organization shall be the Campus Club of Bay View.

## **II. PURPOSE**

The purpose of the Campus club shall be to promote social functions, recreational activities and educational programs which will foster fellowship among its members and enhance their summer sojourn at Bay View.

## **III. MEMBERSHIP**

- A. Membership is open to members of the Bay View Association, their families and residents in the area who have manifested an interest in the principles sponsored by the Bay View Association and made written application to the Campus Club.
- B. Life memberships, which shall entitle the members to all the privileges of the Club without further payment of dues, shall be available at rates set in the By-Laws.

## **IV. GROUNDS AND PROPERTY**

- A. The use of the present grounds of the Campus Club is a grant from the Trustees of the Bay View Association. The use of said grounds is at all times subject to the Articles of Incorporation and the By-Laws of said Association. Any additional grounds that this Club may desire can be acquired only with the consent of the Bay View Trustees.
- B. The property of the Campus Club shall consist of the club house, the equipment in the building, the equipment house, the shuffleboard, croquet and lawn bowling courts plus the furniture and equipment for the above facilities.
- C. The external maintenance of the buildings is the responsibility of the Bay View Association while the inside maintenance is to be maintained by the Campus Club. See Bay View Association (78) Adjunct Board and Agencies, Final paragraph Section (iv). "The delegation of management and control of any buildings, structure or facilities to an adjunct board or agency shall be subject to the general authority and control of the Board of Trustees. Approved 8/91."

## **V. DIRECTORS**

- A. The number of Directors shall be thirteen (13). Upon election at the annual meeting, each shall serve for a term of three (3) years. A Director shall serve not more than two (2) consecutive full terms; however, he or she may be re-elected after one (1) year's absence from the Board.

- B. Vacancies in the Board of Directors shall be filled at any time by the appointive action of the Board. In the event a Director fails to attend any business meeting for one (1) year, the Board may declare that a vacancy exists and proceed to fill the same.
- C. The Board of Directors is authorized to govern the Campus Club affairs, elect all officers of the Club, establish any appropriate committees and conduct the affairs of the Club in accordance with the By-Laws.

## **VI. QUORUM**

Seven (7) Directors present at any business session of the board shall constitute a quorum.

## **VII. PROCEDURE AT ANNUAL MEETING**

- A. The Annual Meeting of the members is to be held on the first Tuesday of August at the Club House.
- B. Directors shall be elected from the membership to succeed those whose terms of office has expired.
- C. Twenty-four (24) members present at the Annual Meeting shall constitute a quorum. Notice of the Annual or Special Meetings shall be posted on the Post Office bulletin board at least fourteen (14) days prior to the meeting.
- D. At the Annual Meeting, the current officers shall conduct all matters of business, including the election of directors. Following the session the newly elected Directors shall assume their duties.
- E. The President shall present an annual report covering his tenure of office; this written report shall be submitted to the Secretary for permanent record. Such a written report shall be submitted by the chairpersons of appropriate committees listed in the By-Laws, Article I, Section B.) At the Annual meeting the President shall present a report covering the activities of the club for the year and a copy of this report shall be submitted to the Secretary for permanent file. Each chairperson of those committees listed in the By-Laws, Article I, Section B shall prepare a similar report of their committee activities and submit it to the Secretary for permanent file.
- F. The Secretary shall read the minutes of the previous Annual meeting and keep the minutes of the Annual Meeting.
- G. The Treasurer shall present a current Income/Expense Statement as well as a report of all Investments. Copies shall be available to the membership.
- H. The Auditing Committee, appointed by the president, shall make a written report, which shall be filed with the secretary and attached to the report of the Treasurer.
- I. A brief Memorial Service will be held for members who have died since the last Annual Meeting.

- J. The Campus Club fiscal year shall be the same as the Bay View Association. See Bay View Association (79) Fiscal Year which says, "The fiscal year of this Association shall close on the thirty-first day of October of each year."
- K. Included in the Annual Meeting will be other business and program as is appropriate.

## **VIII. AMENDMENTS**

### **A. Board Responsibilities.**

Amendments to this Constitution may be proposed at any meeting of seven (7) or more Directors. Amendments may be discussed at one or more meetings but the final vote on the Amendments must be at a separate meeting where no changes of the Amendments can occur. After Board approval, the Amendment is taken to the membership for consideration.

### **B. Membership Responsibilities.**

Amendments may be made to this Constitution at any Annual Meeting or at a Special Meeting (of the members) called by the Board for that purpose; however, such proposed amendments shall be posted on the Post Office bulletin board at least fourteen (14) days prior to the meeting. The passage of any amendment shall require at least a two-thirds vote by those present and voting.