

CENTRAL MICHIGAN SUPPORT COUNCIL
BY-LAWS

ARTICLE I – MEETINGS

Section 1. Regular and Special Meetings of the Council

(a) Regular Meetings.

- (1) The membership shall meet at least once a year on a date fixed by the Board of Directors.
- (2) The Board of Directors shall designate one regular meeting in each calendar year as the annual meeting for the purpose of elections as provided in the constitution.
- (3) The Board of Directors shall determine the meeting sites.
- (4) A quorum of and meeting of the membership shall be the members present at the meeting.
- (5) The order of business shall be decided upon by the Board of Directors and included in the notice given to the general membership prior to the meeting.
- (6) All meetings shall be conducted by Robert’s Rules of order, newly revised.

(b) Special Meetings.

- (1) Special meetings may be called by the Board of Directors provided notification and agenda of such meetings is made by fax or mailed 21 days to said meeting.
- (2) The Board of Directors upon receipt of a petition signed by 20% of the general membership shall call a special meeting within 30 days. Such petition shall contain reasons for requesting a special meeting.
- (3) All special meetings shall be conducted in the same manner as a general meeting as set forth in these by-laws at Section 1, item (a) (3), (4), (5) and (6).

Section 2. Meetings of the Board of Directors

- (a) The Board of Directors shall meet at the call of the President and shall meet one month prior to each general membership meeting. The Board of Directors meeting immediately preceding the annual Council meeting shall be the annual meeting of the Board of Directors.
- (b) The members of the Board of Directors present shall constitute a quorum for the transaction of business. All meetings shall be conducted by Robert’s Rules of order, newly revised.
- (c) Meeting of the Board of Directors shall be open to the general membership.

Section 3. Resolutions

- (a) Resolutions for consideration of the general membership may be submitted by the Board of Directors, committees of the Council, and/or any member of the Council.

- (b) A resolution intended for consideration at business meeting of the general membership may be submitted in writing to the Board of Directors prior to the meeting or may be submitted at the meeting.

ARTICLE II – BOARD OF DIRECTORS

Section 1. Duties

- (a) The Board of Directors shall direct and conduct affairs of the Council consistent with the authority and powers conferred by the Constitution and by-laws, and the general membership.
- (b) The Board of Directors shall approve expenditures of all Council funds.

Section 2. Each member of the Board of Directors may be reimbursed by the Council for the necessary expenses incurred in the performance of duties.

Section 3. Board members may be removed by a 2/3 vote of the total membership of the Board. Notice of such vacancy shall be made to the county or standing committee which was being represented by said Director and a replacement to fill the unexpired term shall be made by said County or standing committee within 30 days.

Section 4. The Board of Directors shall plan the program and agenda of each general membership meeting.

ARTICLE III – OFFICERS

Section 1. President

- (a) The President shall call and preside over all meetings.
- (b) The President shall call and preside over the Board of Directors meeting.
- (c) The President shall vote only in the case of a tie vote.
- (d) The President may appoint all committee members, except standing committees, and appoint all committees to study and/or act on special issues of concern to the Council.
- (e) The President shall be an ex-officio member of all committees.
- (f) The President shall order that an audit of the financial accounts of the Council be performed within 30 days from the close of the annual meeting.

Section 2. Vice-President

- (a) The Vice-President shall fill the Office of the President if the President is not attending a session or has resigned for any reason.
- (b) The Vice-President shall assist the President in the duties as instructed.

Section 3. Secretary

- (a) The Secretary shall record minutes of all general membership meetings and Board Meetings.
- (b) The Secretary shall handle all correspondence of the Council.

- (c) The Secretary shall maintain a membership roster.

Section 4. Treasurer

- (a) The Treasurer shall receive, deposit, and disburse funds as directed by the Board of Directors.
- (b) The Treasurer shall present a financial statement at all meetings.
- (c) The Treasurer shall submit the books for an audit as directed by the President of the Board of Directors.
- (d) The Treasurer, upon receipt of dues, shall issue membership cards and inform the Secretary of each paid membership.

ARTICLE IV – COMMITTEES

Section 1. The President may appoint from the general membership, the Board of Directors, and/or standing committees, persons to serve on the following special committees: Membership, Legislative and Training, Standardization, and Nominations.

- (a) Membership Committee shall aid the Board of Directors as needed in the recruitment and registering of new members.
- (b) Legislative Committee.
 - 1) The Legislative Committee shall advise the President and the Board of Directors regarding legislative matters pending before the Legislature.
 - 2) The Legislative Committee shall advise membership of pending legislation, other matters of importance and conduct surveys.
 - 3) The Legislative Committee shall support and campaign for legislation as directed by the Board of Directors from a consensus of opinion by the general membership.
- (c) Training and Standardization Committee shall work for in-service training and standardization of procedures for the benefit of the general membership. The purpose of this committee is to gather information and dispense information and recommendations on the part of either the committee or general membership.
- (d) Nominations Committee

The Nominations Committee shall meet at least two months prior to the annual meeting for the purpose of recruiting candidates for each council officer position. The chair of the Nominations Committee shall place in nomination at the annual meeting the name of each member who has indicated a desire to become a candidate for this office.

ARTICLE V – DUES

- Section 1. The dues of the Council shall be \$1.00 per year, per member.
- Section 2. The annual membership dues shall be effective from October 1st of each year through September 30th, of the following year.
- Section 3. A registration fee shall be charged to each person attending membership meeting.

ARTICLE VI – AMENDMENTS TO THE BY-LAWS

The power to amend these by-laws shall be vested in the judgement of the membership expressed by resolution at a general membership meeting and approved by a majority vote of membership present and voting.

Last amended 3/6/01