

**CENTRAL MICHIGAN FAMILY SUPPORT COUNCIL
BY-LAWS**

ARTICLE 1 – MEETINGS:

Section 1. Regular and Special Meetings of the Council:

(a) Regular Meetings.

- (1) The annual meeting shall be held each year at a time and place fixed by the Board of Directors and at least thirty (30) days notice shall be given to the membership.
- (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 for any 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 at least thirty (30) days prior to such meeting.
- (2) A petition specifying the reasons for requesting a special meeting and signed by 20% of the general membership may be submitted to the Board of Directors. The Board of Directors shall call a special meeting within 30 days of receipt of the petition.
- (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) Meetings of the Board of Directors shall be open to the general membership.

Section 3. Resolutions.

- (a) Resolutions for consideration of the general membership must be submitted in writing by the Board of Directors, committees of the Council and/or any member of the Council.
- (b) A resolution intended for consideration at the business meeting of the general membership must be submitted in writing to the Board of Directors prior to the meeting or may be submitted in writing 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. Written notice must be given to the member, with reasons for removal listed, at least fourteen (14) days prior to the meeting at which removal is to be voted upon. Notice of such removal shall be made to the county or standing committee which was being represented by said Director and a replacement to fill the remaining term shall be made by said county or standing committee within 30 days.

Section 4. Upon a vacancy occurring on the Board of Directors, a successor shall be nominated by any member of the Board of Directors. The nominee shall become a new board member by 2/3 vote of the Board of Directors. The successor shall finish the term of the vacant position.

Section 5. The Board of Directors shall plan the program and agenda for 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 meetings.
- (c) The President shall vote only in the case of a tie vote.
- (d) The President may appoint all committee members 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.

NOTE: Article III – Officers: Section1(g) – President: which states “The President shall serve no more than two (2) consecutive one year terms” was repealed by a unanimous vote of the Board of Directors at a meeting on March 27, 2015, pursuant to Article VI (b) of these By-Laws.

- (d) The Secretary shall be responsible for retaining a paper record of all minutes and other documents reflecting the business of the Board for a period of five years. The records shall be passed on to each Secretary at the beginning of their term of office.

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.

ARTICLE IV – COMMITTEES:

Section 1. The President may appoint from the general membership or the Board of Directors, persons to serve on the following standing committees: Membership, Legislative, Training, Nominations and Elections, and Constitution and By-Laws.

- (a) The 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) The Training 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) 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.
- (e) The Constitution and By-Laws Committee shall meet annually for the purpose of reviewing the Constitution and of the Council and shall provide any proposed changes to the Board of Directors. Any changes to the Constitution and By-Laws shall then be acted upon as called for in the Constitution and By-Laws.

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 the date of the annual general membership meeting to the general membership meeting of the following year.
- Section 3. The Board of Directors may assess registration fees for any meeting.

ARTICLE VI – AMENDMENTS TO THE BY-LAWS:

The power to amend, repeal or adopt new By-Laws shall be exercised by either the general membership or the Board of Directors as prescribed in the following:

- (a) By a majority of the general membership present and voting at the annual conference, notice of the proposed amendment(s) to the By-Laws shall be made at least thirty (30) days prior to the annual conference; or
- (b) By a two-thirds (2/3) vote of the Board of Directors.

(Ratified May 8, 2013)