

MICHIGAN STATE UNIVERSITY VARSITY 'S' CLUB

- ARTICLES OF ORGANIZATION -

Preamble

This Michigan State University Varsity 'S' Club operates under the auspices of the Michigan State University Department of Intercollegiate Athletics to further the department's goal of unifying the athletics family of past, present and future Spartan athletes, with the department providing coordinated administrative support, access to a broad range of communication and technology capabilities, opportunities for personal engagement, support for recognizing achievements and organizing celebrations, as well as other enhanced resources and opportunities for collaborative mentorship.

Article I. NAME

The name of this organization shall be: The Michigan State University Varsity 'S' Club, and hereafter will be referred to as the Club.

Article II. PURPOSE

The purposes of this organization shall be:

- A. To promote cooperation among the alumni varsity athletes of Michigan State University, and with the Athletic Department, the University Administration and the Student Body.
- B. To promote a high standard of athletic and academic achievement among student-athletes at Michigan State University.
- C. To create a fellowship among MSU alumni varsity athletes.
- D. To maintain for the use of the membership, and appropriate MSU Athletic Department and University functions, the rooms in the west wing of Spartan Stadium, given to the Club for its use in perpetuity by MSU President John Hannah, known as the Varsity Club Room.
- E. To encourage and actively participate in the development and maintenance of a written and pictorial history of all MSU Spartan intercollegiate athletic teams, and to provide a repository for such materials that is accessible to the membership and other interested parties.
- F. To assist through the proper University channels support of the MSU athletic program through encouraging member contributions to the MSU Spartan Fund.
- G. To extend assistance and encouragement to all organized activity sponsored for the betterment of athletics at Michigan State University.

Article III. MEMBERSHIP

- Sec. 1 ACTIVE – Those who have earned a varsity letter while attending Michigan State University and are a member in good standing through being a paid Life member or being an Annual member with dues paid for the current calendar year. Each Active member is entitled to one vote.
- Sec. 2 HONORARY – This category of Club membership is accorded to individuals based on extended service and devotion to the betterment of athletics at Michigan State University, and to those MSU staff members who distinguish themselves by long and devoted service to the University and continued active interest in and devotion to MSU athletics. A maximum of six (6) Honorary memberships may be conferred annually upon nomination by a member in good standing and upon approval by a majority vote of the Board of Directors. Honorary members have all the privileges of membership except voting and holding office.
- Sec. 3 ASSOCIATE – Individuals who participated on a varsity intercollegiate athletic team at Michigan State University but did not earn a letter (e.g., an individual who participated for a full one or more years without

earning a varsity letter, an individual whose career was interrupted or concluded by injury) may obtain Associate Membership upon application to the Executive Director and approval by the Membership Committee. Associate members have all the privileges of membership except voting and holding office.

Sec. 4 MEMBERSHIP DUES – Dues for Club membership shall be established and adjusted as deemed necessary by a two-thirds majority vote of the Board of Directors.

Article IV. OFFICERS AND THEIR DUTIES

A. OFFICERS

The officers of this Club shall be: President, 1st Vice-President, 2nd Vice-President, and Secretary. These officers shall be elected from among the Board of Directors by the Directors. To be eligible to be elected to an officer position, a Board member must have served a minimum of one (1) term on the Board of Directors. An individual may be nominated, elected to and hold only one Club office at any given time. The retiring President shall serve in an advisory capacity as an *ex officio* member of the Board and serve as the Club representative on the University Athletic Council for a term of three (3) years. Normal succession to the Presidency shall be 2nd Vice-President to 1st Vice-President to President. These four officers plus the Executive Director and the Athletic Council representative shall constitute the Executive Committee of the Club.

B. DUTIES OF OFFICERS

1. President

In addition to the normal duties of a President and duties specifically mentioned elsewhere in this document, it shall be the duty of the President to:

- a. Ensure observance of these Articles of Organization and the Operating Procedures of the Club.
- b. Call meetings of the Club membership or of the Board of Directors whenever the need arises for fulfillment of the Club's purposes.
- c. Preside at meetings of the Club and of the Board of Directors in the absence of the Executive Director.
- d. Solicit agenda items for the Board of Director meetings and any other Club meetings.
- e. On a quarterly basis each year meet with the Executive Director to conduct a brief review of the state of the Club and of the relationship of the Executive Director with the Board of Directors.
- f. Appoint *ad hoc* committees as is necessary to facilitate the business of the Club.
- g. Be an *ex officio* member of all Club committees.
- h. In cooperation with the Executive Director and the Finance Committee, by the end of each fiscal year prepare and submit to the Board of Directors, for its approval, a budget for the following fiscal year.

2. 1st VICE-PRESIDENT

It shall be the duty of the 1st Vice-President to assume all normal duties of a Vice-President including, but not limited to, assisting the President and Executive Director in carrying out the business of the Club, and assuming the duties of the President in the absence of that individual.

3. 2nd VICE-PRESIDENT

It shall be the duty of the 2nd Vice-President to assist the President and Executive Director in administrative duties including, but not limited to, assisting the President in carrying out the business of the Club, and assuming the duties of the President in the absence of the President and the 1st Vice-President.

4. SECRETARY

In addition to the duties normally associated with this office, it shall be the duty of the Secretary to:

- a. Serve as the recording and corresponding secretary of the Club.
- b. Serve as the custodian of all committee records, except those specifically assigned to others by the President or these Articles of Organization or the Club's Operating Procedures.
- c. Maintain, and have available at the annual meeting, a current list of all Board representatives, existing committees and their membership.
- d. Maintain records in which these Articles of Organization and the associated Operating Procedures, any special rules of order, standing rules, written policies and procedures, and minutes are entered, with any amendments to these documents properly recorded. The current record book(s) shall be available at the annual meeting and at each Board of Directors meeting. Copies of these documents shall be made available to any member, upon request, at a nominal copying charge.
- e. Assist the President and the Executive Director in the preparation of the agenda for Board of Director meetings and any other Club meetings.
- f. Provide, or cause to be provided, minutes of each Board of Director meeting to Board members within one week of the meeting.

C. TERM OF OFFICE

The term of office shall be three (3) years, and officers shall be elected by majority vote of the Board of Directors at a regularly scheduled Board meeting in April of every third year. Officers shall assume their responsibilities at the conclusion of the annual meeting following their election. There is no limit to the number of consecutive terms an officer may serve. There is no requirement for an officer to be re-elected to the Board while serving in an officer position.

D. VACANCY OF OFFICE

An officer may resign at any time by providing written notification to the President and Executive Director. If the resignation is for the office of President, written notification shall be provided to the Secretary and Executive Director. A vacancy occurring in an elected office of the Club shall be filled for the remainder of the term by appointment by the President, with the approval of a majority of the Board of Directors. A vacancy in the office of the President shall be filled by the 1st Vice-President. In the event that an officer becomes remiss in the performance of his/her duties, which could include but not be limited to having three (3) unexcused absences from scheduled meetings in a 12 month period, allowing membership to lapse, or an inability to perform assigned tasks, after proper notification of the officer involved and an opportunity to present to the Board an explanation of his/her actions, the officer may be relieved of his/her duties by a two-thirds majority vote of the Board of Directors, who shall then provide the officer with written notice of this action.

E. EXECUTIVE DIRECTOR

The Executive Director of the MSU Varsity 'S' Club reports to the MSU Director of Athletics, advises and works directly with the Board of Directors, is responsible for the Club's day-to-day operation, and consistent achievement of its mission and financial objectives through design, development and implementation of strategic plans for the Club in a cost-effective and time-efficient manner. The Executive Director shall serve as an *ex officio* member of the Board of Directors.

1. Duties of Executive Director

The Executive Director will:

- a. Preside at all meetings of the Club and of the Board of Directors.
- b. Ensure the Club has a long-range strategy that achieves its mission, and toward which it makes consistent and timely progress, and by the end of the fourth quarter of each year make a report to the Board of Directors on such progress.
- c. Provide leadership in developing program, organizational and financial plans with the Board of Directors and staff, and carry out plans and policies authorized by the board.

- d. On a quarterly basis each year meet with the President to conduct a brief review of the state of the Club and of the relationship of the Executive Director with the Board of Directors.
- e. Promote active and broad participation by volunteers in all areas of the Club's work.
- f. Maintain official records and documents, and ensure compliance with University, Athletic Department, NCAA, federal, state and local regulations.
- g. See that the board is kept fully informed on the condition of the Club and all important factors influencing it, through quarterly reports to the board.
- h. Publicize the activities of the Club, its programs and goals.
- i. Establish sound working relationships and cooperative arrangements with University and community groups and organizations.
- j. Represent the programs and point of view of the Club to other agencies, organizations, and the general public.
- k. Be responsible for the recruitment, employment, and release of all Club personnel, both paid staff and volunteers.
- l. Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place for Club staff and volunteers.
- m. Encourage staff and volunteer development and education, and assist program staff in relating their specialized work to the total program of the Club.
- n. Maintain a climate that attracts, keeps, and motivates a diverse staff of top quality people.
- o. Be responsible for developing and maintaining sound financial practices for the Club.
- p. Work with the staff, Finance Committee, and the board in preparing a budget; see that the Club operates within budget guidelines.
- q. Ensure that adequate funds are available to permit the Club to carry out its work.
- r. Jointly, with the president and secretary of the board of directors, conduct official correspondence of the Club, and jointly, with designated officers, execute legal documents.

2. Selection and Appointment of Executive Director

The Executive Director shall be a paid staff member of the MSU Department of Intercollegiate Athletics, and as such will be selected by and serve at the pleasure of the MSU Director of Athletics, with the advice and consent of the Board of Directors.

Article V. BOARD OF DIRECTORS

A. COMPOSITION

The Board of Directors shall consist of the four officers, plus nine (9) additional Active members in good standing who shall serve as Directors. Three (3) of these Directors shall be Young Alumni (individuals within ten (10) years of graduation from MSU at the time of their election). Directors shall serve terms of three (3) years with the option of being re-elected, but no Director shall serve more than two (2) consecutive terms. The Executive Director, the Athletics Council representative (immediate past-President) and any Board Members Emeritus shall serve on the Board in an *ex officio* (non-voting) capacity. A member shall not serve as a voting member of the Board while serving as a paid employee of, or under contract to, the MSU Varsity 'S' Club.

B. RESPONSIBILITIES

The responsibilities of the Board of Directors are to:

1. Actively promote and uphold the purposes, objectives and policies of this Club, as stated in Article II of this document and in the Operating Procedures.
2. Work toward increasing and maintaining Active and Honorary memberships, and developing and maintaining the various programs for the Club membership.
3. In cooperation with the Executive Director, establish written operating policies and procedures governing Club activities and programs.
4. Monitor the annual budget of the Club, as submitted by the Executive Director in cooperation with the

President and the Finance Committee.

5. Delegate to committee members such duties as directed by the President and/or the Board of Directors.
6. Establish membership fees or any such form of dues for membership.
7. In carrying out their overall supervisory responsibility, the Club officers and/or Board of Directors may request advice and reports from the MSU Athletic Department and its appointed committees pertaining to activities being conducted by these groups.

C. AUTHORITY

The Board of Directors shall be fully empowered to expedite such administrative affairs as may require action between the annual meetings of the Club.

D. MEETINGS

1. Board of Directors Meetings

The Board of Directors shall meet in open session on the third Tuesday of the first month of each calendar quarter (January, April, July and October), and on such other occasions as called by the President. The Executive Committee of the Board shall meet on the third Tuesday of the third month of each quarter (March, June, September and December). The Secretary will notify, or cause to be notified, all Board members of regularly scheduled meetings at least one (1) week prior to the meeting.

2. Special Meetings

The Executive Director or the President may call special meetings of the Board of Directors. Notice of such meetings and the reasons therefore shall be transmitted to the members of the Board by the Secretary at least one (1) week prior to any such meeting.

3. Minutes

Minutes of all Board of Directors meetings shall be furnished to the members of the Board within seven (7) days of said meetings.

4. Quorum

A majority of the voting members of the Board of Directors shall constitute a quorum for the legal transaction of Club business.

5. Voting

Each Board member is limited to one (1) vote. Unless otherwise stated in this document, a simple majority is all that is necessary to conduct business requiring a vote.

E. VACANCY OF OFFICE

A Director may resign at any time by providing written notification to the President and Executive Director. A vacancy occurring in a Director position shall be filled for the remainder of the term by appointment by the President, with the approval of a majority of the Board of Directors. In the event that a Director becomes remiss in the performance of his/her duties, which could include but not be limited to having three (3) unexcused absences from scheduled meetings in a 12 month period, allowing membership to lapse, or an inability to perform assigned tasks, after proper notification of the Director involved and an opportunity to present to the Board an explanation of his/her actions, the Director may be relieved of his/her duties by a two-thirds majority vote of the Board of Directors, who shall then provide the Director with written notice of this action.

F. BOARD MEMBER EMERITUS

There shall be a category of Board member known as a Board Member Emeritus, who is nominated and elected by the Board of Directors. Board Members Emeritus shall be selected from those Board members who have provided lengthy service on the Board and/or as an officer with distinction and excellence. Emeritus members shall serve three (3) year renewable terms for as long as they remain active in the work of the Club, and may end their term at any time. A Board Member Emeritus shall be entitled to receive all written notices and information that are provided to the Board of Directors, to attend all Board of Directors meetings and serve in an advisory capacity as an *ex officio* member the Board, to participate in meetings of the committees on which they serve, and encouraged to attend all other events conducted by the Club. A Board Member Emeritus shall not be subject to any attendance policy, or counted in determining if a quorum is present at a Board meeting.

Article VI. NOMINATIONS AND ELECTIONS

The nine (9) Directors, each serving terms of three (3) years, shall be apportioned so that the terms of two (2) Directors and one (1) Young Alumni Director expire each year. The election of the Board of Directors shall be conducted in the following manner.

A. The President shall in December of each year:

1. Appoint, or cause to be appointed, a Nominating Committee of three to five Active members (at least one of which shall be a Board member whose term is not expiring) to propose nominations for each of the three (3) Board positions to be filled the following year;
2. establish the schedule of closing dates regarding the nominating and election process; and
3. notify the general membership of the names of the appointed committee, closing dates, and call for general nominations.

B. Only current Active members in good standing shall be eligible to be nominated to Board membership.

C. A nomination may be made for any Active member who meets the eligibility requirements by the Nominating Committee or may be submitted by any Active member to the Nominating Committee:

1. A nomination may be made by a member on his or her own behalf;
2. a nomination may be made for another member only with the nominee's consent;
3. nominations originating outside the Nominating Committee do not require a second;
4. for inclusion on the ballot, nominations must be received in written form by the Nominating Committee; and
5. members of the Nominating Committee are not precluded from being nominated for a position.

D. Nominations shall be deemed closed on January 30 of each year.

E. Each Active member is entitled to one (1) vote.

F. Voting shall be by written secret ballot. An official ballot shall be distributed, or caused to be distributed, by the Secretary to each voting member, at the last known address in the Club records, during the last week of February each year. This ballot, in order to be counted, must be returned by mail and received at the Club office by the date of the April Board meeting, or personally delivered by the member to the Secretary prior to the call-to-order of the April Board meeting.

G. Counting of the ballots shall be conducted at the April Board meeting by non-nominated members of the Nominating Committee and/or the Board of Directors.

H. The Young Alumni candidate receiving the largest number of votes, and the two (2) remaining nominees receiving the largest number of votes, shall be elected. In the event of a tie, a new ballot, involving only those tied for a position, shall be distributed within one week by the Secretary to the general membership with appropriate instructions. The deadline for receipt of any such second balloting shall be May 31.

- I. Notification of ballot results shall be made by the President to the general membership at the annual meeting, through publication in the Club newsletter, and on the Club website. Newly elected Board members shall begin their term of office at the conclusion of the Club's annual meeting of that year.

Article VII. CLUB MEETINGS

A. MEETINGS

1. Annual Meetings. At such time as designated by the Board of Directors there shall be an annual meeting of the membership of the Club for the purpose of setting or reviewing the activities, policies and procedures of the Club. A preliminary notice of the date and site of the annual meeting shall be sent to the Club members at least 60 days prior to the annual meeting date.
2. Special Meetings. Special meetings of the Club membership may be called as deemed necessary by the Executive Director or the President or a majority of the Board of Directors.
3. Membership Recourse Meeting. A special meeting (Membership Recourse meeting) may be called by the membership. Such a meeting requires the attendance of two or more members of the Board of Directors. To call a Membership Recourse meeting, an Active member must present to any board member a petition stating the reasons for the meeting and bearing the signatures of a minimum of ten (10) percent of the Active membership or a minimum of fifty (50) Active members (whichever is the lesser number). Within thirty (30) days of receipt of such a petition, a meeting date and place must be established by the Executive Director, with the meeting date to be no later than sixty (60) days from the date of receipt of the petition.

B. NOTIFICATION OF MEETINGS

Final written notification of the annual meeting, or the only notification of any special meetings or membership recourse meetings, shall be distributed to each member thirty (30) days in advance to the listed address of record. An agenda for the meeting shall be included in the notification.

C. AUTHORITY

At regular meetings any business of the Club may be transacted. At special meetings of the Club only that business for which the meeting was called will be transacted.

D. QUORUM

For official transaction of Club business at annual or special meetings, a minimum of ten (10) percent of the Active members or twenty (20) Active members (whichever is the lesser number) must be present to constitute a quorum, of which a minimum of two (2) must be officers.

E. VOTING

Each Active member is limited to one (1) vote. A simple majority is all that is necessary to conduct business requiring a vote. A secret written ballot may be called for by a simple majority with a show of hands, except as otherwise specified in this document.

Article VIII. STANDING COMMITTEES

The Standing Committees of the Club shall be: (1) Membership, (2) Nominating, (3) Awards, (4) Events, and (5) Finance.

A. CHAIR

The Chair of each Standing Committee shall be appointed on an annual basis by the President, with approval of the Board of Directors.

B. MEMBERS

Each Standing Committee shall be comprised of two (2) to four (4) additional Active members who are appointed by the Chairs of the respective committees, with the approval of the Board of Directors.

C. DUTIES AND RESPONSIBILITIES

The duties and responsibilities of these Standing Committees shall be to assist Board of Directors in the carrying out of their duties. By the end of the third quarter of each fiscal year the chair of each standing committee shall inform the Executive Director and the chair of the Finance Committee of their committee's proposed budget for the following fiscal year.

D. MEMBERSHIP COMMITTEE

The Membership Committee shall have the responsibility of developing means of increasing Club membership, developing activities and services for the Club membership, reviewing applications for Associate Membership, and soliciting nominations for Honorary membership.

E. NOMINATING COMMITTEE

The Nominating Committee shall have the responsibility of soliciting nominations for the annual election of membership in the Board of Directors.

F. AWARDS COMMITTEE

The Awards Committee shall have the responsibility of soliciting nominations for the annual Club awards, and for any Club awards given on an occasional basis. A slate of nominees and appropriate biographies of nominees for each award will be presented to the Board of Directors prior to the April Board meeting each year, at which time the Board members will select the recipients of each award.

G. EVENTS COMMITTEE

The chair of the Events Committee shall serve as the Engagement Coordinator for the Club. The Events Committee shall organize and oversee the annual events and any special events sponsored by the Club. The chair shall appoint members of the Events Committee to subcommittees to oversee each specific event sponsored by the Club.

H. FINANCE COMMITTEE

While the MSU Department of Intercollegiate Athletics is responsible for the total budget and operating expenses of the Club, under direction of the Executive Director, the Finance Committee shall have the responsibility of monitoring the expenditures of the Board, including developing and maintaining guidelines for expenditure of such funds, and, in cooperation with the Executive Director and the President, developing and monitoring a yearly budget for the Club. The chair of the Finance Committee shall by the end of the third quarter of each fiscal year solicit proposed budgets for the following fiscal year from the chairs of each standing committee of the Club and any such *ad hoc* committees that anticipate budgetary expenditures in the following fiscal year.

Article IX. PARLIAMENTARY AUTHORITY

The current edition of Robert's Rules of Order are the general rules of order, except where they may conflict with the provisions of this document or the Club Operating Procedures, and in such cases this document or the Club

Operating Procedures shall prevail.

Article X. SAVING CLAUSE

Failure of literal or complete compliance with provisions of this document or the Club Operating Procedures in respect to dates and times of notice or the sending or receipt of the same, or errors in phraseology of notices or proposals, which in the judgement of the members present at any meetings held do not cause substantial injury to the rights of members, shall not invalidate the actions or proceedings of the Board, officers or members at any such meetings.

Article XI. NON-DISCRIMINATION CLAUSE

Membership in this Club or its Board of Directors shall be without regard to age, sex, ethnic origin or immaterial disability.

Article XII. AMENDMENTS

This document can be amended only at the annual meeting of the Club, provided that the proposed amendment has been submitted in writing to the Secretary sixty (60) days prior the date of the annual meeting. The Secretary shall submit such proposed amendments to an *ad hoc* committee on constitutional amendments appointed by the President and approved by the Board of Directors. This committee shall review all proposed amendments and ensure that they are distributed to the membership, with the committee's recommendation for approval or rejection, no later than thirty (30) days prior the annual meeting. An affirmative vote by two-thirds of the Club members in attendance shall be necessary to amend this constitution.

edz 18 August 2010

Adopted by the membership – 2 OCTOBER 2010

Proposed amendments – 16 JULY 2014 edz

[Adopted by the membership 9/19/2014](#)

MICHIGAN STATE UNIVERSITY VARSITY 'S' CLUB

- OPERATING PROCEDURES -

The following Operating Procedures are maintained as an extension of the Articles of Organization of the Michigan State University Varsity 'S' Club.

Section 1. Basic Policies

- A. This Club shall be noncommercial, nonsectarian and nonpartisan.
- B. No part of the net earnings of the Club shall inure to the benefit of, or be distributable to, its members, directors, trustees, officers or other private persons, except that the Club shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth above.
- C. Notwithstanding any other provision of these articles, the Club shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or (ii) by an organization contributions to which are deductible under Section 170(2) of the Internal Revenue Code.
- D. In the event of the dissolution of this Club, after paying or adequately providing for the debtors and obligations of the Club, the remaining assets shall be distributed to the Michigan State University Spartan Fund.
- E. The Club or members in their official capacities shall not, directly or indirectly, participate or intervene in any way, including the publishing or distributing of statements, in any political campaign on behalf of, or in opposition to, any candidate for public office, or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

Section 2. Membership Privileges

- A. Active members (Annual members and Life members): Privileges of Active membership in good standing shall include 1) the right to vote in any election for Board of Directors, in any business brought before the membership while in attendance at the Club's annual meeting, or in any matter brought to a vote of the entire membership by the Board of Directors; 2) eligibility to be nominated for election to the Board of Directors and subsequently as a Club officer 3) receipt of Club newsletters; 4) authorization to purchase Club apparel and other Club items; 5) access to the Varsity Club Room for Club activities.
- B. Honorary members: Privileges of Honorary membership in good standing include 1) receipt of Club newsletters; 2) authorization to purchase Club apparel and other Club items; 3) access to the Varsity Club Room for Club activities.
- C. Associate members: Privileges of Associate membership in good standing include 1) receipt of Club newsletters; 2) authorization to purchase Club apparel and other Club items; 3) access to the Varsity Club Room for Club activities.

Section 3. Membership Dues

The dues structure for Club membership shall be as follows:

- A. Active members (Annual) shall pay annual dues of \$50, due at the beginning of each April.
- B. Associate members shall pay annual dues of \$50, due at the beginning of each April.
- C. An Active or Associate member may obtain a Life membership by paying a one-time fee of \$500.
- D. Honorary members do not pay dues.

Section 4. Officers

The immediate past-president normally serves a three year term as the Club's representative to the University Athletic Council. In situations where the current Club president is re-elected to another term of office, the immediate past-president will continue as the Club's representative to the UAC and as an *ex officio* member of the Board.

Section 5. Board of Directors

Each Director is expected to serve on at least one standing committee, or other ongoing committees overseeing Club activities such as the Annual Golf Outing, the annual fall Membership Weekend, the Club newsletter, the Club

website, or sales and merchandise

Section 6. Associate Membership

Applications for Associate Membership submitted to the Executive Director shall be reviewed by the Membership Committee, who shall approve applications upon confirmation of team membership of the applicant by one or more of the following means (in order of preference): 1) Review of team rosters maintained by the Athletic Department; 2) Submission by the applicant of a newspaper article, competition result, team roster, or other written material indicating the applicant was a member of an MSU team; 3) A letter confirming the applicant's participation as a squad member from a team-mate who is a current member of the MSU Varsity Club.

Section 7. Fiscal Year

The beginning of the fiscal year for the Club shall be as defined by the University (currently July 1 of each year).

Section 8. Club Awards

The Club awards given on an annual basis shall be the Breslin Award, the Jackson Award, the Bullough Award, the Van Spybrook Retired Coaches Award, and the Gilliam Young Alumni Award. An additional award given on an occasional basis as determined by the Board of Directors shall be the Biggie Munn "Extra Effort" Award. Selection criteria for Club awards shall be developed and maintained by the Board of Directors.

Section 9. Annual Meeting

The annual meeting of the Club normally shall be at the Club's annual Membership Weekend in the fall, or at any other such time as designated by the Board of Directors.

Section 10. Club Office Manager

To assist the Club officers and Directors in performing Club functions, the Club shall hire an Office Manager. The Executive Director shall develop, maintain and update a set of responsibilities, duties, functions, and qualifications for this position. The Executive Director shall be responsible for advertising the position in an appropriate manner, interviewing candidates, and recommending a candidate for approval of the Board of Directors. As necessary, Executive Director shall periodically review the job performance of the Office Manager, making any appropriate recommendations to the Department of Intercollegiate Athletics regarding retention, salary, duties and work conditions.

Section 11. Club Newsletter

The Club shall publish a newsletter for the membership a minimum of three (3) times per year. One member of the Board of Directors shall serve as the primary editor of the newsletter and shall be responsible for soliciting content, writing and editing content, ensuring an adequate number of hard copies are printed and mailed to members desiring this format, and ensuring electronic distribution to the membership. In performance of these duties, the newsletter editor may solicit assistance from the Club office manager and/or from one or more Active members.

Section 12. Club website

The Club shall maintain an up-to-date website for the purpose of keeping the membership informed of club activities, news, upcoming elections and other matters of interest to the membership. One member of the Board of Directors shall serve as the primary editor and manager of the website and shall be responsible for soliciting content, writing and editing content, and soliciting appropriate expertise to assist in keeping the website up-to-date and functioning properly.

Section 13. Amendments

These Operating Procedures may be amended by a two-thirds majority vote of the Board of Directors, provided any such amendments are submitted to the Board forty-five (45) days prior to the meeting at which such vote is taken.

Section 14. Membership notification

Any notification of the membership required by the Club Articles of Organization or these operating procedures, or any communication with the membership required by the normal business of the Club, may be accomplished via e-mail or any such electronic means, for those members with an e-mail address on record, or by postal mail at the postal address on record for those members who do not maintain an e-mail address.

edz 18 August 2010

Adopted by the membership – 2 OCTOBER 2010

[Proposed amendments submitted 07/16/2014](#)

Proposed amendments – 16 JULY 2014

[Adopted by the membership – 9/19/14](#)