

**BYLAWS  
of the  
<<City/State/Region/Interest>> Spartans**

**Adopted <<Date>>**

## ARTICLE I: NAME

The name of this organization shall be the <<City/State/Region/Interest>> Spartans <<, also known as <insert former club names if relevant>. NOTE: If club is a 501c3, has a scholarship, and/or a bank account or other financial documents with different names, insert these names here.

This organization is formed as a volunteer-based alumni club affiliated with the MSU Alumni Office of Michigan State University.

## ARTICLE II: PURPOSE AND OBJECTIVES

The objectives of the <<City/State/Region/Interest>> Spartans shall be:

1. Connect: Providing opportunities for Spartans to find, connect and engage with fellow Michigan State University alumni in their community, where they work and online through a variety of programs, events and experiences.
2. Service: Participating in and creating service initiatives connected to causes Spartans care about in their local community, and encouraging them to get to know fellow alumni from their personal and professional communities through these service opportunities.
3. Invest: Supporting current and future Spartans with the gifts of time, insight, connections and financial assistance by contributing to the recruitment of students and the funding of scholarships at Michigan State University.

## Article III: MEMBERSHIP

The MSU Alumni Office is no longer a dues-based organization. All alumni, current students, faculty and staff, former faculty and staff, parents of alumni and students, and friends living in the <<City/State/Region/Interest>> are eligible to participate in <<City/State/Region/Interest>> Spartans events and initiatives.

The <<City/State/Region/Interest>> Spartans strongly encourages all alumni, faculty and staff, former faculty and staff, parents of alumni and students, and friends living in the <<City/State/Region/Interest>> to contribute to Michigan State University at a minimum of the "Spartan Loyal" level (annual gift of \$100 or more).

## ARTICLE IV: BOARD OF DIRECTORS AND OFFICERS

### Section 1: Board of Directors

The governing body of this organization shall be a Board of Directors consisting of <<number>> officers and up to <<number>> additional members-at-large, for a total of <<number>> members.

### Section 2: Officers of the Board of Directors

Four of the directors shall serve as officers of the Board of Directors in the following roles: President, Vice President, Secretary, and Treasurer. The officers' responsibilities include setting overall strategy for

the <<City/State/Region/Interest>> Spartans and leading efforts to revise these bylaws, as needed. General responsibilities for each officer position are set forth below.

**Duties of the President.** <<insert duties>>

**Duties of the Vice President.** <<insert duties>>

**Duties of the Secretary.** <<insert duties>>

**Duties of the Treasurer.** <<insert duties>>

### **Section 3: Ex-Officio**

The past president/retiring president shall serve as an ex-officio (non-voting) member of the board of directors. This will not count against the maximum of <<number>> board positions.

### **Section 4: Terms of Office**

Directors are elected for an initial <<number>> -year term and may be re-elected for <<number>> additional <<number>>-year term(s).

Officers are elected for an initial <<number>>-year term and may be re-elected for <<number>> additional <<number>>-term(s) for a total of <<number>> consecutive years in a single office.

Directors, including officers, shall not serve more than <<number>> consecutive years on the <<City/State/Region/Interest>> Spartans board. Following these consecutive years of service, a director must take a mandatory sabbatical one-year off prior to standing for re-election as a director.

The terms for members of the Board of Directors shall be staggered so that each year, <<number>> retire from the board and a like number of new directors are elected to the board, as much as is practicable

All new terms begin <<date and month or event, e.g., at the January board meeting following the November annual meeting>>.

### **Section 5: Elections**

*If board members will be elected by the Board of Directors:*

Members of the Board of Directors, including officers, shall be elected by a simple majority vote of the Board of Directors each year at the <<month or meeting type, e.g., annual>> meeting.

If preferred, the board can call a general membership/annual meeting, noting that the purpose of the meeting is to vote on the candidates for Board of Directors. The board may choose to include an open invitation for <<City/State/Region/Interest>> Spartans to attend the meeting as guests.

*If board members will be elected by the general members of the <<City/State/Region/Interest>> Spartans:*

Members of the Board of Directors, including officers, shall be elected by a simple majority vote of the general members of the <<City/State/Region/Interest>> Spartans each year in <<month>>. <<Describe the election method - online, in-person, a combination of both, etc.>>.

The nomination and election process will have clearly communicated timelines agreed upon by the Board of Directors to encourage the highest level of engagement by <<City/State/Region/Interest>> Spartans.

The President shall appoint a Nominating Committee consisting of not less than three and no more than <<number>> members of the Board of Directors no later than the <<month or meeting type, e.g., annual>> meeting of each year for the purpose of selecting candidates for election to the Board of Directors.

The Nominating Committee, based on vacancies created by term limits or any other circumstances, will prepare a slate of candidates for election to the Board of Directors at the <<month or meeting type, e.g., annual>> of each year. Candidates for the Board of Directors shall be a donor at the "Spartan Loyal" level prior to the election, and shall remain "Spartan Loyal" for the duration of their term.

The <<City/State/Region/Interest>> Spartans shall notify the MSU Alumni Office of the results of the election of the Board of Directors and shall record these changes in the Club Admin Panel within thirty days of such election.

#### **Section 6: Removal, Resignation, and Vacancies**

The Board of Directors may remove any member, with or without cause, by a majority vote of the remaining members.

Attendance at the Board of Directors meetings is of vital importance and shall be mandatory and effective. A board member who misses three unexcused consecutive meetings of the Board of Directors within a one-year period, or fails to remain Spartan Loyal during their term, shall be requested by the President to resign.

Any member of the Board of Directors may resign at any time, by delivery of written notification to the President or Secretary. Such resignation shall become effective upon its delivery to the President or Secretary or at the time specified therein.

Between annual elections, the Board of Directors shall, by a majority vote of its members, fill all vacancies on the board that occur due to removal, resignation, or for other reasons, until the next annual meeting at which time a replacement will be elected for the remainder of the unexpired term.

#### **Section 7: Quorum and Voting**

A quorum for the Board of Director shall consist of at least half (50%) of the directors plus one, including at least one officer. Attendance may be telephonic or video. In the absence of a quorum, no formal action shall be taken except to adjourn the meeting to a subsequent date.

Actions by the board/passage of a motion requires a simple majority of a quorum, unless otherwise stated in these bylaws.

#### **Section 8: Compensation**

Members of the Board of Directors shall serve without compensation, with the exception that reasonable expenses incurred related to the mission of the <<City/State/Region/Interest>> Spartans are allowed to be reimbursed with the approval of the board.

### **Section 9: Spartan Loyal**

All members of the <<City/State/Region/Interest>> Spartans Board of Directors shall be “Spartan Loyal” level donors.

## **ARTICLE V: COMMITTEES**

It shall be the duty of the President, and of the other officers of the <<City/State/Region/Interest>> Spartans at the beginning of their terms, to review the need for continuing the previous year’s standing committees and the need for ad hoc or additional standing committees.

With approval of the Board of Directors, the President shall create and dissolve committees necessary for the proper function/to assume responsibility for certain tasks of the <<City/State/Region/Interest>> Spartans. The President shall appoint all committee chairs and committee members, and these appointments shall be presented to the Board of Directors for their approval by a majority.

## **ARTICLE VI: MEETINGS**

The Board of Directors shall meet at least <<number>> times each year – in the months of <<insert months>>.

Meetings shall be held at a reasonable time and location to accommodate attendance by as many members of the Board of Directors as possible, with adequate notice given to all members.

Roberts’ Rules of Order shall govern any parliamentary questions that arise at any board meetings

Additionally, the President may call a meeting of the Board of Directors at any time business of the club may require giving a minimum seven day advance notice for any such ad hoc meeting and requiring a quorum to be officially valid.

The Secretary shall keep a record of the proceedings of all meetings, including committee meetings, and distribute afterwards to all members of the Board of Directors. Records include attendance, all decisions made, identified action items and owners, and results from all votes.

## **ARTICLE VII: FINANCIAL ADMINISTRATION**

### **Section 1: Fiscal Year**

The fiscal year of the <<City/State/Region/Interest>> Spartans shall be <<insert date; ideally, this corresponds to MSU’s fiscal year of July 1 – June 30>>.

### **Section 2: Dissolution**

In the event of the dissolution of the <<City/State/Region/Interest>> Spartans, any and all remaining assets shall be submitted to the <<insert name of recipient and what funds will be used for>>.

## ARTICLE VIII: AMENDMENTS

These Bylaws may be repealed or amended by a 2/3 vote of the members of the Board of Directors.

Written notice of the proposed amendment(s) shall be sent to all board members at least seven days prior to the meeting where such action shall take place.

When any changes are made to these Bylaws, <<City/State/Region/Interest>> Spartans shall provide a copy to all members of the Board of Directors and the MSU Alumni Office, and shall upload the new bylaws in the Club Admin Panel within thirty days of such vote.

### **AUTHORIZING SIGNATURES**

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<<Name>>  
President

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<<Name>>  
Vice President

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<<Name>>  
Secretary

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<<Name>>  
Treasurer

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<<Name>>  
Director, Alumni Engagement - <<Region>>  
MSU Alumni Office

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Date of Adoption