BY-LAWS
OF
THE UNIVERSITY OF SOUTH CAROLINA
ADMINISTRATIVE EMPLOYEES CLUB

I. ORGANIZATION

1.101 The name of the organization shall be the University of South Carolina Administrative Employees Club, and its address shall be the University of South Carolina, Columbia, South Carolina at such specific location or locations as may be designated.

1.102 The purposes of the Club are primarily social, and thereby encourage understanding and good will among the administrative employees of the University, and to contribute to the efficient administration of the University by further enhancing the esprit de corps of its employees.

1.103 The Robert's Rules of Order, unless otherwise specifically stated in the bylaws, shall govern the deliberations of all meetings of the membership.

1.104 The University of South Carolina Administrative Employees Club expressly prohibits discrimination by any person acting on behalf of the Club on the basis of race, national origin, sex, religion, handicap, or marital status.

1.105 Each member of the Executive Committee may be indemnified by the Club against the expenses reasonably incurred by such person in the connection with action, suit, or proceeding to which the member may be made by reason of serving as an officer, so long as such person is found to have acted in good faith and within the scope of his office; any such indemnification must be first approved by the assembled membership. The foregoing right of indemnification shall not be exclusive of other rights to which such person is entitled as a matter of law.

II. STRUCTURE

1. GENERAL

2.101 The governing body of the Club shall be the assembled membership of no less than seventy-five (75).

2.102 The administrative body of the Club shall be the Executive Committee.

2. OFFICERS

2.201 The Officers and the Executive Committee of the Club shall be the President, President-Elect, Secretary, Treasurer, and the immediate Past Presidents, (ex-officio).

2.202 Each officer shall serve for a period of one (1) year. The term of office shall begin July 1st and end June 30th. The assembled membership shall elect the President, President-Elect, Secretary and Treasurer. Nominations may be made from the floor for all the elected officers. A business meeting will be held at least two weeks prior to a new business year for the election of new Executive Officers. A majority of all votes cast at the business meeting shall be necessary for election.

2.203 The President-Elect shall be advanced to the Office of President.
2.204 The President shall be the Executive Officer of the Club and preside at all assembled meetings. The President shall be a member ex-officio of all committees and shall sign all instruments of business of the Club unless delegated to another officer with the exception of items in Section 2.403. In addition, the President shall appoint all committees and be designated as the official representative of the Club, whenever such representation shall be required.

2.205 The President-Elect shall, in the absence of the President, preside at meetings of the Club. The President-Elect shall coordinate all program efforts.

2.206 The Secretary shall be designated as the recording officer of the Club and shall record the minutes of all meetings of the Executive Committee and of the annual business meeting. The Secretary shall sign all instruments of business of the Club as delegated by the Executive Committee. In addition, the Secretary shall coordinate membership recruitment, maintain the membership list and notify the membership of all activities.

2.207 The Treasurer shall be designated as the financial officer of the club and shall maintain records of funds received and disbursed. The Treasurer shall authorize and sign all documents for disbursement and report the financial condition of the Club to the Executive Committee as and when requested and prepare a financial report for the annual business meeting.

2.208 The Past President shall serve as an advisor to the Executive Committee.

2.209 If a vacancy occurs in the office of President, the President-Elect shall become President. In this event, or the event of a vacancy, the Committee on Nominations (see 2.302) shall appoint a President-Elect. If, due to a vacancy, the Nominating Committee filled the position of President-Elect, then that President-Elect shall be advanced to the office of President provided the officer receives a simple majority of the membership. If a vacancy occurs in the office of Treasurer, the Executive Committee shall appoint a Treasurer. If a vacancy occurs in the office if immediate Past President, the Executive Committee shall appoint a Past President to serve as advisor.

3. COMMITTEES

2.301 The standing committees of the club shall be: Committee on Nominations and Committee on Audit. Such other committees as may be considered necessary, may be appointed by the President.

2.302 The Committee on Nominations, consisting of President, President-Elect, and all Past Presidents assembled in a meeting with no less than seven (7) in attendance, shall nominate the appropriate number of candidates to serve as officers of the Club.

2.303 The Committee on Audit, consisting of three (3) Past Presidents appointed by the Executive Committee of the incoming Club Administration, shall carefully review the receipts and disbursements of the club year just ended. In addition, the Committee on Audit shall report its findings to the current and past Executive Committees and the Assistant Vice President of Financial Services.

4. FINANCES

2.401 All funds of the Club shall be received and expended by the Treasurer. All funds shall be deposited with the Office of Financial Services.

2.402 The fiscal year of the Club shall begin July 1st and end June 30th of the next year.
2.403 The following schedule shall identify required expenditure authorizations.

<table>
<thead>
<tr>
<th>AMOUNT</th>
<th>AUTORIZATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>$50 or less</td>
<td>Treasurer</td>
</tr>
<tr>
<td>$51 - $750</td>
<td>President and Treasurer</td>
</tr>
<tr>
<td>over $750</td>
<td>President, Treasurer and one other officer</td>
</tr>
</tbody>
</table>

2.404 All contracts entered into by the Club shall have the approval and signature of the President, Treasurer and a designated representative of the Business and Finance Division.

2.405 The annual dues shall be ten ($10) dollars for regular and associate members and ten ($10) dollars for retirees.

2.406 Officers and members of the Club shall serve the Club without compensation, but may be reimbursed for expenses incurred on behalf of the Club.

2.407 All Committee Chairpersons must have a budget approval by the Executive Committee prior to the obligation, expenditure or receipt of funds for any Club event.

5. MEETINGS

2.501 The annual business meeting of the Club shall take place during the last quarter of the Club year and no later than two weeks prior to the new Club year. Notice of such meeting shall be given to members at least ten (10) days prior to the meeting date.

2.502 A business meeting of the Club shall be any meeting of the assembled membership that is called by the President with ten (10) days prior notice to the meeting date, in which new and/or old Club business will be conducted.

2.503 In general, the order of business for a business meeting shall be:

A. Invocation  
B. Reading of the minutes  
C. Report of the Officers  
D. Unfinished business  
E. New business  
F. Election of Officers  
G. Closing

6. MEMBERSHIP

2.601 Membership shall be open to all full-time administrative employees, faculty and staff of the University of South Carolina as recognized by the System Personnel Division upon payment of the annual membership dues. Other individuals who are closely affiliated with the University of South Carolina may be admitted to membership upon approval by the Executive Committee.

2.602 Membership shall be open to all employees retiring from the University who shall have been a member of the Club prior to retirement. In order to maintain membership in the Club as a retiree, the retiree must notify the Treasurer each year by payment of the annual membership dues.
7. AMENDMENTS

2.701 Proposed amendments to these by-laws shall be presented to the Executive Committee in writing. The Secretary shall circulate in writing to the entire membership at least five (5) working days prior to the next called meeting, all amendments proposed by the Executive Committee. If a two-thirds vote of the members present at the assembled meeting are favorable, the proposed amendment(s) shall be declared adopted, and upon and after such adoption, it shall become operative and effective, at the conclusion of the meeting, unless otherwise noted.
ADMINISTRATIVE EMPLOYEES CLUB
JOB RESPONSIBILITIES
(FISCAL YEAR JULY 1 - JUNE 30)

PRESIDENT (Refer to By-laws Section II: Structure, 2.204)
1. Coordinate all efforts
2. Serve as spokesperson
3. Clearly delegate responsibilities
4. Assist wherever possible
5. Provide feedback to all officers
6. Special projects
7. Sign proper documentation for expenditures (2.404, 2.404)
8. Review monthly Level 1 Financial Statement(s)
9. Keep other Officers informed of all Club matters
10. Inform President-Elect of items of concern for the following year
11. Other

PRESIDENT-ELECT (Refer to By-laws Section II: Structure, 2.205)
1. Work closely with the President and Program Chairman, if applicable, to coordinate all
   program efforts.
   a. Obtain committee chair-person(s), speakers, etc.
   b. Follow through to program completion
   c. Coordinate publicity efforts
2. Preside at meetings in absence of President
3. Work with President
4. Assist Treasurer in collection of money
5. Sign necessary documents when needed as indicated in By-laws under Section II: Structure
   (Finances)
6. Other

SECRETARY (Refer to By-laws Section II: Structure, 2.206)
1. Record the minutes of the Executive Committee meetings as well as the Annual Business Meeting
2. Prepare and mail out all flyers and/or work closely with committee chair-persons to develop special
   event flyers
3. Coordinate the membership list(s) and see that all program information is out at least two weeks
   prior to an event
4. Coordinate membership recruitment
5. Send out membership brochure(s)
6. Have various membership and event brochures at all Club events, and functions
7. Coordinate mailing label request(s) for large mailings through the System Personnel Division
8. Prepare correspondence as required keeping a copy in file for future reference
9. Maintain and ensure any signs and/or posters are available and posted at each of the various
   functions
10. Maintain an inventory of all AEC letterhead, envelopes, gifts, etc.
11. Other

TREASURER (Refer to By-laws Section II: Structure, 2.206)
1. Financial records will be kept and maintained as follows:
   a. Using the previous year-end statement, show beginning balance on July 1.
   1. Show all incoming funds, by deposit(s), and date(s).
   2. Show all out-going funds, by date
   3. Keep all receipts, DEVs, etc.
   Monitor all club deposits and expenditures and make reports to Executive Committee keeping them
   abreast of all financial matters and status of Club funds.
3. Develop an event checklist with a comparative budget prior to all events making sure that event budget requests are approved by the Executive Committee prior to receipts and/or disbursements
4. Initiate, prepare and sign appropriate paperwork to see that all bills are paid and recorded appropriately
5. Secure door prizes for all Club events (or a designated representative can be in lieu of)
6. Receive all funds for membership and events (By-laws Section II: Structure-Finances)
7. Handle/coordinate fund collection for any events as sponsored by the Club
8. Confirm luncheon(s) meal count and coordinate with President as to who will confirm with caterer
9. Other