

BY LAWS OF THE COLLEGE OF CHARLESTON FACULTY CLUB  
AN UNINCORPORATED NON-PROFIT ASSOCIATION  
27 AUGUST 2009

**PREAMBLE**

The Faculty Club is an informal non-profit association of faculty members of the College of Charleston who have joined the Club in accordance with the rules governing membership below. The purpose of these By Laws is set out the manner in which the Faculty Club will be managed and governed.

**1.0 MEMBERS**

**1.1 Club Membership**

The following persons are eligible to apply for membership in the Faculty Club (the “Club”):

- (a) College of Charleston (the “College”) Faculty, as defined by the Faculty By Laws; and
- (b) Adjunct faculty.

**1.2 Honorary Membership**

Notwithstanding the provisions of Section 1.1, the Executive Committee of the Club may approve a dues or non-dues paying Honorary Membership to any member of the College of Charleston campus community that it may deem appropriate. (revised Nov. 2010)

**1.3 Ineligible Persons**

All other persons, who are not listed in Section 1.0 including, but not limited to, staff, students, spouses and life partners of eligible persons, are not eligible for membership in the Faculty Club.

**1.4 Conditions of Membership**

All applicants for membership must sign the enrollment form stating that they have read, understand, and agree to abide by these By Laws, the Club’s Rules for Alcohol Use and the College of Charleston *Procedures for the Use of Alcohol on Campus or During College Sponsored Events*. In addition to the foregoing, while on the premises of the Club, members will continue to be bound by all policies and regulations of the College.

## **1.5 Member Privileges**

Club members shall have the following privileges:

- (a) the use of club rooms and facilities, including the kitchen and shower, during normal College business hours;
- (b) participating in or sponsoring events, reserving parts of the club for particular functions, symposia, or meetings;
- (c) participating in Club-sponsored events, such as Thursday afternoon social hours; and
- (d) the benefits of such other privileges as may be subsequently approved, from time to time, by the Executive Committee.

## **1.6 Dues**

The Faculty Club is supported by monthly dues paid by all members. The Executive Committee shall determine how much must be paid in dues for each academic year. Unless otherwise determined by the Executive Committee, a change in dues (if any) shall be effective on August 15<sup>th</sup> of each year and will be announced on or before the preceding May 31st. At the election of a Club member, evidenced by a signed written agreement, dues may be deducted from that member's paycheck(s) from the College.

Failure to pay dues for two consecutive months may result in the suspension of member privileges from the Club until past dues are paid. Delinquent members will be notified via email or in such other manner as the Executive Committee may deem most appropriate under the circumstances.

## **2.0 EXECUTIVE COMMITTEE**

The management of the Faculty Club shall be vested in an Executive Committee.

### **2.1 Membership of the Executive Committee**

The Executive Committee will consist of five representatives elected by a majority of those members who actually vote for members to be appointed to the Executive Committee Membership. All candidates and members of the Executive Committee must also be members of the Club. Terms will last one year, and will begin 10 days after the election. In addition to these five representatives, ex-officio, non-voting members of the Committee are the Speaker of the Faculty and the Director of Guest Services. All

decisions of the Committee are determined by a simple majority vote of members present at a meeting, a quorum being present. A quorum shall consist of three members.

## **2.2 Elections**

Membership terms of service on the Executive Committee will parallel the academic year. Each new committee must be elected by the end of the Spring semester, but no sooner than April 1. The election will be conducted with the aid of the Faculty Secretariat and shall be by secret ballot. The Chairperson of the Executive Committee shall announce the results of all elections. In the event of a tie vote for any member of the Executive Committee, the matter will be settled by a coin tossed by the Speaker of the Faculty in the presence of the candidates.

## **2.3 Authorities and Responsibilities**

The Executive Committee shall have the following authorities and responsibilities:

- (a) establish, maintain, and publish all policies regarding use of the Club, including reserving rooms, sponsoring events, dues, and all other matters relevant to the operation of the Faculty Club including, but not limited to, the appointment of Honorary Members of the Club;
- (b) approve and publish, in a manner deemed accessible to its members, the Club's annual budget by September 31 of each year;
- (c) review and publish, in a manner deemed accessible to its members, all Club revenue and expenses at the end of each academic year;
- (d) approve all expenses other than those required for the normal and routine maintenance of the Club;
- (e) establish and appoint the membership to such other committees as may, from time to time, be deemed appropriate;
- (f) determine if a member of the Club has violated these By Laws or the Club's Rules for Alcohol Usage, provided that, no action to expel or suspend a member (other than for the failure to timely pay dues) shall take place without giving the member who is the subject of the action a meaningful opportunity to defend against the matter giving rise to the proposed suspension or expulsion; and
- (g) adopt procedures for the conduct of the Committee's business.

The publication of the budget, revenues and expenses, as required in this Section 2.3, shall include such summary reports and statements from the College of Charleston Foundation as may be relevant to such matters.

### **3.0 OFFICERS**

#### **3.1 Chair of the Executive Committee**

The chair shall be elected by a majority of members of the Executive Committee, a quorum being present, at the first meeting of the Committee. The Chair shall have the following authorities and responsibilities:

- (a) call and preside at meetings of the Executive Committee and the entire membership of the Club;
- (b) determine the agenda of Committee meetings;
- (c) with the aid of the Faculty Secretariat, maintain a monthly financial accounting of the Club;
- (d) with the aid of the Faculty Secretariat, manage the election of the coming-year's Executive Committee membership; and
- (e) schedule the first meeting of the new Executive Committee before the close of the Spring semester.

#### **3.2 Secretary of the Executive Committee**

The secretary shall be elected by members of the Executive Committee at the first meeting of the Committee. The Secretary shall, with the aid of the Faculty Secretariat, maintain a roster of active members of the Club and maintain and publish the agendas and minutes of all Committee meetings.

### **4.0 MEETINGS OF THE EXECUTIVE COMMITTEE**

Meetings of the Executive Committee:

- (a) will be conducted according to Roberts Rules of Order; and
- (b) will be scheduled by the Chair as often as may be required to conduct the Committee's business but no less frequently than once each Fall and Spring semester.

Meetings of the Executive Committee are open to the public. In extraordinary circumstances, the Executive Committee may elect go into executive session, for

example to hear a case for suspending or withdrawing Club membership due to the alleged conduct of a member.

A record of all agendas and meeting minutes will be published *via* the Faculty Senate webpage.

## **5.0 ALCOHOL**

Alcohol may be consumed by members and by guests of members at sponsored events (as provided for in Section 6.0) and during “self-serve” hours on Club premises. All members and guests must conform to the Club’s “Rules for Alcohol Use.” Rules will be posted in plain sight at all times in the Club. Under no circumstances may alcohol be available for consumption whenever undergraduate students are present in the Club nor may any person under the age of 21 have access to alcohol on Club premises.

## **6.0 EVENTS**

### **6.1 Authorizations**

All events at which alcohol is available, whether sponsored by the Club or by Club members, are governed by the College’s *Procedures for the Use of Alcohol on Campus or During College sponsored Events*,<sup>1</sup> and proper authorizations must be secured. The Club is deemed to be an “approved College organization” under those Procedures. Consequently, when a member desires to reserve part or all of the Club, that member must complete the appropriate sections of a *Facility Reservation Request Form*, sign the Form and submit it to the Faculty Secretariat. A copy of the Request Form (including an Alcohol Management Plan Form, as appropriate) is appended to the *Procedures for the Use of Alcohol on Campus or During College Sponsored Events*. Events that are sponsored by the Executive Committee will be pre-approved by that Committee without the completion of a *Facility Reservation Request Form* because it is already responsible for the use of the Club premises.

### **6.2 Sponsorship of Events**

(a) Club Sponsored -- The Club, through its Executive Committee, may sponsor events, such as regular social hours or special receptions, which are open to all members of the Club. The Executive Committee may extend a general invitation to all faculty and to special guests for any sponsored event. At these events, alcohol may be served. In such an event the service of alcohol and its consumption will be supervised by TIPS-trained personnel. At those Committee sponsored events having (i) a cover charge, (ii) a charge for alcoholic beverages and/or (iii) a special event charge, alcoholic beverages may only be served by an outside business service that has the requisite liquor license and insurance coverages and that will provide TIPS-trained personnel.

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<sup>1</sup> These Procedures were promulgated by President Benson’s Memorandum of June 16, 2009 and were effective as of July 17, 2009.

(b) Member Sponsored -- In addition to the requirements of the previous two sentences in Subsection (a) of this Section 6.2, at member sponsored events the sponsor will be responsible for filing an Alcohol Management Plan in accordance with Section 6.1 of these By Laws and the College's *Procedures for the Use of Alcohol on Campus or During College Sponsored Events*.

(c) Excluded Events [Pending]

### **6.3 Self-Serve Alcohol Use**

The Executive Committee may authorize hours during which the Club is open for the self-serve use of alcohol by members and their guests. A TIPS-trained member of the Club must be present and responsible at all times. This member must be clearly identified by public posting. Under no circumstances will alcohol be accessible unless a TIPS-trained member of the Club is on duty.

### **6.4 Guests**

Members may bring guests to the Faculty Club for Club-sponsored and member-sponsored events, for self-serve alcohol use, or for the enjoyment of the Club's facilities. Such guests are bound by all regulations of the Club and may only enjoy Club privileges in the presence of their host. Under no circumstances may members host undergraduate students or guests under the age of 21 at the Club if alcohol is available. Members shall have no more than four guests at any one time.

## **7.0 AMENDMENTS TO THE BY LAWS**

Any member of the Club may propose changes to the By Laws. Such proposals shall be submitted to the Executive Committee for consideration. Only if the Executive Committee determines by Resolution that such proposal is consistent with a College Policy, rule or regulation or provision of applicable law, may it schedule a vote by the membership on the proposal. The schedule will afford a reasonable time for proponents and opponents of the suggested change to communicate with other members of the Club.

A change to the By Laws must be approved by a simple majority of members actually voting in an election managed by the Chair of the Executive Committee. The Chair shall announce the vote to the membership.

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