

# **THE CAROL J. GREER COMMUNITY LEARNING CENTER OF ST. STEPHEN'S COMMUNITY CHURCH *OUTREACH BOARD BY-LAWS***

## **Article I. DEFINITIONS**

**Section 1.** The Carol J. Greer Community Learning Center, herein referred to as the Greer Center or GC, of St. Stephen's Community Church, UCC, herein referred to as SSCC, is located at 1007 Kimberly Drive in Lansing, MI.

**Section 2.** The Greer Center's outreach programs, conducted on behalf of SSCC, are located predominantly in mobile units I and II of SSCC with mobile unit II organized as its computer lab.

**Section 3.** . The mission of the Greer Center is to reach out to the Greater Lansing Area offering educational and social justice support programs especially to the underserved and persons of all ages from limited resource families.

**Section 4.** The Greer Center Outreach Board is the SSCC managing body responsible for developing and organizing its programs to carry out the mission and is herein referred to as the Board.

## **Article II. MEMBERSHIP**

**Section 1.** The Greer Center Board shall consist of nine members. The members will be comprised of the following representatives: at least one community, one senior, one youth and the rest members of SSCC.

**Section 2.** The members of the Greer Center Board will be selected by the Board to serve two years renewable once. The Board will seek membership recommendations from SSCC and the Greater Lansing community.

**Section 3.** After the maximum number of years of service has been reached, one year must lapse before a person may be reconsidered for Board membership.

**Section 4.** To be considered active, members must

- a. Attend at least  $\frac{3}{4}$ 's of each year's regularly scheduled meetings
- b. Make a monetary contribution annually of a minimum of \$50
- c. Make other in-kind contributions equivalent to 100 hours, as appropriate, e.g. programmatic, physical or event planning

**Section 5.** A member is considered inactive and may be replaced by the Board with a substitute to complete the inactive member's term, as determined by the criteria listed in Article II.

## **Article III. OFFICERS**

**Section 1.** Officers of the Board shall consist of the Chair, Co-Chair, Secretary and Treasurer (Financial Secretary).

**Section 2.** Officers of the Board shall serve one year terms of office, renewable each year for a maximum of three years.

**Section 3.** After the maximum number of years of service has been reached, one year must lapse before the person may be considered again for that office.

**Section 4.** Officers for each year will be elected at the end of the previous year.

**Section 5.** Only active members as defined in Article II above are eligible to hold office.

## **Article IV. DUTIES OF OFFICERS**

**Section 1. Chair**—the Chair shall be the presiding officer of the Outreach Board with duties subject to the provisions of the Bylaws and SSCC. The Chair shall:

1. Represent the findings and wishes of the Board working closely with the Greer Center staff and, when requested, other governing bodies of SSCC.
2. Assure that advice on the opportunities and general management of the Greer Center, as recommended by The Friends of the Greer Center, is made known to the Board.
3. Insure that the Board considers regularly the extent to which legal and financial rules and regulations of which they are aware are being followed by the staff.
4. Serve as an *ad hoc* member of any and all committees of the Board.

**Section 2. Co-Chair**—The Co-Chair shall work closely with the Chair to:

1. Preside over meetings of the Board in the absence of the Chair.
2. Chair the Program and Long-Range Planning Committee, and work with the Friends the Friends of the Greer Center in collaboration with the rest of the Board as appropriate.
3. Work with the appropriate committee of the Board to assist it in marketing Greer Center programs.
4. Assist with the recruitment, retention and participation of Board members.

**Section 3. Secretary**—The Secretary shall:

1. Take minutes and maintain records of Board meetings.
2. Respond to inquiries directed to the Board in collaboration with the Chair and Co-Chair.
3. Collect, organize and archive Board's records of historical importance.

4. Count ballots and certify the election of officers.
5. Work with the Board to develop and up-date brochures.

**Section 4. Treasurer**—The Treasurer shall:

1. Receive from GC staff and The Friends of the Greer Center regular financial reports for presentation to the Board.
2. Work with the Board and staff to prepare annual Greer Center budget.
3. Record and report to the Board all financial activities of Greer Center.
4. Chair the Finance Committee.

## **Article V. ELECTIONS**

**Section 1.** Election of Officers shall be held annually by the Board. The slate shall be prepared 30 days prior to the last yearly business meeting of the Board.

**Section 2.** Voting shall be by written ballot. The Chair and Co-Chair working with the staff, shall prepare the ballot. The ballots shall be returned immediately after dissemination.

## **Article VI. GOVERNANCE**

**Section 1.** Between Board meetings, the Executive Committee shall act for the Board on those matters pertaining to them which do not call for majority vote of the membership. The Executive Committee of the Board is composed of the Chair, Co-Chair, Secretary, and Treasurer and one at-large member of the Board.

**Section 2.** Other Standing Committees of the Board shall be:

1. The Bylaws Committee
2. The Program and Long-Range Planning Committee
3. The Nominations Committee
4. The Membership Committee
5. Finance Committee

**Section 3.** All committees shall have a Chair whose duties shall be to:

1. Preside over their respective committees.
2. Coordinate committee activities.
3. Develop the committee's program of work and report it to the Board Chair and staff.

4. Implement approved program of work.
5. Submit a written annual report to the Board Chair for inclusion in Greer Center Annual Report to SSCC.

#### **Section 4.** Duties of the Standing Committees

1. Bylaws Committee—Under the direction of the Chair, the Bylaws Committee shall:
  - a. Review the Bylaws annually and bring up for discussion at a general meeting of the Board, components that are inconsistent or ineffective.
  - b. Draft revisions as advised by the membership for submission the Board. The Board, on acceptance, will in turn recommend the revision to the Executive Council of SSCC for final approval.
2. Program and Long-Range planning Committee—The Chair of the Program and Long Range Planning Committee shall be the programmatic voice of the Board. As such, together with the Chair of the Board as appropriate, the Committee will discuss ideas generated by the Board and staff.
3. Membership Committee—The Membership Committee shall:
  - a. Provide leadership in the identification, support and retention of members.
  - b. Keep accurate, updated records on meeting attendance and term fulfillment.
  - c. Be alert to concerns that need to brought before the Chair of the Board for action by the Executive Committee.
4. Nominations Committee—The Nominations Committee shall be responsible for:
  - a. Developing slates of nominees for Offices and Committee Chairs.
  - b. Putting the slates before the membership for a vote 30 days prior to the last meeting of each year.
  - c. Collaborate with the Membership Committee to keep accurate updated records of terms and tenure of all officers.
  - d. When vacancies occur, making interim nominations to the Executive Committee to be recommended to the Board.
5. Finance Committee – The Finance Committee will work closely with the staff and the Treasurer to:
  - a. Insure finance records are kept up to date and reported regularly
  - b. Develop fundraising activities as needed
  - c. Explore and recommend to the Board investment activities to make the Greer Center more secure and sustainable.
  - d. Discuss and recommend options for addressing GC financial needs.