

Mott Community College Tutorial Club

- 1) The Mott Community College Tutorial Club is an organization formed to promote the role of tutors. Its goal are to provide an advancement procedure for tutors, to provide needed educational criteria, to promote the welfare and fellowship, to provide for exchange of tutorial experiences, to promote a positive attitude toward tutoring and learning growth, to promote academic excellence, and to further the aims and guidelines of the CRLA and Michigan Tutorial Association.
- 2) Membership includes, but not limited to past and present Mott Community College tutors.
- 3) Officers of the association includes positions are filled by election by the membership at large.

MCC Tutorial Club Proposed By-Laws

I. Membership

A. Active membership

1. Active membership consists of participation in a minimum of one meeting, club function or committee each semester. Only such only such members have voting privileges.

B. Inactive Membership

1. Any member who is not active is considered inactive after two consecutive inactive semesters. No effort needs to be made by the MCCTC to keep such members informed of MCCTC business, plans, or meetings. The responsibility of regaining status lies solely with the individual.

C. Dues

1. Dues will be established by the MCCTC officers for each year and may be revised as necessary. Payment of dues is a pre-requisite for membership (active and inactive) in the MCCTC. Dues will be deposited in the regularly established and maintained MCCTC bank accounts.

II. Meeting Policy

The meeting of the MCCTC is established by the president. Meeting must be held at least twice a semester. Spring and summer meetings may be arranged with consensus of active MCCTC members.

The time and place of such meetings are decided upon by the president with the consent of the membership at large. Emergency and special meetings may be called as necessary by the president.

III. Rules of order

Meetings will be conducted following parliamentary procedures as presented in MCC Student Life rules of order.

Voting procedures:

1. Quorum shall consist of three officers and any attending members.

2. All regular business shall be approved by the simple majority of members presented at any meeting.

This shall include election of officers.

IV. Officers of the Club

The MCCTC has four regular positions. Each elected from the members at large for a one year term.

A. Qualifications

- a) Positions may be held by any MCCTC member with a Minimum of 25 hours tutorial experience.

- b) The officers of president and vice president may not be held by members who are holding a position as stated from another MCC Club.

As MCCTC members, officers have the right to vote on any MCCTC Business

B. Offices

- a) President
 - The President shall organize and chair MCCTC meetings act as ambassador in

- In dealing with other club organizations and Mott Community College
 - Authorities to appoint temporary positions and to set meetings as necessary.
 - The president will be a signatory for the MCCTC bank accounts and may serve
- b) Vice President
- The vice president shall act in the role of the president in the president's
 - Absence or if so designated by the president.
 - The vice president may serve as chair any temporary committee
- c) Secretary
- The secretary shall official MCCTC correspondence and act as recording
 - Secretary at all meetings
 - The secretary shall publish the minutes of all meetings within the two
 - Weeks following a meeting.
 - The secretary may also serve as chair for any temporary committee
- d) Treasurer
- The treasurer shall deposit and dispense funds from the MCCTC bank
 - Accounts, act as signatory for said accounts and shall publish at least one financial status report each semester.
 - The treasurer may serve as a chair for any temporary committee
- e) Temporary Positions
- Temporary positions may be appointed by the president and approved by a majority of members at any meeting.
 - Such positions include, but are not limited to committees for revision of by laws, nomination Committee historian chairs for fundraisers, and acting secretary or Treasurer in the event of the absence of said officers.

1) Election of Officers

- a) Nominating procedures

- During the spring semester a nominating committee will be appointed to investigate and recommend possibilities for officers for a spring election.
 - The Committee will report back in such recommendations.
- b) Time of elections
- Elections will be held during a regular spring meeting
 - All active members may vote in such elections.
 - Newly elected officers shall assume duties at the first meeting of the following winter semester.
- 2) Funds and fundraisers
- A. For security purposes the treasurer will not directly accept or disperse funds without authority from the other officers.
 - B. All fundraisers will adhere to the Mott Community College guidelines for such activities.
- 3) Amendment procedure
- A. Any active member may propose in writing any amendment or adjustment of By-laws.
 - B. The proposal shall be presented and discussed at a general meeting and shall be voted on at the following meeting.
 - C. A 2/3 majority is necessary to adopt any amendment.
 - D. After publishing in the minutes, the amendment shall take effect.