

**BYLAWS**  
**OF THE**  
**JOHNSON C. SMITH UNIVERSITY 100 CLUB**

**ARTICLE I. Name:**

The Johnson C. Smith University 100 Club shall be the name of this organization.

**ARTICLE II. Purpose:**

The purpose of this organization shall be to support Johnson C. Smith University (JCSU) Athletic Department through financial contributions and to provide scholarships to student athletes

**ARTICLE III. Membership**

**Section I. Membership Levels**

Membership is open to alumni, friends, and supporters of the JCSU athletic department.

The JCSU membership and levels of annual giving are:

Bull Pen	\$1,000
Gold Club	500
Blue Club	250
Grazer	150
Student	30

**Section II. Student Membership**

The purpose of the student membership initiative is to serve as a seamless transition toward JCSU 100 Club membership after graduation. The student membership component will be called the "Fanatics." Students will pay a discounted annual membership fee of \$30.00. JCSU 100 Club officers and chairpersons will be reserved for non-students. Their responsibilities will include the following:

- A. Attend JCSU 100 Club meetings on a regular basis.
- B. Join a standing committee of choice.
- C. Send a president or chairperson to Executive Board meetings
- D. Utilize voting privileges during meetings if financial.

**Article IV. Officers:**

**Section I:** The officers of the JCSU 100 Club shall be: President, Vice-President, Treasurer, Recording Secretary, Corresponding Secretary, Financial Secretary, Chaplain, Parliamentarian and the Sergeant At Arms.

**Section II:** The Executive Board shall consist of the officers and standing committee chairs.

**Section III:** All officers shall be active financial members. The resident and Vice President shall serve two-year terms, with the option of being re-elected.

**Section IV:** The Recording Secretary, Corresponding Secretary, Financial Secretary, Treasurer, Chaplain and Sergeant at Arms will serve for two-year terms, with the option of being re-elected.

**Section V:** The Parliamentarian shall be appointed by the President and shall serve a two-year term.

**Section VI:** The Nominating Committee shall be appointed by the President at least two months (April) prior to presenting the slate of officers.

**Section VII:** Officers should be elected biennially. Elections shall be conducted electronically to allow all financial members to vote. Those without an email account will receive a ballot by mail. The slate of nominations should be announced one month prior to the election. Nominations will be accepted while the voting period is open. The results of the elections should be announced at the annual meeting in June.

**Section VIII:** Officers shall be elected biennially. Elections should be conducted in June of each election year, electronically to allow all financial members to vote. Those without an email account will receive a ballot by mail. The slate of nominations should be announced one month (May 1st or earlier) The results of the elections. The voting period will be held the last two weeks in May. The newly elected officers will be announced and sworn in at the general body meeting in June.

**Section IX:** When vacancies occur on the Executive Board after elections, the president will nominate a candidate to complete the term of the open position and the Board will vote to confirm the appointment.

**Section X: Duties of Officers:**

**The President** shall be the executive officer and perform the following duties:  
Preside at meetings of the 100 Club and Executive Board  
Prepare general and executive board meeting agendas with board

input and consideration to unfinished business from prior meetings  
Name additional special committees and committee chairs in consultation with the Executive Board  
Set priorities and lead discussion in preparing the annual budget with the input of the Executive Board  
Collaborate with appropriate JCSU staff and other appropriate groups to plan projects.  
Is an ex-officio member of all standing committees

**The Vice-President** shall be second in command and perform the following duties:

Chair the Membership Committee  
Reconcile membership renewals and dues received with the Treasurer  
Be acquainted with the overall structure of the organization  
Assist the president as needed  
Assume the president's duties in her/his absence

**The Recording Secretary** shall take, maintain, and distribute minutes of all regular and board meetings

**The Corresponding Secretary** shall conduct all club correspondences.

**The Financial Secretary** shall receive and process all incoming funds and forward funds to the Treasurer.

**The Treasurer** shall maintain all financial records and prepare all financial reports monthly.

The Treasurer with the President and Vice President will prepare a budget for the up- coming year. The approved budget (approved by the executive board) will be presented to the membership at the September meeting.

The Treasurer must be aware of relevant tax codes as it relates to the Club's 501(c) (3) status and prepare the required annual reports.

The Treasurer will receive and deposit all incoming funds and process all club expenses.

**The Parliamentarian** shall ensure that any actions by the Executive Board and club members do not violate the 100 Club Bylaws and ensure that all business and meetings are conducted according to Robert's Rules of Order as revised.

**The Sergeant at Arms** shall maintain order at all meetings of the JCSU 100 Club and the Executive Board

**The Chaplain** shall present an invocation at the beginning of regular general body and executive board meetings or any JCSU 100 Club event.

**ARTICLE V.**

**Meetings**

**Section I:** The JCSU 100 Club shall have one general body monthly meeting to be held August through June on the 3rd Thursday of each month. A meeting is deemed a deliberative assembly, to include electronic means, via telephone and videoconference, which provides the opportunity for contemporaneous communications, voice, and chat, among all participating members

**Section II:** A quorum shall consist of eleven members.

**Section III.** The Executive Board shall convene a meeting on the 1st Monday of each month. The President shall convene special meetings when deemed necessary

**Section IV.** A quorum will consist of seven members.

**ARTICLE VI:**

**The Executive Board**

**Section I.** The direction and administration of the JCSU 100 CLUB shall be vested in an Executive Board through meetings to be held on the first Monday of each month.

**Section II.** The board shall have general supervision of the affairs of the Club between general business meetings, carrying out the decisions of the Club's general body and to make decisions and/or follow-up on any business that must be reconciled before the next general meeting.

**ARTICLE VII:**

**Committees**

**Section I. Standing Committees**

All Standing Committees shall prepare an annual budget to be presented to the President by Committee chairs will be responsible for ticket distribution for sponsored projects of the organization. Committee members are responsible to committee chairs. The reporting period for all sponsored projects shall be determined and announced by the President and shall be held no later than 36 hours after the project's completion.

**1.1 Membership:** Shall be composed of the Club's Vice President, serving as Chair, and members appointed by the President.

**1.2 JCSU 100 Club Educational Endowment Scholarship Fund:** Shall, in accordance with the provisions outlined in the Johnson C. Smith University Trust Agreement for the JCSU 100 Club Educational Endowment Scholarship Fund, Resolution # FY14-15, dated June 24, 2015, confer with the JCSU Office of Institutional Advancement and present a semi-annual and annual report to the Executive Board on the number and amount of each scholarship awarded for each upcoming academic year. The Executive Board will provide the JCSU 100 Club general membership with an accounting of the status of the endowment in September and May of each calendar year. The Treasurer shall serve as ex-officio member.

**1.3 Fundraising:** The committee shall present all fundraising projects to the Executive Board for approval. The Chair will be responsible for ticket distribution for sponsored projects of the organization. The reporting period for all sponsored projects shall be determined and announced by the President and shall be held no later than 36 hours after the project completion. The Treasurer shall serve as ex-officio member.

**1.4 Golf Tournament:** The Chair shall be appointed by the President and consist of volunteers from the general membership. The Chair shall prepare and present to the Executive Board a proposed budget and plan of activities for the Annual JCSU Homecoming Golf Tournament in August of each calendar year.

**1.5 Care:** Shall establish communications to inform the 100 Club of sickness and deaths of JCSU 100 Club members. Acknowledgements of condolences shall be provided to immediate families, including siblings, parents, grandparent, and in-laws. Utilize the JCSU 100 Club website, social media and general body meeting inform friends and communities; the chair shall be reimbursed for all costs associated with acknowledgements in accordance with established JCSU 100 Club practices.

**1.6 Tailgate:** Shall plan and coordinate tailgate activities at JCSU football games and for special events throughout the year.

**1.7 Website/social media:** Shall monitor the JCSU web site map and content for needed updates; upload and replace pictures and video to maintain current membership and the general community.

## **Section II. Ad Hoc/Special Committees**

**A. By Laws**

The Committee shall be appointed by the President and is responsible for the upkeep and presentation of amendments and revisions to the membership for ratification of the Bylaws of the JCSU 100 Club. The Parliamentarian shall serve as Chairperson of this Committee.

**B. Nominations and Elections**

The nominating committee shall be appointed by the President. The committee shall conduct a biennial election as prescribed in Article IV, Sections V through VII as outlined above

**ARTICLE VIII**

**Fiscal Year**

**Section I:** The fiscal year for the JCSU 100 Club shall be July 1st through June 30th.

**Section II:** Fiscal Year Ending Carry-Over Funds

The JCSU 100 Club will carry over a minimum of \$5,000.00 at the end of each fiscal year as seed money for operational expenses for the next fiscal year.

**Section III:** JCSU 100 Club Educational Endowment Scholarship Fund

In consideration of the JCSU 100 Club’s role as the donor in support of JCSU athletics and the education of student athletes, the JCSU 100 Club will make annual contributions, at the end of each fiscal year to the Fund. The goal of which is to attain a minimum of \$100,000 corpus/principal for awarding of scholarships to JCSU student athletes per the provisions outlined in the Johnson C, Smith University Trust Agreement for the JCSU 100 Club Educational Endowment Scholarship Fund, Resolution # FY14-15, dated June 24, 2015.

**ARTICLE IX.**

**Amendment of Bylaws**

The bylaws may be adopted, amended, or repealed by a 2/3 vote of the JCSU 100 Club financial general body present.

**ARTICLE X.**

**Organization:**

**Section I.** The 100 Club is organized exclusively for charitable and educational

purposes, including the purposes of making distributions to the athletic department under section 501 (c) (3) of the Internal RevenueCode (or the corresponding section of any future federal tax code).

**Section II.** No part of the net contribution of the 100 Club shall inure to the benefit of or be distributed to its members, Trustee's, directors, officers, or other private persons, except that the 100 Club shall be authorized and empowered to pay reasonable compensation for services rendered and to make payment and distributions in furtherance of Section 501 (c) (3) purposes. No substantial part of the activities of the 100 Club shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the 100 Club shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the 100 Club shall not carry on any other activities not permitted to be carried on (a) by the 100 Club exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code parentheses or corresponding section of any future Internal Revenue Code) or (b) by the 100 Club contribution to which are deducted under Section 170 (c) (3) of the Internal Revenue Code (or corresponding section of any future federal tax code).

**Section III.** Upon the dissolution of the 100 Club, as cash on hand shall be distributed for one or more exit purposes within the meaning of Section 501(c) (3) of the Internal Revenue Code, or corresponding section of future federal tax code, or shall be distributed to Johnson C. Smith University.

**Section IV.** Any member who violates the above Constitution or who acting on their own, translate business or make any commitments on behalf of the 100 Club without priorapproval, shall be subject to suspension, pending review by the Club. The above addendum is approved by majority members present for the 100 Club meeting on March 20, 1997.

**Last Revised October 21, 2021**