

Three Mile Island Camp, AMC By-Laws

Updated: January 27, 2019
The Three Mile Island Committee

The purpose of this document is to define the governance structures and responsibilities of the Three Mile Island Camp Committee, the volunteer body that oversees the management and operation of Three Mile Island Camp. This document will be reviewed from time to time by the Camp Committee and amended as necessary.

Table of Contents

Section	Page	
I	Three Mile Island Committee	3
	A. The TMI Committee Composition	3
	B. The TMI Committee Chair	3
	C. The TMI Committee Treasurer	4
	D. Terms of Committee Members	4
	E. Selection of New Committee Members	4
	F. Responsibilities of the Committee	5
	G. Committee Meetings	6
II	Financial Policies	6
	A. Five Year Financial Plan	6
	B. Unbudgeted Expenditures	6
	C. Project Bids	6
	D. Contracts	7
	Table of Revisions	8

I. Three Mile Island Committee

A. The TMI Committee Composition

1. The TMI Committee membership shall be AMC members.
2. The TMI Committee shall consist of 13 voting members plus a Chair.
3. The Chair shall appoint a Vice-Chairperson, a Secretary and a Treasurer.
4. The following are ex officio, non-voting members: Summer Manager or Co-Managers, Assistant Manager, Off-Season Manager, Maintenance Manager, Registrar, the AMC staff liaison, and the AMC Director of Volunteer Relations.
5. The Crew Boss or a Crew member shall be invited to attend the committee meetings.
6. The Chair will appoint each Committee member, except the Treasurer, to serve on one of the standing subcommittees: Management, Maintenance, or Outreach and Education. The Chair shall also, in consultation with the Vice-Chair and the members of the subcommittees, appoint a chair for each of the subcommittees. Subcommittee chairs shall be reappointed on an annual basis.
7. The Executive Committee shall consist of the Chair, Vice-Chair, Treasurer, and Secretary, as well as the chair of any subcommittee not already represented, to act in place of the Committee to make decisions when time constraints and meeting schedules do not allow Committee participation. Committee members and management will be notified in a timely manner about such decisions.

B. The TMI Committee Chair

1. The Chair is the Chief Executive Officer of the facility and is responsible for leading the facility's managing committee according to guidelines for volunteer-managed facilities approved by the AMC's Board of Directors. These include the Volunteer Managed Facilities Management Model, the General Summary of the Chairperson position and the AMC Vision.
2. The Chair shall be appointed by the Executive Director of the AMC upon recommendation of the outgoing Chair after completion of the process detailed below:
 - a. Following the Fall Committee meeting not later than the third year of the Chair's term of office, he or she shall write all Committee members inviting them to write to him/her, on a personal and confidential basis, their comments on the position and their suggestions for a new Chair.
 - b. The Chair shall then consult with the Managers and the two immediate past Chairs, and taking their guidance into account as he/she finds appropriate, shall select the new Chair.
 - c. The Chair shall submit his or her recommendation to the Executive Director of the AMC for his/her approval.

3. Prospective candidates shall be current or past Committee members with a minimum of two years' service on the Committee.
4. The Chair's term of office shall be four calendar years, beginning at the conclusion of the fall meeting.

C. The TMI Committee Treasurer

1. The Treasurer shall review all financial transactions, including all statements of income and operating expenses. The Treasurer shall make a financial report to the Committee at the fall, winter and spring Committee meetings. The winter meeting report will be the year end report.
2. With consultation from the Summer Manager/s and Off-Season Manager, the Treasurer shall be responsible for developing an annual budget for presentation to the Committee at the fall meeting for approval. After receiving Committee approval, the budget shall be submitted to the AMC with the annual year end report.
3. The Treasurer shall ensure TMI's ongoing compliance with all aspects of the AMC's *Finance & Administration Manual* for volunteer managed facilities.

D. Terms of Committee Members

1. Committee memberships, other than the Chair, shall be four years beginning with the fall meeting and ending at the conclusion of their fifth fall meeting.
2. Committee members shall not serve consecutive full terms.
3. A committee member who misses three consecutive meetings or fails to perform assigned tasks may be replaced. Prior to removal, the Chair shall notify the member of the action to be taken.
4. Upon request by the Chair, and a vote by the Committee, the Treasurer may be reappointed on a year-to-year basis.

E. Selection of New Committee Members

1. The Nominating Committee shall consist of the Committee Chair and Vice-Chair as well as the subcommittee chairs.
2. The Nominating Committee shall acquire names of potential committee members in two ways 1) from current committee members or staff members and 2) directly from interested people themselves, a sign-up sheet at the main house, or communication with the Nominating Committee chair.
3. Each year, after the fall committee meeting, the Nominating Committee shall send everyone whose name has been submitted a committee information sheet containing a description of the Committee's structure and Committee members' responsibilities, and a questionnaire about their background (professional and volunteer experience, interests, week at TMI, how many years at

TMI, etc). The mailing will also include a description of the nominating process.

4. The Nominating Committee will keep an ongoing list from year to year of everyone who has completed and returned a questionnaire. Each year the committee will examine the list to see who fits the TMI Committee's needs at the time. The main consideration will be the match between subcommittee needs and potential members' backgrounds, but the Nominating Committee may also take into consideration other factors such as TMI experience, usual week at camp, gender and geographic location. Those who seem to most closely meet the Committee's needs will then be contacted by phone to discuss their background, commitment, availability, etc. The Nominating Committee will also check in with the TMI Committee to get feedback on the candidates they are considering.
5. The Nominating Committee will recommend three top choices and three back-ups to the full Committee at the spring committee meeting.
6. Three new members shall be elected to the Committee annually for four year terms. Additional members shall be elected to fill vacancies for the remainder of the term.

F. Responsibilities of the Committee

1. The Committee shall be responsible for setting policy, making budgets, and operating and managing within the AMC Guidelines as established by the VMF Management Model and the AMC Vision. The Committee makes its decisions known to the Summer Manager and Off-Season Managers through the Chair.
2. The Committee members are an extremely important communication link on the Island. They are responsible to the campers and should communicate campers' input directly to the managers. They should help explain the Island's policies and traditions to the campers and be available to the managers for guidance.
3. The Vice Chairperson shall work at the direction of the Chair.
4. Committee members do not take direct action as individuals at any time. Important matters should be brought to the full Committee for discussion to be sure all sides have been carefully considered.
5. With the exception of temporary employment for fall weekend operations, a Committee member shall not be on the staff.
6. The Committee shall maintain up to date By-Laws, Operating Policies, and Long Range Plan.
 - a. Changes to these documents shall be made by a vote of the TMI Committee and recorded into the TMI Committee Meeting Minutes. The Committee Chair shall be responsible for providing documents with all changes prior to the next committee meeting.
 - b. The Operating Policies shall contain up to date job descriptions for staff and volunteers.

- c. The Long Range Plan shall be reviewed by the Committee at least every five years and updated when necessary.
7. The Committee is responsible for reappointing the Summer Manager/s, Off-Season Manager, and Registrar on an annual basis, and may elect to appoint other staff members or delegate their appointment to the Managers. The incumbents' performance shall be reviewed annually in Executive Session at the fall committee meeting. The Committee Chair will communicate the results of the review to the incumbents.
8. Summer Manager searches shall be managed by a Search Committee appointed by the Committee Chair. The AMC Director of Volunteer Relations and the TMI Committee Chair will be included on the Search Committee. The Search Committee will present its choice to the TMI Committee.

G. Committee Meetings

1. The Committee shall meet a minimum of three times per year in the fall, winter, and spring to conduct TMI business.

II. Financial Policies

A. Five Year Financial Plan

1. The Five Year Financial Plan shall be updated annually.

B. Unbudgeted Expenditures

1. All unbudgeted expenditures over \$1000.00 shall be approved by the Chair before any commitment is made. An unbudgeted expenditure is:
 - a. Spending within any one operating expense account in the chart of accounts, in excess of the approved annual budget for that account; or
 - b. Spending on any capital project in excess of the amount appropriated including any contingency included in the appropriation.
2. Consumption of any contingency already appropriated for a capital project as part of its budget must be approved by the Maintenance subcommittee chair, Treasurer, or Committee Chair.

C. Project Bids

1. Several bids shall be obtained on projects over \$5000.00, using total cost and/or time and material methods. Exceptions may be authorized by the Committee or Executive Committee when the AMC Construction Crew will perform the work or for special reasons.

D. Contracts

1. All intended contracts shall be in writing and reviewed by the Chair and Treasurer and approved by the AMC Director of Volunteer Relations.

TABLE OF REVISIONS

Section	Date of Revision	Explanation
Title Page	May 1, 2010	Statement of Purpose added.
I.A.4.	Jan. 27, 2019	Added language consistent with a Summer Co-Manager approach.
I.C.2.	Jan. 27, 2019	Added language consistent with a Summer Co-Manager approach.
I.C.3.	Jan. 27, 2019	Added to make the Treasurer accountable for AMC financial policy compliance.
I.D.4.	Feb. 2, 2013	Added to allow flexibility in filling the Treasurer position.
I.F.5.	Oct. 7, 2012	Exception added to allow Committee members to work fall weekends.
I.F.7.	Jan. 27, 2019	Added language to reserve to the Committee the right to appoint staff or delegate this task.
I.F.8.	May 1, 2010	Amended to reflect change in Search Committee membership.
II.B.1.	Jan. 27, 2019	Added language to define unbudgeted expenditures that require Chair approval.
II.B.2.	Jan. 27, 2019	Added to define who can approve the spending of a previously appropriated capital project contingency fund.