

HELO CLUB BY-LAWS

(Approved November 2025)

ARTICLE I (Name)

The HELO Club (Haslett, East Lansing, Okemos) shall be the name of this organization.

ARTICLE II (Mission Statement)

Section 1. The HELO Club is a social organization dedicated to promoting fellowship among new and current residents and retirees of Haslett, East Lansing, Okemos and surrounding Greater Lansing areas. Our activities help members become acquainted with each other and the area. In addition, our philanthropic efforts contribute to local non-profit, non-religious, non-political charities.

Section 2. The Club may undertake and complete one or more humanitarian or social welfare projects each year.

Section 3. At least ten percent (10%) of each member's dues will be specifically earmarked for charitable giving.

ARTICLE III (Qualifications for Membership)

Section 1. Any person who lives in Haslett, East Lansing, Okemos, the surrounding Greater Lansing area, or any other community, is qualified for membership.

Section 2. The HELO Club does not discriminate against prospective members because of race, color, creed, national origin, sex, sexual orientation, income, marital status, educational background or any other factor.

Section 3. Club membership shall be composed of all members who agree to abide by the By-Laws of the HELO Club.

Section 4. Membership dues are paid annually. They will be collected by the Membership Chairperson. The amount will be dictated by need and determined by the Board at the March Board meeting preceding the July 1 start of a new fiscal year.

New members may pay dues and join at any time. New members joining on March 1 or later will pay a pro-rated amount also determined by the Board of Directors at the above mentioned March Board meeting.

Section 5. The membership as a whole shall be advised that dues are to be paid on or before the date of the September general membership meeting. A member who has not paid dues shall be considered a non-member of the Club and unable to participate in HELO Club activities.

ARTICLE IV (Election of Officers/Executive Committee)

Section 1. The elected officers (Executive Committee) of the Club shall be President, Vice President, General Meeting Director, Secretary, and Treasurer. They shall perform the duties prescribed in the HELO Club job descriptions as stated in the By-Laws, and shall hold office for no more than two (2) consecutive years in the same office.

Section 2. At a Board meeting prior to the April general membership meeting, the President shall appoint two (2) members from the Board and three (3) members from the membership-at-large to a nominating committee. At the April Board meeting and the April general membership meeting, the nominating committee shall present its nominations for offices.

Section 3. At the April general membership meeting, any member may nominate a candidate from the floor.

Section 4. Consent must be obtained from a nominee before the person's name is submitted into nomination from either the floor or the nominating committee.

Section 5. The election shall take place at the May general membership meeting. The vote for each officer shall be by ballot unless there is only one (1) candidate for the office, in which event, the President may instruct the Secretary to cast a unanimous ballot.

Section 6. Newly elected officers shall be installed in June at the general membership meeting, and shall assume the responsibilities of their offices on July 1. They shall serve until the following July 1.

Section 7. A vacancy in any office shall be filled by a majority vote of the Board, except as stated in Article VII, Section 2.

ARTICLE V (Meetings)

Section 1. General membership meetings of the HELO Club shall be held the fourth Tuesday of the month unless changed by the Board.

- A.** Each member is responsible for payment of all reservations made for any general membership meeting and/or activity unless reservations are cancelled prior to the announced deadline. If payment has already been made to an outside source, no monies shall be refunded.
- B.** Prospective members may attend two (2) general membership meetings or activities before paying dues.
- C.** Members are privileged to invite guests to any HELO Club function or event.
- D.** The members present, or participating via electronic communication, shall constitute a quorum necessary for a vote.

Section 2. Installation of officers and presentation of appointed Board members and Interest Group Chairpersons shall take place at the June general membership meeting.

Section 3. Each Board member shall present an annual report at the Outgoing Board-Incoming Board meeting in June. A printed or electronic copy of this report and an updated job description shall be given to the President, and a copy of each shall also be placed in a permanent file for each position.

Annual reports and other records that are important to the history and functions of the Club shall be kept with the Board member files in accordance with the HELO Club Policies, Records Retention Policy.

Section 4. The fiscal year will be from July 1 to June 30.

ARTICLE VI (Board Structure)

Section 1. The Executive Committee of the HELO Club shall consist of the President, Vice President, General Meeting Director, Secretary and Treasurer. The Board shall consist of the Executive Committee and all appointed officers.

Section 2. The Board shall meet monthly on the first Tuesday of each month except for the months of July and December.

Section 3. Any Board member missing three (3) consecutive meetings without sending a monthly report to the Board may be asked to resign by the Board.

Section 4. Any member is welcome to attend monthly Board meetings.

ARTICLE VII (Elected Officers/Executive Committee)

Section 1. The President shall be the chief officer of the Club and shall preside over all general membership meetings of the Club, the Executive Committee, and the Board. The President shall be an ex-officio member of all standing and special committees.

The President shall appoint a Committee to review the finances at the end of the Club's fiscal year.

The President shall also appoint the chairpersons of any ad hoc committees. Committee members may be current Board members or anyone from the current general membership.

The President shall perform such other duties as usually pertain to the Office of President.

Section 2. The Vice President shall preside in the absence of the President at general membership meetings and at meetings of the Board. If the President is unable to complete the term of office, the Vice President will become President to complete that fiscal year.

The Vice President will be the general chairperson of the Activity Groups. The Vice President shall secure a chairperson for each individual group and act as liaison between the Board and those Activity Group chairpersons.

Section 3. The General Meeting Director shall form a committee to arrange for each general membership meeting, the program, the place of the meeting, the luncheon menu, the price of the luncheon, and the collection of fees.

Section 4. The Secretary shall take minutes at all meetings of the Executive Committee, Board and the general membership. Minutes from meetings of the Executive Committee, Board and general membership will be distributed to Board members.

The Secretary shall send cards to members expressing good wishes, condolences, congratulations, or other needs as they arise, and shall also be responsible for official correspondence for the Board and Club.

Section 5. The Treasurer shall collect all dues and fees for the Club. The Treasurer shall be charged with the responsibility of maintaining the Club's bank account and, on the order of the Board, pay Club expenses and reimburse expenditures made by the

Board. The Treasurer shall present, in the form of a treasurer's report at Board meetings, all expenditures, outstanding bills, and income.

The Treasurer shall prepare the annual budget by the May Board meeting and present it to the Board for approval for the upcoming fiscal year.

The Treasurer shall be the Resident Agent for purposes of fulfilling the Domestic Non-Profit Corporation requirements.

The Treasurer shall assure that the names of the President, Vice President and Treasurer are on the Club's bank account.

Section 6. The Appointed Board shall consist of the following and shall remain on the Board for no longer than five (5) consecutive years, or at the discretion of the President:

- A. Directory Chair
- B. New Member Hostess
- C. Website Administrator & Publicity Chair
- D. Membership Chair
- E. Community Services Chair
- F. Newsletter Editor
- G. Electronic Mail Distribution Chair
- H. Special Events Chair
- I. Historian/Facebook Administrator

Section 7. The immediate past President shall be invited to serve on the Board as Presidential Advisor.

ARTICLE VIII (Parliamentary Authority)

The authoritative procedures of Robert's Rules of Order, Revised, shall govern this organization in all cases in which they are applicable and in which they are not inconsistent with the By-Laws or the Articles of Incorporation of the organization.

ARTICLE IX (Amendments)

These By-Laws may be amended at any general membership meeting by a two-thirds ($\frac{2}{3}$) vote, provided a quorum is present and notice has been given through the newsletter and/or at the previous general membership meeting and the membership has been advised of such an amendment. The By-Laws may also be amended by

electronic or mailed-in replies from members after revisions approved by the Board have been sent to all members.

ARTICLE X (Dissolution)

If the HELO Club should be dissolved, all remaining funds shall be donated to one or more non-profit, non-religious, non-political charities designated by the Board.

ARTICLE XI (Indemnification)

To the fullest extent permitted by law, the HELO Club shall indemnify its agents, including its directors and volunteers, and including persons formerly occupying any such position, and their heirs, executors and administrators, against all expenses, judgments, fines, settlements, and other amounts reasonably incurred by them in connection with any proceeding, and including any action by or in the right of the HELO Club, by reason of the fact that the person is or was a person as described in the Non-Profit Corporation Act. Such right of indemnification shall not be deemed exclusive of any other right to which such persons may be entitled apart from this Article.