

HELO CLUB CONSTITUTION

(Revised June, 2020)

ARTICLE I (Name)

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

ARTICLE II (Mission Statement)

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 charities.

ARTICLE III (Qualifications for Membership)

Any person who lives in Haslett, East Lansing, Okemos, or in surrounding Greater Lansing communities, or who has been invited by the Executive Board, is qualified for membership.

ARTICLE IV (Officers)

The officers of this club shall be the President, Vice President, three (3) General Meeting Directors, Secretary, and Treasurer elected to office by the members of this organization.

ARTICLE I (Method of Amending Constitution)

The constitution may be amended at any general membership meeting by a two-thirds (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 as a whole has been advised of such amendment.

ARTICLE VI (Definition of a Quorum)

The members present in good standing shall constitute a quorum necessary for a vote. Honorary members shall have no vote, excluding past presidents.

HELO CLUB BY-LAWS

(Revised June, 2020)

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.

ARTICLE III (Qualification for Membership)

Section 1. Any person who lives in Haslett, East Lansing, Okemos, or in surrounding Greater Lansing communities, or who has been invited by the Executive Board, is qualified for membership.

Section 2. The HELO Club shall not discriminate against prospective members because of race, color, creed, national origin, sex, 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 rules and regulations 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 of Directors at the March Board meeting preceding the July 1 start of a new fiscal year. The deadline for payment by renewing members shall be on or before the date of the September general membership meeting.

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

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 renewing member who has not paid dues by said date shall be considered a non-member of the Club and unable to participate in HELO Club activities.

Delinquent dues shall not be accepted until applying member has paid any and all outstanding HELO Club debts.

Those disqualified because of failure to pay dues may be reinstated within the current HELO Club year by paying delinquent dues and debts. Others may be reinstated at the discretion of the Executive Board.

ARTICLE IV (Election of Officers)

Section 1. The elected officers of the Club shall be President, Vice President, three (3) General Meeting Directors, 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 general membership meeting, the nominating committee of five (5) shall present its nominations for offices.

Section 3. At the April general membership meeting, any member in good standing may nominate candidates 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 (Meeting)

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 any and 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. Any member is welcome to attend monthly Board meetings.

Section 2. Installation of officers and presentation of committee chairpersons shall take place at the June general membership meeting.

Section 3. Board members shall present annual reports at the Old Board-New Board meeting, which shall be held in June. Annual reports shall be kept by the current board member holding the office for a period of five (5) years.

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

ARTICLE VI (Board)

The Executive Board of the HELO Club shall consist of the President, Vice President, three (3) General Meeting Directors, Secretary and Treasurer. The full Board shall consist of the Executive Board and all appointed officers. The Board shall meet monthly except for the month of July. Any Board member missing three (3) consecutive meetings may be asked to resign by the Executive Board.

ARTICLE VII (Elected Officers)

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, except the nominating committee.

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

The President shall also appoint the chairpersons of any ad hoc committees. Committee members may be serving 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 Directors shall select and 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 those fees.

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

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 Executive 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.

Section 6. The Appointed Officers 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 Chairperson
- B. New Member Hostesses
- C. Publicity Chairperson
- D. Membership Chairperson
- E. Community Services Chairperson
- F. Newsletter Editor
- G. Newsletter Distribution Chairpersons (Electronic and Paper)
- H. Special Events Chairperson

Section 7. The immediate past President shall be invited to serve on the Board in an advisory capacity.

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 constitution of this organization.

ARTICLE IX (Method of Amending the By-Laws)

These by-laws may be amended at any general membership meeting by a two-thirds (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 as a whole has been advised of such an amendment.

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 full Board.