

BYLAWS

OF THE HELLENIC UNIVERSITY CLUB OF NORTHEASTERN OHIO

ARTICLE I.

Name

The name of this organization shall be THE HELLENIC UNIVERSITY CLUB OF NORTHEASTERN OHIO. Its principal office shall be in Cleveland, Ohio.

ARTICLE II.

Objectives

The objectives of this Club shall be to:

- A. Advance and promote the Hellenic ideals and the Greek language, and to enhance relations among the American and Greek people. The intent is to carry out these objectives in the spirit of democratic ideals as stated in the constitution and laws of the United States of America and the state of Ohio;
- B. (1) Promote cooperation, mutual support and solidarity among its members:
 - (2) Offer moral and financial assistance to Greek students and students of Greek descent who are enrolled full-time at universities and colleges in any location, so long as their permanent home address is in Northeastern Ohio. Assistance is also offered to philanthropic and educational institutions in the United States and Greece:
 - (3) Encourage and promote meritorious writings, including audio-visual and dramatic works, concerning the economic, social, historical, artistic, cultural and scientific accomplishments of Greeks, Greek-Americans and their ancestors and descendents in America.
- C. Conserve and cultivate the Greek language among its members. Either Greek or English, however, may be used in conducting the Administrative Council meetings and the General Assembly meetings. Any business conducted, in either language, shall be considered to be official and binding.
- D. Create recreational programs that not only establish camaraderie, but also contribute to the intellectual and spiritual enlightenment of its members through educational activities such as lectures, films, plays, musical events and field trips.

ARTICLE III.

Areas of Activity

- A. The geographic area of activity of the HELLENIC UNIVERSITY CLUB is defined as the Northeastern part of the state of Ohio, with the cities of Cleveland and Akron as Epicenters.
- B. The Club shall maintain an apolitical posture, and as such, shall prohibit debate of a political nature.

ARTICLE IV.

Members

- A. 1. The membership of this Club shall be limited to persons of Greek descent (or origin) who are graduates of universities, colleges or equivalent institutions of higher learning.
2. Any adult resident of Northeastern Ohio who meets the qualifications of Section 1 of this article shall be eligible to membership, provided that such resident shall be proposed for membership by one member in good standing. An application for membership shall be signed by the candidate and the sponsor, and be submitted to the secretary, along with an application fee. The application must be signed by the secretary and the president before it is submitted to the Membership Committee for consideration. The Membership Committee shall present the application to the General Assembly at the immediately following meeting, along with its recommendations. Voting upon the admission shall take place at the meeting during which the application is submitted. A majority vote shall elect to membership. A person so elected shall be declared a member of the Club and the application fee applied to the annual dues for the first year.
3. Members have a moral obligation to assist the Club in implementing its objectives and fulfilling their own assignments according to these bylaws. Members are further obligated to attend and participate in the General Assemblies of the Club. The right to vote is limited to those who have fulfilled their financial obligations.
4. The administrative Council may recommend withdrawal of membership for the following reasons: (Withdrawal of membership requires a two-thirds vote of the General Assembly.)
 - a. For actions taken that are hostile to the Club or contrary to its objectives.
 - b. For making accusations against members (relative to political or religious issues) during meetings of the Club or programs to which the public is invited.
 - c. For absence from four consecutive General Assembly meetings or for being in arrears with dues for more than 12 months. Such members automatically shall be considered delinquent and shall lose all privileges until all dues in arrears are paid, or in the case of absence, until the Administrative Council approves reinstatement.
5. Any member desiring to resign from the Club shall submit his resignation in writing to the Administrative Council for action. No member's resignation shall be accepted until his dues are paid. Anyone whose resignation has been accepted has no rights to the assets of the Club.
- B. Upon the signed recommendation of one member, seconded by another member, and by a two-thirds vote by ballot at a meeting of the General Assembly, honorary life membership may be conferred upon an adult who shall have none of the obligations of membership in the Club, but shall be entitled to all of the privileges except those of making motions, of voting, and of holding office. Honorary membership shall be conferred upon the spouse of a deceased member.

- C. An individual who does not fulfill the qualifications of Section 1 of this article, but who exhibits interest in the activities and objectives of the Club, may apply for associate membership in the same manner as outlined in Section 2 of this article. An Associate Member must pay annual dues, and may enjoy specific privileges, as determined by the Administrative Council, except those of making motions, of voting, and of holding office.
- D. Upon the signed recommendation of one member, seconded by another member, and by a two-thirds vote by ballot at a General Assembly, any individual who has enhanced the objectives of the Club through material and/or financial means may have bestowed upon him the title of Donor, Benefactor, or Great Benefactor.

ARTICLE V Income .

To fulfill its objectives, the Club shall receive income from:

- A. Registration fees
- B. Annual Dues from Members and Associate Members.
- C. Donations from individuals and corporations.
- D. Cultural and social activities and interest income.

ARTICLE VI Dues and Fees

Annual dues and registration fees shall be fixed from time to time by the General Assembly. Dues are payable on or before the first of September each year.

ARTICLE VII Expeditures

All income received by the Club shall be used exclusively for fulfilling the objectives of the Club as stated in Article II. Normally, there shall be no deficit spending.

ARTICLE VIII Officers

- A. The officers of the Club shall be a President, a Vice President, a Secretary, a Treasurer, and five Directors, one of whom shall be the immediate past president. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Club.
- B. Election of officers and Directors shall be conducted at the regular meeting of the General Assembly in September of every other year. Nominations for officers must be made from the floor.

- C. The officers, including the elective directors, shall be elected by ballot, and upon election, shall serve for two years, or until their successors are elected. The term of office for newly elected officers and directors shall begin at the close of the meeting at which they are elected and the oath of office is administered.
- D. No member shall hold more than one office concurrently. The President may not serve two consecutive terms in that office; however, he is eligible to serve as president two years after his term expires. All other officers, including directors, may serve consecutive terms.
- E. The officers and other members of the Administrative council shall take the following oath:

"I do solemnly swear that I will faithfully uphold the bylaws of the Hellenic University Club of Northeast Ohio, and carry out the mandates of its majority."

ARTICLE IX Duties of Officers

- A. The President is the chief administrator of the Club. It is his duty to: Uphold the bylaws, the decisions of the Administrative Council and of the General Assembly; Call for the meeting of the General Assembly and of the Administrative Council; Serve as Chairman of the Administrative Council and of the General Assembly meetings in accordance with the bylaws and the parliamentary authority; With the authorization of the Club, oversee contracts and execute the business of the Club; Represent the Club in any legal affairs and in any contacts with any governmental body; cosign with the secretary all Club documents requiring a signature; and with the Treasurer sign all checks and approvals of invoices; Report to the General Assembly the actions and decisions of the Administrative Council; Submit to the Administrative Council recommendations for Legal Advisor, chairmen of standing committees, and parliamentarian.
- B. The Vice President shall assume all of the duties of the President in the absence of the President. Where a vacancy is created in the office of the President, the Vice President shall assume all of the duties and powers of the president for the remainder of the elected term of office. Should both the office of President and Vice President be vacated, the General Assembly shall elect new officers for these positions at the immediately following meeting of the General Assembly. These new officers shall serve only for the remainder of the unexpired term.
- C. The Secretary shall maintain a complete membership list; take minutes of all meetings of the General Assembly and of the Administrative Council; conduct the correspondence of the Club with the collaboration of the President; Maintain the books and personal property of the Club (records of incoming and outgoing documents and correspondence, books of minutes of the General Assembly and the Administrative Council meetings); cosign with the President all documents of the Club; and in the absence of the President or Treasurer, cosign all approved checks and invoices.

- D. The Treasurer shall maintain the accounting books of the Club; Collect and execute payments for the Club in numerically sequenced checks for invoices that are approved and signed by the President; Act according to the will of the Administrative Council for both receivables and accounts payable; deposit within two weeks of receipt all monies of the Club in a bank selected by the Administrative Council; and submit a financial report to the Administrative Council quarterly, and a complete financial statement to the General Assembly at the meeting during which elections are conducted. Should the Treasurer resign, he must submit a complete and accurate report to the Administrative Council within a reasonable period.

ARTICLE X
Meetings

- A. Regular meetings of the General Assembly shall be held twice each year on days specified by the Administrative Council or the President. A General Assembly meeting, conducted solely for the purpose of conducting election of officers, shall not be considered to be one of the two meetings required annually.
- B. The regular meeting of the General Assembly in September of every other year shall be for the purpose of electing officers, receiving reports of officers and committees, and for any other business that may arise.
- C. Special meetings may be called by the President or by the Administrative Council and shall be called upon the written request of 25 percent of the members in good standing. The purpose of the meeting shall be stated in the call for a meeting, including a proposed agenda. The written request must be submitted to the President and Secretary, and proven acknowledgement received. The President shall call a General Assembly within three weeks from receipt of the written request.
- D. The President shall notify the members in writing at least two weeks prior to a regular meeting of the General Assembly, and ten days prior to a special meeting. An agenda shall be included in the written notice. The agenda shall be prepared by the President, in cooperation with the Administrative Council.
- E. Twelve members in good standing shall constitute a quorum. Once a quorum is established, a meeting may continue to its conclusion, regardless of the number of members remaining. If a quorum cannot be established at a meeting, the President shall call for another meeting of the General Assembly within fifteen days. At that meeting, a quorum shall exist at the stated hour for convening the meeting, regardless of the number of members present,
- F. Voting in General Assembly meetings shall be by secret ballot for: Election of officers; reprimand of a member; and for matters relating to the personal conduct of a member.
- G. The right to vote and the right to elective office is limited to those members who have been in good standing for at least four months prior to the date of elections.

ARTICLE XI.
Administrative Council

- A. The Administrative Council shall consist of: The officers of the club, The four elected directors, and the immediate past president. The Legal Advisor and Parliamentarian are non-voting members of the Administrative Council, and are not counted in establishing a quorum.
- B. The Administrative Council shall have general supervision of the affairs of the Club between meetings of the General Assembly, fix the hour and place of meetings, make recommendations to the Club, and perform such other duties as are specified in these bylaws. The Administrative Council shall be subject to the directives of the Club, and none of its acts shall conflict with actions taken by the Club.
- C. Members of the Administrative Council shall serve without remuneration.
- D. Regular meetings of the Administrative Council shall be held four times each year, at the discretion of the President. Special meetings of the Administrative Council may be called by the President, and also may be called upon the written request to the President by three members of the Administrative Council.
- E. A majority of the members of the Administrative Council shall constitute a quorum. The President, and in his absence the Vice President, shall serve as Chairman of the Administrative Council. A majority of those present is required for approval of any action. The minutes of the previous meeting, and any correspondence, shall be read at the beginning of each meeting.
- F. When a member of the Administrative Council has been absent, without just cause, from three consecutive meetings, the General Assembly, upon a request from the Administrative Council, shall vote to relieve that member of his duties. A two-thirds affirmative vote is required for ratification of such action. A vacancy created in such manner shall be filled according to the pertinent section of these bylaws.

ARTICLE XII
Committees

- A. An Auditing Committee of three members shall be elected by the General Assembly during the Annual Meeting in September of the year during which election of officers is conducted. The Auditing Committee shall review the financial transactions conducted by the Administrative Council and the ledgers of the Treasurer. The Administrative Council and the Treasurer are required to provide all accounting books and documents requested by the Auditing Committee. The Auditing Committee shall prepare a written report on its findings and present the report to the General Assembly meeting following the Annual Meeting.
- B. An Elections Committee shall be elected by the General Assembly at the meeting during which elections are conducted. The Elections Committee shall conduct the election of officers, including Directors of the Administrative Council, in accordance with these bylaws. Voting shall be by ballot. All ballots must contain the seal of the Club.

C. Chairmen of Standing Committees shall be elected by the Administrative Council, and shall be based upon the recommendations of the President. The Administrative Council shall also have final approval of all committee members. The Standing Committees shall include:

1. Education Committee
2. Scholarship Committee
3. Bylaws Committee
4. Publications and Publicity Committee
5. Social Committee

The duties of the standing committees shall be as defined by the Administrative Council.

ARTICLE XIII Seal

The official Seal of the Club shall carry the name of the Club and the year of its founding (1969) on the perimeter, and encircle the Club emblem in the middle. The Seal of the Club is an owl held by Athena.

ARTICLE XIV Parliamentary Authority

The rules contained in the current edition of ROBERT'S RULES OF ORDER NEWLY REVISED shall govern the Club in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Club may adopt.

ARTICLE XV Legal Interpretations

Where there is a legal question regarding the interpretation of these bylaws, the Greek language version shall prevail.

ARTICLE XVI Amendments

A two-thirds vote of the General Assembly is required to amend these bylaws at a special meeting. Proposed amendments shall be submitted to members in writing as required by the article covering special meetings.

ARTICLE XVII Dissolution

For the dissolution of the Club and disposal of its assets, a four-fifths affirmative vote of a General Assembly, called for that purpose, is required. In the event of dissolution, the property of the Club shall be disposed of completely and exclusively for educational and philanthropic purposes.

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