

## Helping Heroes of America Constitution and By-Laws

### ARTICLE I: NAME & PURPOSE

**Section A: Name** – The name of this club shall be **Helping Heroes of America**.

**Section B: Purpose** – The purpose of this club shall be: To support and recognize the members of the U.S. military for their service and sacrifice.

1. Writing letters to the troops overseas.
2. Sending care packages overseas to the troops.
3. Properly raise and lower the American flag every morning before school and every afternoon after school.
4. Say the Pledge of Allegiance every morning before the announcements.
5. Have a yearly lunch/dinner honor our veterans and active military.
6. Organize and run various fundraisers to fund other projects.

### ARTICLE II: MEMBERSHIP & DUES

**Section A: Eligibility** - Anyone who is interested in helping the United States Military.

### ARTICLE III: OFFICERS

**Section A: Officers** – The officers shall be a President, Vice-President, Secretary, and Treasurer.

**Section B: Eligibility** – Officers must be able to show up to every meeting unless they have a valid excuse for being absent.

**Section C: Election** – The officers shall be elected by ballot at the last meeting of the spring semester by a majority of the vote cast for that office.

**Section D: Term** – The officers shall serve for one year and their term of office shall begin at the commencement of the fall semester.

**Section E: Vacancy** – If a vacancy occurs in the office of President, the Vice-President shall assume the office for the remainder of the term and vacancies in any other office shall be filled by a special election.

### ARTICLE IV: DUTIES OF OFFICERS

**Section A: President** – it shall be the duty of the President to:

- Preside at meetings
- Vote only in case of a tie
- Represent the club
- Perform such other duties as ordinarily pertain to this office

**Section B: Vice-President** – It shall be the duty of the Vice-President to:

Preside in the absence of the President  
Serve as chairperson of the Program Committee

**Section C: Secretary** – It shall be the duty of the Secretary to:

Record the minutes of all meetings  
Keep a file of the club's records (contact info, previous events, etc)  
Maintain a current roster of membership  
Issue notices of meetings and conduct the general correspondence of the club

**Section D: Treasurer** – It shall be the duty of the Treasurer to:

Receive all funds and process Request for Payment, Deposit Slip, and Officer Signature Forms.  
Keep an itemized account of all receipts and expenditures and make reports as directed

## **ARTICLE V: MEETINGS**

**Section A: Meetings** – Regular meetings shall be held twice a month during the regular school year. Members are also expected to attend and help with special events including fundraisers, recognition events, etc.

**Section B:** Meeting begin and continue through the academic year.

**Section C:** At least one sponsor is required to attend each meetings.

**Section D:** Minutes and attendance will be taken during all meetings.

**Section E:** Minutes and attendance will be submitted to the Assistant Principal at the end of each term.

## **ARTICLE VI: EXECUTIVE COMMITTEE**

**Section A:**The executive committee will be composed of all club officers and sponsor(s).

**Section B:**The executive committee will meet as required to make club decisions that do not need a majority vote of all club members.

**Section C:**Meetings will be called as necessary.

**Section D:**This committee may recommend the creation of other committees. The additional committees will be created by vote of the club.

## **ARTICLE VII: ADVISOR**

**Section A:** There must be a faculty sponsor(s).

**Section B:** A sponsor must be present at all club meetings.

**Section C:** Sponsors may vote in meetings and participate in all club activities.

**Section D:** A sponsor will be responsible for supervising elections and maintaining order within the club.

## **ARTICLE VIII: COMMITTEES**

**Section A: Program Committee** – A program committee composed of the Vice-President as chairperson and four other members shall be appointed by the President before the end of spring semester, whose duty shall be to plan and delegate to the special committees for all club events and activities. Members of the program committee will also communicate with Sponsors on progress and difficulties.

**Section B: Special Committees** – Members of Special Committees will work to execute plans for special events and activities. They will report to one of the Program Committee members. The President shall have the authority to appoint any special committees, with the approval of the Executive Committee, from time to time as need demands.

## **ARTICLE IX: AMENDMENTS**

**Section A: Selection** – these bylaws may be amended by a two-thirds (2/3) majority vote of the chapter membership.

**Section B:** Changes to the bylaws will be done as amendments.