

# *A Helping Hand*

## *Bylaws*

### **Article I – Elections**

1. At the first meeting all candidates who wish to become officers or other positions will state why they would like the position or what prior experience he or she may do this privately with the president before the first meeting. This must be done in order to become eligible to hold a position.
2. After the 1<sup>st</sup> meeting the president will notify the candidate if he or she has won the election
3. The President and Vice President will discuss and appoint people to their positions prior to the 1<sup>st</sup> meeting. The president will also run the elections.
4. To become secretary or treasurer you must be an active member for one semester along with a majority vote at a club meeting.
5. To become vice president or president you must be secretary or treasurer for one semester along with a majority vote at a club meeting.

### **Article II – Terms and Duties of Officers**

**Section 1:** President - The president will oversee all club meetings, events and other activities. The president will be the primary representative of the club in official business.

Vice President - Vice President will assist the president and oversee the activities of the other branches. The vice president will fill in for the president when needed.

Secretary – The Secretary will keep a record of all meetings, events, and activities as well as the club member list and any other paperwork deemed necessary by the president.

Treasurer – The Treasurer will keep a record of all the money earned and spent, and will be responsible for all the deposits and withdrawals.

Elderly Division Officers will be responsible for searching the location of events and attending a majority of the elderly events.

Orphan Division Officers will be responsible for searching the location of events and attending a majority of the orphanage events.

Environmental Division Officers will be responsible for searching the location of events and attending a majority of the environment events.

**Section 2:** Each officer will serve for one semester and must be a saddleback student. Each official may run for office as many times as they would like.

To become secretary or treasurer you must be an active member for one semester along with a majority vote at a club meeting.

To become vice president or president you must be secretary or treasurer for one semester along with a majority vote at a club meeting.

The **original** president and vice president have the option to accept their position (again) without a vote. (for up to 2 years)

The secretary and treasury have the option to accept their position (again) without a vote.( for up to a year)

All members regardless of rank can be removed with good reason with majority vote at a club meeting.

### **Article III – Meetings**

**Section 1:** There will be at least 1 meeting and event each month

**Section 2:** Meetings can be called by the president or vice president; officers may request meetings from the president as well.

### **Article IV – Faculty Advisor**

The faculty advisor of this club shall be a member of the faculty of Saddleback College. He/she shall not set the policies or plan the club activities but shall serve in the capacity of consultant. He/she shall be present at all meetings and activities sponsored by the club.

### **Article V: Amending the Constitution**

**Section 1:** All amendments will be presented and discussed at each meeting. President has the right to veto.