

BYLAWS
The Hispanic Committee of Gainesville / Hall County

Adopted Wednesday, September 19, 2001 at Penny University Coffee Shop.

Article I: Name

The name of the organization is "The Hispanic Committee of Gainesville / Hall County" .

Article II: Mission

Our mission is to establish a bridge between the Hispanic and non-Hispanic community; to maintain a two lane road that effectively communicates our concerns and opinions, provides direction in finding solutions to social, economic and political issues, and transports the will of the people to achieve clearly defined objectives through active representation.

Article III: Membership Requirements

Membership in this organization is open to anyone. At a minimum, eighty per cent (80%) of the members shall be Hispanic. The amount of dues will be set by a vote of the members.

Dues, attendance and other membership requirements will be outlined in a written document called "Membership Requirements," which will be set by a vote of the Executive Committee, in consultation with the membership. The "Membership Requirements" document may be modified from time to time without the need for amending the bylaws.

Article IV: Meetings

The President will set the schedule of meetings for the year, prior to the start of the year. The Secretary will be responsible for informing the membership.

Article V: Quorum

A quorum shall consist of one-third of the membership of the organization in good standing. No business can be acted on without a quorum.

Article VI: Officers

Officers of this organization will be the following: President; Vice-President; Secretary; Treasurer, Parliamentarian. These Officers will be elected by a majority vote of the members. They will serve for one year from the date of election. The officer's duties are:

- A) President: 1) to serve as leader of the organization; 2) to preside over meetings of the organization; 3) to ensure the preparation of an agenda for each meeting; 4) to appoint chair and members for all committees except the Executive Committee.
- B) Vice-President: 1) to serve as leader of the organization in the Chair's absence; 2) to preside at meetings of the organization in the Chair's absence; 3) to serve as an honorary member (without vote) of all appointed committees.

- C) Treasurer: 1) to be responsible for all financial business; 2) to keep accurate account of all money received and spent; 3) to report to the Executive Committee, and to the membership at regular meetings, on the organization's finances; 4) to sign all checks and pay all bills.
- D) Secretary: 1) to record and keep minutes of all meetings of the Board of Directors and its committees; 2) to maintain an archive of the minutes and records of the organization; and 3) to oversee the giving of notice of all meetings.
- E) Parliamentarian: 1) to ensure that rules of parliamentary procedure are followed; and 2) to serve on the Election Committee to assist with parliamentary procedure.

Article VII: Permanent, Standing Committees

There shall be a Financial Committee, consisting of the Treasurer and two board members appointed by the chair. Their duties shall be to assist the Treasurer.

There shall be an Executive Committee consisting of the officers. Their duties will be to meet when emergencies exist and make necessary decisions, that later will be approved by the board.

Additional committees may be formed and dissolved from time to time, as needed, to address other specific matters.

Article VIII: Annual Meeting

There will be an Annual Meeting of the membership each year in June for electing officers for the next year. At least thirty (30) days prior to the annual meeting, an Election Committee will be formed to receive nominations and create the slate of candidates for officers. The Election Committee will present the slate of candidates at the annual meeting and administer the election. Additional nominations may be made from the floor at the annual meeting. A plurality will determine the winner(s) of an election.

Article IX: Adoption of Bylaws

These bylaws will be in effect after approval by a majority vote of the members of the organization.

Article X: Amending Bylaws

Recommendations to change or amend these bylaws may be made by an officer or member. Changes will be in effect after they are approved by a two-thirds vote of the members at the Annual Meeting.

The proposed bylaw changes or amendments will be sent to all members at least ten (10) days before the next regularly-scheduled Board Meeting, at which time they are to be considered for adoption.

Article XI: Rules Resource

Robert's Rules of Order shall be followed in all cases where they do not conflict with the bylaws of the organization.