

BYLAWS

Adopted Feb 7, 1995; Amended 1997, 2002, 2004, 2007, 2016, and 2023

Article I – Meetings

Section 1.

An annual business meeting of members shall be held in June of each year. At said meeting, a president and vice-president shall be elected to a one-year term of office and two board directors to three-year terms of office. The Nominating Committee shall offer a slate of nominees and give notice thereof in the newsletter preceding the annual business meeting. Additional nominations may be made from the floor with prior consent of the nominee. A majority vote of members present shall be sufficient to conduct business.

Section 2.

A special business meeting of members may be called by the president with the approval of the Board of Directors. Notice shall be given to members not less than one week in advance of the special meeting, and shall state the time, place, and purposes of the meeting.

Section 3.

Monthly program meetings shall be held for the entire HASP membership and normally shall be scheduled for the first Tuesday of each month.

Section 4.

Special topic seminar meetings, courses, events, field trips, and other activities shall be offered in response to the educational and social interests of members as deemed feasible.

Section 5.

A regular meeting of the Board of Directors shall be held in June, September, January, and March. Special meetings may be called by the president upon a one-week notice as to time, place, and purposes of the meeting. A majority vote of board directors present shall be sufficient to conduct business.

Article II – Board of Directors

Section 1. Composition.

- A. Six board directors shall be elected by the HASP membership to three-year terms with two board directors being elected each year. Persons who have completed a full three-year term as a board director shall be ineligible for reelection for a period of two years. Vacancies in said positions shall be filled by Board of Directors appointment for the remainder of the unexpired term.
- B. The president, vice-president, treasurer, and the chairpersons of standing committees shall be *ex-officio* voting members of the Board of Directors while holding office.
- C. The president of Hope College or their appointed administrator shall designate two persons from the Hope College faculty or staff to be voting members of the Board of Directors.
- D. The director of HASP shall serve as an *ex-officio*, non-voting member of the Board of Directors.

Section 2. Dues.

Annual dues for members shall be established by the Board of Directors by the first day of April each year for the ensuing fiscal year. Annual dues are payable on a schedule determined by the Executive Committee. Dues of new members shall be prorated for the first year. Failure to pay dues when required herein may result in a termination of membership by the Board of Directors.

Section 3. Guest Policy.

Members may invite non-members to participate in HASP special events, such as theater programs, concerts, and trips when there is space available. Members may invite prospective member guests to two monthly meetings before they apply for membership. Curriculum courses shall be limited to HASP members.

Article III – Officers

Section 1.

The officers of HASP shall include a president, a vice-president, a treasurer, and such additional officers as the Board of Directors may designate by resolution.

Section 2.

The president and vice-president shall be elected each year at the annual meeting of members. The president shall preside at all Membership and Board of Directors meetings. In the absence of the president, the vice-president shall assume the duties of the president. The vice-president shall also perform such other duties as may be assigned by the Board of Directors.

Section 3.

As a Hope College employee, the director of HASP shall be appointed by the president of Hope College or their appointed administrator with the input and concurrence of the HASP Board of Directors.

- A. As chief administrative officer, the director of HASP shall supervise and coordinate the day-to-day business of HASP; shall conceive and recommend programs and plans of activity; shall supervise preparation and distribution of the newsletter and other materials published by HASP; shall implement the decisions of the Board of Directors; and shall perform other duties as assigned by the Board of Directors or president.
- B. The director of HASP shall be secretary but may delegate the task of recording minutes of business conducted at the HASP Business and Board of Directors meetings.

Section 4.

The treasurer shall be elected by the Board of Directors to a three-year term with a limit of two terms. The treasurer shall recommend an annual budget to the Board of Directors; shall record and verify the receipt and disbursement of all HASP funds within amounts established in the annual budget; and shall furnish an annual financial report to the president of Hope College or their appointed administrator.

Article IV – Committees

Section 1.

Committees shall involve HASP members in planning, organizing, and implementing their programs and activities.

Section 2.

HASP shall have the following permanent committees of the Board of Directors:

A. Executive Committee

- a. *Composition:* Each year the Executive Committee shall consist of the HASP president, the vice-president, the treasurer, and the two board directors elected by the membership whose terms of office will expire at the end of that year. In addition, the director of HASP and the president of Hope College's appointed administrator will serve as non-voting, *ex-officio* members.
- b. *Duties:* The Executive Committee shall act on behalf of HASP between meetings of the Board of Directors, subject to the right of the Board of Directors to ratify or nullify Executive Committee action at the next Board of Directors meeting. The Executive Committee shall make budget adjustments as necessary, subject to the requirements of maintaining a balanced budget, and shall review the HASP financial statements semiannually. When it appears that the position of director of HASP will become vacant, the Executive Committee shall work with the Hope College president's appointed administrator to identify possible candidates and participate fully in the interview process. The Executive Committee shall also annually partner with the Hope College President's appointed administrator to review the organizational operations and personnel needs and to perform evaluations of HASP staff.

B. Nominating Committee

- a. *Composition:* The Nominating Committee shall be formed at the beginning of each HASP year. It shall consist of the director of HASP, who shall serve as chairperson, the two board directors elected by the membership whose terms expire at the end of that year, and three persons appointed by the president from the HASP membership.
- b. *Duties:* The Nominating Committee shall recommend chairpersons for each of the Standing Committees to the Board of Directors by the March meeting of the Board of Directors. The Nominating Committee shall offer a slate of nominees at the annual business meeting of members, for president, vice-president, and two board directors for three-year terms of office, giving notice thereof as required by Article I, Section 1 of these Bylaws.

HASP shall have the following standing committees of the Board of Directors:

- A. The Monthly Program Committee shall plan and implement programs for monthly membership meetings, shall assess periodically the interests of members and shall utilize when possible the special capabilities of members in presenting such programs.
- B. The Curriculum Committee shall conceive, initiate, promote and supervise seminars, courses, and study and discussion groups which address membership interests and needs.
- C. The Special Events Committee shall plan and administer special social, cultural, educational and recreational events each year to enhance opportunities for meaningful friendships among members.
- D. The Service Committee shall be responsible for identifying and publicizing volunteer opportunities within HASP, Hope College, and the community.
- E. The Communications Committee shall be responsible for HASP's web and social media presence, photographing HASP events, and editing and publishing the annual HASP *Review*.
- F. The Membership Committee shall be responsible for welcoming guests at Monthly Programs, hosting New Member Orientation, and onboarding new and prospective members.

Section 3.

By resolution, the Board of Directors may create additional standing committees and ad hoc committees as desired.

Article V – HASP Year

The HASP membership year and fiscal year shall commence on July 1 of each year.

Article VI – Amendments to Bylaws

These Bylaws may be amended:

- A. By the Board of Directors by a majority vote of board directors present at any validly called meeting, provided that a one-week written notice of proposed amendments is given to each board director, and provided further that amendments to bylaws fixing the qualifications or terms of office of any member of the then existing Board of Directors require approval by a majority vote of members present at a business meeting of members, preceded by a four-week notice containing the proposed amendments, and
- B. Upon approval by the president of Hope College or their appointed administrator.