

CONSTITUTION AND BYLAWS THE HOPE ACADEMY OF SENIOR PROFESSIONALS

Adopted February 7, 1995
Amended June 17, 1997; June 4, 2002; June 1, 2004, June 2007

THE CONSTITUTION

Article I – Name

The name of the organization shall be the **Hope Academy of Senior Professionals**, also referred to as HASP.

Article II – Nature and Purposes

The Hope Academy of Senior Professionals is a peer-led institute for learning in retirement constituted as a branch of Hope College. Its purposes are:

- 1) To enrich the intellectual, cultural and social lives of its members, and
- 2) To make available a wealth of wide-ranging knowledge, talent and experience to Hope College and to the greater community area.

HASP is subject to superintending control by the President of Hope College. The membership of HASP has responsibility for designing, managing and carrying out its various activities and programs.

Article III – Membership

Section 1. To qualify for membership in HASP, a person shall:

- a) Be of retirement or semi-retirement status, with a record of significant career achievement.
- b) Show evidence of broad humane interests, intellectual vitality, inquisitiveness, and a willingness to contribute to the enrichment of the lives of fellow members, Hope College students, faculty and staff, and members of the local community.
- c) Be committed to participate actively and with civility and to bring credit to HASP and Hope College. Members are expected to participate in the programs of HASP by attendance at monthly program and annual business meetings, by occasional enrollment in curricular and special event offerings, by sharing insights and experience in HASP programs designed to benefit members, as well as others in the College and community, or by serving as a member of a HASP committee.

Section 2. Failure to fulfill membership responsibilities as set forth in Article III, Section 1 above may result in the termination of membership by action of the Board of Directors.

Section 3. “Member” is a designation that does not create or involve any ownership interest in HASP or in Hope College.

Article IV – Board of Directors

HASP's governing body shall be its Board of Directors, subject to superintending control by the President of Hope College. The Board of Directors shall establish policies and institute programs to meet the wishes and needs of HASP members.

Article V – Officers

Section 1. The Executive Director shall be the chief administrative officer and general manager of HASP and shall be subject to the supervision and be responsible to the HASP Board of Directors and President of Hope College.

Section 2. HASP shall have a President, a Vice-President, a Secretary and Treasurer as well as such additional officers as the Board of Directors may designate.

Section 3. Terms of office shall begin on July 1 of each year.

Article VI – Amendments to Constitution

This Constitution may be amended:

- 1) Upon 2/3 vote of members present at any properly called business meeting of members, preceded by a four-week written notice to members containing the proposed amendments and
- 2) Upon approval by the President of Hope College.

The foregoing Constitution was approved by a 2/3 vote of HASP members present at a validly called and properly noticed business meeting on the seventh day of February, 1995 and by the President of Hope College on the seventh day of February, 1995 and was amended by a unanimous vote of HASP members present at a validly called and properly noticed business meeting of members on the third day of June, 1997 and by the President of Hope College on the 17th day of June, 1997. It was further amended by a unanimous vote of HASP members present at a validly called and properly noticed business meeting of members on the fourth day of June, 2002. And by the President of Hope College on the 18th day of June, 2002.

BYLAWS

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 Directors to three-year terms of office. The Nominating Committee shall offer a slate of nominees and give notice thereof in the Bulletin 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, mini-courses, 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 Directors present shall be sufficient to conduct business.

Article II – Board of Directors

Section 1. Composition

- a) Six Directors shall be elected by the HASP membership to three-year terms with two Directors being elected each year. Persons who have completed a full three-year term as 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 un-expired term.
- b) The President, Vice-President, Executive Director, 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 shall designate two persons from the Hope College faculty or staff to be voting members 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 June each year for the ensuing fiscal year. Annual dues are payable by August 1 each year, or within 30 days

after becoming a member. Dues of new members shall be pro-rated 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. 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, an Executive Director, a Secretary, 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. The Executive Director shall be nominated by the Executive Committee and shall be appointed by the Board of Directors with the concurrence of the Hope College President.

- a) As chief administrative officer and general manager, the Executive Director 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 Bulletin 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 Executive Director shall be Secretary but may delegate the task of recording minutes of business conducted at the HASP Membership 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.

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 committees:

- a) Permanent Committees of the Board of Directors:

1) Executive Committee

- i) Composition: Each year the Executive Committee shall consist of the HASP President, the Vice-President, the Treasurer, the Executive Director, and the two Directors elected by the membership whose terms of office will expire at the end of that year.
- ii) 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. When it appears that the position of Executive Director will become vacant, the Executive Committee shall identify possible candidates and will recommend a person to the Board of Directors and Hope College President for appointment as Executive Director.

2) Nominating Committee

- i) Composition: The Nominating Committee shall be formed at the beginning of each HASP year. It shall consist of the Executive Director, who shall serve as Chairperson, the two 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.
- ii) 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 Directors for three-year terms of office, giving notice thereof as required by Article I, Section 1 of these Bylaws.

3) Personnel Committee

- i) Composition: Each year the Personnel Committee shall consist of four members; the HASP President, the Vice-President and the two retiring Board members.
- ii) Duties: The Personnel Committee shall review the organizational operations, personnel needs and compensation for the hired staff according to the guidelines approved by the Board of Directors.

4) Audit Committee

- i) Composition: The Audit Committee shall be appointed by the President no later than the end of the third quarter of HASP's fiscal year (March 31). It shall consist of no fewer than two persons familiar with standard accounting practices and procedures.
- ii) Duties: The Audit Committee shall review receipts and disbursements for the audit year, review all bank statements and reconciliation records for

the audit year, and shall evaluate the existing accounting practices. A written report shall be submitted to HASP prior to the September Board meeting of the following fiscal year.

b) Standing Committees of the Board of Directors

- 1) 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.
- 2) The Curricular Committee shall conceive, initiate, promote and supervise seminars, mini-courses, and study and discussion groups which address membership interests and needs.
- 3) 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 and their spouses.
- 4) The Service Committee shall identify, from Hope College and community sources, needs and opportunities to achieve intellectual, social and cultural growth among members of the Hope College and area communities. The Service Committee shall ascertain the special competencies and talents of HASP members and willingness to be a resource to help others, and shall publicize and match requests and resources to achieve actual service projects.
- 5) The Communications Committee shall solicit literary offerings by HASP members, edit and publish periodically a HASP magazine, and shall prepare and distribute information about HASP activities to the Hope College community, Elderhostel Institute Network, and the general public.
- 6) The Membership Committee shall review each nomination for membership to determine that the applicant meets the qualifications for membership established in Article III, Section 1 of the Constitution of HASP. If the Membership Committee is uncertain regarding a nomination, it shall submit promptly a report to the Board of Directors for final determination. The Membership Committee shall orient new members to the purposes, procedures and programs of HASP and the responsibilities of membership and shall help new members become better acquainted with their HASP colleagues.

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:

- 1) By the Board of Directors by a majority vote of Directors present at any validly called meeting, provided that a one-week written notice of proposed amendments is given to each 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
- 2) Upon approval by the President of Hope College.

The foregoing Bylaws were approved by a majority vote of HASP members present at a validly called and properly noticed business meeting on the seventh day of February, 1995, and by the President of Hope College on the seventh day of February, 1995, and amended by a majority vote of the Hope Academy of Senior Professionals Board of Directors present at a validly called and properly noticed Board of Directors meeting on the 10th day of June, 1997, and by the President of Hope College on the 17th day of June, 1997. They were further amended by a unanimous vote of the members present at a validly called and properly noticed business meeting of members on the fourth day of June, 2002 and by the President of Hope College on the 18th day of June, 2002.