HEWE BY-LAWS

JULY 2026

MISSION STATEMENT

HEWE is founded to organize Social non Political/Religious activities. Raise funds and maintain close ties among members, their Children, of the Assyrian Community and the Community where ever they reside, ease some financial burdens where possible, and to rise Assyrian cultural awareness.

Membership

1- Any person from the Assyrian Community who is 18 years and older. As well as, any person related by marriage or related to a person of Assyrian descent.

2- A member of this organization must be of good moral character and must be law-abiding citizen.

3- All members must pay his/her membership fee of Thirty Five Dollars ($35) per month.

4- New members will pay an initiation fee of $420.00, and their membership for the year. Returning members must pay an initiation fee and all dues in arrears. Amounts in arrears will be kept to a five year limit.

5- Membership dues must be current in order to qualify for club benefits and privileges.

6- Members delinquent on their dues by the end of the calendar year may lose their membership status and will be under review by the committee board.

7- All membership fees must be paid in advance for the year.

8- Open enrollment for funeral fund will be Jan 1st through June 30 th of each year for new members.

9- Special enrollment periods will be under review by the committee board.

10- Funeral fund benefit will be available starting on July 1, 2027.

Member's Benefits

1- **Funeral fund per occurrence** (**$7,000**)

2- Summer picnics

3- Kids sports and summer activities

4- Holiday brunches and events

5- Social networking and events

6- Annual scholarships

7- Others

Committee Board

1. The Committee Board shall consist of Five Elected Officials:

- President
- Vice President
- Secretary
- Treasury
- Director

2. To become a member of the board committee you must have:
    a- Three years of regular membership in the club
    b- You are in good standing with the club
    c- You must be elected by your peers, in accordance with the Election Rules and Regulations
    d- You must participate in all programs and obligations
    e- Must at a minimum be able to communicate in the Assyrian language

3. Any member of this committee who fails to attend three consecutive meetings without a reasonable excuse will constitute a voluntary resignation.

4. Committee meetings may be opened provided there is a quorum of three out of five members present (60%)

5. The committee shall be empowered to select a replacement of any committee board member other than the President's, and fill a vacancy from the list of the previous election starting with the next runner up though a secret ballot until a candidate that gets four votes out five is chosen.

6. Member of the committee may serve on any other committee outside of this organization as long as it does interfere with HEWE policies and rules

7. Any member of this committee other than the President can nominate him/herself as many as three terms.

8. The president can nominate him/herself as many as two terms for president and for any additional terms based on committee board majority vote

9. The president can nominate him/herself as many as three terms as a committee member after he/she has served as a president

10. Only a direct descendant of HEWE parentage may serve on the committee.

11. Each member of the committee board shall represent an equal amount of members through a random lottery system.

12. New members will be represented by the committee board member that recruited the new member.

13. Matters related to policy, procedure and operations of the club that do not meet a majority vote to pass at the Committee level be subject to a General body vote.

14. The committee board may elect subcommittees for delegated projects

15. The committee board shall in all its dealings abide by the BYLAWS of HEWE and those of the UNITED STATES OF AMERICA.

PRESIDENT AND CEO

1. The President shall preside over Committee, General, Joint, and Special meetings.

2. The president may call a General Body, Committee, Joint, or Special meeting when he/she deems it is necessary.

3. The President shall vote in all matters before the committee including general election.

4. The president will present reports on HEWE activities and future goals/visions.

5. The President shall oversee all book keeping and records to ensure integrity and compliance with internal and external regulations and procedures.

6. The President must be one of two committee board to sign checks and drafts of the club.

7. The president may be impeached when found unqualified or charged to be in "Dereliction of Duty." A motion to impeach must be concurred by a three fourth vote (75%) of the membership at a general body meeting or a special meeting.

VICE PRESIDENT

1. The Vice president shall, in the event of the absence, resignation, removal, or death of a President, assume the duties and responsibilities of the president.

2. The Vice-President shall assume the chair when turned over to him/her by the President, in case of conflict of interest in the topic under discussion.

3. The Vice president shall be empowered and obliged to call and preside an emergency Meeting, if three or more of the board members request it.

4. A member of the committee board shall represent an equal amount of members selected through a random lottery system.

5. The Vice-President shall receive, hold, disburse, and in general, be responsible for all monetary transactions of the organization. In accordance with section 501(c)(7) of the Internal Revenue code of 1966(or the corresponding prevision of any future United States Internal Revenue Law).

- **SECRETARY**

1- The secretary shall keep a careful and authentic record of the proceedings of the organization.

2- The Secretary shall prepare a roll call of members and call it when necessary.

3- The Secretary shall call the meeting to order in the absence of the presiding officer.

4- The Secretary shall oversee all documents of the organization except those specifically assigned to others.

5- The Secretary shall provide each committee member with a list of the club members of his committee together with all the papers and instructions intended for it.

6- He/she shall provide the presiding director at the beginning of each meeting with the order of business for that day.

7- He/she shall authenticate by his/her signature, all records, letters, documents, etc….

8- He/she shall bring to each meeting, a copy of the constitution and by-laws and the standing rules of the organization together with a list of the members of the standing and special committee.

9- He/she shall administer the Oath to all new members and issue membership cards.

10- He/she shall carry on all official correspondence for the organization.

11- He/she may ask a corresponding secretary or any other person in a secretarial capacity to help him/her carry out part of his/her work.

12- As a member of the committee board he/she shall represent an equal amount of members through lottery including him/herself.

TREASURY

1- The Treasurer shall keep detailed records of all monetary transactions and submit financial reports at each general body meeting.

2- The Committee Board members must approve, with signature authorization, all income as well as keep a log as matter of record.

3- All outstanding bills (payables) must be approved by the Committee Board prior payment.

5- The Treasurer shall prepare the books for inspection by an auditing committee at the end of his/her term.

6- As a member of the committee board he/she shall represent an equal amount of members though lottery including him/herself.

- **DIRECTOR**

1- The financial collectors shall keep a record of all income. This record shall correspond with the income record of the treasurer.

2- They shall collect dues and shall turn them over to the committee board immediately after entering them in their records.

3- They shall notify members who are in arrears and request them to bring their account up-to-date.

4- As a member of the committee board he/she shall represent an equal amount of members, through lottery including him/herself

- **ELECTIONS**

1- Election of the Committee board will be held at the general body meetings held during the last Sunday of October of that year.

2- Voting is to be a written ballot in person by the principle member or a proxy, but no such proxy shall be voted or acted upon after the expiration date.

4- Elected members shall serve a two-year term.

MEETINGS

1- General body meeting may be opened - provided there is a quorum of 50%+1 of the total members in good standing.

2- The HEWE organization shall hold an annual general body meeting to discuss state of the club.

3- The Organization should hold its committee meetings quarterly

Quorum

1- General body meeting may be opened provided there is a quorum of 50%+1 of the total members in god standing. If the 50%+1 is a fraction, the fraction should be broken.

2- Committee Board meetings may be called to order provided there is three members present (60%)

3- To ensure everyone's opinion is voiced, all meetings should be governed by the Parliamentary Procedure, and Robert’s Rules of Order.

Referendums

Open for discussion