

Amendments to the By-Laws of Half-Units Gathering and Giving Support (H.U.G.G.S.) for 2006-07

Article II: Objective

Add Section 2.3 as described below.

2.3 We are dedicated to creating and supporting an Officer Down Fund to support active Westerville Police Officers and their family members in a time of crisis.

Amended March 25, 2007

Article IV: Policies and Restrictions

Section 4.6 An annual meeting will be held in January of each year for selection of new board members.

Change Section 4.6 to the following.

Section 4.6 An annual meeting will be held in February of each year for selection of new board members.

Amended on August 20, 2006

Section 4.7 General meetings shall be scheduled at least six (6) times each year, with the time and place to be determined by the General Membership.

Change Section 4.7 to the following.

Section 4.7 General meetings shall be scheduled at least four (4) times each year, with the time and place to be determined by the General Membership.

Amended on March 25, 2007

Section 4.8 All meetings are open to all members of the organization. Those members in good standing and present at any general meetings shall constitute a quorum for the official transaction of business.

Change Section 4.8 to the following.

Section 4.8 All meetings are open to members and non members of the organization. Those members in good standing and present at any general meetings shall constitute a quorum for the official transaction of business.

Amended on March 25, 2007

Section 4.11 The President, Vice President, Secretary and/or Treasurer are authorized to sign checks. Any check(s) in excess of \$50.00 require two (2) signatures.

Change Section 4.11 to the following.

Section 4.11 The President, Vice President, Secretary and/or Treasurer are authorized to sign checks. Any check(s) in excess of \$200.00 require two (2) signatures.

Amended on January 28, 2006

Article VI: Board of Trustees

Section 6.3 The Executive Board shall insure that the Family Support Group follows all laws and regulations of the state of Ohio and United States Internal Revenue Code regarding not-for-profit organizations.

Change Section 6.3 to the following.

Section 6.3 The Executive Board shall insure that the Family Support Group follows all laws and regulations of the state of Ohio and United States Internal Revenue Code regarding nonprofit organizations.

Amended on February 8, 2007

Section 6.9 The President's duties shall consist of:

- Preside at and develop agendas for all meetings of the Family Support Group
- To expound and enforce a due observance of the By-Laws
- Decide all questions of order
- Appoint all committees not otherwise provided for and fill all temporary vacancies with the advice and consent of the Executive Board
- Perform such other duties as the office may require

Change Section 6.9 to the following.

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- Preside at and develop agendas for all meetings of the Family Support Group
- To expound and enforce a due observance of the By-Laws
- Decide all questions of order
- Appoint all committees not otherwise provided for and fill all temporary vacancies with the advice and consent of the Executive Board
- Perform such other duties as the office may require
- Continually develop and expound upon a HUGGS welcoming packet
- Keep in contact with the WPD Chief to coordinate ways in which the department can benefit from our services

Amended on March 25, 2007

Section 6.10 The Vice President's duties shall consist of:

- Preside in the absence of the President assuming all his/her powers and duties
- Maintains the Membership Directory
- Distributes new member packet to each new member

Change Section 6.10 to the following.

Section 6.10 The Vice President's duties shall consist of:

- Preside in the absence of the President assuming all his/her powers and duties
- Maintains the Membership Directory
- Distributes new member packet to each new member
- Contact new hires spouse by telephone
- Send a welcoming packet to new hires
- Keep an updated mail merge roster

- Create and mail postcards to all members before each general meeting
- Amended on March 25, 2007**

Section 6.11 The Secretary's duties shall consist of:

- Keeps an accurate record of the minutes of all Board and General membership meetings
- Sends out all notices of Executive Board and special meetings
- Sends letters of thanks to speakers, guests, etc. (in conjunction with the President)
- Send reminders to members assigned special duties
- Notify person and committee affected by action taken by the Executive Board
- Keep an up to date calendar of events
- Updated policy documentation
- Maintains a supply of stationary and letterhead
- Answers correspondence promptly (in conjunction with the President)
- Keeps copies of letters sent and received

Change Section 6.11 to the following.

Section 6.11 The Secretary's duties shall consist of:

- Keeps an accurate record of the minutes of all Board and General membership meetings
- Complete minutes & send to all officers within 1 week of adjourned meeting
- Keep an up to date calendar of events & include with minutes
- Updated policy documentation

Amended on March 25, 2007

Section 6.12 The Treasurer's duties shall consist of:

- Receive all monies and shall deposit them in the name of the Family Support Group in a depository approved by the Executive Board
- Keeps in a book provided for the purpose, an account of financial transactions
- Present regular financial statements to the Executive Board and General Membership
- Has the authority to pay all normal recurring expenses; all other expenses must be approved by the Executive Board
- The Treasurer shall, at the expiration of the term of office, present a full accounting of the receipts and expenditures during said term in office, and hand over to the successor within twenty (20) days all books and monies belonging to the Family Support Group

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- Keeps in a book provided for the purpose, an account of financial transactions
- Present regular financial statements to the Executive Board and General Membership

- Has the authority to pay all normal recurring expenses; all other expenses must be approved by the Executive Board
- Keeps accounts current
- Check post office box
- Keep a very specific general ledger of incoming and outgoing income
- Maintain a file of all banking statements and IRS forms
- The Treasurer shall, at the expiration of the term of office, present a full accounting of the receipts and expenditures during said term in office, and hand over to the successor within twenty (20) days all books and monies belonging to the Family Support Group

Amended on March 25, 2007

Article IX: Dissolution

Section 9.3 Upon dissolution of the Family Support Group, any assets remaining shall be donated to an agreed upon Law Enforcement Organization by a two-thirds (2/3) vote of members.

Change Section 9.3 to the following.

Section 9.3 Upon dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Amended on March 25, 2007

Adopted by the Executive Board action this date: March 25, 2007

Adopted by the General Membership this date of : March 25, 2007

President: _____

Co-President: _____