

**BYLAWS**  
of  
Hendrix College Habitat for Humanity Campus Chapter  
of  
Habitat for Humanity International, Inc.

**PREAMBLE**

Habitat for Humanity International, Inc, a 501(c)(3) nonprofit corporation, is an ecumenical Christian housing ministry and world-wide grassroots movement seeking to eliminate poverty housing and homelessness, while making decent shelter a matter of conscience and action. Habitat invites people of all backgrounds, races, and religions to build houses together in partnership with families in need.

Houses are sold to partner families at no profit—financed with affordable, no-interest loans. The homeowners' monthly mortgage payments are then used to build more Habitat houses. In addition to mortgage payments, homeowners invest hundreds of hours of their own labor (sweat equity) into building their house and the houses of others.

Habitat's work is accomplished at the community level by affiliates—independent, locally run, nonprofit organizations. Each affiliate coordinates all aspects of home-building in its local area—fundraising, building site selection, partner selection and support, construction and mortgage servicing.

The Hendrix College HFH Campus Chapter (hereafter referred to as “the chapter”) has been founded in order to support the HFHI mission by:

- Volunteering with local affiliates or HFHI headquarters.
- Advocating the need for simple, decent, affordable housing.
- Increasing community awareness of local affiliate goals and activities.
- Raising funds for local projects and tithing to international builds.
- Working with other organizations that share similar objectives.

**ARTICLE I – MEMBERSHIP**

- I. *Eligibility.* Any student, faculty member, administrator or staff person of Hendrix College shall be eligible to become a member of the chapter at any time.
- II. *Dues.* Membership dues shall be \$3.00 per year. All dues collected shall be used to purchase necessary supplies and sponsor Habitat-related events.
- III. *Meetings.* The chapter shall hold biweekly meetings on the first and third Wednesday of each month. Members are expected to attend at least half the meetings each semester. In the event of one's absence, a member may contact the secretary for a copy of the minutes if he so desires.
- IV. *Activities.* Members are encouraged to participate in all major volunteer activities, but they may also help the chapter in a number of other ways: serving on committees, creating publicity materials, participating in advocacy campaigns, inviting friends to meetings, networking with other organizations in support of Habitat's efforts, etc.

## ARTICLE II – BOARD OF DIRECTORS

- I. *Requisites.* In accordance with CCYP regulations, the board of directors must always maintain, at minimum, a President, Advisor, and Treasurer. The duties listed for all other board positions, in the event of a vacancy, may be shared as needed among the remaining board members until an appropriate candidate can be found.
- II. *Meetings.* The board of directors shall meet the day before each chapter meeting to discuss the business of the chapter. The board shall also have meetings for special events or problems as organized and agreed upon by both the President and Vice President of the board, with the knowledge and consent of the secretary and/or treasurer.
- III. *Each member* of the board is responsible for:
  - a. Understanding and communicating the mission of HFHI.
  - b. Keeping all records, evaluations, and forms as necessary for the position.
  - c. Assisting with the transition of his or her successor.
- IV. *Advisor.* The Advisor to the Board shall:
  - a. Attend board and chapter meetings.
  - b. Provide guidance and advice to board members.
  - c. Assist chapter in accessing campus and community resources.
  - d. Help with the leadership transition process.
- V. *President.* The President of the Board shall:
  - a. Provide vision and motivation for the chapter.
  - b. Coordinate and preside over all meetings of the board and chapter.
  - c. Provide general supervision of all chapter activities.
  - d. Work with other board members to set chapter goals.
  - e. Delegate responsibilities to chapter leaders.
  - f. Serve as *ex officio* member of all committees.
  - g. Liaison with CCYP managers, providing chapter information as requested.
  - h. Serve on local affiliate board of directors and attend monthly board meetings.
  - i. Act as liaison between affiliate and chapter boards, creating ways in which they can partner.
  - j. Have such powers and perform such duties as may be assigned by the chapter board.
- VI. *Vice President.* The Vice President of the Board shall:
  - a. Assume the responsibilities, duties, and powers of the President in his or her absence.
  - b. Organize members observing or serving on the committees of the local affiliate.
  - c. Report to the board and chapter on upcoming affiliate events and volunteer opportunities.
  - d. Plan a yearly retreat for the board of directors (if so desired).
  - e. Coordinate membership/volunteer appreciation strategies.
  - f. Collect and organize photos for the scrapbook.
  - g. Safeguard all chapter property and memorabilia.
  - h. Have such powers and perform such duties as may be assigned by the President or the board.
- VII. *Treasurer.* The Treasurer of the Board shall:
  - a. Maintain proper financial records of the chapter.
  - b. Receive moneys due and payable to the chapter.
  - c. Deposit all moneys in the name of the chapter in such banks, trust companies, and monetary instruments as designated by the chapter.
  - d. Distribute funds authorized to be paid by the chapter.
  - e. Prepare the annual budget for the Senate Budget Committee.
  - f. Have such powers and perform such duties as may be assigned by the President or the board.

- VIII. *Secretary.* The Secretary of the Board shall:
- a. Prepare, record, and maintain official minutes of the board and chapter meetings.
  - b. Prepare and maintain an official membership roster/attendance sheet.
  - c. Create and maintain a database of members and volunteers, tracking member interests and participation in chapter activities.
  - d. Provide member names to appropriate coordinators when volunteers are needed.
  - e. Ensure that all necessary paperwork, release forms, and notices from campus administration, local government, and HFHI headquarters are obtained and documented for chapter activities.
  - f. Serve as custodian of all chapter records, authenticating or certifying said records.
  - g. Have such powers and perform such duties as may be assigned by the President or the board.
- IX. *Building Coordinator.* The Building Coordinator shall:
- a. Schedule chapter workdays with affiliate volunteer coordinator.
  - b. Coordinate volunteer sign-ups for workdays.
  - c. Arrange transportation for volunteers to the site.
  - d. Make reminder phone calls to volunteers who have signed up.
  - e. Have all volunteers sign waivers of liability before the workday.
  - f. Organize chapter crew leaders to supervise volunteers on site.
  - g. Have such powers and perform such duties as may be assigned by the President or the board.
- X. *Fundraising/Development Coordinator.* The Fundraising/Development Coordinator shall:
- a. Create and implement a fundraising plan to meet chapter goals.
  - b. Coordinate chapter fundraising strategies and events.
  - c. Ensure that the chapter adheres to HFHI fundraising policies.
  - d. Communicate all fundraising plans to the affiliate before implementation.
  - e. Recruit volunteers to participate in and run each event.
  - f. Identify and track local sponsors from whom to solicit donations.
  - g. Work with Treasurer to maintain records of monetary transactions and profits.
  - h. Have such powers and perform such duties as may be assigned by the President or the board.
- XI. *Publicity/Education Coordinator.* The Publicity/Education Coordinator shall:
- a. Work to educate the chapter, campus, and community about Habitat's work and the need for affordable housing, while serving as the front for all public relations.
  - b. Provide orientation materials for new chapter members.
  - c. Train members to articulate the missions of HFHI, the local affiliate, and the chapter.
  - d. Recruit trained volunteers to promote the chapter at volunteer fairs and public events.
  - e. Develop partnerships and recruit new members through outreach and speaking engagements.
  - f. Promote organization, meetings, and events through flyers, posters, e-mails, newsletters, etc.
  - g. Coordinate media contacts with the local affiliates, writing all chapter press releases and acting as the main contact for the chapter.
  - h. Have such powers and perform such duties as may be assigned by the President or the board.
- XII. *Volunteer Action Center (VAC) Representative.* The VAC Representative shall:
- a. Serve as a liaison between the chapter and VAC.
  - b. Work to develop partnership opportunities with VAC.
  - c. Serve as a connection to the Student Senate and to the dorm representatives.
  - d. Have such powers and perform such duties as may be assigned by the President or the board.

### **ARTICLE III – ELECTIONS**

- I. All board positions shall be filled by appointment.
- II. Interested applicants must inform the chapter secretary of their willingness to serve as a leader at least two weeks prior to the date on which decisions are made. If they so wish, applicants may submit a brief personal statement describing their interest in working with Habitat.

- III. Board members shall convene at their regular meeting time, having individually considered each applicant prior to the meeting. Applicants will come for a brief, private interview with the board of directors, whereupon they will be assessed for placement based on interest, ability, personality, and previous involvement in the chapter.
- IV. The final candidates will be selected by two-thirds majority consensus within the board and notified of their status the following day.
- V. The board of directors will recommend specific people for positions as they see fit, then meet with the new board to help each individual find the duties he could best and most happily perform.
- VI. Joint board meetings will continue to take place for the remainder of the school year. The new board of directors will officially begin their term in office after the last day of school.

**ARTICLE IV – REMOVAL FROM OFFICE**

- I. Habitat officers are expected to fulfill all duties and obligations to the best of their ability. When participating in a Habitat-sponsored activity, officers are also expected to adhere to a level of conduct in agreement with the principles of HFHI and one which befits an ambassador of the college and the organization.
- II. In the unlikely event an officer exhibits actions or behavior necessitating an impeachment, the board of directors will first convene to discuss the issue with the officer in question. All board members and the advisor must be present. The board may then choose whether to impeach, the vote for which must be passed by a two-thirds majority. The officer facing impeachment is not included in the vote. The removal is effective two weeks from the date of decision.
- III. An open position on the board shall be filled according to Article III sections i-iv.

**BYLAWS REVISED: 2000**

Dr. Wayne Oudekerk – Advisor  
 Lesley Dancer – President  
 Taylor Martin – Vice President  
 Blake Stevenson – Treasurer

**BYLAWS REVISED: 2004**

Brent Reader – President  
 Megan Knox – Vice President  
 Laura Conley – Treasurer  
 Jess Bennett – Secretary  
 Maria Evola – Publicity Coordinator  
 Dr. Wayne Oudekerk – Advisor

**BYLAWS REVIEWED: 2005**

Anna DeWeese – President  
 Lauren Weygandt – Vice President  
 Melissa Lavina – Treasurer  
 Sarah Hudson – Secretary  
 Amanda Chervenak – Publicity Coordinator  
 Dr. Wayne Oudekerk - Advisor

