



HHR OUT & ABOUT

BY-LAWS

The Heritage of Hawk Ridge Out & About was formed as a social group in 2013 to provide residents opportunities to go on fun-filled excursions to see the metropolitan St. Louis area sites, as well as, adventure-packed trips to places farther away. An event is usually planned for each month of the year. Members may attend any or all events. Membership is open to all residents of Heritage of Hawk Ridge. Annual dues are used to support HHR special projects and local charities.

MISSION STATEMENT

OUT to have enjoyable experiences
&
ABOUT helping ourselves and others

PURPOSE

Out & About is a HHR group in which each member will have an opportunity to participate in events and trips which are of interest to them. Members are encouraged to be active and participate in one or more of the events.

ANNUAL MEETINGS

There will be two annual meetings of the membership. The annual business meeting will be held each January. The annual social meeting will be held each May. Both meetings are dinner meetings, with no charge to the members. The January business meeting is for the planning of monthly events, and collection of dues. New members may attend this meeting. The May meeting is for members only. This meeting is a social event, as well as, the election of officers, selection of charities, the Treasurers report and Membership report.

SPECIAL PROJECTS AND CHARITIES

At the annual social meeting the members will vote on the charity or charities that will receive a donation from Out & About. The list of charities will be compiled by the club Officers, but others may be added at the annual social meeting by members. The HHR Board of Directors may have special projects that need additional funding to complete them. The Out & About officers will determine if we can assist with the funding for these projects that will benefit the entire HHR community.

Officers

Officers will serve a two-year term. Expiration of terms will overlap so there is always a least one officer with prior experience on the board. Club members may volunteer to serve on the board or nominate someone for one of the positions.

Vice President <u>Gail Profitt</u> 314-922-4288 gaproffitt@gmail.com	Event Coordinators <u>Christie Castagno</u> 314-409-6351 christc878@gmail.com <u>Krayle Lutke</u> 636-262-8926 kraylelutke@gmail.com
President <u>Gloria Ebert</u> 314-713-8701 gloria.ebert@yahoo.com	
Treasurer /Membership Director <u>Mary Ann Lipner</u> 847-987-7151 maryannlipner@yahoo.com	Secretary /Liaison <u>Colette Wilhelm</u> 573-462-0537 colettefwilhelm@gmail.com

Club Membership

Club membership is only open to all residents of Heritage of Hawk Ridge (HHR). Membership year will be from January to December.

Non-Membership Status

Out & About non-members may attend events with a current HHR member. They will be assessed a \$10.00 fee in addition to the event fee. This includes residents of HHR and non-residents.

Dues

Dues will be \$25.00 per person annually and paid at the January annual business meeting. Dues cover the period of January through December of each year. Members joining after January will pay \$25.00 from February to June. Reduced dues of \$15.00 will be from July to December. This is subject to change.

Dues are payable by check to Out & About and can be dropped off at the clubhouse if not paid at the January annual business meeting. Any remaining monies are used to make donations to charities and special HHR projects determined by the membership and officers.

EVENTS

There should be events planned monthly from February to December. Each club member is encouraged to plan a monthly event. Events consist of interesting trips or a program with an outside speaker. Typically, day events are in the morning followed by lunch (member pays for their lunch unless included in the event). Evening events may also be scheduled. There is no specific day of the week on which an event may occur.

Hosts are required to check with the Secretary/Membership Director to make sure attendees are paid members of Out & About. Hosts are required to collect an additional fee of \$10.00 of non-members who attend events. Members take precedent over non-members to ride the bus.

Occasionally, events may require a minimum participation in order to be financially viable. Some event venues may have capacity and/or mobility constraints that may limit the number of members who may be able to participate. **Members always take precedent over non-members/guests on trips where there is a maximum number allowed.** At the annual business meeting, events for the year will be discussed and placed on a tentative calendar. The Planning Director is available to provide suggestions and guidance to the members when planning an event. Payments for all events shall be by check payable to Out & About and should be dropped off at the clubhouse. Should there arise a problem with planning an event, the Board will determine if the event is feasible,

REFUND POLICY

When the cost of a trip is determined by the number of participants, any refunds to those who cancel can only be calculated after the trip has been completed and all expenses have been paid. In some cases, there will be no refund due to the nature of the trip. If a refund is possible, they will be made approximately two weeks after the conclusion of a trip. No membership fees will be refunded. If non-members/guests are bumped from an event, they will receive a refund.

DUTIES OF THE OFFICERS

PRESIDENT

- Call Board meeting to discuss events, issues, etc.
- Plan and host annual business meeting in January
- Plan and host annual social meeting in May
- Reserve ball room for the above meetings
- Assist other officers as needed
- Co-signatory on the club checking account
- Liaison with HHR as necessary
- Delivers payment to Charities
- Delivers payment to HHR for special projects

PLANNING DIRECTOR

- Assist club members with the selection of monthly activities
- Recruit members to host monthly events
- Recruit members to host annual out of town events
- Assist with outside vendors and event hosts
- Coordinate with hosts in providing necessary information to the Communications Director regarding scheduled events

COMMUNICATIONS DIRECTOR

- Maintain an email distribution list of active members (Provided by Secretary/Membership Director)
- Distribute the annual events calendar for Out & About activities
- Create & distribute flyers announcing upcoming events
- Works closely with each host to keep membership informed of each event
- Send out reminders of travel times & transportation arrangements
- Receive photos and summaries from hosts
- Keep the HHR website manager informed of events for the Out & About webpage
- Notify members of annual business meeting and annual social meeting

SECRETARY/MEMBERSHIP DIRECTOR

- Take minutes at Board meetings and at the annual business & social meetings
- Prepare minutes for the bank upon changes to the President and/or Treasurer
- Picks up membership checks from clubhouse, delivers to Treasurer
- Serve as primary person for ALL membership inquiries
- Keep membership database and distribute to officers
- Reports Membership data at annual social meeting

TREASURER

- Co-signatory on the club checking account
- Monitor and balance the check book and bank account
- Collect annual dues from Secretary/Membership Director
- Collect event fees from hosts
- Disburse fund for all event expenses
- Works closely with the Membership Director
- Send monthly financials to officers
- Present Statement of Finances at the annual social meeting

UPDATED: 8/23/2018