



**“22 years serving our community”**

## **HISPANIC AMERICAN CLUB CONSTITUTION**

### **Article IV “The Committees”**

Article IV of the Constitution of the Hispanic American Club establish the creation of permanent Committees.

The Directors of these committees will be appointed by the President and will serve under his discretion and of the Board of Directors. The Committee Directors will appoint the members of their respective committee. Each committee will consist of a Director, a sub Director and assistants. Each committee director and committee members will follow the job description for said committee as outlined by the president, which may be subject to change at his discretion.

#### **MEMBERSHIP JOB DESCRIPTION**

**Purpose:** To maintain accurate records f the members of the Club.  
To promote the interest in the community for the Club.

**Goals:** To actively promote the benefits of the Club in order to increase its membership.  
Collect all membership dues within the first 60 days of the calendar year.

**Functions:**

- Promote membership within the Hispanic community.
- Process applications for new members
- Notify BOD of new members and submit copies of the applications for approval.
- Organize admissions ceremonies for new members in order to be inducted by the President in the following General membership meeting after candidate application have been approved by BOD.
- Order membership certificates and club pins that will be distributed to new members.
- Prepare and sent welcome letters to new members.
- Maintain an organize file of membership applications.
- Prepare and maintain accurate listings of all members.
- Provide upon request accurate membership listing to the Director of Social Events committee and BOD.
- Prepare and provide mailing labels to the Director of the news letter (Bulletin).
- Prepare and mail past due notices to members.
- Records in the club’s answering machine the welcome greetings and information regarding monthly activities.
- Committee Director will report directly to the President..