

Fellow Members:

This is to remind you of the Grenada Houston Association (GHA) Board of Directors election scheduled for **July 13th 2014!!!** GHA welcomes and would greatly benefit from your decision to become a board member. GHA is seeking qualified candidates to assist the organization with its mission. GHA is hereby urging you to become a candidate for one of the positions described below.

If you are interested in becoming a board member, please contact GHA via email at grenadaha@gmail.com and submit your name no later than JUNE 16th 2014!!!

Qualifications:

Directorships shall be residents of the Greater Houston and surrounding areas who are Grenadian nationals or of direct descendants. Otherwise, directorship shall not be denied on the basis of race, creed, sex, or religion. Employees of the Corporation are ineligible to serve on the Board of Directors.

The four (4) executive committee positions up for elections are:

President

- Supervise and control the affairs of the Corporation and shall exercise such supervisory powers as may be given her/him by the Board of Directors.
- Perform all duties incident to such office and such other duties as may be provided in these bylaws or as may be prescribed from time to time by the Board of Directors.
- Preside at all board meetings and shall exercise parliamentary control in accordance with Robert's Rules of Order, Newly Revised 2001.
- Serve as an ex-officio member of all standing committees, unless otherwise provided by the Board of Directors or these bylaws.
- Shall, with the advice of the Board of Directors and in accordance with the requirements of these bylaws, set the agenda for each meeting of the Board of Directors.

Vice President

- Shall act in place of the President in the event of the President's absence, inability, or refusal to act, and shall exercise and discharge such other duties as may be required by the board.
- Shall serve as the parliamentarian and interpret any ambiguities of the by-laws.

Secretary

- Perform all duties incident to the office of Secretary and such other duties as may be required by law, by the Certificate of Formation, or by these bylaws.
- Attest to and keep the bylaws and other legal records of the Corporation, or copies thereof, at the principal office of the Corporation.
- Take or ensure that someone takes minutes of all meetings of the committees and Board of Directors, and shall keep copies of all minutes at the principal office of the Corporation.
- Keep a record of the names and addresses of the Directors at the principal office of the Corporation.
- With the approval of the Board of Directors, set up procedures for any elections held by the Corporation. The Secretary shall keep a record of all votes cast in such elections.
- Shall ensure that all records of the Corporation, minutes of all official meetings, and records of all votes, are made available for inspection by any member of the Board of Directors at the principal office of the Corporation during regular business hours.
- Shall see that all notices are duly given in accordance with these bylaws or as required by law.
- Shall see that all books, reports, statements, certificates, and other documents and records of the Corporation are properly kept and filed.
- In the case of the absence or disability of the Secretary, or the Secretary's refusal or neglect to fulfill the duties of Secretary, the Vice President shall perform the functions of the Secretary.

- Shall give to the Corporation a bond with one or more sureties for the faithful performance of the duties of the office and for the restoration to the Corporation--in the case of his or her death, resignation, retirement, or removal from office--all books, papers, vouchers, money, and other property of whatever kind in his or her possession or under his or her control belonging to the Corporation. The amount of the bond shall be determined by the Board of Directors.

Treasurer

- Will have charge and custody of all funds of the Corporation, will oversee and supervise the financial business of the Corporation, will render reports and accountings to the Directors as required by the Board of Directors, and will perform in general all duties incident to the office of Treasurer and such other duties as may be required by law, by the Certificate of Formation, or by these bylaws, or which may be assigned from time to time by the Board of Directors.
- Shall give to the Corporation a bond with one or more sureties for the faithful performance of the duties of the office and for the restoration to the Corporation--in the case of his or her death, resignation, retirement, or removal from office--all books, papers, vouchers, money, and other property of whatever kind in his or her possession or under his control belonging to the Corporation. The amount of the bond shall be determined by the Board of Directors.
- The Treasurer and the staff of the Corporation shall devise a plan providing for the acceptance and disbursement of all funds of the Corporation which shall be approved by the Board of Directors.
- The Treasurer, with the approval of the Board of Directors, shall set up all checking, savings, and investment accounts of the Corporation and deposit all such funds in the name of the Corporation in such accounts.
- The Treasurer's signature shall be the authorized signature for all checking, savings, and investment accounts of the Corporation unless the Treasurer, with the approval of the Board of Directors, designates another member of the Board of Directors or employee of the Corporation as the authorized signatory for a particular type of disbursement.
- Prepare a monthly report for the Board of Directors, providing an accounting of all transactions and of the financial conditions of the Corporation.
- Shall keep all financing records, books, and annual reports of the financial activities of the Corporation at the principal office of the Corporation and make

them available at the request of any Director or member of the public during regular business hours for inspection and copying.

There are other Non-Executive Board of Directors positions up for elections. These positions may chair the following committees:

1. The Scholarship Committee
2. The Finance Committee
3. The Administration and Resource Management Committee,
4. The Membership and Youth Development Committee,
5. The Program Committee
6. The Development Committee

Again, thank you and GHA looks forward to your participation.

Dr. J. Jonathan Lewis
President
832-606-4200

Mr. Mario Walker
Secretary
281-216-4871

Grenada Houston Association
P. O. Box 710474, Houston, TX 77271
www.grenadahoustonassociation.org