Hellenic Electronic Center

an Overview

Summary

The purpose of this presentation is to inform our audience about our non-profit organization

- HEC, a Non-Profit Organization 501(c)(3)

- General information about HEC
  - HEC Structure
  - <u>Who</u> we are (Executive Council)
  - <u>What</u> we do
  - <u>What</u> is HEC
  - <u>What</u> are our Objectives
  - <u>How</u> to engage with us (HEC Membership)
  - Volunteering & Donations

- Questions?

- Supporting Material
  - HEC's Charter
  - Membership Bylaws Articles
  - Funding
  - HEC Major Departments and Responsibilities

HEC, a Non-Profit Organization

01 Mar 1995
- HEC was founded
  - Hellenic Electronic Center www.greece.org
  - Ελληνικό Ηλεκτρονικό Κέντρο www.ehk.gr

23 Jan 1996
- HEC was incorporated in the USA, State of DE

April 1997
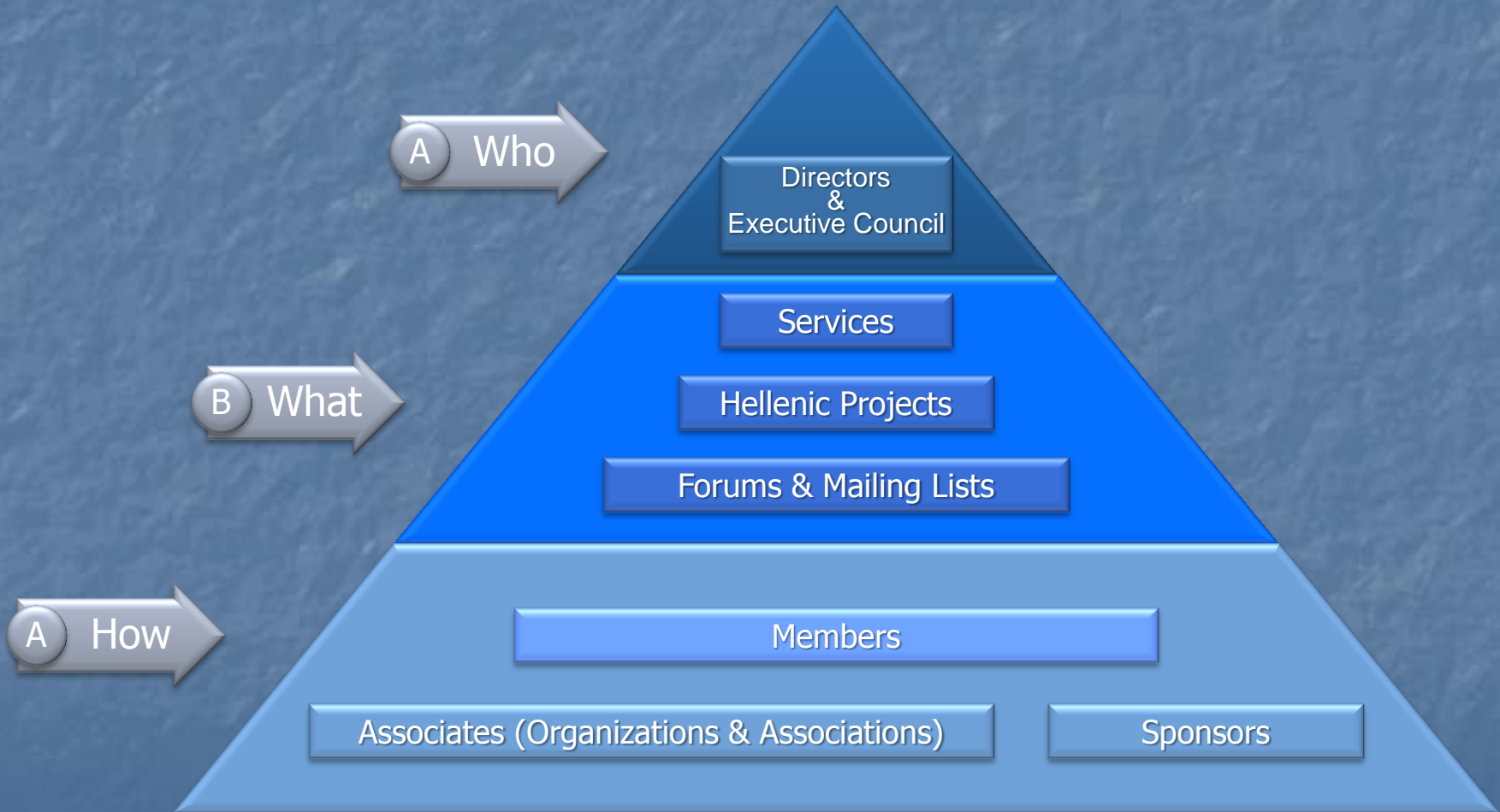- HEC recognized as exempt non-profit educational organization under 501(c)(3) code of the Internal Revenue Service

30 Oct 2009
- IRS verified HECs 501(c)(3) status

HEC Structure

Hellenic Electronic Center (HEC) www.greece.org
Ελληνικό Ηλεκτρονικό Κέντρο (EHK) www.ehk.gr

A Who

Directors
&
Executive Council

B What

Services

Hellenic Projects

Forums & Mailing Lists

A How

Members

Associates (Organizations & Associations)

Sponsors

HEC Executive Council (EC) – Who We Are

Thanos Voudouris
BSc, MSc IT
HEC co-founder,
Director,
IT Architect
Washington DC

Anna Lawless

Director
IT Specialist
Educator
UK

Stelios Manias

EC Member
IT Professional
Florida, USA

Eleni Bomis

EC Member
Greek & French
Literature
Montreal, Canada

Fotini Vasileiou

EC Member
Graphics Designer,
Marketing & PR
Samos, Greece

Nico Michael

EC Member
IT Professional
Johannesburg, SA

Mario Chinas

EC Member
Banker
Larnaca, Cyprus

Terry Dritsas

EC Member
Electrical Engineer
California, USA

Gus Stamatis

EC Member
IT Professional
Agrinio, Greece

Athanasios D. Sarantopoulos
MBA, PhD
EC Member
Electrical Engineer
Athens, Greece

What we Do

Services
- Web Hosting Services – Websites & Blogs [Link]
- HEC Wiki (HECpedia project under development) [Link]

Discussion Forums & Mailing Lists
- Action List
- Hellenic Professors & PhDs Forum
- Others totaling 184,683 Subscribers (as of November 2013)

Hellenic Projects
- Registry database of our projects [Link]
- WWII War Reparations [Link]
- Parthenon Marbles Awareness Campaign [Link]
- HEC Scholars Blog [Link]
- PanHellenic Cultural Event in Thrace [Link]
- Macedonia [Link]
- Blue Skies - Think-tank of Hellenic Minds [Link]
- Classic Olympics – The revival of Classic Olympics in Olympia [Link]

What is HEC and our Purpose

➤ The purpose of the Center is to organize, house and distribute historically, and academically, accurate information regarding all aspects of the Hellenic (Greek) civilization, past, modern, and future, worldwide through the Internet

➤ The Center's purpose expands to provide Internet hosting services to other non-profit organizations and participate in various projects related to Hellenism

Hellenic Electronic Center

GREECE.ORG

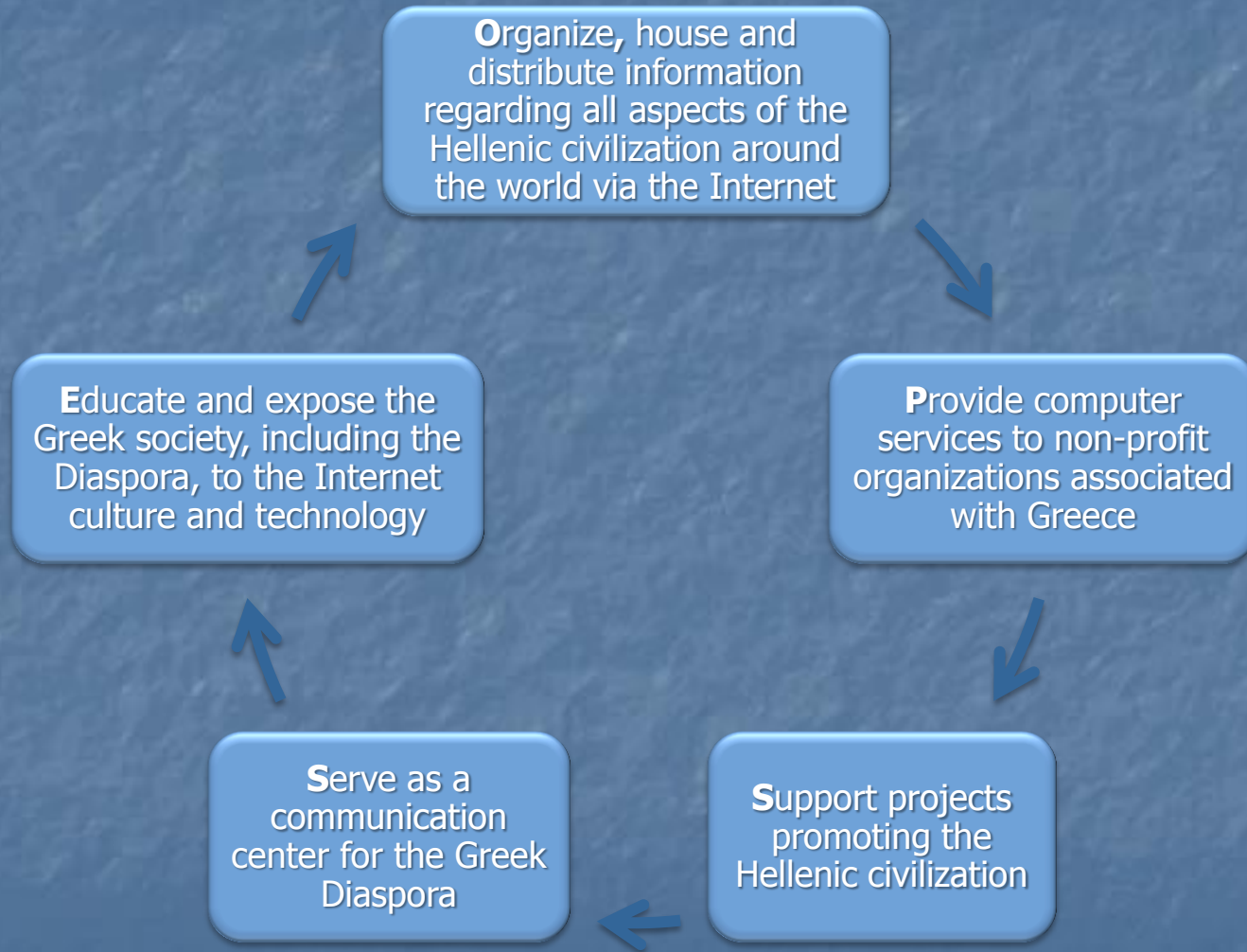➤ HEC (the Center) is a non-profit organization based in the USA

➤ HEC is a nonpartisan organization, without any preference, or affiliation to any given politically aligned ideology or political party

➤ The Center is governed by its Bylaws

➤ All Center's volunteers and officers are working on a strictly voluntary basis and without any monetary compensation for their efforts

What are our Objectives

Organize, house and distribute information regarding all aspects of the Hellenic civilization around the world via the Internet

Provide computer services to non-profit organizations associated with Greece

Support projects promoting the Hellenic civilization

Serve as a communication center for the Greek Diaspora

Educate and expose the Greek society, including the Diaspora, to the Internet culture and technology

HEC Membership

Membership Types

Members

Associates

Apply

Membership Requirements & Benefits

a. Apply as HEC Member [Link]

b. Volunteer their time for HEC

c. Pay yearly dues or make an annual monetary contribution

d. Can be nominated and hold HEC positions, as available

e. Receive HEC mailings

a. Apply as an Associate Member Organization [Link]

c. Cooperate and Collaborate

d. Provide Sponsorship

b. Receive HEC mailings

Eligibility: Anyone can apply to the Center in order to become a Member. The applicant must demonstrate dedication to and support of the advancement of the Hellenic civilization, and must provide evidence of service consistent with the purpose of the Center as specified in these Bylaws.

We are 100% non-paid volunteers
➢ We are always welcoming volunteers to provide any help within their capabilities.
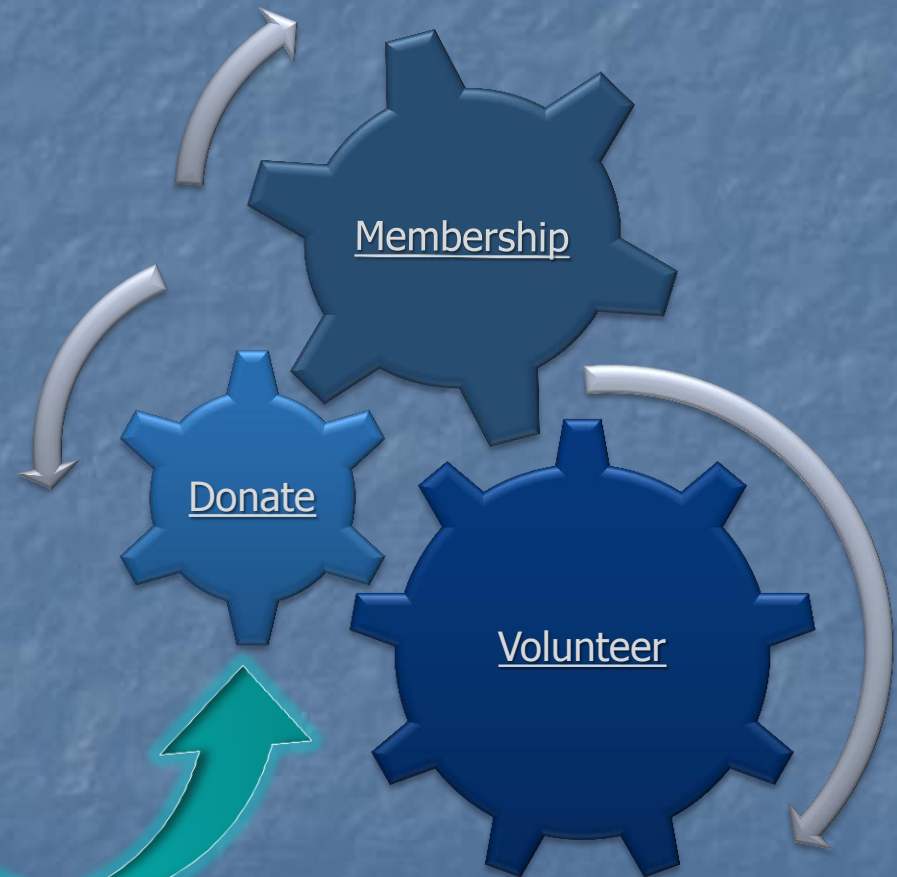
We are funded by:
➢ Donations from members like you
➢ Not the government
➢ Not advertisements

Expenditures:
➢ Organize and fund cultural events
➢ Help other non-profits
➢ Fund scholarships
➢ Donate for good causes
➢ Servers, hardware & software

Your Donation is appreciated ➢ http://www.greece.org/hec/donate/

Membership

Donate

Volunteer

Thank You!

www.greece.org

This presentation is for informational purposes only

Questions?

Contact us: hec@greece.org

For additional information see:

HEC Bylaws http://www.greece.org/hec/admin/docs/HEC-ByLaws-22Dec2015.pdf

HEC Trifold http://www.greece.org/hec/admin/docs/trifold-hec-02.pdf

HEC Guide & Regulations http://www.greece.org/hec/admin/docs/hec-guide&regulations-draft-v03.pdf

Download this document in PDF : http://www.greece.org/hec/admin/public/HEC-Overview.pdf

Supporting Material
&
Additional Information

HEC's Charter

HEC is governed by its <u>Bylaws</u>, which define our purpose and scope

- **Bylaws Article 2**

- **Section 1 – Purpose**

  - The purpose of the Center is to organize, house and distribute historically, and academically, accurate information regarding all aspects of the Hellenic (Greek) civilization, past, modern, and future, worldwide through electronic communications networks; particularly, through the Internet.

  - The Center's purpose expands to provide Internet hosting services to other non-profit organizations, as well as other Internet related services, and participate in various projects related to Hellenism.

  - The Center has, therefore, established computer servers under the domain name **GREECE.ORG**

- **Section 2 – Organization Status**

  - The Center is a non-profit organization 501(c)(3) under Federal ID: 51-0377653 registered in the State of Delaware of the United States of America.

  - The Center is a nonpartisan organization, without any preference, or affiliation for any given politically aligned ideology or political party.

  - All Center's volunteers and officers are working on a strictly voluntary basis and without any monetary compensation for their efforts.

  - Funding of the Center is described in these Bylaws.

HEC Bylaw Membership Articles

We always welcome volunteers to provide any help within their capabilities. A HEC Member is defined as any individual, irrespective of sex, age, race, color or creed. A notification of acceptance, or rejection, will be sent to each applicant upon review of the submittal of each application. [Link]

HEC Bylaw Membership Articles

- **Article 3 – MEMBERSHIP**
  - Members participate as volunteers and agree to require no payment for contributed labor, services or overhead by the Center. Members are subjects to the qualifications and limitations of the present Bylaws, Addenda, and the Center's Guide & Regulations.

- **Article 8 – MEMBERS**
  - Members can hold office in the Council of the Center and can nominate themselves for such position in accordance to the Bylaws and the regulations of the Center (see Article 9 – Council Appointments).

Funding

HEC is a non profit organization registered in the USA and is funded by individuals and sponsor companies. Funding is provided mainly by the following methods:

- **A. Donations [Link]**

    - **Full Members -** HEC Full Members are either participating as volunteers on various tasks of the Center, or provide an annual contribution:
        - **The annual minimum contribution of a Full Member is 27€ or $37**
        - **Or, elect to participate in assigned tasks as a volunteer**

    - **Individuals** – Any individual who donates to HEC, will be identified in the Donors page of HEC, unless anonymity is preferred.

    - **Sponsors –** Any entity (company or organization) who donates money, goods, or services, are recognized in HEC's website www.greece.org by displaying the company's logo for a time period. Logo display guidelines are as follows:
        - Donation of $250 – One week display of logo
        - Donation of $500 – Two weeks display of logo
        - Donation of $750 – Three weeks display of logo
        - Donation of $1,000 – Logo is displayed as: Sponsor of the Month.

- **B. Internet Services for Associate Organizations and non-HEC Projects**
    - **The Center is committed in providing free services to non-profit Hellenic Organizations and any other individual(s) who are developing a project. However, depending of the financial situation of Associate Organizations or Projects applying for hosting and other web services, guidelines apply as per Bylaws Addendum 3**

Who we are (Cont'd)

Thanos Voudouris, BSc, MSc IT, was born and raised in Athens, Greece. He continued his studies in USA obtaining a graduate degree in Computer Sciences at University of Maryland. His career spans with works in various projects including satellite communications at NASA, nuclear submarine communication systems at Applied Physics Lab (APL), naval aircraft simulators, and enterprise system architectures. He is currently a consultant on Enterprise IT Architectures working in highly visible and complex systems. Since early 1990s with the advent of the Internet, Thanos has been working as a volunteer on many Hellenic cultural projects. He is one of the co-founders and directors of Hellenic Electronic Center.

Anna Lawless was born in the UK, fourth generation Diaspora. Degree in Life Sciences, OU and Reading Universities UK, post-graduate diploma in Electronic Engineering, University of Surrey, certificates in addiction and counselling, quality control, qualified to teach adults to UK and EU educational standards specializing in IT, English and Math. She worked on contract to military preparing young adults for university entrance. Lived in Greece in 1990s, was Office Manager, electro-mechanical and electronics engineer plus IT admin. Was prototype and production testing and repair of military electronics plus running company IT system.

Stelios Manias was born in North Greece, finished high school and then went for studies in Switzerland and Germany, off course traveled all over Europe. Graduated with a degree in Business Management worked for couple of years and then it was time for a different continent. (The earth is to small now days) America was the place to be for a technology related fields and this is what I did. Got another degree and for the last 20 years I am working as an Information Technology Consultant in USA. Vacationing in Greece every year is must, the most beautiful place on earth.

Helen Bomis, from Montreal, Quebec-Canada, studied Greek at McGill University with Dr. Anne Farmakides (1980), while also studying French for the same degree, then continuing for a Teaching Diploma and the qualifying Teaching License (1985). Returning to her studies, Helen obtained a Law Certificate from Université de Montréal (1996) and continued at UQAM for a law degree (LLB 2001). Fluent in 3 languages, Helen has worked on HEC projects and other sources.

Fotini Vasileiou was born and raised in Samos. She studied Graphic Design and Desktop Publishing in Athens and continue her education obtaining her degree in Web design from Algonquin College in Ottawa and her Masters in Web Mastering from CNAM (Business Master Programs in European Standards). She has also certificates and diplomas in Marketing, Public Relations, Quality Assurance Systems and Restoration of Historical Documents and Images. She is currently studying Economics & Management in Tourism - expected diploma in 2015. She has lived in Cyprus, USA and Canada and she has worked as Marketing Manager, Sales Manager, Marketing & Creative Director in several companies.

Nico Michael lives in South Africa. He is an IT professional with extended knowledge on website operations, security and control.

Marios Chinas (pronounced Shinas) was born in the UK and during his childhood lived in the UK, Greece, and Cyprus. After completing his military service he continued his studies gaining a Bachelor in Business Administration and a Masters in Corporate Strategy and Governance. Mario then embarked on a career in Banking, initially in the UK before moving to Cyprus. A strong believer in continuous learning, he has also qualified as an accountant and more recently concluded an MBA. Mario has been an active volunteer from his teenage years, especially regarding the Cyprus problem.

Terry Dritsas was born and raised in Aigion, Achaias, Greece. He served in the armed forces of the Greek army and then he joined the merchant marines as Electrician of a tanker ship. Terry moved to California and expanded his education obtaining a degree in Electrical Engineering, as well as a California contractor's state license. He worked on numerous projects, from house wiring to Nuclear, Solar, and Electrical Power Plants. Terry is an active participant in the Hellenic community in his area and also participated in the 1st Pan-Hellenic Gathering in Thrace.

Gus Stamatis was born and raised in Agrinio, Greece. In 1988, he moved to the USA where he studied Computer Science at the University of North Carolina in Charlotte. He has worked for many years in the private sector for a number of businesses both in management positions and as an owner. He has been following HEC since its inception. He is one of the original members of the HELLAS LIST dating back in early 90's. He has been involved in the sales of Business-Class Computer Hardware for many years. He is an Information Technology Specialist with background in Web Development and Social Media Technologies.

Athanasios D. Sarantopoulos, MBA, PhD was born and raised in Tripoli, Greece and educated in USA. He is an active member of the Greek community of Diaspora and a strong HEC supporter since the beginning of HEC in 1995. He is an Electrical Engineer with teaching and research experience in Systems Analysis, Simulation, and Control. Designed, implemented, and managed Practical Training Program at Hellenic National Meteorological Service. International nonprofit organizations business consultant. Proficient in Social media for Marketing strategy development. Proven networking, communications, and customer support skills.

HEC Major Departments & Responsibilities

Human Resources (HR) [Eleni]
• Responsible for maintaining the Members database
• Responsible to create and maintain a job openings database
• Responsible to create orientation material for new members
• Responsible to work with Associations & the Associations Dept.
• Monitors registrations (members, Projects, Associations)
• Welcomes new members
• Conducts voice & multimedia orientation and interview with new members
• Assigns new members to open positions
• Communicates with all departments and is aware of personnel needs

IT [Thanos, Anna, Stelios, Nico]
• Responsible for keeping the servers running
• Responsible for installation and maintenance of software packages
• Responsible for e-mail systems i.e. Listserv, Exchange
• Responsible for the Joomla environment
• Provide support to all departments, projects, and associations
• Application development
• Content Management (application)
• Databases
• Social Media (interfaces)

Administration – Secretary [Eleni]
• Communicates with all departments
• Organizes records from all departments in a centralized location
• Responsible for all HEC external communications
• Facilitates Board meeting
• Records meeting minutes
• Handles Motions

Finance – Treasurer [Eleni]
• Acts as the Treasurer
• Have access to all bank and PayPal accounts
• Responsible to set up a financial system using Quickbooks or Quicken
• Responsible to record all daily transactions in the financial application system
• Keeps up-to-date a corporate financial statement
• Responsible for all financial filings with the US Federal & State Government

Web Design [Fotini, Thanos]
• Responsible for web designs and implementation
• Work closely with projects
• Web design and development
• Bulk email design and creation
• Graphics design for HEC promotion and Project support

Editor [*TBD*]
• Prepare newsletters
• Review/Edit promotional material
• Review/Edit all external communications
• Review certain web as necessary
• Author editorials

Promotion & Marketing [*TBD*]
• Gather current status from projects to feed Newsletter production
• Prepare brochures and marketing material
• Communicate with other organizations
• Promote HECs name
• Utilize Social Media

Bookstore [Evangelos, Thanos]
• Publishing
• Selling via Amazon, CreateSpace
• HEC Online Bookstore

Projects Lead [*TBD*]
• Responsible to maintain the Projects database
• Collect progress reports and accomplishments
• Prepare Projects progress report and submit to Marketing for publishing

Web Content [*TBD*]
• Review the content of the websites
• Constantly update content with fresh/current information
• Monitoring of all news and utilize the website as necessary

Fund Raising [*TBD*]
• Responsible to organize and conduct fundraising
• Prepare material for Grants requests
• Actively look for new sources of income engaging with major donors
• Work closely with the Treasurer

Associations Lead [*TBD*]
• Responsible to maintain a list of all Associations
• Interface in regular basis with Association representative
• Recognize their needs and offer help and support
• Actively engage in seeking new members

Legal [*TBD*]
• Acts as the copyright authority on published material
• As needed