

# **SUN CITY EAGLE BOOSTERS BYLAWS**

**MAY 2016**

## **ARTICLE I – GENERAL**

### **Section A. Name of Organization**

The name of this organization shall be: SUN CITY EAGLE BOOSTERS (hereinafter referred to as the “Club”).

### **Section B. Purpose of Organization**

The purpose of the Club is to promote and facilitate Sun City Texas residents’ participation in selected Georgetown High School athletic events and programs, and to provide social opportunities associated with these events and other relevant activities.

### **Section C. Compliance**

These bylaws will comply with the Governing Documents (Documents) and the Policy for Chartered Clubs (Policy) of the Sun City Texas Community Association, Inc. (hereinafter referred to as the “Association”). In the event of a conflict between these bylaws and the Documents or Policy, the Documents or Policy will prevail.

### **Section D. Type of Organization**

This organization shall be operated as a non-profit Club in accordance with applicable statutes and the Association’s Documents.

## **ARTICLE II – MEMBERSHIP**

### **Section A. Non-Discrimination**

Membership shall be open to any Association member and renter in good standing without discrimination as to race, religion, color, sexual orientation or national heritage.

### **Section B. Pre-Conditions**

There shall be no precondition for membership, nor will members be required to join affiliated national, state, or regional organizations.

### **Section C. Guest Policy**

Club functions are generally for Club members only. Guests will be welcomed as long as any charge established for the club function is paid for the guest. They will not participate in any business meetings.

Resident or Non-Resident Guests of a club member may participate in club functions on a "space available" basis provided that club members have first priority and that any associated event fees be paid.

### **Section D. Dues and Fees**

Annual dues shall be set by a majority vote of the Club's Board at a duly convened meeting of the Board.

Dues are payable on an annual basis and are effective from January 1 through December 31.

For renewing members, dues are payable on January 1. Dues not paid by January 31 shall be deemed delinquent and the member shall be dropped from the rolls. Such members may subsequently rejoin during the year, but must pay a full year's dues no matter when they renew.

The Board may establish fees for participation in special events and activities to defray costs. A differential fee may be established for participating guests.

## **ARTICLE III – OFFICERS**

### **Section A. Board of Directors**

The Board of Directors of the Club (hereinafter referred to as "the Board") shall consist of a President, Vice President, Treasurer, Secretary, the Immediate Past President, and a minimum of three Directors for Membership, Social and Public Relations functions hereinafter referred to as the "Executive Committee". An additional number of Sports Activity Directors as deemed necessary by the Executive Committee, representing each of the sports activities pursued by the Club i.e. football, boys' and girls' basketball, volleyball and others as interest dictates, will also serve on the Board. All Sports Activity Directors shall have full voting rights on the Board. The immediate past President may serve as a non-voting member, but in the case of a tie can cast the deciding vote. In the event that the immediate past President holds another position on the current board, the position of "immediate past president" shall not be filled.

### **Section B. Officer Election**

All Executive Committee members shall be elected by a vote of the general membership and shall serve without compensation.

All Sports Activity Directors will be appointed by the Executive Committee and shall serve without compensation.

### **Section C. Term of Office and Responsibilities**

The Executive Committee will serve a one-year term. There are no limits on the number of terms any person may serve on the Board. The term of office for the Executive Committee begins January 1 and ends December 31. Upon election, incoming and outgoing Board members shall work together to achieve a smooth transition.

The Sports Activity Directors will serve until replaced. This is necessary because the sports activity seasons often overlap the terms of the Executive Committee and/or these Directors are not known until the particular activity season is approaching.

Board responsibilities shall include, but not be limited to, those stated below. Details of their responsibilities will be documented in Position Descriptions and retained by the Secretary.

President shall preside over all Club meetings and be responsible for the administration of all Club business, act as the principal liaison between the Club and the Association, form committees as approved by the Board, and ensure the financial and administrative integrity of the Club.

Vice President shall perform the duties of the President in the latter's absence and performs such other duties as may be requested by the President.

Secretary shall keep all records and minutes of the meetings of the Membership and Board, conduct all correspondence relating to the Club, and furnish the Association with such reports as may be necessary. The Secretary will ensure that the Secretary's records are retained for three years and, upon leaving office, shall pass the records to the successor Secretary.

Treasurer shall prepare an annual budget to be presented to the Board, receive dues and other monies paid to the Club, disburse funds in timely payment of all bills owed by the Club, maintain appropriate books, ledgers and other accounting records reflecting the financial transactions of the Club and its current financial condition. The Treasurer will verify that the reports furnished by the Association are correct and agree with the Club records. The Treasurer shall report to the Membership on the financial condition of the Club at the annual business meeting and at other such times as the President shall request. Aging Club records will be given to the Association for storage offsite and the Treasurer will

retrieve documents if needed by the Club or the Association. The Treasurer upon leaving office, will pass any unstored records to the successor.

Membership Director maintains a back-up list of all Club members, periodically verifies list to online members, and reports membership statistics to Board at meetings.

Social Director plans, coordinates, and oversees the social events of the Club, including, but not limited to, food and beverage services and event planning for all annual meetings, functions, and other events as determined by the Board.

Public Relations Director promotes the Club through monthly articles in the Sun Rays, maintains a Club display case, and other activities as required by the Board.

Sports Activity Directors assist the Sun City Eagle Boosters Board in the activities of the Club relative to their Georgetown High School sport.

Entire Board will:

- Adopt an annual budget
- Set annual dues
- Review and approve reports prepared by the Treasurer
- Approve all changes to the budget
- Approve the creation of all new board positions
- Appoint Sports Activity Directors as deemed necessary.
- Carry out such other duties and exercise such other powers as are normal for the Board of a non-profit organization.
- Conduct such activities not specifically restricted or preempted by other articles of these Bylaws or by the Guidelines.
- Approve all activities sponsored by Sun City Eagle Boosters.

In addition, the Board can delegate to one or more of its own members or other members of the Club responsibility for each of the following:

- Oversight of the Club website and all information within
- Oversight for Club communications to membership
- Assist Board members as needed on Club activities and events

## **Section D. Nomination and Election Procedures**

The Executive Committee shall be elected by written ballot at the annual business meeting of the Club or by email ballot, proxy, or other electronic means prior to the meeting..

In September the President shall appoint a nominating committee composed of up to three Club members. No current officers shall serve on this committee. The committee shall elect its own chairperson and propose a slate of one nomination for each elective office. This slate will be submitted to the Board for review and approval. Members will be notified of the slate and requested to notify the Board any additional candidates they would like to see on the official ballot. Additional candidates will have to contact the Board that they would serve if elected. These additional candidates will be verified by the Board.. After verification the names of the proposed slate of candidates will be placed onto an official Club ballot. There will not be any changes to this ballot during the voting process.

1. Election by use of email ballot, proxy or other electronic means. The official Club ballot shall be sent to Members prior to the annual business meeting. Members will vote for proposed nominees on the ballot. Completed returned ballots shall be counted and verified as directed by the Board. A simple majority of those voting is required for election. Results shall be announced at the annual business meeting.

2. Election by written ballot at the annual business meeting. The official ballot shall be given to all members in good standing as they arrive at the meeting. The completed ballots will be placed in a ballot box prior to the start of the meeting after a designated time to complete voting, . Completed ballots shall be counted and verified as directed by the Board. A simple majority of those voting is required for election. The results shall be announced before the end of the meeting.

If there were no additional candidates to those submitted by the nominating committee, the slate may be elected by acclamation.

#### **Section E. Vacancies and Recall of Board Executive Committee**

If a Executive Committee member is unable to serve the full term of their position, the remaining time shall be filled by appointment by the Board. The tenure for such appointments will be the remainder of the term.

A petition for recall must have 20 % of the membership's signatures. The Board shall rule on the matter, except that the officer involved shall have no vote.

### **ARTICLE IV – MEETINGS**

#### **Section A. Types, Frequencies and Voting Procedures**

##### **Business Meetings of the Membership**

The annual general membership and business meeting shall be held in late November or early December and may be held by actual or “virtual” via electronic means. The annual meeting may be in conjunction with a duly convened meeting of the Board.

The President may call other business meetings of the Membership with concurrence or upon direction of a majority vote of the Board. In either case there shall be at least 2 weeks notice to the membership.

The proceedings of all business meetings of the Membership shall be recorded in minutes by or under the supervision of the Secretary. These minutes shall be open for inspection by the Membership, and by staff members and Directors of the Association.

A quorum for actions at business meetings of the Membership shall consist of those members attending such meetings or those submitting proxies or voting via electronic means.

A majority vote of the total of those voting is required to resolve any question on the agenda.

### **Meetings of the Board**

The Board shall meet at a time and place as designated by the President. A minimum of four Executive Committee members must be present in order to meet. Meetings shall also be called when the President is directed to do so by a minimum of four Board members.

The proceedings of all Board meetings shall be recorded in minutes by or under the supervision of the Secretary. These minutes shall be open for inspection by the Membership, and by staff members and Directors of the Association.

A majority vote of the total of those voting is required to pass any action. In case of a tie, the immediate past President will vote. If the immediate past President is a Board member serving in a different capacity, then the President will decide.

When deemed appropriate by the President and at his/her discretion, issues requiring immediate resolution may be voted on via e-mail, so long as a majority of the members of the Board, constituting a quorum, can be reached via e-mail. A majority vote of the total of those voting by e-mail is required to resolve any matter on which the Board acts.

### **Section B Guidelines for Orderly Meetings**

Clubs have the option to use Roberts Rules of Order or their own written guidelines to ensure orderly meetings.

## **ARTICLE V - GRIEVANCE PROCEDURES**

A Club member who has a grievance against the Club's policies, procedures or actions, should consult Section 5.2.4 in the Policy for Chartered Clubs for procedures and forms to use when filing the grievance.

## **ARTICLE VI – FINANCIAL**

Financial procedures for collection, deposit and expenditure of funds will comply with the procedures outlined in the Policy for Chartered Clubs.

The reporting year shall be from January 1 through December 31 of each year.

## **ARTICLE VII – AMENDMENTS TO THE BYLAWS**

### **Section A. Review, Changes and Approval**

The Board shall review the Bylaws of the Club at least annually and recommend any changes to the Membership. Recommended amendments shall require a majority vote of the members voting electronically or present at a meeting duly called for such purpose and for which the required notice has been given.

After membership approval, amendments must be reviewed by the Association. Upon Association approval, the amendments become effective immediately unless stated otherwise.

Any Member in good standing, with the written endorsements of at least four other Members in good standing, may propose an amendment to these Bylaws to the Board.

## **ARTICLE VIII – CLUB DISSOLUTION**

Upon Club dissolution, all Club assets (monies, inventory and equipment) will remain assets of the Association.

As amended and approved by;

Sun City Eagle Boosters membership in May, 2016

FOR THE CLUB:

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Name/Signature

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Date

FOR THE ASSOCIATION:

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Name/Signature

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Date