

(Amended October 11,2019)

**BYLAWS OF
THE WOMEN'S CLUB OF SUNSHINE COUNTRY CLUB ESTATES**

ARTICLE I

The name of this organization shall be THE WOMEN'S CLUB OF SUNSHINE COUNTRY CLUB ESTATES, HARLINGEN, TEXAS.

ARTICLE II

OBJECT

The object of this Club shall be to promote a spirit of unity and friendship among its members through programs and events – socially, culturally, and educationally entertaining and enlightening. The Club may engage in philanthropic endeavors and discussions of vital interest of the day but never be political or partisan. This Club is designed for fund raising and profit to benefit Sunshine Country Estates and no part of the net earnings shall be used for the benefit of any private individual.

ARTICLE III

MEMBERSHIP

Section 1. Any woman who owns property in Sunshine Country Club Estates is considered to be a member of this Club. NO DUES are required of the membership, however, members shall be expected to attend meetings and demonstrate an interest in the Club's activities by serving as hostess or on a committee.

Section 2. Any woman who lives in the Estates in rental property shall be invited to participate in all Club social activities but may not vote.

ARTICLE IV

OFFICERS, NOMINATIONS AND ELECTIONS

Section 1. The officers of this Club shall be a President, Vice President, Secretary and Treasurer. These four officers shall perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by the Club.

Section 2. A Nominating Committee of three members, one being a past officer, shall be appointed by the Executive Board at the November meeting to fill any expiring term. No member shall be eligible to serve on the Nominating Committee two years in succession.

Section 3. The Nominating Committee shall present a proposed slate for any outgoing officers at the December meeting and supervise election by ballot at the January meeting: preparing, distributing, collecting and counting the ballots. If only one nomination is made to each office, vote may be by acclamation.

Section 4. Nominations may be made from the floor at the December meeting with prior permission of the nominee. To be eligible, a nominee must have owned in the estates at least one year and resided in the estates during the previous year. In order to assure a continuity and ease of transition of the Club's leadership, it shall be required that the nominee for the office of President shall have served as chairman of either a standing or special committee, or have been an elected officer for at least one year.

Section 5. All officers shall be elected for a term of two (2) years. Newly elected officers shall be installed at the close of the February business meeting and their term of office shall run from then until their successor has been appointed or installed.

Section 6. Should the office of President become vacant, the Vice President shall become the new President serving the remainder of the unexpired term of the President. If the Vice President does not wish to serve the unexpired term of the President, the Executive Board shall appoint another member of the Club to serve as President until the next regular installation of a newly elected President. Vacancies occurring on the Board shall be filled by a majority vote of the remaining officers within thirty (30) days of the created vacancy. Such appointment will continue until a successor is duly elected and installed at the next February meeting.

Section 7. Any members of the Executive Board may appoint a substitute to represent her office when she is not in residence, or may request the President to do so.

Section 8. No member of the Executive Board shall hold more than one office at any one time. In the event an officer has been appointed to fill the term of another, she may then be elected to serve a term in that same office. No officer shall serve more than two elected consecutive terms in the same office.

ARTICLE V

DUTIES OF OFFICERS

Section 1. The PRESIDENT shall preside at all business and social events and have supervision of the affairs of the Club "including signing checks in the absence of the Treasurer". She shall be an ex-officio member of all committees except the Nominating Committee. It shall be her responsibility to appoint such committees as may be deemed necessary to the proper function of the Club with such appointments to be ratified by the Executive Board.

Section 2. The VICE PRESIDENT shall assume the duties of the President in her absence. She shall give assistance and leadership and send greeting cards for sickness or bereavement to residents as appropriate.

Section 3. The SECRETARY shall record the minutes of each business meeting and shall keep an accurate and complete record of the proceedings in books provided for that purpose. The Secretary shall also conduct the general correspondence of the Club under the direction of the President. The Secretary shall keep an up-to-date copy of the Club's Bylaws in the Minute Book and have same available at every club meeting for reference, as required.

Section 4. The TREASURER shall serve as custodian of the Club funds. All income from money-making events shall be turned over to the Treasurer who is charged with keeping an accurate record

of all income and disbursements to meet the Club's financial obligations or donations. A report from the Treasurer shall be required in writing at each business meeting and the books shall be made available once a year for an official audit to be conducted on March 1st of each year and in the event the Treasurer changes, at the time the books are transferred to the new Treasurer. Both the monthly and yearly reports shall recapitulate the total income and disbursements with a full explanation of the source of such funds and the name of the function for which funds are expended. All funds of the Club shall be held in a non-interest bearing account. Proposed expenditures less than \$500.00 and not for regular supplies must be brought to the Executive Board for approval. Proposed expenditures in excess of \$500.00 which are not designated for regular supplies require a majority vote of the membership. At that same meeting, the President will ask for discussion on the proposal. If a motion is made and seconded, the members may vote upon the motion at that time providing a quorum is present.

Section 5. Following the approval of a motion by majority vote of the membership that would affect the Common Area of the Estates, the Executive Board must advise the SEPO Board to obtain its approval to go forward with the plan.

Section 6. Each of the officers shall keep a file of her activities while in office and turn this over to her successor.

ARTICLE VI

MEETINGS

Section 1. There shall be one social event and one regular business meeting each month in the months of October through March. Said business meetings shall be held on the third Friday unless in conflict with official holidays. SPECIAL MEETINGS may be called by the Club President whenever deemed necessary throughout the year. A QUORUM OF MEMBERS MUST BE PRESENT AT THESE SPECIAL MEETINGS.

Section 2. The time and place of all meetings shall be posted in the monthly newsletter and on the Estates bulletin board.

ARTICLE VII

THE EXECUTIVE BOARD

Section 1. The officers shall constitute the Executive Board and the President shall be the Chairman.

Section 2. The Executive Board shall have general supervision of the affairs of the Club, fixing the hour and place of the meetings in accordance with the Bylaws and providing for leadership of Club activities.

Section 3. The Executive Board shall meet prior to each membership meeting in order to discuss recommendations to be made to the membership. A majority of the members of the Executive Board (three) shall constitute a quorum. No business may be transacted by the Board without a quorum present.

Section 4. It shall be the privilege of the Executive Board to invite chairmen of STANDING and SPECIAL committees to attend meetings of the Board, as required for information and planning.

ARTICLE VIII

COMMITTEES

Section 1. The President, with the approval of the Executive Board, shall appoint committees as required for the proper function of the Club.

STANDING COMMITTEES shall include:

Newsletter Editor

Decorating

Kitchen (general supervision of equipment and purchasing of coffee, tea, and paper supplies)

Auditing

Activities Chairman who will set the calendar for at least one social event per month,

October through March, and provide plans for fundraising activities for the following year.

The calendar will be presented to SEPO for approval by March 1st

Librarian

Historian

Memorial Committee (Summer and Winter)

SPECIAL COMMITTEES shall include:

Traditional parties (dances, holiday events, etc.) Luncheons and Dinners.

Section 2. Upon their appointment, all standing and special committee chairman shall be announced and printed in the next monthly newsletter and placed on the bulletin boards.

Section 3. Any vacancy in an appointed chairmanship of a standing committee must be filled by the Executive Board within thirty (30) days of the created vacancy.

Section 4. A report of income and expenditures along with any useful information shall be made on the form provided by the various chairmen at the business meeting following any event and shall be made a part of the permanent record for future reference.

ARTICLE IX

QUORUM

Twenty (20) members shall constitute a quorum for business meetings of the Club. A majority of the members of the Executive Board (three) shall constitute a quorum for a meeting of said Board. (The Board may vote by proxy for Quorum.) NO BUSINESS may be transacted at either a regular meeting or by the Executive Board without a quorum being present.

ARTICLE X

PARLIAMENTARY AUTHORITY

The rules contained in ROBERT'S RULES OF ORDER NEWLY REVISED shall govern the Club in all cases to which they are applicable and in which they are not inconsistent with the Bylaws.

ARTICLE XI

AMENDMENTS

Section 1. The Bylaws may be amended at any regular business meeting of the Club by a majority vote of the members present, provided the proposed amendment has been submitted to the membership at a previous regular business meeting.

Section 2. These Bylaws must be reviewed at least every two years to meet the needs of a changing membership.

ARTICLE XIII

DISSOLUTION

Should this club be deactivated, all funds remaining in the treasury after payment of all debts and obligations shall be contributed to the General Fund of SEPO.

These Bylaws were prepared by a Committee consisting of

Anita Cooper, Chairman

Mary Critchett, Eva Goetz and Rosemary Cook

Adopted March 11, 1988

Amended January 19, 1990

Amended October 19, 1990

Amended December 15, 2000

Amended March 18, 2005

Amended November 17, 2006

Amended December 17, 2010

Amended March 20, 2015

Amended March 17, 2017

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