

# **Women's Club Bylaws**

**If all Proposed Amendments  
are APPROVED at the Mar 15, 2024  
Women's Club Mtg,**

**this is what the updated Bylaws  
would look like.**

(Amended March 15, 2024)

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

**ARTICLE I**

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

**ARTICLE II**

**OBJECT**

The object of this Club will 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 fundraising and profit to benefit Sunshine Country Club Estates (SCCE) and no part of the net earnings will be used for the benefit of any private individual.

**ARTICLE III**

**MEMBERSHIP**

Any woman who lives in Sunshine Country Club Estates is a member of this Club. NO DUES are required of the membership; however, members will be expected to attend meetings and demonstrate an interest in the Club's activities by serving as a committee chairperson or member/helper.

**ARTICLE IV**

**OFFICERS, NOMINATIONS AND ELECTIONS**

Section 1. The officers of this Club will be a President, Vice President, Secretary and Treasurer. These four officers will 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, will be appointed by the Executive Board at the November meeting to fill any expiring term. No member will be eligible to serve on the Nominating Committee two years in succession.

Section 3. The Nominating Committee will 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.

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

Section 6. Should the office of President become vacant, the Vice President will 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 will appoint another member of the Club to serve as President until the next regular installation of a newly elected President. Vacancies occurring in any of the other three (3) positions on the Executive Board will 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 member of the Executive Board may appoint another member of the Executive Board 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 will 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 will serve more than two elected consecutive terms in the same office.

## **ARTICLE V**

### **DUTIES OF OFFICERS**

Section 1. The PRESIDENT will preside at all business meetings and can supervise the affairs of the Club “including signing checks in the absence of the Treasurer”. It will be her responsibility to appoint committees as may be deemed necessary to the proper functioning of the Club with such appointments to be ratified by the Executive Board.

Section 2. The VICE PRESIDENT will assume the duties of the President in her absence. She will give assistance and leadership and will be in charge of SCCE outreach programs.

Section 3. The SECRETARY will record the minutes of each business meeting and will keep an accurate and complete record of the proceedings in books provided for that purpose. The Secretary will also conduct the general correspondence of the Club. The Secretary will keep an up-to-date copy of the Club’s Bylaws in the Minute Book and have this book available at every club meeting for reference, as required. The Bylaws and meeting minutes will also be sent to the Community via email and posted on the Community Website (if one is available).

Section 4. The TREASURER will serve as custodian of the Club funds. All income from money-making events will 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 will be required in writing at each business meeting and the books will be made available once a year for an official audit to be conducted on March 1<sup>st</sup> 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 will 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 will 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. The Activities Director 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 the Sunshine Estates Property Owners, Inc (SEPO) Board for approval by March 1<sup>st</sup>.

Section 6. Following the approval of a motion 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 7. Each outgoing officer will be available to provide a description of her duties to her successor.

## **ARTICLE VI**

### **MEETINGS**

Section 1. There will be a minimum of one social event and one regular business meeting each month in the months of October through March. Said business meetings will 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 will be sent to the Community via email and posted on the Community Website (if one is available) and in the monthly newsletter.

## **ARTICLE VII**

### **THE EXECUTIVE BOARD**

Section 1. The Executive Board will consist of five (5) members. The five (5) members will be the Officers and the Activities Director. The Officers will constitute the Executive Committee Board and the President will be the Chairperson. The Activities Director is an appointed position, appointed by the Executive Committee.

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

Section 3. The Executive Board will 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) will constitute a quorum. No business may be transacted by the Board without a quorum present.

Section 4. It will be the privilege of the Executive Board to invite chairpersons 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, will appoint committees as required for the proper function of the Club. Any vacancy in an appointed chairmanship of a standing committee must be filled by the Executive Board.

STANDING COMMITTEES will include:

Newsletter Editor

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

Auditing

Librarian

Historian

Memorial Committee

SPECIAL COMMITTEES will include:

Each activity will have its own committee.

Each committee will have at least one chairperson.

Section 2. Upon their appointment, all standing and special committee chairpersons will be announced and a notice sent via SEPO email, posted on the community Website (if one is available) and posted in other applicable social media outlets..

Section 3. A report of income and expenditures along with any useful information will be recorded on the form provided and presented by the various chairperson(s) at the committee meeting following any event and will be made a part of the permanent record for future reference.

## **ARTICLE IX**

### **QUORUM**

Twenty (20) members will constitute a quorum for business meetings of the Club. A majority of the members of the Executive Board (three) will 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 will 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 will 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**

**Amended October 11, 2019**

**Amended February 18, 2022**

**Amended March 15, 2024**