

# **Women's Club Bylaws**

**Proposed Amendments  
in Legislative Format  
for approval at the  
Mar 15, 2024 Women's Club Mtg**

**Underlined Words = Added Text,  
~~Strike Through Words~~ = Deleted Text**

**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~~ **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 ~~Club Estates (SCCE)~~ and no part of the net earnings will be used for the benefit of any private individual.

**Commented [BP1]:** Committee 2024: Change 'shall' to 'will' multiple times in document.

**Commented [BP2]:** Committee 2024: Spelling.

**Commented [BP3]:** Committee 2024: To correct name of community and define acronym.

**ARTICLE III**

**MEMBERSHIP**

~~Section 1.~~ Any woman who lives in Sunshine Country Club Estates is ~~considered to be~~ 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 ~~hostess or on a~~ committee ~~chairperson or member/helper~~.

**Commented [BP4]:** Committee 2024: Document spacing conformity.

**Commented [BP5]:** Committee 2024: Remove unnecessary verbiage.

**Commented [BP6]:** Committee 2024: Committee 2024: Clarification.

**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 ~~service~~ **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.

**Commented [BP7]:** Committee 2024: To fix typo from 2022.

**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 ~~with 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.

**Commented [BP8]:** Committee 2024: To fix typo from 2022.

**Commented [BP9]:** Committee 2024: Clarification.

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

**Commented [BP10]:** Committee 2024: Grammar

**Commented [BP11]:** Committee 2024: Clarification,

**Commented [BP12]:** Committee 2024: Punctuation.

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.

**Commented [BP13]:** Committee 2024: To fix typo from 2022.

## 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 ~~recruit~~ appoint committees as may be deemed necessary to the proper functioning of the Club with such appointments to be ratified by the Executive Board.

**Commented [BP14]:** Committee 2024: Change this wording to conform to what is actually occurring.

**Commented [BP15]:** Committee 2024: Grammar.

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.~~ ~~may send greeting cards for sickness or bereavement to residents as appropriate.~~

**Commented [BP16]:** Committee 2024: To expand the role of the VP.

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 ~~same~~ 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).~~

**Commented [BP17]:** Committee 2024: Clarity

**Commented [BP18]:** Committee 2024: Add in order for the secretary to be aware of this request/requirement to utilize other methods of communication to the community.

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 ~~make~~ 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 ~~av~~ vote upon the motion at that time providing a quorum is present.

**Commented [BP19]:** Committee 2024: To fix typo from 2022.

**Commented [BP20]:** Committee 2024: To fix typo from 2022.

**Commented [BP21]:** Committee 2024: To fix typo from 2022.

**Commented [BP22]:** Committee 2024: To fix typo from 2022.

**Commented [BP23]:** Committee 2024: To fix typo from 2022.

**Commented [BP24]:** Committee 2024: Punctuation.

**Commented [BP25]:** Committee 2024: To fix typo from 2022.

Section 5. The Activities ~~Chairman who~~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>.

**Commented [BP26]:** Committee 2024: With the position of Activities Director being proposed to be part of the Board, the description of the Activities Director should be moved to here.

Section 6. 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.

**Commented [BP27]:** Committee 2024: To coincide with what the position has been referred to for several years. And this title is more appropriate with this position now being part of the Board.

**Commented [BP28]:** Committee 2024: Clarification.

Section 7. Each ~~of the outgoing~~ officers ~~shall keep a file of her activities while in office and turn this over to~~ will be available to provide a description of her duties to her successor.

**Commented [BP29]:** Committee 2024: Already defined in previous paragraph.

**Commented [BP30]:** Committee 2024: Lessens the burden of keeping detailed notes of activities and provides job description to successors.

## 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 ~~and on the Estates bulletin board.~~

**Commented [BP31]:** Committee 2024: This utilizes other communication methods available.

## ARTICLE VII

### THE EXECUTIVE BOARD

Section 1. The ~~officers shall constitute 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 ~~Chairman~~Chairperson. The Activities Director is an appointed position, appointed by the Executive Committee.

**Commented [BP32]:** Committee 2024: To add Activity Director to the Board in a non-Executive position.

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 ~~for leadership efor~~ Club activities.

**Commented [BP33]:** Committee 2024: Grammar.

Section 3. The Executive Board will meet prior to each membership meeting in order to discuss recommendations to be ~~make~~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.

**Commented [BP34]:** Committee 2024: To fix typo from 2022.

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

**Commented [BP35]:** Committee 2024: To conform with verbiage used in other documents, etc.

## 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.

**Commented [BP36]:** Committee 2024: Moved from Article VIII, Section 1. More appropriate positioning of this info.

STANDING COMMITTEES will include:

Newsletter Editor Decorating

**Commented [BP37]:** Committee 2024: Remove unless someone wants to assume this position. In the last few years each activity committee has been doing their own 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 1<sup>st</sup>

**Commented [BP38]:** Committee 2024: Moved to more appropriate positioning of this info in the document (Article V, Section 5).

Librarian

Historian

Memorial Committee (Summer and Winter)

SPECIAL COMMITTEES will include:

All committees shall have its own committee.

Each activity will have its own committee.

Each committee will have at least one chairperson.

**Commented [BP39]:** Committee 2024: Fixed wording of the 2022 update and added the chairperson sentence.

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

**Commented [BP40]:** Committee 2024: To conform with verbiage used in other documents, etc.

Section 3. Any vacancy in an appointed chairmanship of a standing committee must be filled by the Executive Board.

**Commented [BP41]:** Committee 2024: To utilize other available communication methods. Deleted 'Newsletter' and added 'other' because the publication of the Newsletter may not be timely for this info to go out.

Section 34. A report of income and expenditures along with any useful information will be recorded make on the form provided and presented by the various chairmen chairperson(s) at the business committee meeting following any event and will be make made a part of the permanent record for future reference.

**Commented [BP42]:** Committee 2024: Moved to Article VIII, Section 1. More appropriate positioning of this info.

**Commented [BP43]:** Committee 2024: To fix typo from 2022.

**Commented [BP44]:** Committee 2024: Clarification

**Commented [BP45]:** Committee 2024: To conform with verbiage used in other documents, etc.

**Commented [BP46]:** Committee 2024: To fix typo from 2022.

**Commented [BP47]:** Committee 2024: To fix typo from 2022.

**Commented [BP48]:** Committee 2024: To add verbiage left out in 2022.

## 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 cases to which they are applicable and in which they are not inconsistent with the Bylaws.

**Commented [BP49]:** Committee 2024: To fix typo from 2022.

## 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 ~~may~~**must** be reviewed at least every two years to meet the needs of a changing membership.

**Commented [BP50]:** Committee 2024: Should be changed in order to keep the Bylaws updated and current.

**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**

**Commented [BP51]:** Committee 2024: This date will be added if/when these proposed amendments are accepted at the Mar 15, 2024 Women's Club meeting.