

BYLAWS  
**HIGHLAND HAVEN LADIES CLUB**  
HIGHLAND HAVEN, TEXAS

The Highland Haven Ladies Club is a nonprofit social and service organization for the women of Highland Haven.

**PURPOSE:**

To provide the women of the city of Highland Haven a forum for fellowship and group activities.

**Services:**

Involvement in and support of community organizations and activities, which reflect the social consciousness of the Ladies Club. Includes assisting HH.P.O.A. in maintaining and improving the Community Center and other interests such as parks, etc. Also help with city projects whenever feasible and to provide and maintain the integrity of our city.

**Social:**

Schedule and host activities for the Club members and the residents of Highland Haven as deemed appropriate.

**ARTICLE I. Membership**

Section 1.

The name of this organization shall be the Highland Haven Ladies Club. All women of the city are eligible for membership. Duties of membership include attendance at meetings and participation in club activities. No dues will be charged. A donation, collected at each meeting, is accepted for the operation of the Community Center.

**ARTICLE II. Meetings**

Section 1.

Members shall meet to conduct business on the second Wednesday of each month excluding June, July, August and other months by membership vote. No business meetings shall be held in the summer months. The time of the meeting shall be 1:00 p.m. at the Community Center. Social events may be held at any time at the discretion of the Executive Board and proper notice to membership.

Section 2.

Proper Notice. Proper notice is deemed to be given when members are notified by email, announced on City marque, posted on the website and called by phone if on the phone list two (2) weeks prior to the proposed meeting date/time change.

Section 3.

The Executive Board (officers) shall hold periodic meetings, preferably monthly to discuss the agenda of the upcoming meeting. The date, time, and/or place will be determined by the President.

Section 4.

Exception to the regular meeting schedule. The date, time and/or place of a regular meeting may be changed by a majority vote of the Executive Board and proper notice to the membership.

Section 5.

Quorum. A quorum at any regular meeting shall consist of a minimum of three (3) members of the executive Board and a minimum of ten (10) members.

Section 6.

Proxies. A member must be physically present to cast a vote.

**ARTICLE III. Officers**

Section 1.

The Executive Board of Officers shall consist of a President, a Vice-President, a Recording Secretary and a Treasurer.

Section 2. General Powers

The affairs of the Highland Haven Ladies Club shall be managed by its elected Board of Officers under the direction of the members.

Section 3. Specific Powers

3a. The Executive Board may authorize, without the approval of the membership, the expenditure of the Ladies Club funds in an amount not to exceed \$250.00.

3b. Two members of the Executive Board are required to sign checks on either of the Club's two bank accounts.

3c. All four members of the Executive Board are required to sign for any loans or indebtedness for the Club should that ever become necessary and must be approved by a quorum vote of the membership.

3d. The Executive Board shall annually review and change where the assigned duties of each Standing Committee to ensure that those duties accurately reflect the current needs of the membership of the Community.

3e. Any action taken or decision made by the Executive Board must have the approval of a quorum vote.

#### Section 4. Tenure

Officers shall be elected for a term of one (1) year and not to exceed two (2) consecutive terms in the same office.

### **ARTICLE IV. Election of Officers**

#### Section 1. Election Process

At the regular March meeting, the President shall appoint a nominating committee consisting of a minimum of three (3) members to prepare a slate of nominees for the office positions listed in Article III.

#### Section 2.

At the regular April meeting, the nominating committee shall present the slate of nominees to the general membership. The general membership shall then vote on their choice of the nominees. The newly elected officers shall be installed at the September meeting.

#### Section 3. Election Procedures

Officers shall be elected by a quorum vote, either by acclamation or secret ballot.

### **ARTICLE V. Duties of Officers**

#### Section 1. **President.** The president shall:

1a. Preside at all general membership and Executive Board meetings.

1b. Appoint all Standing and Special Committee Chairman.

1b(1) Standing Committees Include, but are not exclusive to the following:

1. Communications
2. Bereavement
3. Sunshine
4. Community Center Rental

*Additional Standing Committees may be established, or existing Standing Committees may be dissolved by the decision of the Executive Board without amendment of the By-Laws.*

1b(2) Special Committees

1. Annual Highland Haven Rummage Sale
2. Christmas Party
3. Christmas Yard Decoration Judging

4. Audit Committee

*Additional Special Committees may be appointed by the President to perform functions not performed by the Standing Committees and shall serve until the special purpose for which they are appointed have been fulfilled, or until such committees are dissolved by the President.*

- 1c. Serve as an ex-officio member of all committees.

**2. Vice-President:** The Vice-President shall:

- 2a. Assist the President as required.
- 2b. Preside at meetings in the absence of the President.
- 2c. Coordinate special programs and guest speakers.
- 2d. Keep "Message Board" current.
- 2e. Notify Host and Hostesses for various functions (HHLC meetings and Potluck).

**Section 3. Recording Secretary:** The Recording Secretary shall:

- 3a. Keep a record (minutes) of all proceedings of the Club.
- 3b. Maintain a current active membership roster.
- 3c. Initiate or respond to all official Club correspondence.

**Section 4. Treasurer:** The Treasurer shall:

- 4a. Maintain an accurate account of all monies received and expended.
- 4b. Pay all Club bills.
- 4c. Provide, at all meetings, a report detailing the status of the Club's financial accounts.
- 4d. Submit at the end of her term of office, the Club's financial records to the Audit Committee for reconciling and approval.
- 4e. Purchase supplies, as needed, for the Community Center.
- 4f. Turn over the financial records and checkbook to the President or Vice President (if the President isn't available) any time the treasurer is out of town or unavailable to fulfill the Treasurer's duties (such as for illness or injury).

**ARTICLE VI. Fiscal Year**

**Section 1.**

The Club's fiscal year shall begin on the first day of September and end the last day of August of the following year.

**ARTICLE VII. Amendments of the By-Laws**

Section 1.

The By-Laws may be amended by a quorum vote.

The By-Laws of the Highland Haven Ladies Club have been reviewed and accepted by the year 2019-2020 Executive Board of Officers and by the general membership on September 11, 2019. These By-Laws rescind any previous bylaws on file.

EXECUTIVE BOARD MEMBERS:

Karen Berry  
**President**

Stacey Leal  
**Vice-President**

Gayle Kahanek  
**Recording Secretary**

Pat Koehn  
**Treasurer**