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BALCONES COUNTRY CLUB WOMEN'S ASSOCIATION
BYLAWS

ARTICLE I - NAME

The name of the organization shall be Balcones Country Club Women's Association, hereafter referred to as BCCWA.

ARTICLE II - MISSION STATEMENT

The purpose of BCCWA is to promote and conserve the true spirit of fellowship, volunteerism, goodwill, and charity to further the education of deserving students in Round Rock Independent School District, employees of Balcones Country Club, and the children of Balcones Country Club employees; and to encourage participation in social activities among its members.

ARTICLE III - MEMBERSHIP AND DUES

- * Section 1 - Any woman who is in good standing with Balcones Country Club shall be eligible for membership in BCCWA.
- * Section 2 – In June, members shall pay annual dues, as presented by the Executive Board.
- * Section 3 - The fiscal year of the Association shall be June 1 through May 31 of each year.

ARTICLE IV - MEETINGS

- * Section 1 - Meetings shall be held on the third Thursday of each month from September through May for BCCWA members and their guests unless changed by the Executive Board due to a conflict. At least one meeting will be an evening meeting.
- * Section 2 - Any Balcones Country Club member who is eligible for BCCWA membership may attend only two (2) meetings per club year as a guest.
- * Section 3 - Special meetings may be called at any time at the discretion of the President or by a majority of the Executive Board.

ARTICLE V – VOTING

- * Section 1 - Any member in good standing shall be eligible to vote.
- * Section 2 - For any vote of the Association, one-fourth (1/4) of the members in good standing shall constitute a quorum.

RTICLE VI – EXECUTIVE BOARD

* Section 1 - The Officers of BCCWA shall be President, President-Elect, Development Vice President, Programs Vice President, Membership Vice President, Communications Vice President, Recording Secretary, Treasurer, Parliamentarian, Past President, and the Chair of the Board of Trustees of BCCWA Scholarship Foundation (BCCWASF). The offices of Communications and/or Membership may be shared by two individuals but only one (1) vote is permissible per office.

* Section 2 - The Executive Board shall be comprised of the Officers and shall meet each month. Board members shall attend at least 10 of the 12 meetings for the year.

*Section 3 - The Executive Board shall assume office June 1 and shall serve through May 31 or until the newly elected Executive Board is installed.

* Section 4 - Among the Executive Board's fiduciary duties, it shall maintain written policies for the membership and Executive Board including, but not limited to, fiscal policy.

* Section 5 - The Executive Board shall prepare an annual budget by the first Executive Board meeting in August.

* Section 6 - To conduct any Executive Board business, a quorum of at least two thirds (2/3) must be present, one of whom must be the President, President-Elect or a Vice President.

ARTICLE VII - DUTIES OF THE PRESIDENT

* Section 1 - The President shall preside at meetings of BCCWA and have general supervision of the affairs of BCCWA.

* Section 2 - The President shall appoint Committee Chairs as are necessary to conduct the affairs of BCCWA.

* Section 3 - The President shall appoint another member to a vacated position if an elected officer of the Executive Board or Committee Chair resigns before her term expires.

* Section 4 - The President shall have the authority to sign checks for BCCWA in the absence of the Treasurer.

* Section 5 - The President shall appoint members to the Board of Trustees of the Scholarship Foundation in accordance with the Articles of Association of BCCWA Scholarship Foundation. Appointments must be approved by the BCCWA Executive Board.

*Section 6 – The President, or her designee, shall serve as the BCCWA representative on the BCC Board of Governors.

ARTICLE VIII - DUTIES OF THE PRESIDENT-ELECT

* Section 1 - The President-Elect shall assume the position of the President at any time the President is unable to complete a full term of office.

* Section 2 - The President-Elect shall perform other such duties as may be delegated to her by the President.

* Section 3 - The President-Elect shall assume the office of the President at the end of the President's elected term. If the President-Elect is unable to accept the Presidency, the President shall appoint a committee of present or past Executive Board Members to select a nominee for President.

ARTICLE IX – DUTIES OF THE DEVELOPMENT VICE PRESIDENT

* Section 1 – The Development Vice President shall oversee fundraising for the organization, including Market Days, and other events as may be planned to further support the mission of the organization.

* Section 2 – The Development Vice President shall perform other such duties as may be delegated to her by the President.

ARTICLE X - DUTIES OF THE COMMUNICATIONS VICE PRESIDENT

* Section 1 – The Communications Vice President shall oversee the organization's website and communications to the membership, Balcones Country Club, and the community at large.

* Section 2 - The Communications Vice President shall perform other such duties as may be delegated to her by the President.

ARTICLE XI – DUTIES OF THE PROGRAM VICE PRESIDENT

* Section 1 – The Program Vice President shall appoint and oversee committees to organize programs for the organization, including monthly programs and other social events planned for the membership, as approved by the Executive Board.

* Section 2 – The Program Vice President shall perform other such duties as may be delegated to her by the President.

ARTICLE XII – DUTIES OF THE MEMBERSHIP VICE PRESIDENT

* Section 1 – The Membership Vice President shall oversee the membership of the organization, including engaging and soliciting new members.

* Section 2 - The Membership Vice President shall perform other such duties as may be delegated to her by the President.

ARTICLE XIII – DUTIES OF THE RECORDING SECRETARY

* Section 1 - The Recording Secretary shall keep records of all meetings of BCCWA and the BCCWA Executive Board. She shall be responsible for maintaining the appropriate records thereof.

*Section 2 – The Recording Secretary shall be responsible for all correspondence pertaining to BCCWA.

ARTICLE XIV - DUTIES OF THE TREASURER

* Section 1 - The Treasurer shall keep an accurate account of all funds of BCCWA and BCCWASF.

* Section 2 - The Treasurer shall make reports at the meetings of the BCCWA Executive Board and the BCCWASF Board of Trustees.

* Section 3 - The Treasurer shall serve as a member of the BCCWA Scholarship Foundation Board of Trustees. She shall be responsible for the annual filing of any tax statements required by the IRS for a public charity.

* Section 4 - The Treasurer's accounts shall have a financial review by August 15th of each year.

ARTICLE XV - DUTIES OF THE PARLIAMENTARIAN

* Section 1 - The Parliamentarian shall oversee the election of officers and shall conduct the installation of the elected officers.

* Section 2 - The Parliamentarian shall be responsible for BCCWA's copy of Robert's Rules of Order, Rev. and keep the Executive Board and BCCWA informed of appropriate parliamentary procedures.

ARTICLE XVI - DUTIES OF THE PAST PRESIDENT

* Section 1 - The Past President shall perform such duties as may be delegated to her by the President.

ARTICLE XVII - DUTIES OF THE BCCWA SCHOLARSHIP FOUNDATION CHAIR

* Section 1 - The Scholarship Foundation Chair shall be responsible for the policy and direction of BCCWA Scholarship Foundation. She shall serve a term of not less than three (3) years and not more than two (2) consecutive terms.

ARTICLE XVIII- ELECTIONS

* Section 1 – In January of each year, the President shall appoint three (3) members to the Nominating Committee which shall consist of a current BCCWA Executive Board Member and two (2) members of BCCWA. The Nominating Committee Chairperson shall present the slate of officers at the March Executive Board and general membership meetings. In addition, a special notice of the proposed slate of officers will be sent to the membership in March. Thirty (30) days shall be allowed for nominations from the membership. Any member nominated by petition of five (5) members shall be placed on the ballot. All nominees must give consent to nomination and election.

The ballot shall indicate those nominees recommended by the Nominating Committee and those recommended by petition. When nominations are made by petition, an election shall be conducted by written ballot in which each member will have one (1) vote to cast for each position to be elected.

* Section 2 – The election will be held at the April monthly meeting. The Nominating Committee will administer the election, tally results and report the results at the April monthly meeting. Candidates receiving the highest number of votes for each position shall be declared elected. If no nominations are made by petition, the slate as submitted will be considered to be elected by acclamation.

* Section 3 – The President shall not succeed herself in the same office for more than two (2) consecutive terms.

ARTICLE XIX - BCCWA SCHOLARSHIP FOUNDATION (BCCWASF)

* Section 1 - BCCWA shall fund a Scholarship Program through BCCWASF. It will be funded by events organized by BCCWA and by private donations.

* Section 2 - All expenses incurred by BCCWA Scholarship Foundation will be drawn from BCCWASF funds.

ARTICLE XX - AMENDMENTS

* Section 1 - These Bylaws may be amended by a vote at any regular or special meeting of BCCWA, provided that prior notice of the proposed amendments has been given to all members.

* Section 2 - For any vote of the Association, one-fourth (1/4) of the members in good standing shall constitute a quorum.

ARTICLE XXI - RULES OF ORDER

* Section 1 - Robert's Rules of Order, Rev. shall be the authority on parliamentary procedures at all meetings of BCCWA.