

# **Friends of Sachse Parks and Recreation Bylaws**

Adopted 07/22/2014

## **Article I**

The Name of the Corporation shall be "Friends of Sachse Parks and Recreation"

## **Article II Purpose**

To support the City of Sachse Parks and Recreation Department, in providing programs and facilities to promote the social, cultural and recreational well-being of all residents of the city of Sachse.

## **Article III Membership**

Any individual, family, or organization interested in parks and recreation shall be eligible for membership.

Voting Rights:

Only Members 18 years old or older are granted the right to vote..

Each membership shall have one vote for the purpose of electing officers and board members.

Each membership shall have one vote in the general meeting decisions.

## **Article IV Board of Directors**

- **Section A**

A Board of Directors composed of five officers and not less than three and not more than seven Directors elected by the membership shall be responsible for all decisions and activities of the organization not otherwise assigned in these Bylaws, with all powers to execute the same.

Each member of the Board of Directors is required to be a resident of the City of Sachse.

Each member of the Board of Directors serves on a volunteer basis.

- **Section B**

The immediate past President is eligible to serve as a voting Director for one (1) year following the expiration of his or her term of office.

- **Section C**

All Board members shall take an active role in the work of Friends of Sachse Parks and Recreation. Directors may be removed from the Board by a majority vote of the Board if they attend less than half of the regularly scheduled Board meetings.\*

- **Section D**

One member of the Sachse Parks and Recreation Board (appointed by the Chairperson) may be an ex-officio non-voting member of the Friends of Sachse Parks and Recreation Board.

- **Section E**

The Director of Sachse Parks and Recreation may be an ex-officio non-voting member of the Friends of Sachse Parks and Recreation board.

## **Article V Standing Committees**

- **Section A**

Standing Committees shall be established by the Board of Directors and may include the following:

1. Membership
2. Fundraising
3. Publicity
4. Acquiring Grants
5. Scholarships
6. Hospitality
7. Volunteers
8. Webmaster

- **Section B**

Board members may act as Chairpersons of Standing Committees. Chairpersons who are not Board members will provide periodic reports to the Board of Directors as requested.

## **Article VI Meetings**

- **Section A**

The Membership shall meet in September, at a time and place set by the Board, to elect Officers and Directors, to hear reports, and to act upon other issues presented by the Board or by written petition of at least five members of the Friends of Sachse Parks and Recreation. The Board of Directors may call other meetings of the members as needed. Action shall require a majority vote of members present and voting. All actions taken shall be considered final. Notice of

membership meetings shall be given to all members in good standing at least three (3) business days in advance of the meeting.

- **Section B**

The Board of Directors shall hold regular meetings each year at dates, times, and places determined by the Board of Directors. The Presiding Officer shall prepare an agenda which includes the approval of minutes and a Treasurer's report. A quorum of a majority of the filled Board of Directors positions, one of whom is an Officer, is required for the transaction of business. The minimum quorum is composed of three Board of Directors positions, where one is an Officer. All transactions shall require the vote of the majority of the Board members present and voting. All actions taken shall be considered final.

- **Section C**

All meetings of the Membership and Board of Directors shall be conducted according to Parliamentary Rules (Robert's Rules of Order Newly Revised) in all instances where they are applicable and are not inconsistent with these Bylaws.

## **Article VII Fiscal Year and Dues**

- **Section A**

The fiscal year shall begin October 1 and end September 30.

- **Section B**

Annual dues for the categories of membership shall be set by the Board of Directors.

## **Article VIII Officers:**

The officers of Friends of Sachse Parks and Recreation shall be President, Vice President, Secretary, Historian and Treasurer.

## **Article IX Duties of Officers:**

- **Section A**

The President shall preside at all meetings of the Friends of Sachse Parks and Recreation and of the Board of Directors; shall appoint, after consulting with the Board of Directors, all committees (except the Nominating Committee which shall be appointed by the whole Board of Directors); shall be an ex-officio member of all committees except the Nominating Committee; and shall perform all other duties incumbent upon a President or assigned by the Board of Directors.

- **Section B**

The Vice President shall assume office in the absence of the President and perform all the duties of that office.

- **Section C.**

The Secretary shall keep accurate minutes of all Board of Directors and membership meetings; read them (if requested) for adoption at the next meeting; and perform other duties assigned by the Board of Directors. The Secretary shall sign and date all approved minutes and keeps a copy as a permanent record. Electronic copies are acceptable. Designated draft meeting minutes may be posted electronically. Designated approved meeting minutes may be posted electronically.

**Section D.**

The Treasurer shall be custodian of the Friends of Sachse Parks and Recreation' funds; deposit them in a bank designated by the Board of Directors; pay all obligations approved by the Board of Directors; keep accurate and complete records of the funds and transactions; and shall maintain the record of all members who have paid current dues and, hence, are eligible to vote and to hold office and file forms with the appropriate authorities. Written checks shall require the signature of the Treasurer and one designated member of the Board of Directors. Two Friends of Sachse Parks and Recreation members other than the Treasurer shall audit the books within thirty days of the end of the fiscal year and report the results of the audit to the Board of Directors.

**Section E.**

The Historian shall maintain a chronological record of the historical events pertaining to the Friends of Sachse Parks and Recreation organization. .Historian will be responsible for publishing a quarterly newsletter detailing the events of the organization.

## **Article X Elections**

- **Section A.**

A Nominating Committee composed of one Officer (other than the President), one Director of the Board of Directors, and one member of the membership who is not on the Board of Directors shall be appointed by the Board of Directors in June to report to the September membership meeting. Any member may make additional nominations from the floor, provided the nominee's prior consent has been obtained. Election shall be by majority vote of the members present and voting. Initial officers selected by the Founding directors shall serve through September 30, 2015.

- **Section B.**

New Officers and Directors shall assume office on October 1 following their election.

- **Section C.**

All Officers shall be elected for a one (1) year term and may serve no more than five (5) terms consecutively in the same office. Directors shall be elected for a two (2) year term and may serve no more than three (3) terms consecutively in the same office. Founding Directors Initial term will be three (3) years.

- **Section D.**

The Directors' terms of office should be grouped so that half of the Directors are elected each year.

- **Section E.**

When a vacancy occurs in any position, it shall be filled by the Board of Directors at its next meeting. Persons selected to fill a vacancy shall serve for the remainder of the unexpired term and shall be eligible for further elections.

## **Article XI Amendment**

These Bylaws may be amended at any membership meeting of the Friends of Sachse Parks and Recreation by a two-thirds vote of the members present and voting, provided that notice of the proposed changes were provided with all notices of the meeting.

## **Article XII Dissolution**

Upon dissolution, the surplus assets of Friends of Sachse Parks and Recreation shall be distributed to the Sachse Parks and Recreation Department.