

# **FISCHER STORE SCHOOL COMMUNITY CENTER CONSTITUTION AND BY-LAWS**

## **ARTICLE I – NAME**

This non-profit association, formed as a 501 (c) 3, shall be known as the Fischer Store School Community Center, hereafter referred to as FSSCC or Community Center.

## **ARTICLE II – PURPOSE**

The purpose for which this association is organized is to provide a Community Center to serve the needs of the Fischer and Canyon Lake area. This Community Center is available on a rental basis for civic and social events.

## **ARTICLE III – BOARD OF DIRECTORS**

### **Section A – Responsibilities**

The Board of Directors shall manage the affairs of the Community Center as directed by the general membership. They shall approve and coordinate the raising of funds and allocate funds for the improvement and functioning of the Community Center. They shall develop policies in regard to fees, calendar of events, assessing needs and maintaining the facilities.

### **Section B – Directors**

The Board of Directors shall consist of eight (8) members, elected by the general membership, interested and concerned with the civic and social needs of the community. The election of the Board of Directors shall take place at the annual meeting, at which time additional nominations will be accepted from the floor. A nominee must have been an active member in good standing of FSSCC for a minimum of one year. Only one member of the same household may serve at the same time.

## Section C – Term of Office

Directors shall be elected for a two year (2) term but limited to three (3) consecutive elected two-year (2) terms. After a waiting period of one year, a former Director may again be elected to the Board of Directors. Any Director may be suspended from the Board for non-attendance of three (3) consecutive meetings. In the event of a vacancy, the Board shall appoint a replacement to fill the vacancy until the next annual meeting at which time a new Director shall be elected to serve the unexpired term.

## Section D – Meetings

The Board of Directors shall meet not less frequently than monthly at such time and place as determined by the current Board. The date and time shall be communicated to the general membership by written notification, to be sent by the secretary or its designee, if it varies from the prior term. The President may call a special meeting of the Board where only agenda items may be addressed. Any special meeting changes shall also be communicated by the secretary or its designee. A quorum shall consist of five (5) board members.

## Section E – Officers

The Officers of the Board of Directors shall be a President, Vice-President, Secretary, and Treasurer. These Officers shall constitute the Executive Committee and shall be selected for a one-year (1) term by the Board of Directors at the first meeting following elections.

## Section F – Duties of the Officers

### President

- shall preside at all regular and special meetings of the Board of Directors and the executive Committee
- shall appoint committee chairs and committee members
- shall vote only in case of a tie
- shall conduct elections
- shall mail and/or e-mail an agenda and report to the general membership at least 10 days prior to the meeting date of the annual meeting

### Vice-President

- shall preside at all regular and special meetings of the Board of Directors and the executive Committee in the absence of the President
- shall succeed the President in the event of resignation
- shall perform other duties as assigned

### Secretary

- shall keep the records of the association, including membership rolls, minutes, Constitution and By-Laws, all legal documents, a list of committees, their membership and reports
- shall keep a record of attendance at each Board meeting
- shall conduct correspondence as required
- shall arrange to notify members of special meetings
- shall perform other duties as requested

### Treasurer

- shall receive, hold and disburse all monies
- shall make a progress report at each meeting and upon request
- shall have checks co-signed by the President and/or Vice President or a designated member of the Board in the absence of the Treasurer
- shall keep filings up to date with IRS and Texas State Comptroller as necessary

## Section G –Committees

Standing Committees for the Board shall be By-Laws, Facilities, Finance, Membership, Nominating, and Rental. Other committees may be appointed as needed. Each committee chair shall maintain a standard operating procedure as established by the Board of Directors. The President is an ex-officio of all committees with the exception of the Nominating Committee. The duties of the committees are as follows:

By-Laws – Responsible for reviewing and making recommendations for any changes at the annual membership meeting.

Facilities – Responsible for maintenance and upkeep of the buildings and grounds. Repairs over \$100. require prior approval of the Board. Voting by email/telephone on an item where action is necessary on a time sensitive issue shall be allowed when approved by a majority of the Board members or a majority of the general membership, when required. Reference to the

action shall be noted in the Minutes of the next regularly scheduled Board Meeting.

Programs – Responsible for raising funds and planning activities, submit a budget to the Board for approval.

Membership – It shall be the duty of the membership chairman to assist in recruiting new members and shall maintain a roster of current membership.

Nominating – A Nominating Committee, comprised of two non-directors, shall be appointed by the President at the April board meeting for the purpose of submitting names of candidates to replace outgoing board members for an election to be held at the annual general membership meeting.

Rental – Maintain reservation log, obtain signed rental agreement, check out condition of building and restrooms before/after use and collect deposit and fee when applicable.

#### **ARTICLE IV – MEMBERSHIP**

Membership in the FSSCC shall be available to all persons eighteen (18) years old and older. Membership becomes effective upon the receipt of a written application for membership, accompanied by the appropriate fee. This fee is to be determined by the board on an annual basis, subject to approval by the general membership at the annual meeting. Only the Life Membership shall have an exemption of the annual fee to be eligible to exercise voting rights.

#### **ARTICLE V – MEETING**

An annual meeting shall be held in the month of July each year, for the purpose of hearing annual reports from the Board of Directors, to hold election of Board members, and to conduct necessary business.

#### **ARTICLE VI – VOTING BODY**

The voting body shall consist of the general membership in attendance. Each member in good standing shall have one (1) vote.

## **ARTICLE VII – FISCAL YEAR**

The fiscal year for this association shall be July 1 through June 30.

## **ARTICLE VIII – FUNDS**

The funds for the operation and maintenance for the FSSCC can be accepted from, but not limited to, user fees, membership dues, donations from community service organizations, corporations, individuals, grants, and fund raiser events.

The President shall appoint an auditing committee of three (3) members to audit the books and report the results of the audit at the annual membership meeting.

## **ARTICLE IX – PARLIMENTARY AUTHORITY**

The rules contained in Roberts Rules of Order Newly Revised shall govern this association in all cases to which they are applicable and when they are not inconsistent with this Constitution and By-Laws.

## **ARTICLE X – AMENDMENTS**

The Constitution and By-Laws may be revised by majority vote at the annual meeting by the general membership provided the revisions have been distributed in writing to the membership at least ten (10) days prior to the meeting.