

# BYLAWS: The Arc of Spring Branch Memorial

## **ARTICLE I – MEMBERSHIP**

### **Section 1.**

Members in good standing shall be eligible to hold office and to vote on all questions at the general membership meetings. Any voting shall be held in person or via video conference meeting.

### **Section 2.**

A member in good standing is one whose dues are not delinquent or have been waived.

### **Section 3.**

The amount of dues shall be reviewed and set each year by the Board of Directors at their discretion. Dues may be waived by the Board when the payment would constitute a hardship.

### **Section 4.**

Voting membership may be comprised of individuals, families, or other entities (as defined in Article III of the Constitution). Family membership is entitled to two (2) votes plus one (1) vote for each person with IDD; all other members are entitled to one (1) vote per membership.

### **Section 5.**

Members shall pay annual dues to the membership chairman in September. The full membership fee will be required upon joining, regardless of date. There will be no proration of dues for a partial year.

Dues include membership in The Arc of Spring Branch – Memorial, The Arc of Texas, and The Arc of the United States.

### **Section 6.**

A member may bring a complaint against another member submitted in writing to the President or any board member of the Association. The complainant shall present evidence to substantiate the accusation in accordance with the policy and procedures set by the Association. The President shall notify the accused and shall set a date of hearing before the Board of Directors. Notice of this meeting shall be sent via email. The meeting must be scheduled no less than twenty-one (21) days, but no more than forty-five (45) days following distribution of notice. At this meeting, the accused shall be given an opportunity to be heard. Upon a two-thirds (2/3) vote of the board at a meeting at which a quorum is present the accused shall be expelled as a member.

If expelled, the accused may appeal the Board's decision by sending a written request to the President. The President will then notify all membership of an additional general membership meeting to address this appeal. Notice of this meeting shall be sent via email. The meeting must be scheduled no less than twenty-one (21) days, but no more than forty-five (45) days following delivery of notice. The membership may uphold or overturn the expulsion by a two-thirds (2/3) vote of those attending.

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## **ARTICLE II – ELECTED OFFICIALS**

### **Section 1.**

The elected officials of the Association will be elected to serve for an annual term beginning July 1<sup>st</sup> following their election. Before serving, each officer must be a member in good standing.

### **Section 2.**

Midterm board vacancies shall be filled by the Board of Directors via appointment of a member in good standing.

### **Section 3.**

Elected officials shall be elected by voice vote unless there is more than one candidate for any position.

## **ARTICLE III– DUTIES OF OFFICERS**

### **Section 1.**

It shall be the duty of the President to preside at all general membership and Board of Directors meetings, and to perform all other duties pertaining to this office. The President shall appoint any special committees with the assistance, as needed, of the board. The President is responsible for having any required financial reports prepared and a copy sent to The Arc of Texas office by September 30<sup>th</sup>. The President shall be an ex-officio member on all committees. The President shall be the official representative of the Association at meetings/seminars as authorized by the board. If unable to attend, the President will appoint representatives who must be members in good standing. A report will be made to the board after such meetings and conventions.

### **Section 2.**

In the absence of the President, the First Vice President shall perform the duties pertaining to this office and such duties as delegated by the President.

### **Section 3.**

The duty of the First Vice President will be to facilitate and keep all necessary records regarding member participation in our various Special Olympics sports teams, including athletes, coaches, and Class A Volunteers. The First Vice President will also act as liaison between The Arc of Texas, Inc and this Association, attending the annual state conference, and forwarding organization communications for discussion by the board as deemed pertinent.

The duty of the Second Vice President (programs) is to plan and publicize the programs for the Association's membership.

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The duty of the Third Vice-President (fundraising) is to plan and organize with the approval of the board events that will produce funds to finance the annual budget.

The duty of the Fourth Vice President (Self-Advocates Advisor) is to assist in the formation and training of a slate of Self-Advocates officers, and to provide guidance towards the Self-Advocates' greatest level of self-reliance.

### **Section 4.**

The Secretary shall keep minutes of the general membership meetings, and minutes of the Board of Directors meetings. The Secretary shall have custody of the records and papers not otherwise provided for.

### **Section 5.**

The Treasurer will:

- \* oversee expenditures, receive and deposit all monies of the Association in a bank, keep an accurate account of all receipts and disbursements, and shall pay out funds by order of the Board of Directors;
- \* complete the annual Sales Tax return, and pay the requisite Sales Taxes as required by law;
- \* fulfill membership requirements of The Arc of Texas, Inc. and The Arc of the US;
- \* compile and organize fiscal information for the Association. This information will be submitted to the bookkeeping service at intervals determined by the board;
- \* compile and present a written monthly statement to the board, as well as an annual report of the most recent twelve (12) months financial activity for the membership.

## **ARTICLE IV– NOMINATIONS AND ELECTIONS**

### **Section 1.**

Individual members may nominate themselves or other members as candidates for the Board of Directors.

### **Section 2.**

Nominations may be made from the floor with the consent of the nominee, prior to or at the annual general membership meeting.

### **Section 3.**

The election will take place at the annual general membership meeting.

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### **ARTICLE V – COMMITTEES**

#### **Section 1.**

The President will appoint a membership committee chairperson. The President may appoint additional committees as needed. All committees shall submit a written reports as requested by the board.

The membership committee shall keep accurate records of the Association's list of members, solicit new members, and notify current members of renewal date in advance of expiration.

### **ARTICLE VI – BOARD OF DIRECTORS**

#### **Section 1.**

The board shall have and exercise all lawful powers necessary for the conduct of the Association's business and to carry out its purpose as stated.

#### **Section 2.**

Any action of the board shall be subject to review by the membership on request by any member at a general membership meeting.

### **ARTICLE VII – EMPLOYEES OF THE ASSOCIATION**

#### **Section 1.**

The Board of Directors shall have the authority to hire employees or contractors as necessary to carry out work of the Association.

#### **Section 2.**

The paid staff member may not be a member of the board.

#### **Section 3.**

Full time staff members may attend meeting of the board and other Arc functions as necessary to perform duties or as deemed necessary by the board.

### **ARTICLE VIII – ADVISORY BOARD**

#### **Section 1.**

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The Board of Directors may establish an Advisory Board to consist of prominent citizens, professional leaders and others for the purpose of furthering the objectives of the Association. Any member may submit a name to the Board of Directors for consideration. The Advisory Board shall have no administrative authority but may make recommendations to the Board of Directors.

### **Section 2.**

The Board of Directors shall select the members and establish the terms of the Advisory Board. The Advisory Board shall perform their duties as the Board of Directors shall determine, consistent with the purpose, policies and standards of the Association.

### **ARTICLE IX - PARLIAMENTARY RULE**

Robert's Rules of Order, Newly Revised shall be the final authority on all questions of parliamentary procedure not covered by the Constitution and Bylaws of this Association.