

BY-LAWS
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 all residents of the City of Highland Haven with a forum for fellowship and group activities.

Social:

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

Services:

Involvement in and support of community organizations and activities, which reflect the social consciousness of the Ladies Club.

ARTICLE I. Membership

Section 1.

The name of this organization shall be the Highland Haven Ladies Club. All women of the City of Highland Haven are members. Residents of Shady Acres and Nobles Subdivisions are also eligible to become members. No dues will be charged.

ARTICLE II. Meetings

Section 1.

Members shall meet to conduct business on the second Wednesday of the month. No regular business meetings shall be held in the summer months of July or August unless there is a need to meet. The time of the meeting shall be 2:30 pm, with a 2:00pm social, at the Community Center. Social events may be held at any time, at the discretion of the Executive Board of Officers and with proper notice to membership.

Section 2. Proper Notice

Proper notice is deemed to be given when members are notified one (1) week prior to the proposed meeting date/time change by any of the following methods: by email, newsletter, posting on bulletin board or announced on the City marquee.

Section 3.

The Executive Board of Officers shall hold periodic meetings, preferably monthly by email, text, phone, and/or in person, 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 scheduled

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

Section 5. Quorum

A quorum at any regular meeting shall consist of a minimum of three (3) Executive Board Officers, and a minimum of six (6) 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 Secretary, a Treasurer, and an Event Coordinator.

Section 2. General Powers

The duly elected Executive Board of Officers shall govern the affairs of the Highland Haven Ladies Club, subject to the authority of its members.

Section 3. Specific Powers

- a. The Executive Board of Officers may authorize, without the approval of the membership, the expenditure of the Ladies Club funds in an amount not to exceed \$800.00.
- b. Any current Executive Board Officer is authorized to sign checks on either of the Club's two bank accounts. Only one (1) signature is required for expenditures of less than \$1,500.00, two (2) signatures are required for expenditures of \$1,500.00 or more
- c. All members of the Executive Board of Officers 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 membership.

- d. The Executive Board of Officers shall review and change the assigned duties of each Standing Committee, if needed, to ensure that those duties accurately reflect the current needs of the membership of the Community.
- e. Any action taken or decision made by the Executive Board of Officers, if not already described in the bylaws, must have the approval of a quorum vote.

Section 4. Tenure

The Executive Board of Officers shall be elected for a term of two (2) years and should not exceed two (2) consecutive terms in the same office, unless there are no other volunteers.

ARTICLE IV. Election of Officers

Section 1- Election Process

At the regular March meeting, the President shall appoint a Nominating Committee of at least three (3) members to prepare a slate of nominees for the Officer positions.

Section 2.

- a. At the regular meeting the nominating committee shall present the slate of nominees to the general membership.
- b. The general membership shall then vote on their choice of the nominees.
- c. Before the September meeting, ideally in August, the current Executive Board of Officers will hold a transitional meeting with the newly elected Officers to officially pass on responsibilities from outgoing to incoming Officers, with those continuing Officers also present. At this time, the current bank statements and the previous budget will be reviewed. The current bank statements should be initialed by both Presidents.
- d. The newly elected Officers shall be in charge of 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:

- 1. Preside at all general membership and Executive Board meetings.
- 2. Appoint all Standing and Special Committee Chairman.

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

Standing Committees include but are not exclusive to the following.

- a. Benevolence
- b. Community Outreach
- c. Flag
- d. Library
- e. Aluminum Can Recycling

Special Committees

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.

Special Committees Include, but are not exclusive to the following:

- a. Annual Highland Haven Rummage Sale
 - b. Telephone Directory
 - c. Veterans Day
 - d. Christmas Party, Bridge & Community Center Decorating
 - e. Christmas Yard Decoration Judges
 - f. 4th of July Parade & Ice Cream Social
 - g. Audit Committee
3. Serve as ex-officio member of all committees.
 4. Maintain current information and communications with HH City Hall, City Hall's Website & data entry personnel, City Hall's Marquee, POA, Community Center Coordinator, Ladies Club Officers, Committee Chairs, members, etc.
 5. Ensure that the Ladies Club Bank Statements are reviewed and initialed in September, November, January, March, May and at the transitional meeting.
 6. Ensure that the Treasurer's Books are audited annually in September, but no later than October, by an audit committee of Club Members.

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

1. Assist the President as required.
2. Preside at meetings in the absence of the President.
3. Appoint Vice Presidential Standing Chairman for various duties, if not already being done by the Vice-President.

Standing committees Include, but are not exclusive to the following:

- a. Coordinator for Special Programs, Guest Speakers, and Social Activities.
 - i. Solicit, Notify, and Coordinate upcoming for various functions. This includes coordination entry into & exit from the Community Center (CC), and the set up and take down of tables, if necessary.
 - ii. Keep "Message Boards" current (both inside & outside of the CC)

- b. Coordinator for Meetings.
 - i. Solicit, Notify, and Coordinate with Hostesses of upcoming meetings. This includes coordinating entry into & exit from the Community Center (CC), and the set up and take down off tables, if necessary.
 - ii. Keep "Message Boards" current (both inside & outside of the CC)
- c. Coordinator for Potlucks.
 - i. Solicit, Notify, and Coordinate with Host & Hostesses for Potluck. This includes coordinating entry into & exit from the Community Center (CC), and the set up and take down off tables, if necessary.
 - ii. Welcome, Thank, & Give Blessing.
 - iii. Keep "Message Boards" current (both inside & outside of the CC)

Section 3. Secretary: The Secretary shall:

- a. Keep a record (minutes) of all proceedings of the Club.
- b. Maintain a current active membership roster.
- c. Initiate or respond to all official Club correspondence. Periodically, at a minimum of twice a month, check the HH Ladies Club mailbox and e-mail accounts.
- d. Make new name tags and maintain current name tags for residents.
- e. Collaborate monthly with Board Members and submit Ladies Club articles & upcoming dates of events to the HH Newsletter.

Section 4. Treasurer: The Treasurer shall:

- a. Maintain an accurate account of all monies received and expended.
- b. Pay all Club bills.
- c. Provide, at all meetings, a report detailing the status of the Club's financial accounts, to include all current income & expenses
- d. Attach the monthly reconciliation sheets to the monthly bank statements. Have the President or Vice President (if the President isn't available) review & initial the bank statements at each meeting. Have Outgoing & Incoming Presidents review & initial the current bank statements at the transitional meeting.
- e. Reconcile all accounts at the end of the fiscal year (August) and Submit the Club's financial records to the Audit Committee for approval in September, but no later than October.
- f. Purchase paper goods and other supplies as needed, for potlucks and Ladies Club sponsored events, etc.
- g. Turn over financial records, checkbooks, and debit card 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).
- h. With the other Executive Board Officer, create an Annual Budget of anticipated expenses to present to the members at the September meeting. Review the budget in January & May. Present this working budget at the transitional meeting.
 - i. File IRS Federal Form 990 before January 15th deadline (which is five (5) months after the end of the Ladies Club's fiscal year).

Section 5. Event Coordinator: The Event Coordinator shall:

- a. Plan, organize, and oversee club events, activities, and social gatherings.
- b. Develop event ideas that align with the club's mission, member interests, and budget.
- c. Coordinate event dates, supplies, refreshments, entertainment, and equipment.
- d. Work with club officers, committees, volunteers, and vendors to assign responsibilities and confirm logistics.
- e. Arrange setup, decorations and cleanup before and after events.
- f. Promote member participation and encourage volunteers to assist with club events.
- g. Ensure events follow club rules, Community Center requirements, and any safety or accessibility guidelines.

ARTICLE VI. Fiscal Year

Section 1.

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

ARTICLE VII. Amendments of the Bylaws

Section 1.

The Bylaws may be amended by a quorum vote.

Section 2.

- a. When amending the Bylaws, a proposal draft must be presented to the members by posting it in public view, on either the HH City Website or bulletin board, and handed out at a Ladies Club meeting.
- b. Any changes will be addressed & corrected.
- c. A vote to amend the Bylaws will take place at the next Ladies Club meeting.

The Bylaws of the Highland Haven Ladies Club have been reviewed and accepted by the year 2026-2027 Executive Board of Officers and by the general membership on September 9, 2026. These Bylaws rescind any previous bylaws on file.

EXECUTIVE BOARD OF OFFICERS;



Mary Chase

Mary Chase

President



Christina Nabors

Vice-President



Brenda Filla

Secretary



Lezley Baum

Treasurer



Angela Whitley

Event Coordinator