

CONSTITUTION AND BY-LAWS OF THE VILLAGE CIRCLE CLUB

ARTICLE I NAME

The name of this association is: VILLAGE CIRCLE CLUB

ARTICLE II PURPOSE

The purpose of the Club shall be the promotion of social and recreational activities for its members, and the encouragement of friendly relations between the residents, management and ownership of Rancho Village Mobile Home Park, Weslaco, Texas, which is a retirement facility as referenced in the by-laws of the park.

This Club is a non-profit organization. No income shall benefit any one person or member.

This Club will not participate in any political activities.

The Board of Directors are charged with carrying out the business of the Club and implementing and promoting activities in which the membership expresses interest.

The Board of Directors shall set up a procedure relative to the conduct and/or welfare of the residents of the park and discuss these conditions with management.

ARTICLE III ELIGIBILITY

All residents and home owners of Rancho Village shall be members of this Club, eligible to vote and participate in all activities of the Club. Only residents may hold office.

A RESIDENT, as used in this document, is an individual who resides in Rancho Village for thirty days or more a year.

ARTICLE IV BOARD OF DIRECTORS

The Board of Directors of this Club shall consist of a President, Vice-President, Secretary, Treasurer and Delegate-at-Large.

No individual shall hold more than one office at a time. If a vacancy occurs during the term of office, the Board will make a temporary appointment until an election can be held.

The President or the Vice President must be a year-round resident of Rancho Village to maintain continuity.

The term of office shall be for two years beginning the first of March following the election. The election of each Board of Director is to be handled individually, beginning with the President. Other business of the Club will be conducted after the election of the Board of Directors is completed.

THE DUTIES OF THE BOARD OF DIRECTORS SHALL BE:

The President shall be the chief executive officer, who presides at general meetings and the meetings of the Board of Directors.

The Vice-President shall assist the President in carrying out the duties of that office and shall assume the duties of the President when the President is absent or unable to continue as President.

The Secretary shall keep an accurate record of the minutes of the meetings of the Club and Board of Directors, and carry on the correspondence of the Club. The Secretary shall post a copy of the minutes of the membership meetings, in the recreation hall, no later than two days before the next membership meeting.

The Treasurer shall keep an accurate record of all monies received and deposit such funds in a checking account approved by the Board of Directors, pay all approved bills pursuant to Article XI, and file supporting claims. The Treasurer shall prepare an annual financial statement as of the end of December and open all records for examination by the audit committee. All checks are required to be signed by two Board of Directors of the Club. No husband and wife/partners shall co-sign a Club check regardless of offices held. The Treasurer shall give a report during membership meetings that includes beginning bank balance, receipts, disbursements and ending bank balance.

The Delegate-at-Large will advise and perform other duties as requested by the President. The Delegate-at-Large shall be a voting member of the Board of Directors.

ARTICLE V MEETING RULES OF THE BOARD OF DIRECTORS

Meetings of the Board of Directors shall be held at the discretion of the President or at the call of any two members of the Board. Three members shall constitute a quorum to conduct the business of the Board of Directors.

Meetings of the Board of Directors shall be open to all Club members.

Only the Board of Directors have voting privileges at their meetings.

A simple majority, unless otherwise stated in Robert's Rules

of order, shall be required to pass or reject a motion.

ARTICLE VI ACTIVITY COMMITTEES

There shall be a committee for all activities. The membership may add activities and committees or discontinue them by a majority vote at a regular meeting of the Club. The chairperson of each committee shall select additional members to carry out the activities of said committee. The committee is responsible for organizing, supervising and carrying out activities with the approval of the Board of Directors.

ARTICLE VII CLUB MEETINGS

The regular meetings of this Club shall be held on the second and fourth Mondays of each month during the period November 1 to March 31. Special meetings may be called by the President by posting a notice at least two days before the date of said meeting. A quorum shall consist of 20 members for all meetings called during the period from November 1 through March 31. A quorum shall consist of 10 members for all meetings called during the period from April 1 through October 31.

No commercial vendors will be allowed time during regular meetings. The Activities Director or committee chairperson may approve requests from vendors, if approved by a committee and properly scheduled.

ARTICLE VIII ACTIVITIES DIRECTOR

The Board of Directors will appoint the Activities Director who will have authority over the use of activity areas from November 1 through October 31, with the approval of the Board of Directors. The Activities Director shall assist the President in enlisting volunteers to chair activity committees. The chairpersons will in turn seek members to act as the committee.

If there is no Activities Director, the Board of Directors will assume this responsibility.

ARTICLE IX NOMINATING COMMITTEE

There will be a nominating committee of three persons, appointed by the President during the first meeting of December, to serve until discharged by the President.

It is the duty of the committee to select one or more nominees for each of the Board of Directors listed in Article IV. The list of the nominees will be posted seven days before the

regular meeting scheduled for the second Monday in January. The nominating committee will make it's report at this meeting. Nominations may be made from the floor at this time. Members whose names are placed in nomination must have agreed to serve.

The past President, if agreeable, shall become a nominee for Delegate-at-Large.

ARTICLE X FINANCES

Committee chairpersons shall submit a financial report to the Treasurer at the completion of each committee activity which includes receipts and/or expenditures. At same time, all monies shall be turned over to the Treasurer, who will issue a credit slip in the name of the committee. All monies will be deposited into the Club account.

All monies, including petty cash funds not needed during periods of committee inactivity, will be turned over to the Treasurer.

The Treasurer will remit Sales Taxes and submit reports in accordance with directions from the State Comptroller.

The President shall appoint a three-person audit committee from the membership at the first meeting in December. The committee shall audit the records of the Treasurer after December 31 and present a report to the membership at the first meeting in February.

ARTICLE XI EXPENDITURES

Reasonable, necessary expenditures for kitchen related food and supplies may be approved by any Board of Director. All other expenditures in excess of \$400 (four hundred) must have prior approval of the Board of Directors and a majority vote of Club members present.

Committee chairpersons shall be responsible for expenditures authorized by the Board of Directors.

The Board of Directors is authorized to approve reimbursement of reasonable and necessary personal expenses incurred by a member of the Club carrying out the activities or business of the Club.

ARTICLE XII AMENDMENTS

This Constitution may be amended by a two thirds vote of members present at a regular meeting of the Club between November 1 and March 31.

Amendments must be presented in writing and read to all members present at a meeting prior to the vote. Amendments must be posted one week before the vote.

ARTICLE XIII INVENTORY

A committee shall be appointed to maintain inventory of all items owned or in possession or control of the Club. This inventory shall be presented to the Board of Directors each year by April 1. A copy of the inventory will be filed with management.

ARTICLE XIV CLUB ASSETS

Upon dissolution of the Club, all assets of the organization are to be given to a charitable organization selected by the Board of Directors.

No assets or profits are to benefit any individual, member or Rancho Village owner.

ARTICLE XV MEETING RULES OF ORDER

Meetings of the Board of Directors and the general membership shall be conducted in accordance with the by-laws of this Club.

Robert's Rules of Order shall prevail in areas not covered.

ARTICLE XVI BY-LAWS EFFECTIVE DATE

This constitution will go into effect on the day it is approved by the membership.

A motion was made for adoption, seconded and approved by acclamation at the general meeting held February 11, 2019.