

## **Concerned Christian Citizens of Central Texas**

### **By-Laws**

#### ARTICLE I

##### **Fiscal Year, Annual Dues, Assessments, and Fees**

The fiscal year of Concerned Christian Citizens of Central Texas will correspond to July 1 through the end of June. There will be no annual dues required. All monies collected through fund-raising efforts or donations by the Concerned Christian Citizens of Central Texas during the year will be for expenses of Concerned Christian Citizens of Central Texas.

#### ARTICLE II

##### **Discrimination**

Concerned Christian Citizens of Central Texas membership will not discriminate on the basis of race, color, national origin, age, gender, or disability.

#### ARTICLE III

##### **The Board**

The affairs of Concerned Christian Citizens of Central Texas shall be managed by a Board comprised of no less than three and no more than ten members consisting of a President, Vice President, Secretary, Treasurer, Event Coordinator.

Terms of Office of Board Members will be from July 1 through the end of June the following year.

Board Meetings: The Board shall meet the fourth Thursday of each month and other times as needed to address the affairs of Concerned Christian Citizens of Central Texas. Board meetings, other than the fourth Thursday of each month, may be called by any Board Member, but all Board meetings shall require a quorum of 51% of Board Members be present to conduct Concerned Christian Citizens of Central Texas business. All regularly scheduled Board meetings will be open to the public, except when the Board goes into Executive Session. Executive Session shall be used only for open and frank discussion of sensitive issues. If a change for the regular Board meeting date is changed from the fourth Thursday of the month, interested parties

should be notified either electronically or at a general monthly meeting and the change will be noted on the website calendar.

Board meetings shall not be recorded electronically except by the Secretary unless there is agreement and consent of the Board Members.

Board Meetings shall follow Robert's Rules of Order and shall consist of :

- a. An opening prayer
- b. Pledges where flags are present
- c. Reading of the minutes of the previous meeting unless they have been electronically transmitted.
- d. Treasurer's report
- e. Other Officer or Committee Reports
- e. Old business
- f. New business
- g. Adjourn

A majority (51%) of Board members present shall constitute a quorum of the Board membership.

#### Authority and Duties of the Board

The Board shall conduct its meetings and make such decisions for the management of the affairs of Concerned Christian Citizens of Central Texas as it deems proper and which are not inconsistent with the By-Laws.

A majority vote of the Board rules in all cases except as explained in "Removal" below.

The Board shall review the By-Laws in the 10th month prior to the election of new officers and the findings will be published in the newsletter. All members will have the opportunity to amend the By-Laws in the 11th and 12th months of the Board term.

Committees: The Board will establish committees as necessary to carry out the functions of Concerned Christian Citizens of Central Texas. This shall be effectuated by the Board.

Vacancies: The Board shall have the power to appoint members to fill vacancies in its body until the next election cycle.

Special Appointments: The Board may appoint such other positions or agents as the affairs and operations of Concerned Christian Citizens of Central Texas may require, consistent with the By-Laws, each of whom shall hold office or serve for a set period of time, and have such authority, and shall perform such duties as the Board may determine.

**Resignation and Removal:** Any Concerned Christian Citizens of Central Texas member may be removed from the Board and/or any other office appointment or position for cause, by a two-thirds (2/3) vote of the members of the Board excepting only the person deemed unfit and therefore voted on for removal by the rest. (Example: Board consists of 7 members. One member is deemed unfit to serve. The 2/3 vote for removal is based on the 6 remaining members or 4 votes.) Any Board member may resign membership and/or any position at any time. All such resignations shall be effective upon receipt or agreed upon dates and unless otherwise specified therein, written acceptance of such resignations shall not be necessary to make them effective. Upon resignation or removal, such member shall return all possessed Concerned Christian Citizens of Central Texas property including keys, proprietary/copyrighted material, flags/banners, emblems, etc. to the President or any member of the Board. Any expenses incurred shall be reimbursed by the board, if authorized.

**Multiple Officers and Appointments:** Elected Officers (President, Vice President, Treasurer, and Secretary) may serve on committees, but they may not Chair any committee. All other Board members may hold an additional Chair position subject to approval by a majority of the Board.

**Nomination:** The nomination process and balloting for the annual term of office will follow this procedure.

The Board shall make appointments for the board to be approved by the membership unless the Board decides it is in its best interest to appoint a nomination committee. A nomination committee consisting of a Chair and two or more board members of Concerned Christian Citizens of Central Texas shall be appointed by the Board in May to serve until the close of such election. Such appointments shall be announced at least 2 weeks in advance to the membership. Nominations for election of the Officers and Board members shall be in writing by the Nominating Committee or the Board and/or submitted by Concerned Christian Citizens of Central Texas interested parties to the Nominating Committee or the Board for vetting and inclusion, if appropriate, on the ballot.

The Nominating Committee or the Board shall make as many nominations and/or forward as many member nominations for election as it shall determine and/or receive. All such nominations shall be in writing and shall be made from among Concerned Christian Citizens of Central Texas interested parties and/or board members in good standing and with their consent.

All nominating committee nominations, Board member nominations, and member nominations shall be submitted by the Committee to the Concerned Christian Citizens of Central Texas Vice-President or a Board Member a minimum of one month before the Board schedules the next election. The Board shall cause the delivery of the submitted list of nominations to all interested parties in good standing present at the meetings at least two weeks prior to the elections.

A voter must be present for two meetings in the previous quarter (three months) before the annual election to cast their vote. Attendance will be tracked by a sign-in sheet at each meeting which is the responsibility of the secretary or his delegations.

Newly elected Board members will take office the beginning of July.

At the July Meeting the Board shall nominate and confirm all officers to serve at the pleasure of the board. Upon the conclusion of this meeting the board must have confirmed officers.

## ARTICLE IV

### **Description of Duties and Responsibilities of Board Officers**

The following duties pertain to authorized Board positions as described in Article III.

All Board Members:

Since Concerned Christian Citizens of Central Texas is a 501(c)(4) organization, no Board Member may assume a leadership position in any partisan political organization, political campaign, or any other political activity which might cause an appearance of impropriety in conflict with the 501(c)(4) IRS designation . Further, no Board Member may be a fiduciary of any partisan political organization or campaign. Any member of Concerned Christian Citizens of Central Texas who is campaigning for a candidate may not represent themselves as a member of Concerned Christian Citizens of Central Texas for campaign purposes.

President -The President shall chair any meeting of the general membership unless otherwise delegated by the Board. The President shall have and exercise, on behalf of the Board, the general day-to-day supervision of the affairs of Concerned Christian Citizens of Central Texas. The President shall not vote except to break a tie as defined in Robert's Rules of Order or as enumerated elsewhere in these By-Laws.

Any Member who wishes to place an item on the agenda must submit the item by the previous Board Meeting for approval.

The President, together with the Vice-President, Secretary, and Treasurer shall execute all contracts and official documents and papers of Concerned Christian Citizens of Central Texas which may be required to conduct the business affairs of Concerned Christian Citizens of Central Texas, its objectives or By-Laws, as authorized by the Board, not to exceed an expenditure of \$500 per month, to be approved by the board at the next meeting assuming that failure to receive approval will cause a personal expense to be invoked. All other expenditures will require a majority vote of the board.

The Vice-President shall maintain current knowledge of, be available to perform, and shall exercise all management and supervisory duties of the President in the absence of the President

and shall perform such other duties as may from time to time be assigned by the President and/or Board. In cases of resignation or permanent disability of the President, the Board by majority vote, may appoint the Vice-President to serve the President's remaining term of office, otherwise, the remaining Board members will jointly carry out the President's duties until a special election is held to replace the President. The Vice-President shall be responsible for the maintenance and listing of tangible assets of Concerned Christian Citizens of Central Texas and shall provide a complete listing upon the request of any Board Member and annually with the transfer of such assets upon the election of new officers.

It shall be the duty of the Vice-President to provide an agenda for all Board Meetings and Monthly Meetings to all Board Members a minimum of 48 hours in advance.

Treasurer - The Treasurer shall have the responsibility to perform and/or oversee the financial matters as specified herein and in the Concerned Christian Citizens of Central Texas By-Laws; and as required by the Board. The Board may require the Treasurer to give bond, at Concerned Christian Citizens of Central Texas expense, in such amount required by and in such sum and sureties as the Board may from time to time require. The Treasurer shall pay all just debts of Concerned Christian Citizens of Central Texas as approved by the Board provided that in no way shall any debt be made which exceeds the current monies held by Concerned Christian Citizens of Central Texas. The Treasurer will be responsible for ensuring all monies are counted and approved by a witness. And the Treasurer shall be responsible to insure that spending is in accordance with Concerned Christian Citizens of Central Texas By-Laws. In addition to the Treasurer, another Board Member shall be authorized to sign checks on behalf of Concerned Christian Citizens of Central Texas, with the same limitations as the Treasurer.

The Treasurer shall provide the financial books of account and records for inspection by any Board member at all reasonable times and after 15 days notice. At the regular meetings, the treasurer or his/her appointee shall provide to the membership a summary of the previous balance, the income, the expenditures, and the current balance. Any member may request to see individual income amounts or expenditures and it shall be the responsibility of the Treasurer to provide records he/she has available at that meeting. A complete record shall be available to that member for inspection within 15 days.

There shall be an audit of the financial records conducted in June by a 3 member committee prior to a new Board taking office.

Secretary - The Secretary shall perform the routine administrative requirements of the Board at the direction of the President. The Secretary shall keep minutes for the Board and at regular membership meetings. The Secretary will keep all files and turn over to the newly elected Board 15 days after the election. The Secretary shall also be responsible for managing basic legal affairs.

Event Coordinator - The Event Coordinator shall Coordinate, Manage, and Delegate all responsibilities involving special events, activities, and volunteer undertakings of the group.

## ARTICLE V

### **Appointed Offices**

The Board shall have the authority to appoint any offices to carry out the business of Concerned Christian Citizens of Central Texas as needed provided there is approval of the majority of the Board except as otherwise limited in the Bylaws.

## ARTICLE VI

### **Committees**

Committees should have a Chair selected by the Board or Board President with approval of the majority of the Board. Committees shall keep such records to facilitate business and submit the reports to the Board if requested. Every Committee must prepare if requested, quarterly reports to the Board which outline all activities and plans.

The Board President shall appoint a Committee Chair and members to each committee with the approval of the Board. The Board President shall oversee the temporary committees. The committee chair shall report the activities to the Board at each Board Meeting. Tasks are assigned to committees at the sole discretion of the Board.

## ARTICLE VII

### **Quorum**

A quorum of the regular membership shall be deemed to be any and all who are in attendance, provided that the entire membership is informed as to correct place and time by normal electronic means, at least two days before the scheduled meeting.

## ARTICLE VIII

### **Alteration or Amendment**

No alteration or amendment of these By-Laws shall be adopted unless the full text thereof shall have been submitted, in writing, and approved by the Board. The Board members shall review and present the proposed changes for vote at the next General Meeting.

A complete copy with the proposed amendments will be presented to all members in good standing. It will be voted on at the next scheduled monthly meeting after having been proposed. Consideration may be offered through the use of email or notification of posting on the website. It shall be the duty of the Board Members to execute the By-Laws within 2 weeks of their approval by the membership. Failure to do so will be grounds for his/her removal.

Amendments shall require a majority of the votes cast by members in good standing.

Revision Drafted on September 1, 2015 by Joe Goodson, Jeff Harris, Amos Martinez, and Jack Sewell.

**To Be** Approved by the Board September 2, 2015. **To Be** Confirmed by the people September 3, 2015.

Joe Goodson, President

Jeff Harris, Vice President

Jack Sewell, Secretary/Treasurer

Amos Martinez