

Bylaws 2017



MID-CITIES
Supporters of SafeHaven

P.O. Box 247

Colleyville, TX 76034

Web site: www.mid-cities.org

News blog: <http://blog.mid-citiessos.org>

Mid-Cities Supporters of SafeHaven Mission Statement

Mid-Cities SOS is a grass-roots organization devoted to assisting SafeHaven of Tarrant County Inc. in its mission to end family violence through financial aid, volunteer and support services, and to increase community awareness of domestic violence.

BYLAWS OF THE MID-CITIES SUPPORTERS OF SAFEHAVEN

ARTICLE I – NAME AND PURPOSE

SECTION 1 The name of the organization shall be Mid-Cities Supporters of SafeHaven of Tarrant County, also known as Mid-Cities SOS.

SECTION 2 The principal office of the organization shall be in Northeast Tarrant County, Texas.

SECTION 3 The purpose of Mid-Cities SOS is exclusively for charitable and volunteer services. Its functions shall be to assist SafeHaven of Tarrant County through financial aid, volunteer and support services, and to increase community awareness of domestic violence.

ARTICLE II – POLICIES

SECTION 1 The policies of the organization shall be non-commercial, non-partisan, and nonsectarian for the benefit of abused women and children.

SECTION 2 No earnings of the organization will be used or expended except in the accomplishments of its legitimate aims and purposes.

ARTICLE III – FISCAL YEAR

The fiscal year of Mid-Cities SOS shall be March 1 through the last day of February.

ARTICLE IV – MEMBERSHIP AND DUES

SECTION 1 Membership shall be extended to anyone interested in the purpose of the organization. In joining Mid-Cities SOS, members are expected to contribute time, talents and resources in support of the organization.

SECTION 2 Annual dues for membership in the organization shall be payable by May 31. Dues shall be determined by the Executive Board in November, with any changes subject to approval by the membership in December. Upon receipt of membership dues, an individual will be placed on the membership roll and be eligible for all membership rights.

SECTION 3 The membership year of Mid-Cities SOS will run concurrent to the organization's fiscal year.

ARTICLE V – OFFICERS AND ELECTIONS

SECTION 1 The elected officers of the organization shall be a President, 1st Vice President, 2nd Vice President, 3rd Vice President, Secretary, and Treasurer. A Parliamentarian shall be appointed by the President with the approval of the elected officers.

SECTION 2 Officers shall hold office for a term of twelve months. All officers will serve for no more than three consecutive terms in the same office or until his or her successor is elected and qualifies for the position. One who has served more than one-half of a term shall be credited with having served that full term. No person may hold two offices at the same time.

SECTION 3 Duties of the President

- A. The President shall preside at all meetings of the Mid-Cities SOS and shall appoint all committee chairs with the final approval of the Executive Board.
- B. The President shall be an ex-officio member of all committees except the Nominating Committee.
- C. The President shall serve as the liaison between the Mid-Cities SOS and the Board of Directors of SafeHaven and

shall attend the SafeHaven Board of Directors' meetings.

- D. The President shall be the custodian of all records and correspondence pertaining to the office.

SECTION 4 Duties of the 1st Vice President

- A. The 1st Vice President shall serve as aide to the President and preside in her absence.
- B. The 1st Vice President shall serve as the Membership Chair and maintain all membership records.

SECTION 5 Duties of the 2nd Vice President

- A. The 2nd Vice President shall oversee the activities of all fundraising committees.
- B. The 2nd Vice President shall be an ex-officio member of all fundraising committees.
- C. The 2nd Vice President shall be the custodian of all records and correspondence pertaining to the office.

SECTION 6 Duties of the 3rd Vice President

- A. The 3rd Vice President shall act as custodian of all records and material pertinent to the history of the organization.
- B. The 3rd Vice President shall oversee all public relations and communications.

SECTION 7 Duties of the Secretary

- A. The Secretary shall keep the minutes of the General Membership and the Executive Board meetings.
- B. The Secretary shall be the custodian of the minutes of the Executive Board and general meetings.

SECTION 8 Duties of the Treasurer

- A. The Treasurer is the custodian of all funds of the organization. Funds shall be timely deposited in a local bank and disbursed on the authorization of the Executive Board. The Treasurer shall present a financial report(s) at all business meetings.
- B. The Treasurer will prepare with the assistance of the Executive Board an annual budget to present to the general membership no later than the May meeting for adoption. Approval of the annual budget by the general membership authorizes the Executive

Board to transact all business of the organization.

- C. The Treasurer shall be responsible for disbursements of tax receipts and shall satisfy all requirements related to federal and state compliances, tax laws and tax liability. This includes assuring the current assignment of Agent to the Secretary of State with each new appointment, filing the annual state report and assuring that the organization is PCI compliant. The Treasurer shall present and report the filing date(s) of the Form 990 and the PCI report to the Executive Board.

- D. The Treasurer's accounts shall be examined annually by a review committee of no less than three (3) members. The review committee shall be elected by the general membership at the April meeting to report to the general membership by the end of May. The Treasurer in office for the period of time being reviewed shall not serve as an elected member of the review committee.

SECTION 9 Duties of the Parliamentarian

The Parliamentarian or designee shall attend all Executive Board and general membership meetings and shall advise the presiding officer on questions of parliamentary procedure. The

Parliamentarian shall be a voting member of the Executive Board and general membership.

ARTICLE VI – EXECUTIVE BOARD

The President, 1st Vice President, 2nd Vice President, 3rd Vice President, Secretary, Treasurer, Parliamentarian, and standing and fundraising committee chairs, as appointed and approved by the officers of the organization, comprise the Executive Board. In case of a vacancy in any office, the Executive Board shall appoint a member to fill such vacancy until the next election of officers.

ARTICLE VII – NOMINATING COMMITTEE AND ELECTIONS

Section 1 Nominating Committee

- A. The Nominating Committee shall consist of five (5) members and two (2) alternates elected by the general membership during the month of September. The Nominating Committee shall elect its chair.

- B. The Nominating Committee shall present a slate of officers to the general membership during the month of November.
- C. The officers shall be elected during the month of December at the general membership meeting.
- D. The officers' installation shall be held during the month of February at the general membership meeting, and the officers will assume their individual duties on March 1 annually.

ARTICLE VIII – MEETINGS

The Executive Board and general membership shall each meet a minimum of eight (8) times annually at a time and location to be approved by the Executive Board. A simple majority of the members of the Executive Board constitutes a quorum to conduct business at the Executive Board meetings. Fifteen (15) percent of the membership constitutes a quorum to conduct business at the general membership meetings. At Board meetings or general membership meetings where a quorum is not present, in an emergency situation or during a period of

time when Board meetings and general meetings are not scheduled and a time essential decision is necessary, the Board or general membership may be notified of this item and may vote on this item through electronic means. These electronic votes will be documented and such documentation will be attached to the monthly minutes and must be reaffirmed at the next Board or general membership meeting.

ARTICLE IX – STANDING COMMITTEES

Standing committees may be created and approved by the officers as required or needed. Each standing committee chair shall serve as a member of the Executive Board and shall present an annual report to the Executive Board.

ARTICLE X – SPECIAL COMMITTEES

Special committees may be created and approved by the Executive Board as required or needed. Each special committee shall present a final report to the Executive Board within 30 days after the conclusion of the event or activity.

ARTICLE XI – FUNDRAISING COMMITTEES

Fundraising committees shall be created and approved by the Executive Board as required to manage a fundraising event or project. Each fundraising committee chair shall serve as a member of the Executive Board and shall present a final report to the Executive Board within 30 days after the conclusion of the event.

ARTICLE XII – PARLIAMENTARY PROCEDURE

Robert's Rules of Order, Newly Revised, shall be the parliamentary authority.

ARTICLE XIII – AMENDMENTS

The Bylaws may be amended at any general membership meeting with a quorum established and by a two-thirds (2/3) vote of the members present and voting. Notice of the proposed changes shall be provided to the general membership at least fifteen (15) days prior to the vote.

ARTICLE XIV – DISSOLUTION OF THE ORGANIZATION

In the event of dissolution of the organization, all properties and monies shall revert to SafeHaven of Tarrant County.

<i>Approved:</i>	<i>1985</i>
<i>Amended/Approved</i>	<i>January 9, 1998</i>
<i>Amended/Approved:</i>	<i>March 3, 2000</i>
<i>Amended/Approved:</i>	<i>February 7, 2003</i>
<i>Amended/Approved:</i>	<i>February 3, 2006</i>
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<i>Amended/Approved:</i>	<i>November 5, 2010</i>
<i>Amended/Approved:</i>	<i>August 3, 2012</i>
<i>Amended/Approved:</i>	<i>August 9, 2013</i>
<i>Amended/Approved</i>	<i>September 5, 2014</i>
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