

Heart of Texas Peace Corps Association (HoTPCA)

By-Laws – Ratified 11/18/2018

Article 1 – Purpose

The HoTPCA (*Heart of Texas Peace Corps Association*) is a group of returned Peace Corps Volunteers, friends and family that live in the Austin area in Central Texas and agree to the following goals for the organization:

- Engage, unite, increase and support the Peace Corps community in Central Texas;
- Organize and support activities that cultivate cultural understanding;
- Support sustainable community-building projects both locally and overseas.

Article 2 – Membership

2.1 Eligibility

Membership is open to all individuals who share the goals of the organization and have paid the annual membership fee directly to HoTPCA.

2.2 Regular Meeting

The general membership will meet at least once each fiscal year.

2.3 Voting Rights and Elections

Members will ratify the slate of Board Members and officers as proposed during the Annual Meeting, which will be held in the last quarter of the calendar year and will be called via group communication mechanisms (i.e. list serve or website) by the President or Vice-President with at least one week notice.

25% of membership must be present to vote at an Annual Meeting. 2/3 of members present must vote for any item in order for it to be approved.

2.4 Dues

The membership fee for each fiscal year shall be determined by the Board of Directors.

Article 3 – Board of Directors

3.1 Number and Qualifications

The Board shall have up to 11, but no fewer than 3, members.

In addition, representatives of other organizations or individuals as the Board may deem advisable to elect shall be Ex-Officio Board Members, but shall not have voting power and shall not count as one of the regular board members unless they have been nominated and elected to serve in that capacity (the Peace Corps Recruiter, any NPCA Board Member from Central Texas and Jim).

3.2 Term of Board

All appointments to the Board shall be for a two (2) year term. No person shall serve more than two consecutive two (2) year terms. A Board member may be eligible for reconsideration as a Board member after 2 years have passed since the conclusion of the member's service.

3.3 Meetings

Board meetings may be held at such time and place as shall be determined by the Board and shall be held at least quarterly. A member may attend meetings by telephone if possible, but not guaranteed since we sometimes meet where there is no phone access.

3.4 Role of Board Members

At a minimum, Board Members will:

- Attend 75% of all Board Meetings in a calendar year and play an active role on the Board.
- Be an active member of at least one Committee.
- Take on roles and special tasks based on the need for leadership as identified by the Board, and
- Be a dues-paying member in good standing.

3.5 Quorum

At each meeting of the Board or Committees, the presence of 2/3 of the currently serving members must be present.

3.6 Attendance

An elected Board member who is absent from three regular meetings of the Board or assigned Committee during a fiscal year is encouraged to reevaluate with the Board Chair his/her commitment to HoTPCA.

Article 4 – Officers

4.1 Officers and Duties

The Board shall elect officers, who shall include a President, Vice President, a Treasurer, and other officers, positions or members-at-large as the Board shall from time to time determine.

4.2 President

The President shall:

- Set agendas, facilitate meetings and has the right to call meetings,
- Be responsible for leadership of the Board in discharging its powers,
- Ensure that the association remains in compliance as a nonprofit,
- Ensure appropriate links and communication with NPCA and other RPCV groups,
- Make sure that other Board Members and Committees feel supported and fulfill their responsibilities as intended,
- Be authorized to be the financial back-up for the Treasurer,
- Revise bylaws with approval of Board Quorum and articulate other policies and procedures as necessary, and
- Continue to develop or formalize Board and Committee Structures.

4.3 Vice President

The Vice President shall:

- Take notes and distribute them after every Board Meeting,
- Make sure that time is kept during meetings,
- Help the President utilize any procedural protocols needed for smooth meetings,
- Maintain records of all written documentation,
- Review bank information at least quarterly to provide support and a check-and-balance for the Treasurer and President,
- Takes leadership of association development projects,
- Assist the President in the development of bylaws and policies, and
- Assist the President in the formalization of Board Committee Structures.

4.4 Treasurer

The Treasurer shall:

- Manage finances via the organizational bank account,
- Keep financial records and present them to the Board and membership,
- Draft and maintain an annual budget for Board approval, and
- Make vendor payments as appropriate.

4.5 Volunteer Coordinator

The Volunteer Coordinator is a named position to indicate the importance of continued volunteer service to our overall mission and purpose. The Volunteer Coordinator, appointed by the Board, will:

- Organize occasional volunteer activities for general membership,
- Serve as a member of the Events Committee,
- Hold at least one volunteering related event per quarter
- Recruit and manage volunteers for HoTPCA events,
- Keep records on volunteers and report volunteer activity, including special recognition to the Board.

4.6 Election and Term of Office

All officers shall be members of the Board during their terms in office. Officers shall be elected for a one year term. No officer shall be eligible to serve more than two consecutive terms in the same office. A vacancy occurring in any office may be filled by the Board for the unexpired portion of the term of the office left vacant.

Article 5 – Committees

5.1 Committee Chairs

Until the Board votes otherwise, a Board member will chair or co-chair each committee. The Committee Chair(s) may appoint members to each committee or select new chairs with approval of the Board.

5.2 Standing Committees

The Board shall maintain the following committees: Membership, Events, Grants, and Communications, and Partnerships Committees

5.3 Membership

- Maintain an accurate database of members and their information,
- Maximize the number of paid members by sending timely dues renewal and past due notices,
- Welcome all new members and facilitate their use of the website and list serve by utilizing New Member Welcome process checklist, and
- Contact members as needed for special events and annual meeting.

5.4 Events

- Coordinate ongoing and monthly events,
- Offer new social or informational meetings that support HoTPCA's mission,
- Organize volunteers to support volunteer coordinator, and
- Oversee planning and implementation of the Annual Meeting.

5.5 Grants

- Work closely with the Outreach Chair to ensure accurate information is posted on the website and list serve on grants,
- Research and solicit applications for available PCV grants, nonprofits, and projects in line with HoTPCA's funding priorities,
- Hold a quarterly committee meeting to decide on grants to vote on at board meetings and/or the annual meeting, and
- Assist Vice President in Fundraising to increase the grants fund.

5.6 Communications

- Maintain website, social media channels, and email platforms,

- Compose and send quarterly email newsletters to members,
- Create PR, signage, and promotional materials as needed, and
- Support the Board and Committees by acting as a liaison to all media.

5.7 Partnerships

- Serve as liaison between HoTPCA and similar organizations,
- Coordinate partnerships and collaborations to further the HoTPCA mission, and
- Promote and facilitate third goal activities when possible.

5.8 Special Committees

The Board may form additional committees as needed. Committees shall only be comprised of dues-paying members, except in the case of the technical committee.

Article 6 – Miscellaneous

6.1 Fiscal Year

The fiscal year of HoTPCA shall be from January 1 to December 31.

6.2 Expenditure Authority

The Treasurer and the President will have the authority to make payments on behalf of the organization. Expenses over \$100 need Board approval unless specified in the annual approved budget.

6.3 Amendments to Bylaws

These bylaws may be altered, amended or repealed and new bylaws may be adopted by a quorum of the entire Board and then ratified at the next annual Membership Meeting. Bylaws should be referenced at each quarterly meeting and reviewed in detail each start to the fiscal year with new board members. All new board members should receive a copy and review it at the initial Board meeting or orientation in order to assess their ability to comply with the Bylaws.