

**ARTICLE I – GENERAL**

- A. The Name of this charter club shall be Horseshoes/Washer Klub and Shuffleboard (HAWKS).
- B. Purpose: To participate in and promote the games of Horseshoes, Shuffleboard and Washers and maintain a high standard of sportsmanship and integrity.
- C. These bylaws will comply with the Sun City Texas Community Association (Association) Associations' Governing Documents (Documents), and the Policy for Charter Clubs (Policy). In the event of a conflict between these bylaws and the Documents, or Policy; the Documents or Policy will prevail.
- D. The HAWKS shall be operated as a non profit Club in accordance with applicable statutes and the Association's Documents.

**ARTICLE II – MEMBERSHIP**

- A. Membership shall be open to all Association residents in good standing without discrimination as to race, religion, color, or national heritage.
- B. There shall be no precondition for membership, nor will members be required to join any national, state, or regionally affiliated organization.
- C. Guest Privileges:
  - a. Resident Guest, as defined in the Association's Charter Club Policy, may participate in up to four (4) HAWKS events before being required to become a HAWKS member before participating in any future events.
  - b. Non Resident Guest: Must be accompanied by a resident and are welcome to come and participate in up to four HAWKS events.
  - c. Children under 12 years old may not use the courts use horseshoe courts.
  - d. When Children 12 up to 16 years are playing horseshoes they must play from the 30 foot distance.
  - e. Tournament Guest: Any non-resident that has been invited by the Klub to participate in a tournament.
  - f. Developer Guest: Any Vacation Getaway visitor as prospective buyer accompanied by a sales associate.

All Guests may use any of the HAWKS provided equipment, providing said equipment is used only for the intended purpose and returned to proper storage area. Playing Courts shall be available a minimum of 50% of the time for any non members of the HAWKS who are Association residents.

- D. Dues: Membership dues will be assessed at \$12.00 dollars/year: due from fiscal year January 1 to June 30<sup>th</sup> and will be \$6.00 for anyone joining after July 1<sup>st</sup>. Dues for a family member of a Member are \$3 dollars/year for joining anytime of the year. Membership dues must be paid to be a voting member of the HAWKS.

**ARTICLE III – OFFICERS**

- A. The executive board shall consist of a President, Vice President, Secretary, and Treasurer.
- B. All officers shall be elected by a vote of the general membership, and shall serve without compensation.
- C. Terms of Office and Responsibilities:
  - a. The President shall be responsible for the conduct of all meetings and the scheduling of regular and special meetings. Will reserve meeting rooms as necessary to conduct meetings with assistance from executive committee. Will attend annual Association Meetings as a member of the executive committee.
  - b. The Vice President shall perform all the duties of the President in the absence of the President. Shall prepare and forward all information pertaining to the HAWKS activities for publication in the Sun Rays (resident publication) to the Communications/Lifestyle Office as directed by the Association. Will assist the Secretary and Treasurer in the notification of the membership whenever special meetings are called. Shall attend or secure volunteers to attend the Quarterly New Homeowner Orientation meetings to solicit new members. Shall attend annual Association Management meeting as a member of the executive committee.
  - c. The Secretary shall record the business of all meetings and attend to any correspondence required by the HAWKS. Shall be responsible for all reporting required by the Association Management with assistance from HAWKS members. Will inform all members of the date-time-place of special meetings. Shall attend annual Association Management meeting as a member of the executive committee.
  - d. The Treasurer will be responsible for the collection of all dues and any other monies gathered by the HAWKS. Will maintain all required records pertaining to these funds and set up a petty cash fund for the disbursement of the HAWKS' funds. All records will be maintained as required by the Association. Shall secure required approval and/or signatures prior to disbursement of funds. Will attend annual Association Meetings as a member of the executive committee.
  - e. Term of office will be for one year for all officers.
- D. Nomination and Election Procedures: A nominating committee, appointed by the President, will select a list of candidates. Additional nominations will be solicited from the floor. Election will be determined by the nominee with the greater number of votes. A run off election will be held in the case of a tie.
- E. Meetings, Quorum, and Voting Procedures:
  - a. Meetings will be held after practice sessions with additional or special meetings call by the President as necessary.
  - b. A Quorum will constitute 15% of the membership present to establish a Quorum.
  - c. All members will have voting privileges of one member, one vote on all issues.
  - d. Majority of votes of members present will rule.

- F. Vacancies and Recall of Officers: Any officer of the HAWKS may be recalled by a majority vote of all members. Any officer may be removed from office for non-performance of duties or criminal acts against the HAWKS. Any officer who is no longer a resident of the Community Association must resign his or her office.

#### **ARTICLE IV: MEETINGS**

- A. Types and frequencies of meetings:
- General meetings will be held after practice sessions, as needed
  - Special meetings may be called by the President to take care of any emergencies or to plan for tournaments.
  - All members shall be notified at least one week in advance of any special meeting.
- B. Conduct of Meetings/Parliamentary Procedures:
- Conduct of the meetings will be under the jurisdiction of the President.
  - Parliamentary procedure "Roberts Rule of Order" may be used.
- C. Voting and Quorum Procedure:
- One member, one vote will apply with a Quorum defined as 15% of the HAWKS membership present.
  - Members unable to attend special voting meetings for Officers may vote by written proxy, form to be provided.

#### **ARTICLE V: FINANCIAL**

- A. Financial procedures for collection, deposit and expenditure of funds will comply with the procedures outlined in the Policy for Chartered Clubs.
- B. Financial records will be maintained for a period of seven (7) years.
- C. The fiscal and operations year shall run from January 1 through December 31.
- D. Any expenditure greater than \$500.00 dollars must be approved by a vote of the HAWKS. All expenditures over \$500.00 dollars require the signature of the President and the Treasurer. A petty cash fund may be set up with a maximum of \$500.00 dollars available. All disbursements must have sales receipt.
- E. A committee of three at large members shall be appointed by the President to certify, on an annual basis, all financial records with the results presented to the general meeting and duly recorded by the Secretary.
- F. Equipment inventory shall be conducted once a year by the Vice President and results reported to the general membership and duly recorded by the Secretary.

**ARTICLE VI: COMMITTEES**

- A. A permanent finance committee will be appointed by the President. One duty will be the certification of records on an annual basis. They will also assist the general membership by suggesting or finding means of increasing the HAWKS well being.
- B. Committee chairpersons may be appointed by the President or the executive board.
- C. Committees may be appointed for various reasons for the benefit of the HAWKS. The committee chairperson will be responsible for recording the committee assigned goals and reporting back to the general membership.

**ARTICLE VII: AMENDMENTS**

- A. To amend the bylaws of the HAWKS requires a two thirds (2/3) vote of those present at the meeting duly called for such purpose. A quorum must be present and required notice given to all members.
- B. The total membership must have received notice of the intent to hold a special meeting at least one week in advance of the meeting date. It will be the duty of the Secretary to notify the membership with assistance of the executive committee.

**ARTICLE VIII. DISSOLUTION**

Prior to the HAWKS dissolution, and after all debts are satisfied, all property and assets shall be turned over to the Association.

**FOR THE CLUB:****FOR THE ASSOCIATION:**\_\_\_\_\_  
Name/Signature\_\_\_\_\_  
Name/Signature\_\_\_\_\_  
Title\_\_\_\_\_  
Title\_\_\_\_\_  
Date\_\_\_\_\_  
Date