

# SUN CITY TEXAS COMMUNITY ASSOCIATION (SCTCA)

## CHARTER – VETERANS MEMORIAL ADVISORY GROUP

*(Revised November 17, 2022)*

1. Charter: The SCTCA Board of Directors, on recommendations of the Property and Grounds Committee, hereby charters the Veterans Memorial Advisory Group (VMAG) as an entity serving under the direction of the SCTCA Executive Director. This charter supersedes and replaces all previous VMAG charters.
2. Purpose. The purpose of the VMAG is to advise and assist the Executive Director and, where appropriate, the SCTCA Board of Directors and/or the SCTCA Staff on matters pertaining to the Georgetown-Williamson County Veterans Memorial Plaza, also known as Williamson County Veterans Memorial Plaza.
3. Responsibilities: The VMAG is responsible to:
  - a. Oversee use, maintenance, and improvements of the Veterans Memorial Plaza, and make recommendations pertaining thereto to the Executive Director and/or to the SCTCA Staff, and as appropriate to the Board of Directors.
  - b. Oversee, plan and/or coordinate all ceremonies at the Veterans Memorial Plaza. These include (but are not limited to) the annual Memorial Day, Patriot Day and Veterans Day ceremonies.
  - c. Oversee and encourage the use of the Plaza for appropriate activities by Sun City residents and residents and organizations throughout Williamson County.
  - d. Actively encourage and promote the purchase of engraved bricks to support the maintenance and any related activities associated with the Veterans Memorial Plaza. Place and coordinate the orders for the engraved bricks, to be processed for payment through the SCTCA Finance Staff. Arrange, coordinate, and document the location of bricks installed on the plaza.
  - e. Determine appropriate location for any new trees approved for installation at the Veterans Memorial Plaza. Coordinate installation of trees with the donor(s) and SCTCA Staff.
4. Organization:
  - a. VMAG will consist of no less than five (5) Veterans of the Nation's United States Armed Forces, and/or the United States Merchant Marine, who are members of the SCTCA or residents of Williamson County. All new members recommended by the VMAG Chairperson and/or a VMAG member must be approved by the majority of VMAG members present during any regular meeting and shall be submitted annually to the SCTCA Executive Director for concurrence. To become a member in VMAG, unless otherwise specified herein, members must be Veterans who are members of the SCTCA or residents of Williamson County. However, it is required that the Chairperson ensure and maintain that the majority of the VMAG membership shall be military or merchant marine veterans who are members of the SCTCA. In addition to the basic requirements, to become a member and maintain that membership, VMAG members must be willing to actively attend VMAG meetings and/or devote their time to serve on committees and/or subcommittees in support of the VMAG advisory duties and responsibilities unless they

have been determined to be emeritus by a vote of the membership present at any regular meeting.

- b. The Chairperson and/or members of VMAG may recommend as Associate Members, SCTCA members who are non-veterans subject to approval of the VMAG membership in attendance during any regular meeting. Those persons so designated as Associate Members, shall assist and/or contribute in a specific way that is essential to VMAG activities. The Associate Members will have all the privileges of VMAG membership, except that they will be non-voting members and cannot hold the office of Chairperson, Vice Chair, Secretary or Treasurer.
  - c. Under special circumstances, the Chairperson may recommend Honorary memberships for those who are involved in or have provided VMAG with a specialized service essential to its mission. Honorary membership is subject to approval of VMAG membership in attendance during any regular meeting. Honorary members may have limited rights as determined by the Chairperson but cannot vote or hold a position of leadership in VMAG.
  - d. Each even numbered year at the November regular meeting, beginning in the year 2024 and in each even numbered year thereafter, a simple majority of VMAG members present during the meeting, will select for a two -year term in office a Chairperson and Secretary, subject to concurrence of the SCTCA Executive Director. Each odd numbered year at the November regular meeting, beginning in the year 2025 and in each odd numbered year thereafter, a simple majority of VMAG members present during the meeting, will select for a two-year term in office a Vice-Chair and Treasurer, subject to concurrence of the SCTCA Executive Director. However, the Chairperson and the Treasurer must be SCTCA members. Newly selected officers will begin their two-year term of office on 1 January. There is no limit on how many two-year terms in office an officer may serve.
  - e. If any VMAG officer resigns or becomes unable to serve out their term of office, a simple majority of VMAG members in attendance at the next regular meeting shall select a replacement for the vacancy to serve out the remainder of the term of office.
5. Communications:
- a. Unless otherwise directed by the Executive Director, communications between the SCTCA Board of Directors, Executive Director, and/or SCTCA Staff on all matters related to VMAG responsibilities and activities will routinely be limited to the VMAG Chairperson and Treasurer. Exceptions may apply when members, designated by the VMAG Chairperson or approved by the VMAG membership in attendance at an official meeting, are authorized to communicate as necessary directly with the appropriate SCTCA Staff.
  - b. Meeting agenda, financial reports and previous meeting minutes will be provided electronically to all VMAG members and designated SCTCA Staff in advance of meetings. The approved agenda, minutes and financial reports also will be posted on the VMAG website. The VMAG officer/member designated by the Chairperson, will prepare and submit copies of the approved minutes and financial reports to the SCTCA Executive Director, and/or other designated SCTCA staff.

Recommended by the VMAG membership, 9/15/2022

Approved by the CA Executive Director, 9/27/2022

Approved by the Property and Grounds Committee, 10/4/2022

Approved by the CA Board of Directors, 11/17/2022