

BY-LAWS

Charter Oaks Swim Club of San Antonio, Inc. d.b.a. Charter Oaks Community Organization

Article I – Name

Section 1

The official name of this organization shall be the Charter Oaks Swim Club of San Antonio, Inc. The assumed name shall be Charter Oaks Community Organization.

Article II – Objective

Section 1

The Charter Oaks Community Organization (COCO) shall be organized on a non-profit basis for the benefit of the community. The prime objective is to maintain property values by maintaining the frontage area and signage along with the maintenance of the pool, clubhouse, and grounds as recreational and social facilities for the residents of Charter Oaks.

Article III – Organization

Section 1

COCO is established and maintained to be responsible for financial obligations through the use of income derived from membership and other revenues.

Article IV – Membership

Section 1

(A) Neighborhood Membership

Membership is open to any resident or home-owner of Charter Oaks. Members shall have full voting rights and are eligible to serve as officers.

(B) Associate Membership

Associate membership is open to residents of neighborhoods outside of Charter Oaks who paid the fees for pool use (Pool Members). The Board reserves the right to limit total Associate Members.

(C) Fees

Neighborhood members and associate members shall consist of those who meet the requirements of paying the voluntary assessments as set forth by the Board of Directors. The annual membership fees shall be paid to the Treasurer.

(D) Cancellation

The Board of Directors, by a majority vote of those present and voting, may cancel the membership of members who violate the rules for the pool or clubhouse.

Article V – Quorum, Meetings, Voting

Section 1 – Meetings

A minimum of one general meeting of the members of the Club shall be held annually in April at the Clubhouse. Officers and Executive Board members shall be elected at this meeting. Special meetings of the general membership may be called by a majority vote of the Board, or upon demand of at least 15% of the COCO members. Ten days notice to the membership is required for all meetings.

Section 2 – Quorum

The quorum for all Board meetings shall be at least six, all Board members having been notified.

Section 3 – Voting

Only COCO members will be allowed to vote. One vote is allowed for each member household. Proxy votes are accepted if a qualified member cannot be present at the meeting due to illness, out of town, etc. The proxy vote must be issued in writing to a Board member. Elections and other business actions will be by vote of a majority of those members present.

Section 4 - Procedure

All parliamentary procedures not covered by these by-laws shall be governed by Robert’s Rules of Order.

Article VI – Officers

Section 1 - Officers and Duties

President

The president shall preside at all business meetings of COCO and the Board of Directors. He/she shall appoint or remove chairs of all committees and perform such other duties as his/her office may require. He/she shall act independently in case of an emergency which might affect the purpose of the organization.

Vice President

The Vice President shall assume the duties of the President in his/her absence, and shall otherwise assist him/her as required.

Secretary

The Secretary shall give notice of all meetings and shall record minutes of all meetings. The Secretary shall keep, or delegate the responsibility for keeping, all papers and records pertaining to the club.

Treasurer

The Treasurer shall be responsible for all funds and deposit all monies from any source. Under the supervision of the board of directors and with the approval of the president, he/she shall pay all bills incurred and have charge of all financial affairs of the organization. He/she shall render a financial report at all regular membership and board meetings. The Treasurer shall maintain a list of active members.

Article VII – Board of Directors

Section 1 – Members

The Board of Directors (Board) shall consist of the officers and up to six additional members elected by the general membership. The Board shall meet at the call of the President.

Section 2 – Vacancies

Vacancies on the Board shall be filled by the President. Vacancies in the office of the President, however, shall be filled from among the Board members by a majority vote of the Board.

Section 3 – Finance

The Board of Directors shall have complete authority to conduct the ordinary business of the organization. Dues and rental fees must be approved by a two thirds vote of the Board of Directors.

Section 4 – Duties

The Board of Directors shall establish policies and changes of policies; formulate and supervise projects and programs; review and recommend amendments of By-Laws.

Article VIII – Committees

Section 1

The President shall appoint such committees as he/she deems necessary to conduct the affairs of the organization. Members of the Board may also chair or serve on committees.

Article IX – Salaries

Section 1

No officer of the club shall receive any compensation for performance of the duties of the office.

Article X – Amendments

Section 1

These By-laws shall be reviewed and amended as deemed necessary by the Board of Directors by a two thirds vote of those present and voting.