

December Events Committee Bylaws

I. Article 1 – Name

The name of this organization shall be the December Events Committee (DEC).

II. Article 2 – Purposes and Powers

The purpose of the December Events Committee shall be to promote and support Christmas in the Park, an annual lighted display of scenes in the Cuero Municipal Park and throughout the City of Cuero, Texas. The December Events Committee shall function in concert with the Cuero Development Corporation and the City of Cuero to achieve these goals.

III. Article 3 – Membership

Membership in the December Events Committee shall be open to any person who supports the purposes listed above. Membership shall not be denied on the basis of race, color, religion, sex, national origin, genetic make-up, or physical or mental disability. All members shall have the right to vote on all matters brought before the committee. All members of the committee, including officers, must be present to vote. No voting shall be in absentia. It is the responsibility of DEC members to bring before the DEC Board any direct or assumed conflict of interest. Members shall refrain from engaging in any activity which may bring reproach on the organization. Termination of membership shall be initiated by individual members via written notice to the President, or by general consent of committee members.

IV. Article 4 – Meetings

Regular Meetings shall be held the third Wednesday of each month at 5:30 pm at the Cuero Library unless otherwise scheduled. Special Meetings shall be scheduled by the Board Officers as needed. Pursuant to the Texas Open Meetings Act, notices for all meetings shall be posted 72 hours prior. Meetings shall be open to the general public.

V. Article 5 – Board of Officers

Powers, Qualifications, Election

The DEC and its Officers shall work with the Cuero Development Corporation and the City of Cuero to accomplish the purpose and goals of the DEC. The DEC is an ad-hoc committee of the Cuero Development Corporation (CDC). Officers shall be in good standing in the community and shall actively promote and support the purposes of the DEC. Annual election of officers shall be by general consent of the committee members. All officers should be prepared to work with and function as liaisons to the Cuero Development Corporation and the City of Cuero. Nomination of officers shall be set forth each February and voted upon at the March regular committee meeting. A majority vote at this meeting shall constitute annual election of officers.

Number, Terms, Vacancies, Removal & Resignation

The Board of Officers shall be composed of four (4) officers: President, Vice President, Secretary, and Treasurer. Terms of office shall begin upon election and shall terminate upon determination of the general consent of the DEC members or written resignation by the officer. Vacancies shall be filled by qualified applicants with the general consent of the members of the DEC. Officers shall give written notice of resignation to the President. Terms of office shall be one year. There shall be no term limits with respect to how many terms an officer may serve.

President – Duties & Responsibilities

The President shall schedule all regular and special meetings of the DEC pursuant to the Texas Open Meetings Act. The President shall set an agenda for each meeting. The President shall preside at all meetings of the DEC or appoint the Vice President to preside in his/her absence. The President shall work with the DEC officers, the Cuero Development Corporation, and the City of Cuero to develop an overall plan for the promotion of, installation of, maintenance of, operation, and tear-down of Christmas in the Park.

Vice President – Duties & Responsibilities

The Vice President shall be prepared to assume the duties of the President in the absence of the President.

Secretary – Duties & Responsibilities

The Secretary shall serve as the custodian of documents and records pertaining to the DEC including meeting minutes, history, correspondence, and schedules. These records shall be subject to the Texas Open Records Act, and shall be kept at the CDC office.

Treasurer – Duties & Responsibilities

The Treasurer shall, with the assistance of the Cuero Development Corporation and the City of Cuero, develop an annual budget for Christmas in the Park as part of the normal budgetary process. The budget may be revised during the fiscal year as needed. Revisions to the budget shall be approved by the DEC and then the CDC.

VI. Article 6 – Committees

Subordinate committees may be formed by the DEC Officers to accomplish the purposes and goals of the DEC. Examples of such committees are: Publicity, Volunteer Coordination, Fund-Raising, and Scene Sales. Such committees shall develop standard operating procedures as deemed necessary with the express approval of the Board.

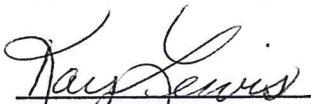
VII. Article 7 – Finances & Records

Contracts and payment for goods and services are processed through the Cuero Development Corporation and the City of Cuero. Responsibility for financial records retention for these payments rests with these two organizations. DEC officers and members are not compensated for their volunteer service, but may be reimbursed for expenditures with approval by the DEC. The Fiscal Year for the DEC shall begin October 1 and end September 30 the following year. The DEC financial records are subject to the same auditing process as the CDC.

VIII. Article 8 – Amendment of Bylaws

Notices of proposed changes to these Bylaws shall be made 30 days in advance of amendment. Bylaws may be amended by a majority vote of the DEC members present.

Approved this 21st day of October, 2015



President



Treasurer