

AUSTIN CHAPTER OF CREDIT UNIONS BYLAWS

Preamble

To further the Credit Union Movement, credit unions are organized in Chapters, Leagues, and National Associations. The credit unions and these organizations of credit unions are all motivated by the same high principles. The services rendered by the credit unions are basically the same, regardless under which law they are organized. The value of cooperative efforts, mutual instruction, and social contact can be more efficiently enhanced through organization. This Chapter is established to serve the needs of the Credit Union Movement and to effect efficient coordination among credit unions.

Article I – Name

Section I

The name of this organization shall be the Austin Chapter of Credit Unions.

Article II – Objectives

Section I

The objectives of the Chapter shall be:

- A. To promote interest and cooperation between credit unions and members within this area.
- B. To assist the Cornerstone Credit Union League in furthering the development and organization of additional credit unions.
- C. To promote membership in the Cornerstone Credit Union League for the furthering and protection of the credit union movement in the Credit Union National Association.
- D. To provide meetings of the credit unions in this area for the purpose of exchanging ideas and information of mutual interest.
- E. To provide recommendations for improving its services to the Cornerstone Credit Union League.

Article III – Membership

Section I

All organized or operating Credit Unions serving members in the following counties of the State of Texas shall be eligible for membership:

Bastrop	Blanco	Brazos	Burleson	Burnet
Caldwell	Fayette	Grimes	Hays	Lampasas
Lee	Madison	Milam	Robertson	Travis
Washington	Williamson			

Section II

Each member credit union shall be entitled to two (2) votes. Exercise of voting rights shall be contingent upon payment of dues as set forth in Article IV of these Bylaws, except that only those credit unions who are members of the Cornerstone Credit Union League may vote on matters directly related to League activities. No credit union shall be denied attendance at any meeting of this Chapter because of nonpayment of dues.

Article IV – Dues

Section I

Except as provided in Section 2 of this Article, annual dues shall be based upon a member credit union's membership as of December 31 of the prior year at the rate of **four cents (\$0.0425)** per member, and no credit union's dues shall be less than five dollars (\$5.00). For credit unions not organized in the counties listed in Article III, section I, dues will be based on the members served in the counties listed in Article III, section I.

Section II

Newly organized credit unions shall not be required to pay dues for the first fiscal year in which they are organized.

Section III

Dues shall be payable on or before March 31 for the current fiscal year. The fiscal year of the Chapter shall be from January 1 through the last day of December.

Article V – Meetings

Section I

Regular meetings of this Chapter shall be held monthly unless otherwise directed by the Board of Directors. The time and place of each meeting shall be announced by the President. Special meetings may be called by the President of the Board of Directors..

Section II

The annual Planning Session of the Chapter shall be held in the month of December. It shall be considered a regular meeting.

Section III

Representation from at least half of the current board members shall constitute a quorum.

Section IV

Special meetings shall be at the call of the President or at the request of a majority of the Board of Directors.

Article VI – Elections

Section I

Number & Terms: The Board of Directors of the Chapter shall consist of 11 Directors. Regular terms of office for Directors shall be for a period of two (2) calendar years or until the election and qualification of successors. Director terms shall be staggered to insure that no more than six (6) seats are up for election in any one year except when an election is necessary to fill the seat of a resigning Director. Terms shall be as follows:

- A. **End of Even years** - President, Program Director/Event Chair, Secretary, Technical Coordinator, Marketing/Public Relations Coordinator
- B. **End of Odd years** - Vice President, Treasurer, CU Engagement Coordinator, TCCUL PAC Representative
- C. **Every Year** – Advisory Board Position, Advisory Board Position

Section II

Qualifications: A Board member must be an employee, director, or committee member of a credit union that is a member of this Chapter. If a Board member leaves the credit union movement or is no longer qualified, their directorship is declared vacant. That vacancy, as well as any vacancy occurring for other reasons, shall be filled by vote of a majority of the Directors holding office.

Section III

At least thirty (30) days prior to the October meeting, the President shall appoint a nomination committee of three (3) members. Each committee member shall be a member of a separate credit union.

Section IV

The Chapter officers shall be elected at the November meeting.

Section V

A plurality vote shall constitute an election.

Section VI

No officer shall serve more than one term in the same office, unless otherwise approved by a majority vote of the Board of Directors.

Article VII – Organization

Section I

The officers of this Chapter shall be:

- A. President
- B. Vice-President
- C. Treasurer
- D. Secretary
- E. Program Director/Event Chair
- F. Marketing/Public Relations Coordinator
- G. CU Engagement Coordinator
- H. Technical Coordinator
- I. TCCUL PAC Representative
- J. Advisory Board Position (2)

Section II

The officers of the Chapter shall constitute the Board of Directors.

Section III

Special committees shall be appointed, when deemed necessary, by the President.

Section IV

The addition of a board position, if there is a given need, shall be determined by the Board of Directors and presented for vote at a Chapter meeting.

Section V

The Board of Directors by majority vote may suspend any officer who fails to attend at least 70 percent of the scheduled Chapter Board meetings; or who fails to attend three (3) consecutive regular Chapter meetings/events; and/or who otherwise fails to perform any of the duties required of him/her as an official of the Chapter.

Article VIII – Position Descriptions

Section I

The President shall:

- A. Preside at all Chapter and Board of Director Meetings. Schedule and conduct Chapter's annual planning session.
- B. Appoint all standing committees and such other committees as may be deemed necessary.
- C. Be an ex-officio member of all committees except the nomination committee.
- D. Represent, or appoint someone to represent, the Chapter at community and civic events upon invitation.
- E. Serve as contact for Cornerstone Credit Union League in areas that do not have a designated representative.
- F. Perform all other duties as may apply to his/her office.

Section II

The Vice-President shall:

- A. Have and exercise all the powers, authority, and duties of the President during the absence of the President or during his/her inability to act.
- B. Perform all other duties as may apply to his/her office.

Section III

The Treasurer shall:

- A. Receive all funds at Chapter events payable to the Chapter.
- B. Maintain all financial records of the Chapter.
- C. Prepare monthly financial reports on all Chapter funds.
- D. File Form 990 by July 15th each year.
- E. Maintain an inventory of Chapter property and who has possession.
- F. Make disbursements of Chapter funds as approved by the Board of Directors.
- G. Collect all PAC funds by Chapter activities in a separate account and disburse said funds to the Cornerstone Credit Union League on a quarterly basis.
- H. Perform all other duties as may pertain to his/her office.

Section IV

The Secretary shall:

- A. Maintain all official Chapter records.
- C. Record and preserve all significant Chapter events.
- D. Prepare and submit chapter award packets to the Cornerstone Credit Union League.
- E. Perform all other duties as may apply to his/her office.

Section V

The Program Director/Event Chair shall:

- A. Plan, coordinate, confirm and promote the programs for all monthly Chapter meetings/trainings, social events, sponsored events, nonprofit involvement and fundraisers.
- B. Arrange and select menus or food/beverages for all events, if necessary.
- C. Schedule and confirm all accommodations for all monthly Chapter meetings.
- D. Create and coordinate specific event schedules with event detail prior to all events – made available for all Chapter members.
- E. Assess the training needs of the chapter credit unions and communicate to the Board of Directors.
- F. Create email content for Training Invitations and all related events – to be sent to Technical Coordinator.
- G. Maintain relationships with various vendors, sponsors and event-related personnel.
- H. Perform all other duties as may apply to his/her office.

Section VI

The Marketing/Public Relations Coordinator shall:

- A. Secure publicity for the Chapter, member credit unions and credit union movement through all types of media, including social media.
- B. Facilitate communications between the Chapter and the Cornerstone Credit Union League on all matters of promotion and publicity.
- C. Coordinate content creation and facilitate distribution of the quarterly Chapter newsletter.
- D. Assist Program Director/Event Chair in creating email content for Chapter events.
- E. Development and execution of Chapter Marketing Plan to include television, radio, and other mass media marketing elements.
- F. Coordinate the Vendor program.
- G. Manage external sponsorships with community partners.
- H. Perform all other duties as may apply to his/her office.

Section VII

The CU Engagement Coordinator shall:

- A. Actively promote the Chapter to both member and non-member credit unions.
- B. Solicit participation from member credit unions for meetings and events.
- C. Develop and execute the CU Young Professionals program for the Chapter.
- D. Perform all other duties as may apply to his/her office.

Section VIII

The Technical Coordinator shall:

- A. Manage and update the Chapter website and all pages therein.
- B. Manage and update the Chapter electronic credit union directory.
- C. Manage electronic board collaboration portal.
- D. Maintain all electronic logins and passwords for digital accounts.
- E. Works closely with the President and Vice President on special projects as needed.

- F. Work with Program Director/Event Chair to disburse electronic communication to membership.
- G. Perform all other duties as may apply to his/her office.

Section IX

The TCCUL PAC Representative shall:

- A. Monitor all proposed changes to legislation, both at the State and Federal levels that could affect the credit union movement.
- B. Periodically update the Chapter on the status of proposed legislation.
- C. Set up chapter TCCUL PAC fund-raising activities for the year to meet Chapter goals. Organize and coordinate assistance in establishing the fundraising activity. Work with credit unions in the chapter and encourage them to raise funds for the PAC through fundraising programs.
- D. Work with TCCUL Advocacy regarding compliance and reporting of fundraising activities prior to setting up fundraiser.
- E. Acts as a liaison to the Cornerstone Credit Union Foundation.
- F. Perform all other duties as may apply to his/her office.

Section X

The Advisory Board Directors (2) shall:

- A. Assist the other Board positions as needed, serve on any chapter committees, and are eligible to be appointed to the Board in the event there is a vacancy on the board or in the event that a board member is unable to perform their duties for an extended period of time.
- B. He/she will have voting rights on board decisions/actions.

Section XI

The Nominating Committee shall:

- A. Select at least one (1) nominee for each vacancy to be filled.
- B. Prepare ballots for election of officers if more than one nominee for each position.

Article IX – Parliamentary Procedure

Section I

In all matters not covered by the Bylaws of this Chapter, the current edition of Robert's Rules of Order shall apply.

Article X – Amendments

Section I

The Bylaws may be amended by a two-thirds vote of the members at any regular meeting provided that notice shall have been given in writing of the proposed change or changes at the previous regular meeting, or in written notice at least thirty (30) days prior to the vote on the proposed amendment or amendments.

Section II

Approved amendments shall become effective immediately, but not retroactively.