



Texins Association

Subject: Definition of and Establishment of a Club

Attachment A: Application Form

Attachment B: Guidelines for Procedures

Attachment C: Requirements

1. Definition

A club is an organization of a group of people with a specific interest in a particular activity, service or a social nature which exists to promote interest in such a club, and to develop and administer it through an elected slate of officers who will operate the club in accordance with its Operating Procedures.

Clubs shall be governed by the Constitution and Bylaws of the Texins Association and their Operating Procedures must adhere to the Constitution and Bylaws of the Texins Association.

2. Formation

A. Purpose

The purpose of the club must be such that it will be of recreational, educational, or self-improvement benefits to its members. The name of the club shall be descriptive of its activity.

B. Minimum requirements

There must be a minimum of twenty individuals desiring to participate in this club.

C. Application

Application for a new club will be made by submitting an Application Form No. TA-03, with enclosures, in duplicate to the Texins Board of Directors.

The Texins Board will review the application and vote on approval. In the event the application is rejected, the Board will notify the applicant, and if the rejected items are revised, this application can be resubmitted.

D. Procedures

An outlined Operating Procedure, following the attached format, must be included with the application. This will be followed by the preparation and approval of a formal document within six months. If this is not fulfilled in this time period, the club will be subject to review by the Board of Directors.

3. Sustenance/Maintenance

A. Responsibility

At the organizational meeting, a club president must be elected. The agenda of this meeting will also include the election of a complete slate of officers for the club.

It will be the President's responsibility to see that the Texins Association is notified in writing of the club's officers.

B. Budget

An estimated Operating Budget must be submitted with each application. It would include funds from the following:

- 1) Dues
- 2) Other assessments
- 3) Income producing programs

If equipment, facilities or materials are required to begin the club, these items should be listed and approximate cost of each.

C. Plans

A concise one year plan must be submitted with each application. (See Procedure No. 2, "Budgets and Planning" for procedure to be followed yearly.

The information to be submitted now includes:

- 1) Membership plans
- 2) Program plans
- 3) Training plans
- 4) Special Events

D. Level of Activity

The level of activity, as stated in the description of what the club is organized for, shall be maintained or increased. If it is not, it will become subject to review as to change of status.

E. Quorum of Meetings

At all meetings, ten percent of active membership roster or ten members, whichever is smaller, shall constitute a quorum for the transaction of all business. The membership will be duly notified of all meetings to be held and the subject matter.

4. Compliance

All requirements in this procedure must be met on a continuing basis for the club to continue under the sponsorship of the Texins Association.

If the club members vote to discontinue the club, the Texins Association must be informed in writing immediately of this decision.

If the club does not comply with the requirements of this procedure, the Texins Board of Directors will present the matter of its discontinuance to a vote.



Texins Association Operating Procedures Outline

A. Method of Submittal

- 1) Double spaced copies to Texins Association Board of Directors.
- 2) Revised copies returned to club representative.
- 3) The Club President will be present at the TA Board Meeting to present these outlined Operating Procedures.
- 4) TA Board of Directors will take appropriate action regarding approval.
- 5) Final Operating Procedures written and approved by TA Board within six months of club's inception.

B. Guideline for Preparation

Article I – Name, Purpose, Objective

Section 1 – Name

Section 2 – Purpose

Section 3 – Objective

Article II – Membership

Section 1 – Eligibility

Section 2 – Classification

Article III – Meetings

Section 1 – Regular

Section 2 – Notice of

Section 3 – Quorum

Section 4 – Voting

Article IV – Officers

Section 1 – General

Section 2 – Duties of

Article V – Operating Funds

Section 1 – Dues

Section 2 – Use of Funds



Texins Association Requirements of Each Club on a Continuous Basis

Yearly

- 1) List of officers for the current year, including phone numbers, mail stations and any subsequent updating as needed throughout the year, sent to Texins Association.
- 2) Preparation of upcoming year's plan and budget each fall for review by the Board of Directors.