

By-Laws of Legacy League Inc.

Article I – NAME

The name of this organization shall be *Legacy League, Inc.*, hereinafter referred to as *Legacy*.

Article II – OBJECTIVES

The purpose of Legacy is to perform charitable services within our community, while developing leadership skills and social awareness of our members.

Article III – MEMBERS

- Section 1. Membership in Legacy shall consist of Charter, Active, Provisional, Advisor, Sustaining, and Honorary members.
- Section 2. Charter members shall consist of local high school women who join Legacy during the organizational year.
- Section 3. Active members shall consist of local high school women who have been members of Legacy for one year and have fulfilled all membership requirements.
- Section 4. Provisional Members
- A. Provisional members shall consist of new applicants who are entering the 9th, 10th, 11th, or 12th grade for the following school year and have been accepted for Legacy Membership.
 - B. The length of the Provisional year shall be from May 1st to April 30th. Provisional members shall become Active members on May 1st provided they have completed membership requirements. A provisional member who is unable to fulfill these requirements due to unavoidable circumstances shall apply for exception to the Membership Committee.
- Section 5. Good Standing - A member is considered in good standing if she is current with membership requirements. A member must be in good standing to:
- A. Vote
 - B. Hold Office
 - C. Sponsor or co-sponsor a prospective member
 - D. Change membership classification, i.e., Provisional to Active, Active to Sustaining.
- Section 6. Application for Membership
- A. Applications to sponsor new members shall be received by the Membership Chairperson no later than March 1. The number of Provisional members shall be left to the discretion of the Executive Board.
 - B. Each application shall be signed by a Sponsor and shall be accompanied by a cover letter from the Sponsor. An additional recommendation letter from an adult (other than the parent of the applicant) must also be submitted. The Sponsor must be a member in good standing. Members who have met their required 15 service hours, met their financial obligations, and attended four general meetings by the February general meeting, may sponsor a new member.
 - C. Legacies shall receive special consideration for membership. A Legacy is a sister or stepsister of an Active, Sustaining, or Former Active member.

- D. The waiting list for Prospective members at all grade levels shall be formed from recommendations given to the Membership Chairperson by present and former members of Legacy.
- Section 6. Advisor members shall consist of Mothers or Adult Sponsors of members.
- Section 7. Sustaining members shall consist of Active members who have graduated from high school and who choose to continue participation in Legacy.
- Section 8. Honorary members shall be adult members with full privileges of the organization. They shall be eligible to serve on the Executive Board with approval of the board. A member shall propose their name to the Board. Three negative votes shall constitute a rejection of membership. Honorary membership may be conferred in recognition of distinguished service to the organization and community. Honorary members shall be exempt from service work and payment of dues.

Article IV – DUES AND FEES

- Section 1. The Executive Board, prior to the issuance of new member invitations, shall determine all dues and fees.
- Section 2. All dues and fees are non-refundable, unless determined by the Executive Board.
- Section 3. All dues and fees must be paid prior to April 1 and shall be considered delinquent on May 1, unless otherwise approved by the President.
- Section 4. Senior fees, which cover the cost of presentation expenses, are due September 1, unless otherwise approved by the President.

Article V –EXECUTIVE BOARD

- Section 1. The Executive Board shall consist of the seven (7) elected Executive Officers and the immediate Past President.
- Section 2. The elected Executive Board shall consist of the President, First Vice-President-Service, Second Vice-President-Membership, Secretary, Treasurer, Treasurer-Elect, Parliamentarian. In the event that an Executive Officer cannot fulfill her duties, the Executive Board shall meet to replace the Officer.
- Section 3. Each Executive Board position shall be held by both an Active member and her Advisor. The Active member shall work in conjunction with her Advisor to fulfill the requirements of the position.
- Section 4. Provisional members shall not be allowed to hold Executive Board positions.
- Section 5. The Executive Board shall have the power to act on behalf of the general membership.
- Section 6. The Executive Board shall meet in cases of dismissal of a member. The Board shall have the power to dismiss a member in the event of unacceptable and inappropriate behavior as determined by the Board.
- Section 7. The Executive Board shall meet to determine dues and fees for the year.
- Section 8. Vacancies on the Executive Board occurring by death, resignation, or removal shall be filled by a majority vote of the Executive Board currently in office, whether a quorum is present, at any meeting of the Board.

- Section 9. President - The President shall serve as the Chief Executive Officer of the organization.
Active Member (Girl)/ Advisor Member (Mother/Adult Sponsor)**
- A. The President shall preside at all general and special meetings of the membership.**
 - B. She shall have supervisory authority over affairs of Legacy and shall be an ex-officio member of all committees. Ex-officio means that she shall serve by virtue of her office. She may attend and vote but is not required.**
- Advisor Member (Mother/Adult Sponsor)**
- A. The President shall preside at all Executive Board meetings.**
 - B. She shall co-sign all checks along with the Treasurer and/or the Treasurer-Elect.**
 - C. She shall be a member of the Membership Committee.**
 - D. She shall make all necessary appointments, with the approval of the Board.**
 - E. She shall arrange meeting places in cooperation with the Program Chairperson.**
- Section 10. First Vice-President – Service**
The First Vice-President shall be the Service Chairperson. She shall oversee all philanthropic activities of Legacy. She shall perform all duties of the President in the absence of the President. She shall assist in evaluating service projects, subject to board approval. The First Vice-President shall preside at all meetings in the event of the President’s absence.
- Active Member (Girl)/ Advisor Member (Mother/Adult Sponsor)**
- A. She shall maintain records of all service hours completed by members.**
 - B. She shall attend all meetings.**
- Advisor Member (Mother/Adult Sponsor)**
- A. She shall communicate with all philanthropies and set up volunteer opportunities for members.**
 - B. She shall attend meetings in an advisory capacity.**
- Section 11. Second Vice-President – Membership**
The Second Vice-President shall work in an advisory capacity with the President. She shall preside at all meetings in the event of the absence of the President and the First Vice-President of Service.
- Active Member (Girl)/ Advisor Member (Mother/Adult Sponsor)**
- A. The Second Vice President shall be the Membership Chairperson and shall keep current records of all members’ names, addresses, phone numbers and membership status.**
 - B. She shall provide the Treasurer an accurate accounting of membership.**
 - C. She shall be responsible to update Membership Packets for distribution to potential new members.**
 - D. She shall keep attendance records of all meetings.**
 - E. She shall attend all meetings.**
- Advisor Member (Mother/Adult Sponsor)**
- A. She shall serve as Chairman of Membership Committee, which shall include the President and Treasurer.**
 - B. She shall attend all meetings in an advisory capacity**
 - C. She shall be responsible to order new polo shirts as needed.**

- Section 12. Secretary**
The Secretary shall keep accurate records of all activities of Legacy.
Active Member (Girl)
- A. She shall record the minutes of all meetings of Legacy and distribute the minutes of the general membership meetings to the membership. She shall record the time and place of meetings, the proceeding and actions taken.**
 - B. She shall notify all members in advance of general membership meetings.**
 - C. She shall be responsible to maintain all social network sites of the organization.**
 - D. She shall attend all meetings.**
- Advisor Member (Mother/Adult Sponsor)**
- A. She shall have signature authority for checks along with the President and Treasurer and/or Treasurer-Elect.**
 - B. She shall maintain a current copy of the Articles of Incorporation, amendments thereto, Bylaws, and Standing Rules.**
 - C. She shall keep a permanent book of minutes of general membership meetings, Executive Board meetings, and special meetings.**
 - D. She shall attend all meetings in an advisory capacity.**
- Section 13. Treasurer**
The Treasurer shall be responsible for the receipt and custody of all moneys of the organization. She shall be responsible for the disbursement of moneys as authorized by the Executive Board.
Active Member (Girl)/ Advisor Member (Mother/Adult Sponsor)
- A. She shall keep and maintain adequate and accurate books and records of accounts of the financial transactions of the organization.**
 - B. She shall file a financial statement with the President and Secretary at general membership meetings.**
 - C. She shall be responsible for the preparation and the distribution of the Annual Financial Report of the organization.**
 - D. She shall attend all meetings.**
- Advisor Member (Mother/Adult Sponsor)**
- A. She shall keep and maintain adequate and accurate books and records of accounts of the financial transactions of the organization.**
 - B. She shall bill and collect all dues of the organization and advise the Second Vice-President – Membership of all collected dues.**
 - C. She shall deposit all money in the name and to the credit of Legacy.**
 - D. She shall be responsible for insurance for the organization.**
 - E. She shall see that current tax laws are complied with, i.e., she shall file all appropriate tax documents.**
 - F. She shall propose a budget to the Executive Board for approval. She shall be charged with seeing that organization stays within budget along with furnishing financial reports to membership and the Board.**
 - G. She shall co-sign all checks for the organization with the President and/or Treasurer-Elect.**
 - H. She shall report any special financial conditions to the President.**
 - I. She shall be a member of the Membership Committee.**
 - J. She shall attend all meetings in an advisory capacity.**
- Section 14. Treasurer-Elect**
Active and Advisor Member (Girl and Mother/Adult Sponsor)
- A. She shall work with the Treasurer and assist in her general duties while training for the Treasurer position.**

- B. She shall be automatically appointed Treasurer at the end of her Elect term, pending Board approval.
- C. The Treasurer-Elect is a member of the Executive Board.
- D. She shall attend all meetings.

Section 15. Parliamentarian

The Parliamentarian shall provide parliamentary advice, as required.

Active Member (Girl)

- A. She shall enforce the By-Laws of the organization.
- B. She shall submit proposed amendments and revisions to the Board for approval.
- C. She shall submit all Board approved changes to the general membership for approval.
- D. She shall attend all meetings.

Advisor Member (Mother/Adult Sponsor)

- A. She shall update the Standing Rules of the organization, as required.
- B. She shall update and enforce the By-Laws of the organization.
- C. She shall consider all revisions and amendments to the By-Laws and Standing Rules.
- D. She shall act as chairman of the Nominating Committee, until the members of the Nominating Committee meet and elect a chairman. She shall attend all meetings of the Nominating Committee to advise on nominating and election procedures, without voting privileges, unless elected to the Nominating Committee.
- E. She shall attend all meetings in an advisory capacity

Section 16. Past President

- A. The Past President shall work in an advisory position to the Executive Board.
- B. She shall help with the transition of the new Executive Board.

Article VI – COMMITTEE CHAIRPERSONS

- Section 1** The Committee Chairpersons shall consist of the Fundraiser Chairperson(s) , the Ball Chairperson(s) , the Membership Induction Chairperson(s), the Program Chairperson, the Social Committee Chairperson(s), and a Chairperson for Freshmen Age Group, Sophomore Age Group, Junior Age Group, and Senior Age Group.
- Section 2.** The Ball Chairperson(s) shall work in conjunction with the President to plan, coordinate and oversee the annual Legacy Ball. She shall attend all general meetings. She shall oversee Senior Meetings.
- Section 3.** The Fashion show Chairperson(s) shall work in conjunction with the President to plan, coordinate and oversee the annual fundraiser. She shall attend all general meetings.
- Section 4.** The Membership Induction Chairperson(s) shall work in conjunction with the President to plan and coordinate the annual Membership Induction. She shall attend all general meetings.
- Section 6.** The Social Chairperson shall appoint hostesses for the social hour held prior to the general membership meetings. She shall attend all general meetings.
- Section 7.** The Freshmen Age Group Chairperson shall plan, coordinate and oversee the activities of the Freshmen Age Group, including the age group parties and other activities. She shall attend all general meetings.
- Section 8.** The Sophomore Age Group Chairperson shall plan, coordinate and oversee the activities of the Sophomore Age Group, including the age group parties and other activities. She shall attend all general meetings.

- Section 9.** The Junior Age Group Chairperson shall plan, coordinate and oversee the activities of the Junior Age Group, including the age group parties and other activities. She shall attend all general meetings.
- Section 10.** The Senior Age Group Chairperson shall plan, coordinate and oversee the activities of the Senior Age Group, including the age group parties and other activities. She shall keep a log of the approved dresses to be worn by each Senior, who will be presented at the Legacy Ball. She shall notify each senior as to whether the dress has already been registered by another member. In the case where identical dresses are registered, the member who registered her dress first will have the right to wear that dress to the ball. She shall attend all Senior meetings. She shall attend general meetings as required.

Article VII – ELECTION PROCEDURES

- Section 1.** The Executive Board Advisor Member shall serve as the Nominating Committee, and they will meet in January. They shall review all applications for Board Positions. Those who submit applications for Board Positions, must be a member in good standing.
- Section 2.** The Nominating Committee shall select by ballot one candidate who shall consent to serve if elected for the following positions, President, First Vice-President of Service, Second Vice-President of Membership, Secretary, Treasurer, Treasurer-Elect, and Parliamentarian. In the event that the current Treasurer-Elect chooses not to fulfill the requirement of moving into the Treasurer position for the following year, the nominating committee shall also select a candidate for the Treasurer position.
- Section 3.** At the February general membership meeting, the Nominating Committee shall report the slate of officers, as proposed by the Nominating Committee.
- Section 4.** Additional nominations to this slate may be made from the floor, with the consent of the Nominee.
- Section 5.** The election shall be held immediately after the President closes the nominations.
- A.** If there is only one nominee for an office, election shall be by *viva voce* vote.
 - B.** If there are two (2) or more candidates for an office, election shall be by ballot.
 - C.** The President shall appoint two (2) tellers to collect and count the ballots.
 - D.** The candidate receiving the highest number of votes is elected.
- Section 6.** Eligibility for an office on the Executive Board:
- A.** A member shall be a member in good standing for a minimum of one year in Legacy.
 - B.** Provisional members are not eligible to hold Executive Board positions.
 - C.** The office of President shall be held by a member who is entering her Senior year of high school. If no candidates who are entering their Senior year wish to fill the position of President, a member who is entering her Junior year shall be considered.
 - D.** No officer shall serve in the same capacity for more than two consecutive years.

Article VIII – GENERAL MEETINGS

- Section 1.** General Membership meetings may be held monthly. A minimum of 9 general membership meetings shall be held during the year. Attendance at the Fundraiser counts as 1 general meeting.
- Section 2.** An active member must attend 4 general meetings in order to be in good standing for membership renewal. One of those meetings, must be in the first quarter of the new year.
- Section 3.** Seniors must attend 4 general meetings, prior to February 1, in order to be presented at the Legacy Ball.
- Section 4.** Underclassmen, 9th, 10th, and 11th grade members must attend 4 general meetings, prior to March 1, in order to attend/participate in the Legacy Ball.
- Section 5.** Notice of general membership meetings shall be given to each. Notice shall state the date, time, and place of the meeting.
- Section 6.** Whenever a meeting is adjourned to another time or place, notice is not required if the time and place are announced at the meeting at which the adjournment is taken, unless the meeting is adjourned for more than 30 days.
- Section 7.** The transactions of any meeting of members are valid, after the attendance sheet is verified to assure that a quorum is present.
- Section 8.** A quorum of the General Membership is 25% of the membership.

Article IX – EXECUTIVE BOARD MEETINGS

- Section 1.** Executive Board meetings may be scheduled monthly, or as necessary.
- Section 2.** In the event that the President requests an unscheduled Executive Board meeting, the President must notify the Executive Board at least 24 hours prior to the meeting.
- Section 3.** A quorum of the Executive Board is constituted by majority vote of the number of Board members.

Article X – SPECIAL MEETINGS

- Section 1.** Special meetings may be called by the President or shall be called by her upon written request of five members.
- Section 2.** When a special meeting is requested by the membership, the President must respond to the request within 48 hours. The President must comply with the request and call a meeting within seven days of the request. If the President does not respond within 48 hours or is unable to preside over a meeting within seven days, the First Vice-President will respond to the request and call the meeting. If the First Vice-President or the President does not respond to the request within 48 hours or are unable to preside over the meeting, the Second Vice-President will respond to the request and call the meeting.
- Section 3.** Notice of a special meeting shall be given to each member within 7 days of the request for the special meeting.
- Section 4.** The general nature of the business to be transacted shall be noted, and no other business may be transacted.

Article XI – PARLIAMENTARY AUTHORITY

Roberts Rules of Order Revised shall govern the proceedings of Legacy League, Inc. in all cases not provided in these By-Laws.

Article XII – AMENDMENTS TO BY-LAWS

New By-Laws may be adopted, or these By-Laws may be amended or repealed by a two-thirds vote of the general membership present and voting at any meeting called for the express purpose of amendment to the By-Laws. A written copy of all proposed amendments or proposed new By-Laws shall be given to each member at least ten (10) days prior to the meeting.

Article XIII – TERMINATION OF MEMBERSHIP

- Section 1.** Moving – Upon moving, a member must notify, in writing, the First Vice-President.
- Section 2.** Resignation – A letter from the resigning member must be sent to the First Vice-President.
- Section 3.** Any Legacy member who shares personal information, provided by Legacy about other Legacy members to anyone who is not affiliated with Legacy, unless the sharing of information has been unanimously approved by the Executive Board, shall be removed from Legacy League, Inc.

CERTIFICATE OF PRESIDENT

The undersigned, President of Legacy League, Inc., a Texas corporation, hereby certifies that the foregoing By-Laws are the true and correct, duly adopted By-Laws of the corporation, that such By-Laws were adopted on June 12, 2011 and that such By-Laws include all amendments, if any, to the date of this certificate.

Dated: June 12, 2011

Andrea Watts, President

**Amended August 7, 2022
Rachel Mulloy, President**

**Legacy League, Inc.
Appendix to By-Laws
Definitions**

1. **Financial statements** mean statements prepared in conformity with generally accepted accounting principles or some other basis of accounting, which reasonably sets forth the assets and liabilities and the income and expenses of the corporation.
2. **"Approved by a majority of all members"** means approval by affirmative vote of a majority of the votes entitled to be cast.
3. **"Approval by the members"** means approval by the affirmative vote of a majority of the votes represented and voting at a duly held meeting at which a quorum is present.
4. **"Committee"** means a group of persons, elected or appointed, to consider or act on a specific matter.
5. **"Standing Committee"** is a committee which has a continuing existence to handle routine duties need to be carried out on a regular basis.
6. **"Special Committee"** is a committee which has a temporary existence and is established to accomplish a specific task. The committee ceases to exist as soon as the specified task is completed.
7. **Fiscal Year** - The fiscal year of Legacy League, Inc. runs from May 1 to April 30.

LEGACY LEAGUE, INC. Standing Rules

1. All Legacy League members will be required to purchase an authorized Legacy League Polo Shirt. These shirts are to be worn to all Legacy League general meetings and whenever representing Legacy League in the community.
2. All service work shall be done in Legacy League Polo Shirts. Exceptions shall be at the discretion of the Service Vice-President.
3. To obtain credit for service hours, a Legacy Service Hour Sheet must be filled in with the date of the service, the description of the service provided and be signed and dated by an adult who witnessed the service. Service hours may not be signed by the Mother/Adult Sponsor of the member providing the service.
4. Each member of Legacy must serve on at least one committee each year. One committee hour is required by each member. Committee hours will be recorded by the Second Vice-President, Service.
5. Two (2) no-shows at a scheduled volunteer activity, two (2) failures to get a substitute, and / or two (2) unexcused absences from a scheduled volunteer activity can be grounds for dismissal. The Second Vice-President, Service will keep track of all such activities.
6. Freshman, Sophomore and Junior Provisional members and Active members are required to complete fifteen (15) service hours. Senior Provisional members are required to complete twenty (20) service hours.
7. It is mandatory for all provisional and active members to participate in the annual fundraiser by purchasing four (4) tickets and donating one (1) item of \$25.00 value to the silent auction.
8. It is mandatory for all provisional and active members to attend four (4) general meetings (the fundraiser is the only special meeting that counts as a general meeting) to remain a member in good standing. Special meetings such as Board, Provisional, and Senior meetings do not count towards the general meeting requirement.
9. To receive meeting credit, it is mandatory for all provisional and active members to sign-in at the general meetings. Mothers/Adult Sponsors may not sign in for members. Friends may not sign in for other members. Members who sign in and leave before the meeting is finished will not get credit for the meeting, unless otherwise approved by the First Vice-President.