

**BY-LAWS  
OF THE  
WALLER COUNTY CHILD WELFARE BOARD**

Based upon statutory provisions made by the State of Texas for the establishment of Child Welfare Boards, the by-laws hereinafter set forth are adopted for organization and functioning of the Waller County Child Welfare Board, hereinafter referred to as the "Board".

**ARTICLE I**

Name

1.01 This organization shall be known as the Waller County Child Welfare Board.

**ARTICLE II**

Purpose

2.01 The purpose of the Board shall be to solicit funds to be used to help develop a program for the protection, care and well-being of the dependent and neglected children of the County; to encourage and promote such activities benefiting all children coming to its attention who are in need of casework services, and to assist in such specific duties in the field of Child Welfare as the County, the Commissioners' Court, or the Texas Department of Family and Protective Services requests.

**ARTICLE III**

Offices

3.01 The principal office of the Board in the State of Texas shall be located in the City of Hempstead, County of Waller, Texas.

**ARTICLE IV**

Administrative Procedures

4.01 The Board shall carry out its purposes with the assistance of the professional staff appointed by and under the administration of the Texas Department of Family and Protective Services. The Board shall work in cooperation with the Child Protective Services workers and other members of the professional staff.

ARTICLE V

Board of Directors

General Powers

5.01 The affairs of the Board shall be managed by its Board of Directors.

Directors

5.02 The Board shall consist of all directors of the Waller County Child Welfare Board.

Meetings

5.03 Meetings shall be held not less than once a month, the time and place to be at the discretion of the Board. Special meetings may be called at the discretion of the Chairperson or any three members of the Board as the need arises. Meeting shall be held in accordance with the Open Meetings Act.

A quorum for any general or special meeting of the Board is 50% plus one (1) of the total number of filled director positions of the Board. Robert's Rules of Order shall govern parliamentary procedure of the Board.

Absences from two (2) consecutive meetings of the Board shall be deemed adequate cause of declaring the place vacant and asking for the appointment of another member by the Commissioners' Count. A majority vote by the Board Members will determine if there is a need to request the appointment of another Board Member.

Notice

5.04 Notice for meetings shall be given in accordance with the Open Meetings Act on the Waller County website and at the Waller County Courthouse.

5.05 The act of a majority of the Board Members present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless the act of a greater number is required by law or by these By-Laws.

Compensation

5.06 Board members as such shall not receive any salaries for their services.

Board Responsibilities

5.07 It shall be the duty of the Waller County Child Welfare Board to act in an interpretative capacity so that the activities of the State Child Protective Service program and the efforts of the Board to the program are interpreted to the community.

It will be the duty of the Board to have an outside annual audit performed on the financial records of the Board, and to present such audit to the Waller County Commissioner' Court and the Waller County Auditor.

It will be the duty of the Board to cooperate with other agencies and organizations to further education and health of children and coordinate community programs for the welfare of the children.

### Term

5.08 Board members shall serve for a term as appointed, may be re-appointed by the Commissioners Court, for no more than a total of 6 years.

## ARTICLE VI

### Officers

6.01 The officers of the Board shall be: Chairperson, Vice-Chairperson, Secretary, Treasurer and Parliamentarian. They shall be elected at the January Board Meeting with their terms to commence immediately and shall serve for one year and may be re-elected without limit.

The Board shall determine the exact number of Board positions annually. There shall be at least seven (7) and no more than fifteen (15) Board members.

The Commissioners Court shall fill any vacancy of the Board. A member appointed to fill a vacancy shall serve the remainder of the unexpired term and until his or her successor is appointed by Commissioners Court.

- A. Chairperson            The Chairperson shall be the presiding officer of the Board. He/She shall perform all duties pertaining to the office and those duties delegated by the Board. He/She shall be responsible for co-signing all checks issued by the Board. The chairperson has no voting rights unless to break a tie. The Chairperson must have served on the board at least one year prior with no gaps in service to be eligible.
- B. Vice-Chairperson    The Vice-Chairperson shall, in case of absence or disability of the Chairperson, perform the duties of the Chairperson.
- C. Secretary            The Secretary shall be the recording officer of the Board. He/She shall conduct the correspondence and perform all

duties pertaining to the office and additional duties delegated by the Board, i.e. take minutes and keep records.

D. Treasurer The Treasurer shall be responsible for collecting, receiving, and distributing all funds for the Board, depositing them in the depository selected by the Board. The Treasurer shall inform the Board monthly concerning the financial status of the Board. In addition, the Treasurer shall perform other duties delegated by the Board. Any monetary disbursements must be brought before the Board for a majority approval. Every check must have two (2) signatures. There will be no Loans, Advances or any other monetary means extended to anyone. The Treasurer shall co-sign checks issued by the Board.

E. Parliamentarian The Parliamentarian shall assist the Chairperson as prescribed by Roberts Rules of Order Newly Revised.

#### Removal

6.01 Any Officer, Board Member or Committee person, appointed by the Board of Directors may be removed by the Commissioners Court for just cause.

### ARTICLE VII

#### Fiscal Year

7.01 The fiscal year of the organization shall be January 1 through December 31.

### ARTICLE VIII

#### Committees

8.01 The following standing committees shall be appointed by the Chairperson with the responsibility shown:

- A. Fund Raising Committee - shall be charged with the responsibility of coordinating all fund raising activities.
- B. Other committees may be appointed by the Chairperson as the need arises.

A committee shall have at least one (1), and no more than three (3) Board members

### ARTICLE IX

#### Deposits and Funds

### Deposits

9.01 All funds of the Board shall be deposited from upon receipt to the credit of the Board in such banks as the Board of Directors may select. All Checks, money orders and written instruments must be made payable to the Waller County Child Welfare Board.

### Gifts

9.02 The Board may accept on behalf of the Board any contribution, gift, bequest or devise for the general purposes of or for any special purpose of the organization. Authority to accept such gifts may be delegated to any two Board members by the Board.

### Expenses

9.03 All checks, money orders and written instruments must be signed by the Chairperson and the Treasurer before issuance. The Chairperson exclusively has the authority to make an emergency expenditure up to \$250.00 to be ratified by the Board at the next regularly scheduled meeting.

## ARTICLE X

### Books and Records

10.01 The Board shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of the Board and its committees having any of the authority of the Board, and shall keep at the registered or principal office, a record giving the names and addresses of the Board of Directors and the members of any committees and the officers of the Board. All books and records of the Board may be inspected by any member of the Board or any member of an authorized committee for any proper purpose at any reasonable time and period. Financial Records of the Board must be audited annually and a copy of that audit shall be kept and filed among the Board records.

### Public Information Act

10.02 Records of the Board are subject to the Public Information Act.

## ARTICLE XI

### Copy Furnished

11.01 Each Board member will be furnished with a copy of the By-Laws at the time of appointment to the Board by Commissioners Court ARTICLE XII

### Amendments to the By-Laws

12.01 These By-Laws may be amended at any regular meeting of the Board by a two-third vote of the entire Board. However, any proposed amendment shall be submitted in writing to the Board thirty (30) days prior to a vote on such amendment.

ARTICLE XIII

Parliamentary Authority

13.01 In the absence of provisions to the contrary, Roberts Rules of Order Newly Revised shall govern.

The foregoing By-Laws were adopted by a majority vote of filled Board Member positions at a duly convened regular meeting of the Waller County Child Welfare Board in Hempstead, Waller County, Texas on the 20<sup>th</sup> May, 2019.

To witness which we, the undersigned verify below:

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Vice-Chairperson

\_\_\_\_\_  
Treasurer

ATTEST:

\_\_\_\_\_  
Secretary