

# **Gulf Coast Club Revised By-Laws 2002**

Owned and Operated by Houston Alcoholic Foundation

## **FOREWORD**

**THE GULF COAST CLUB** was built to provide a social Club for members as well as a place for various substance abuse groups to meet and learn to live a life that leads to and maintains recovery from substance abuse. It is intended to be for all substance abusers who seek recovery and want to stay free from mind altering substances. Any substance abuse group that wishes to hold meetings or a social event at the Gulf Coast Club may do so after approval by the Board of Trustees.

**THE GULF COAST CLUB** is owned and operated by the Houston Alcoholic foundation and is a separate entity from any substance abuse group.

**THE GULF COAST CLUB** is not intended to be a detox institution, nor is it intended to be a "Slipper's Haven." We believe that the premises of the Club should be a sanctuary in which a member can enjoy and share their recovery. Any person who interrupts their recovery by using a mind altering substance forfeits their right to admission to the premises of the Club, since they cannot help but may hinder the recovery of other present. It is the duty of EACH and EVERY member to refuse admission to a former member should they seek it while under the influence of any mind altering substance. The former member is automatically reinstated when he discontinues the use of mind altering substances and wishes to continue striving for recovery. Since a person who seeks help for the first time is not a former member, the foregoing does not apply.

**THE GULF COAST CLUB** is also a business concern. Many thousands of dollars are invested in it. Therefore it is necessary to have house rules and by-laws. These cover the use of mind altering substances, personal conduct in the Club, payment of dues, etc. and must be observed if the Club is to continue to operate for the purpose for which it was formed. Only in this way can we give the membership the kind of Club to which it is entitled.

We ask that you read the House Rules and Bylaws carefully and understand them thoroughly...So that we may protect the best interests of the majority, **those who cannot or will not conform will be denied privileges of the Club.**

In accordance with the traditions of substance abuse groups there are no dues or fees for membership in any group that meets in the Gulf Coast Club. However, we have provided a beautiful Club for the enjoyment of all members in the Gulf Coast area and the bills must be paid. We ask each member who uses this facility to look of over the facilities and the operation and the purpose of this Club, and to "take his own inventory" to see if he feels that he should assist in the financing of this project.

WHERE WOULD YOU BE TODAY IF SOMEONE HAD NOT PAID THE COST OF PROVIDING THE PLACE WHERE YOU FOUND THIS WAY OF LIVE?

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MEMBERSHIP IN THE HOUSTON ALCOHOLIC FOUNDATION IS OPEN TO ANY MEMBER OF ANY RECOGNIZED SUBSTANCE ABUSE GROUP.

HELP KEEP THE DOORS OPEN FOR THOSE WHO FOLLOW YOU HERE.

YOU HERE,  
PAY YOUR SHARE TODAY!

PAY YOUR SHARE TODAY!

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## **HOUSE RULES**

1. No vulgar language will be permitted on Club premises.
2. Trash, waste paper, cigars and cigarettes, etc., must be placed in proper receptacles.
3. No member or guest shall be permitted on the Club premises while under the influence of any mind altering substance.

EXCEPTIONS: Initial contact as an effort to seek recovery from substance abuse.

4. No animals will be permitted in the clubhouse.
5. No member or guest shall solicit money from any other member or guest on Club premises for personal use or gain.
6. All complaints against the management of the Club must be made in writing and signed by the complainant and submitted to the Grievance Committee of the Board of Trustees. Verbal complaints will not be considered.
7. Children of members or visitors are welcome when accompanied by a parent or adult sponsor. We must ask that you do not allow them to bother other members or damage the property of the Club. Parents and/or adult sponsors are responsible for the behavior of children on the premises.

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## BYLAWS OF THE HOUSTON ALCOHOLIC FOUNDATION

### ARTICLE I INTRODUCTION

Section 1. **Repeal.** All Bylaws adopted before the 14<sup>th</sup> day of September, 1975, are repealed

Section 2. **As Amended.** The Bylaws of September 15, 1975, as amended on September 19, 1989, and on May 11, 2002.

Section 3. **Name.** The Name of the organization is the Houston Alcoholic foundation, a charitable organization incorporated under the laws of the State of Texas, hereafter called the "Foundation" or "Club".

Section 4. **Purpose.** The Purpose of the Foundation is to render, by charitable and educational means, and without profit to the Foundation, assistance to groups, committees, foundations or organizations which are devoted to achieving and maintaining abstinence from the use of mind altering substances, by persons accustomed to its excessive use. Without limiting the foregoing, the specific purpose of the Foundation is to support and maintain a Club devoted to educational, recreational, and social purposes for the members of substance abuse groups of the Gulf Coast Club area of Texas, and such other members and groups of the national movement or organizations known as Alcoholics Anonymous, Narcotics Anonymous, and allied organizations such as Al-Anon, Al-A-Teen and Nar-Anon.

### ARTICLE II QUALIFICATIONS

Section 1. **Regular Members.** Regular Members are those members who have achieved a minimum of at least thirty days of continuous recovery and who have expressed a desire to join the Foundation and have paid at least one month's dues in advance.

Section 2. **Charter Members.** Charter Members are those members who as of the date of the adoption of these Bylaws, this date being September 14, 1975, were charter members of the Foundation, as such membership is defined the by the Bylaws which were in force immediately prior to the adoption of these Bylaws.

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Section 3. **Active Members.** Active Members are those Regular Members who immediately preceding their application have achieved at least three consecutive years of continuous recovery and have been dues-paying members of the Foundation for that same period.

Section 4. **Life Members.** All Life Members at the time of adoption of these Bylaws will remain Life Members. Life membership is the highest honor, which may be granted by the Board in recognition of support of the Foundation. The Board may grant such status to anyone it finds deserving. In general, the basic requirements for Life Membership are twenty consecutive years of recovery and long-term support of the Foundation. An Active Member or a Charter Member in good standing may apply for Life Membership in the Foundation. If the Board determines that the applicant meets the criteria for life membership, the Board shall consider the application. If the Board approves the application by two-thirds majority vote, the Board shall then issue a life membership to the applicant, which membership confers the following:

Honorary Status: A life membership is a badge of honor.

Dues Immunity: A life member need not pay dues or any other assessments. He may, however, make any donation or contribution he so desires.

Section 5. **Associate Members.** Associate Members are those members of Al-Anon and Nar-Anon who choose to support the Foundation by regularly paying dues.

## **ARTICLE III RIGHTS AND PRIVILEGES OF MEMBERSHIP**

Section 1. **Regular Members.** A Regular Member has all of the privileges of the Foundation but may vote on the affairs of the Foundation only after the member has achieved at least six months of continuous recovery and continuous Club membership immediately prior to a membership meeting in which he or she desires to vote. Regular members may hold office in the Foundation only after achieving at least one year of continuous recovery and continuous membership in the Foundation immediately prior to an election or appointment to said office.

Section 2. A Charter, Life, and Active Member has all of the privileges, rights and duties of the Club and Foundation

Section 3. An Associate Member has all of the privileges, rights and duties of the Club and the Foundation except that the member may not vote on the affairs of the Foundation.

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## ARTICLE IV REVOCATION OF MEMBERSHIP

Section 1. **Revocation.** Any membership, except "Associate", in the Foundation is automatically revoked by the Member's abusive use of any mind altering substance. Any membership may be revoked for refusal to conform to house rules, or non-payment of dues. The Board of Trustees may revoke any membership on the grounds of any action detrimental to the Foundation by that member. Except as provided in Article VI, Section I, any member who knowingly encourages a non-member or a suspended member to use the Game Area shall be suspended pending a hearing by the board.

Section 1.1. Any member whose membership has been revoked according to Article IV, Section 1, must requalify just as a new member.

Section 2. **Hearing.** Any member who feels that his membership has been unjustly revoked may petition in writing to the Secretary for a hearing before the Board. The Secretary shall notify the presiding officer of the petition and the presiding officer shall call a special meeting of the Board to consider the petition within fourteen (14) calendar days. At the hearing the presiding officer shall permit the petitioner to speak on his own behalf and/or permit others to speak for or against said petitioner.

## ARTICLE V DUES

Section 1. **Dues.** All members, except Life Members, shall pay dues in an amount as determined by the membership from time to time. An Associate Member spouse of a Life Member need not pay dues.

Section 1.1 Dues are due on or before the 1<sup>st</sup> day of each month in advance and if not paid by the 15<sup>th</sup> day following the membership will be suspended until dues are brought up to date. If the dues are unpaid for ninety days from the due date, the membership will be considered revoked.

Section 2. **Alteration.** Membership dues may be raised or lowered at a regular or special meeting of the membership of the Foundation with the approval of the members in attendance.

Section 3. **Waiver.** The Board of Trustees may, by two-thirds majority vote, temporarily suspend or waive dues in any individual case involving illness or hardship.

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## ARTICLE VI CLUB USE POLICY

Section 1. **Use of Game Area.** Only Life, Charter, Active, Regular and Associate members and their accompanied guests may use the Game Area. No one who participates in meetings at the Club may be considered a guest. In addition, by permission of the Board, the Game Area may be opened to others.

Section 2. **Use by Non-Members.** A member in good standing of a recovery or an Associate group, may visit the lounge or attend group meetings at any time during regular open hours. They will be welcome in the tradition of recovery groups. House rules must be observed.

Section 3. **Group Use of Facilities.** Any recovery group associated with substance abuse or their affiliate groups, may make application to the Board of Trustees for permission to use the meeting rooms for regular or special meetings. They will not be permitted to use the Club at any other time for any other meeting, fund raising activity or any other reason except by special permission of the Board.

Section 4. Children, including teenagers, of the members of a group or the Club will be permitted on the Club premises only when accompanied and supervised by their parents, or other adult sponsor. They will not be allowed to bother other people or damage the property of the Club.

## ARTICLE VII THE BOARD OF TRUSTEES

Section 1. **Number.** The Board of Trustees of the foundation consists of not more than fifteen Life, Charter, Active or Regular members, and one Associate member. The number may be increased or decreased by amendment of the Bylaws, but no decrease shall shorten the term of any incumbent trustee. If at anytime the Board has been decreased and membership in the Club increases, the Board may appoint the runner(s)-up from the prior election to the Board to maintain an approximate ratio of one Trustee to five members. Such appointed members are to serve until the next regular election. The Associate member shall be elected annually at a meeting of the Associate members called by the Board.

Section 2. **Current Board Membership.** Persons serving as regularly elected members of the Board as of the date of adoption of these Bylaws shall complete their terms. As Board memberships terminate in each of the next three years, those members now serving shall be re-elected or replaced at the regular annual membership meeting in March, each to serve three year terms.

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Section 3. **Requirements.** At all times a majority of the Board shall be fully qualified Active, Charter or Life members. Should there not be enough Active, Charter or Life members available to constitute a majority, then all Active, Charter and/or Life Members shall automatically be members of the Board, unless any such member shall, in writing, request that he not be required to serve on the board.

Section 4. **Tenure.** Unless removed from office in accordance with these Bylaws, each trustee shall hold office for the term for which he was elected and until his successor is elected. If a trustee resigns, his resignation is effective immediately upon receipt of written notice from said Trustee by the President.

Section 5. **Vacancy.** In the event of a vacancy on the Board of Trustees, a majority of the Board shall fill such vacancy by the appointment of an eligible member to fill the vacancy until the next regular election.

Section 6. **Removal.** A board member who fails to attend three consecutive Board Meetings except for personal or family illness, or other reasons satisfactory to the Board, shall be removed from the Board.

Section 7. **Suspension.** A Board member whose membership in the Foundation is suspended, is also suspended from the Board of Trustees-pending results of a hearing.

Section 8. **Quorum.** A majority of the number of trustees serving as members of the Board constitutes a quorum for the transaction of the business of the Board. The act of the trustees present at a meeting at which a quorum is present is the act of the Board of Trustees.

Section 9. **Powers.** The Board of Trustees has full power and responsibility for the management of the Foundation and its property, real and personal, including the employment of help, maintenance, repairing and expanding the premises and all other powers necessarily incident to the operation and maintenance of the organization and its facilities, and the carrying out of its purposes as set forth herein. Title to all property of the Club, real, or personal is vested in the Foundation. The Board may pledge the credit of the Foundation. All funds collected by the Gulf Coast Club are the property of the Foundation.

Section 10. **Procedure at Meetings.** The President is the Chairman of the Board of Trustees and shall preside at meetings of the Board. In his absence, the First Vice-President, or in his absence, the Second Vice-President, or in his absence, a member of the Board selected by a majority of the members present shall preside.

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The Secretary of the Board shall act as Secretary at all meetings of the Board or in his absence, the Chairman of the Meeting may designate any person to act as Secretary.

Section 11. All meetings of Board of Trustees shall be conducted in accordance with Roberts Rules of Order, Revised.

Section 12. **Regular Meetings.** The President of the Foundation shall call an annual regular meeting of the Board of Trustees immediately following the regular annual membership meeting. The Board of Trustees may hold such other meetings as the Board, or the Chairman, may determine. At least four days prior to a meeting of the Board, the Secretary shall notify each member of the Board of the meeting.

Section 13. **Special Meetings.** The Board of Trustees shall hold special meetings at the times and places fixed by resolutions of the Board or by call of the President, or any two Trustees. The Secretary, or officer performing his duties, shall give notice of special meetings to each Trustee or at least four days before the meeting. The notice need not specify the business to be transacted at, or the purpose of such meeting. Attendance of a Trustee at a special meeting shall constitute a waiver of notice of such meeting, except where a Trustee attends a meeting for the express purpose of objecting to the transaction of any business on the ground that the meeting is not lawfully called or convened.

## ARTICLE VIII OFFICERS

Section 1. **Selection.** At the regular meeting of the Board, the Board shall by majority vote a President, First Vice-President, Second Vice-President, Secretary and Treasurer. At the discretion of the board of trustees the offices of the Secretary and Treasurer may be combined, and held by the same person.

Section 2. **Duties.** The officers of the Foundation have such powers and duties, except as modified by the Board of Trustees, as generally pertain to their offices, as well as such powers and duties as from time to time shall be conferred by the Board of Trustees. The President is the Chief Executive Officer of the Foundation and all other officers of the Foundation are subordinate to him, and shall from time to time report as he may direct. In the absence of the President, the Vice-President shall exercise all of the powers of the President.

Section 3. **Resignation.** An officer may resign at any time, and his resignation is effective upon receipt of written notice from said officer by the President.

Section 4. **President.** The President is the Chief Executive Officer of the Foundation, and has general direction of the affairs of the Foundation and general

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supervision over its several officers, subject to the control of the Board of Trustees. At each regular annual meeting of the membership he shall report to the membership and to the Board of Trustees all matters within his knowledge, which, in his opinion, the interest of the Foundation may require to be brought to their notice. He shall preside at all meetings of the Board and of the membership; shall sign and execute in the name of the Foundation all contract or other instruments authorized by the Board of Trustees, except in cases where the Board expressly delegates their execution to some other office or agent of the Foundation; and shall perform all other duties incident to the office of President, and such other duties as from time to time may be assigned to him by the Board of Trustees.

**Section 5. Vice-President.** At the request of the President, or in his absence or disability, the First Vice-President shall perform the duties of the President, and when so acting, shall have all the powers of, and be subject to all restrictions upon, the President. The First and Second Vice-Presidents shall perform such other duties as may, from time to time, be assigned to him by the Board of Trustees or the President. If the President and First Vice-President shall be incapacitated, the Second Vice-President shall have all the powers and duties of the President.

**Section 6. Secretary.** The Secretary shall keep the minutes of the meetings of the Board of Trustees and of the membership; shall see all notices are duly given in accordance with the provision of these Bylaws; shall act as custodian of all records, except books of account; shall keep a register of the last known addresses of all members; and in general, the Secretary shall perform all duties incident to the office of Secretary and such other duties as may, from time to time, be assigned to him by the Board of Trustees or by the President.

**Section 7. Treasurer.** The Treasurer shall have charge of all funds and securities of the Foundation; shall deposit all such funds in the name of the Foundation in such banks, trust companies or other depositories as are selected in accordance with the provisions of these Bylaws; at all reasonable times shall exhibit the books of account and records of the Foundation to any of the trustees of the Foundation; shall render a statement of the condition of the finances of the Foundation at all regular meetings of the Board, and a full financial report at the annual meeting of the membership; shall receive and give receipt for monies due and payable to the Foundation from any source whatsoever; and in general perform all the duties incident to the office of Treasurer and such other duties as may, from time to time, may be assigned to him by the Board of Trustees or the President.

**Section 8. Membership Rolls.** The Secretary shall maintain a current list of all the members of the Foundation showing which members hold Life, Charter, Active, Regular or Associate memberships. Thirty days prior to the regular annual meeting of the membership, the Secretary shall provide to each member of the Board and to each

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member of the nominating committee a complete list of the members of the Foundation eligible to vote at the regular annual meeting of the membership. The Secretary shall certify on the list that all persons listed as members are currently paid up on their dues. Persons who have not paid their dues to date may not be listed, and are not eligible to vote at any membership meeting. The Secretary shall also post a copy of this list of eligible voting members of the Foundation on the Bulletin Board of the clubhouse twenty days prior to the regular annual meeting of the membership.

## ARTICLE IX NOMINATIONS

Section 1. **Nominating Committee.** Thirty days prior to the regular annual meeting of the membership, the Board of Trustees shall appoint a nominating committee of three members, one of whom shall be a non-office holding member of the Foundation and the other two shall be from the current Board of Trustees.

Section 2. **Selection of Candidates.** The nominating committee shall select a list of candidates equal in number to twice the number of places to be filled on the Board of Trustees and shall post its nominations on the bulletin board of the clubhouse for a period not less than twenty days immediately prior to the date of the annual meeting of the membership.

Section 3. **Additional Nomination.** Any Life, Charter, Active or Regular member who desires to become a candidate for office may, at least 10 days prior to the regular annual meeting of the membership, present to the nominating committee a petition signed by at least fifteen Life, Charter, Active or Regular members of the Foundation asking that such person's name be placed on the ballot for election as a trustee, and certifying over his signature that he is eligible under the Bylaws to serve as trustee.

Section 4. **Life, Charter and Active Members.** Thirty days prior to the regular annual meeting of the membership, the Board of Trustees shall instruct the nominating committee as to the number of Life, Charter and Active members needed for election to the Board in order to provide a majority of the Board to be from among Life, Charter and Active members. If any Life, Charter or Active members need to be selected to fulfill the required number, the nominating committee shall establish a separate ballot for the election of Life, Charter or Active members, and shall select a number of candidate Life, Charter or Active members equal in total to twice the number of Life, Charter or Active members needed to be selected, or such lesser number as is available.

Section 5. **Re-Election.** Any member of the Board may be nominated as a candidate for re-election.

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Section 6. **Qualifications.** All candidates for Board membership must be Life, Active, Charter or Regular memberships of the Foundation except for the Associate member specified in Article VII, Section 1.

Section 7. **Limitations.** There shall be no nominations other than those provided for herein.

## **ARTICLE X ELECTION**

Section 1. **Balloting.** The voting for members of the Board shall be by secret ballot, and the members shall vote for the same number of candidates as there are offices open. The candidates who receive the largest number of votes are elected.

Section 2. **Proxy Ballots.** Proxy ballots are not acceptable at any meeting of the membership, nor are proxy ballots acceptable at meetings of the Board.

Section 3. **Absentee Ballots.** Absentee ballots will be accepted only by the Secretary of the Board, whose duty shall be to verify the eligibility of the members to vote. Absentee ballots must be signed by the member whose vote is being cast.

## **ARTICLE XI MEMBERSHIP MEETINGS**

Section 1. **Regular Annual Meetings.** The President shall call a regular meeting of the membership of the Foundation during the month of March of each year. The purpose of the meeting is the election of trustees to the Board, the presentation of the annual Treasurer's report, and such other business as is authorized by these Bylaws. The President shall set the date of the meeting at least thirty days in advance, and the Secretary shall post a notice of the meeting on the Club bulletin board at least thirty days in advance. The place of the meeting is the Gulf Coast Club, 14540 Minetta Street, Houston, Texas, or at such other place as the Board designates.

Section 2. **Special Meetings.** The President shall call a special meeting of the membership within thirty days after requested to do so by majority of the Board. Alternatively, the President shall call a special meeting of the membership within thirty days after presentation to the Board of a written petition by the membership for such a meeting. The request must be signed by not less than twenty-five percent of the qualified voting members of the Foundation, and must include the reason for the meeting. The Secretary shall post notice of such meetings on the bulletin board of the Club at least fourteen days prior to the meeting. The Secretary shall state in the notice

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the purpose of the special meeting and the matters to be considered at the meeting. The membership may not consider matters of business not stated in the notice.

## ARTICLE XII AMENDMENTS

Section 1. **Procedure.** A proposed amendment to the Bylaws shall be presented in writing to the Board of Trustees. If there is a motion and a second that the proposed amendment be adopted, the Secretary shall post a copy of the proposed amendment on the bulletin board of the Club at least fourteen days prior to the date set by the Board for final consideration of the proposed amendment. If as many as twenty-five percent of the Life, Charter, Active and Regular members make written objection to the amendment to the Secretary then the President shall call a special meeting of the membership of the Foundation for the purpose of passing on the proposed amendment. If less than twenty-five percent of the membership objects, then the board may consider the proposed amendment, and accept or reject it.

## ARTICLE XIII MISCELLANEOUS

Section 1. **Execution of Contracts.** The Board of Trustees except as these Bylaws otherwise provide, may authorize any officer or agent of the Foundation to enter into any contract or execute or deliver any instrument in the name of and on behalf of the Foundation. Such authority may be general or confined to specific instances; unless so authorized by the Board or by these Bylaws, no officer, agent or employee shall have any power or authority to bind the Foundation by any contract of engagement, or to pledge its credit or render it liable for any purpose or to any amount.

Section 1.1. No contract to lease, rent, sell or otherwise dispose of any part of the Club or real property belonging to the Foundation may be entered into by the Board or any officer except by the following procedure: The membership must approve the proposal. The Board will appoint an officer to solicit prospective lessees, purchasers or renters and report to the Board his findings. The Board must approve any proposal resulting from such solicitations and a copy of the proposed lease, sales contract, rental agreement or other documents **must** be posted on the bulletin board for at least ten days, at the end of ten days a special meeting of the membership **must** be called to consider the proposal. If the membership agrees, the Board shall execute the contract. **If any of these regulations are not met, the proposal shall not be accepted.**

Section 2. **Checks.** All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the

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Foundation shall be signed by such officers or agents of the Foundation as shall from time to time be determined by resolution of the Board.

Section 3. **Deposits.** All funds of the Foundation shall be deposited from time to time to the credit of the Foundation in such banks, trust companies or other depositories as the Board may from time to time designate. For the purpose of such deposit, the President, Vice-President, Treasurer or Secretary may endorse, assign and deliver checks, drafts and other orders for the payment of money which are payable to the order of the Foundation.

Section 4. **General and Special Bank Accounts.** The Board of Trustees may authorize the opening and keeping of general and special bank accounts and may make such special rules and regulations with respect thereto, not inconsistent with the provision of these Bylaws, as it may deem expedient.

## **ARTICLE XIV COMMITTEES**

Section 1. The President shall appoint a House Committee and a Grievance Committee and any other committees that he may deem necessary to the operation of the Foundation or the Club. All committees shall act only after consultation with all members and only after majority approval of the committee.

Section 1.1. **House Committee.** The House Committee shall consist of three members of the Board of trustees and two other members.

Section 1.2. **Duties of the House Committee.** The House Committee shall have the responsibility of maintaining adequate personnel for the orderly operation of the Club, maintenance of the Club and approving expenditures not exceeding \$500, where such expenditures are of an emergency nature. It shall not have the authority to deny privileges of the Club to any person unless that person is under the influence of alcohol or drugs or behaving in a manner that is detrimental to the orderly operation of the Club.

Section 1.3. **Grievance Committee.** The Grievance Committee shall consist of not less than three members of the Board of Trustees.

Section 1.4. **Duties of the Grievance Committee.** The Grievance Committee shall receive all written complaints on the operation of the Club and shall interview the complaints. If possible it shall settle these complaints in the best interest of the Club and the members. If no settlement is reached, the complaints shall be submitted to the Board at a special meeting called in accordance with Article VII, Section 13. Any

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action of the Grievance Committee or the Board in these matters may be appealed to the membership of the Foundation in accordance with Article XI, Section 2.