

# Schertz Historical Preservation Committee

## **BYLAWS**

Revised: September 28, 2023

Ratified: TBD

### **ARTICLE I GENERAL**

1.1 Name: The name of the Committee shall be the Schertz Historical Preservation Committee (SHPC), referred to herein as the Committee.

1.2 Mission: In accordance with City of Schertz Ordinance 06-R-35, the mission of the Schertz Historical Preservation Committee (SHPC) is to ensure and encourage the preservation of the area's rich history through the collection and maintenance of records, artifacts, documents, and photographs in conjunction with recognizing historical landmark neighborhoods and properties.

The SHPC is committed to sharing the history of Schertz with its residents by means of various public displays, archives, and numerous publications in an effort to promote and conserve the city's cultural history to include its Native American, German, and Mexican influences.

1.3 Responsibilities:

- a) To preserve the cultural history of the City of Schertz;
  - I. Interact with citizens of Schertz to document their stories and historical accounts, along with gathering artifacts, pictures, and documents regarding the history of the city.
  - II. Research historical documents (titles, deeds, grants, newspapers, etc.).
- b) To educate the community on the history of Schertz and honorary historic designation;
  - I. Stay in communication with city government on updated historic information.
  - II. Submit articles to be published in the City's magazine and newsletters.
  - III. Maintain, update, and promote the City of Schertz historical book(s).
  - IV. Review applications for honorary landmark designation.
- c) Record (in manuscript form or vocally) for retention the memories and knowledge of individuals about people, places, and events relating to the City of Schertz.
  - I. Attend and coordinate with the city regarding city events.
  - II. Recruit and interview new volunteers with City Council approval.
  - III. Collaborate and create partnerships with other groups such as the Guadalupe County Historical Commission, Texas Historical Commission, and Area Genealogists among others in raising local historic awareness.

- IV. Stage events for the public which align in promoting this Committee's and the City of Schertz's historic vision.
- V. Collaborate with City Council on activities of historical interest as requested.

## **ARTICLE II MEMBERSHIP**

2.1 Membership shall be open to any Schertz resident who holds an interest in historical preservation and the history of Schertz, Texas, as approved by the City Council after an interview from the SHPC members. In addition, three of the members may be non-residents provided that they live in one of the following counties: Bexar, Guadalupe, or Comal.

- a) All members will be volunteers who are unpaid and uncompensated.
- b) All members must agree to abide by these bylaws.
- c) Actively participate in meetings, subcommittees, and activities. This shall constitute a member in good standing.
- d) Appointed members shall be no more than fourteen (14). Their appointment shall originate from nominations placed before the Schertz City Council. The appointed members shall be the only authorized voting members on Committee activities.

## **ARTICLE III MEETINGS**

3.1 Meetings of the Committee will be held on a monthly basis.

- a) Special meetings may be called by the Chairperson at their discretion. Committee members may request a special meeting to the Chairperson either by email or phone call.
- b) A quorum is when at least 50% of members are present for a Committee meeting.
- c) If a quorum fails to be achieved or maintained during the course of a meeting, no binding votes will be taken until a quorum is again achieved.
- d) An agenda will be prepared by the Chairperson and be sent to the City Staff at least seven (7) days prior to the scheduled meeting date. Agendas will establish the date, time, and place of the meeting and a list of discussion items. SHPC Members are encouraged to submit agenda topics.
- e) Members are expected to attend meetings as scheduled, and if unable to attend a particular meeting, the member will notify the Chairperson to announce his/her expected absence.

## **ARTICLE IV TERMINATIONS**

- a) Should a member be absent for two or more consecutive meetings or six meetings within a 12-month period, for reasons other than circumstances approved by the Chairperson, the member will be considered *NOT* in good standing. When a member is deemed *NOT* in good standing, the Committee may inquire with the member as to whether his/her personal commitments are such as to warrant release from the Committee membership.
- b) Any committee member not in good standing *may* be expelled from the committee by a two-thirds vote or by a written resignation from the committee Member.
- c) A member may self-terminate by notifying either the Chairperson, Vice-Chairperson, or the City of Schertz City Secretary their intentions to no longer serve on the Historical Preservation Committee. It is recommended to notify your intentions in writing.

## **ARTICLE V ELECTED OFFICERS**

5.1 At a minimum, elected officers shall consist of a Chairperson and a Vice-Chairperson.

5.2 Nominations for officers shall occur at the October and January meetings. Voting will occur at the January meeting. The only exception to this time schedule shall be the nominations and vote for the initial slate of officers or in the case of the resignation of an elected officer and the need to fill the vacant position.

5.3 The nominee receiving a plurality of votes will be deemed the selected candidate for the officer position under consideration.

5.4 The term of elected officers and committee members will be one (1) calendar year term for their duties and roles. In the case of an election due to a resignation, the officer will serve out the remainder of the term and new officers will be elected the following January. A member may run unlimited times for any position.

5.5 Officers and committee members shall not jointly or individually enter into any legally binding contract on behalf of the Committee.

**ARTICLE VI  
ELECTED OFFICER DUTIES**

6.1 The Chairperson shall:

- a) Preside at all meetings and perform all executive functions of the Committee.
- b) Appoint all subcommittee chairs.
- c) Be responsible for all meeting notices.
- d) Be an ex-officio member of all sub-committees.
- e) Represent the Committee at City of Schertz City Council meetings, activities, etc. as needed.

6.2 The Vice-Chairperson shall:

- a) In the absence of the Chairperson, preside at all meetings. The Vice-Chairperson shall automatically assume the position of Chairperson in the case of vacancy. The Vice-Chairperson shall complete the term of the Chairperson until the next scheduled session.
- b) Perform all executive functions of the Committee as delegated by the Chairperson. Executive functions will include but not be limited to:
  - I. Accepting expense vouchers from Committee members and submitting Committee approved vouchers to the appropriate City office for reimbursement.
  - II. Oversee historical book sales and provide quarterly book sales reports.
  - III. Prepare an Annual Report covering Committee activities for the prior calendar year not later than the date of the second quarterly Committee meeting.
  - IV. Gather data and prepare the Committee's Annual Report as an executive summary to the City subsequent to the January Committee meeting.

**ARTICLE VII  
SUBCOMMITTEES**

7.1 Subcommittees will be created based on need and activity.

**ARTICLE VIII  
DISSOLUTION**

8.1 The Committee shall use its funds only to accomplish the objectives and purposes specified in these bylaws and no part of said funds shall inure or be distributed to the members of the Committee. On dissolution of the committee, any funds remaining shall be distributed back to the City of Schertz.

**ARTICLE VIII**

## **PARLIAMENTARY AUTHORITY**

9.1 The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Committee activities so long as they are not inconsistent with these bylaws and any special rules the Committee may adopt.

- a) If there is a disagreement, then the laws in this document take precedence.

## **ARTICLE X AMENDMENTS**

10.1 These bylaws may be amended by a two-thirds affirmative vote of the present and appointed members voting at a Committee meeting. Once amended by the SHPC it will go in front of the Schertz City Council to be ratified before any changes take effect.