BYLAWS

HIGHLAND SPRINGS VETERANS AFFAIRS GROUP

A Restricted Fund

1. Name:

The Name of the Organization shall be The Highland Springs Veterans Affairs Group (VAG), located at 8000 Frankford Road, Dallas, Texas 75252.

2. Establishment:

The Group was established on June 14, 2017, and reorganized on June 1, 2021.

3. Purpose:

a. The Group shall be comprised of Highland Springs residents who are U.S. Military Veterans, National Guard and Reserve Veterans and resident spouses of Veterans, deceased or living**,** and other persons specified in these BYLAWS.
b. The Group shall manage the Veterans Memorial Park assisted by General Services.
c. The Group shall plan and carry out the Brick Sales and Installation Program.
d. The Group shall be responsible for the American Flags as described in paragraph 5.g. of this document.
e. The Group shall plan and conduct Memorial Day and Veterans Day Programs.
f. The Group shall plan and conduct social events for members of the Group to provide for camaraderie and fellowship.
g. The Group may solicit and distribute funds for this purpose and for other non-profit groups that benefit military veterans, e.g., Honor Flight DFW.

4. Membership:

a. Membership in the Group shall be:

1) Regular Membership – Resident Veterans, Veteran's Spouses and widows, National Guard and Reserve veterans and eligible staff Veterans.
2) Honorary Membership – Residents and staff who do not qualify for Regular Membership, but who have demonstrated extraordinary support for Veterans. Honorary Membership requires approval of 2/3 of Board members present at the time of the vote.

b. Resident Veterans, resident spouses of Veterans deceased, or living may join by contacting the Membership Chair and completing the "Veteran Information" flyer.
c. Membership shall continue until voluntary resignation or termination by two-thirds
vote of Board members present at the time of the vote.

5. Organization:

The VAG will be led by a thirteen (13) member Board of Directors organized as shown below. Each Board member will serve a two-year term beginning on the date they take office**.** A board member may be reelected or reappointed to the same position.

a. Duties of the Chair:
   1) Preside at regular and special membership meetings and Board meetings.
   2) Develop an Agenda for each meeting and forward same to the Secretary for further distribution one week prior to each meeting.
   3) Appoint committee chairs subject to Board confirmation.
   4) Execute financial authority in the absence of the Treasurer.
   5) Approve all reimbursement of expenses.
   6) Call special meetings of the membership or Board as needed.
   7) Represent or appoint a representative in VAG relationships with Highland Springs staff and other Highland Springs community activities.
   8) Appoint members to conduct a review of VAG finances at least annually or upon change of Treasurer.
   9) Appoint the Nominating Committee.

10) Coordinate with the Resident Services Coordinator – Events to reserve a suitable venue for meetings, dates and times recurring from January – December each year, e.g., second Wednesday of each month from 0900-1030. Provide dates to Board members.

11) Submit estimated expenses and revenues to the Treasurer by the December meeting each year.

b. Duties of the Vice Chair:

1) In the absence of the Chair, the Vice Chair presides at VAG membership meetings and at Board meetings and carries out all other duties of the Chair.

2) Has financial authority in the absence of the Treasurer and the Chair.
3) Primary Point-of-Contact for Honor Flight DFW.
4) Head of the Nominating Committee.
5) Submit estimated expenses and revenues to the Treasurer by the December meeting each year.

c. Duties of the Secretary:

1) Distribute the prepared agenda from the Chairman to Board members not later than five days prior to the meeting.
2) Prepare draft minutes including names of members present and absent. The Secretary will distribute the minutes to Board members not later than five days prior to the meeting.
4) Keep all VAG records including the master records of the BYLAWS and Membership Packet.
5) Submit estimated expenses and revenues to the Treasurer by the December meeting each year.

d. Duties of Membership Chair

1) Coordinate with Resident Life that the Veterans Info forms are distributed to new residents.
2) Keep and distribute a current roster of members.
3) Build relationships with members, publicize board meetings, recruit volunteers.
4) Utilize VAG email and other communications to keep members informed.

5) Submit estimated expenses and revenues to the Treasurer by the December meeting each year.

e. Duties of the Treasurer:
   1) Prepare and submit an annual budget for Board approval each year at the January meeting.
   2) Receive all money paid to the VAG and protect and secure all financial assets of the Group.
   3) Arrange payment of VAG expenses, supported by receipts and approved by the Chair.
   4) Maintain an exact account of all receipts and expenditures and present a financial report at VAG Board meetings.
   5) If a dues system is implemented, maintain a record of member dues payment, and provide the Secretary with the names of paid members prior to each quarterly meeting.

f. Duties of Brick Sales and Installation Committee Chair:

   1) Coordinate with RAC Philanthropy Committee for Brick Sales Publicity and Sales dates.
   2) Design, plan, and oversee the annual brick sale.
   3) Plan and oversee the placement and installation of the new bricks.
   4) Coordinate with General Services any updates with the Veterans Memorial Park.
   5) Submit estimated expenses and revenues to the Treasurer by the December meeting each year.

g. Duties of the Holiday Flag Committee Chair:

   1) Custodian of all U.S. stick flags belonging to Highland Springs including repair, cleaning, or disposition of these flags.

   2) Arrange for the placement of 18” x 12” U.S. stick flags between the Gate House and Hillcrest clubhouse, behind the Hillcrest clubhouse, and outside Fountain View.

   3) Coordinate with the neighborhoods requesting these U.S. stick flags to issue and store the flags used by those neighborhoods for use on holidays.

4) Submit estimated expenses and revenues to the Treasurer by the December meeting each year.

h. Duties of the Special Events Committee Chair:
   1) Plan and coordinate Memorial Day and Veterans Day Programs.
   2) Coordinate with Resident Services Coordinator – Events.
   3) Arrange venues, publicity, A/V support, and refreshments.
   4) Obtain speakers as appropriate.
   5) Coordinate security, parking, meals, and lodging for participants as needed.
   6) Submit estimated expenses and revenues to the Treasurer by the December meeting each year.

i. Duties of Veterans Memorial Park Committee Chair:
   1) Develop and maintain a long-range plan for the Veterans Memorial Park.
   2) Plan and perform maintenance, repair, and replacement of Park flags and monuments.
   3) Coordinate with General Services improvements and brick placement.
   4) Submit estimated expenses and revenues to the Treasurer by the December meeting each year.

j. Four members who will serve at large.

k. The Immediate Past Chair may serve as ex-officio, non-voting member.

l. The size of the Board may be revised in accordance with Para. 16 below**.**

6. Selection and Replacement of Board Members

Any member, veteran, spouse or widow of veteran, may be elected or appointed to the board of directors. The ratio of Veterans to non-veterans should be a majority of Veterans.

a. Officers of the Board shall be the Chair, Vice-Chair, Secretary, Membership and Treasurer.

b. A nominating committee chaired by the Vice Chair plus two additional non-board members from the organization membership will prepare a slate of nominees.
c. Elections will be in November of even years or as necessary to fill a vacant position.
d. Elections of Officers will be elected by the Board members by simple majority of the members present at the time of the vote. If multiple candidates seek a position, successive run-off votes will be taken among the top two candidates until one candidate receives the majority vote.
e. The elected chair will then appoint Board members to the remaining positions on the Board. Selection will be based on suitability for the job, expressed interest, experience, and involvement in other activities.
f. Members may serve on The Board until retirement or resignation. Notification of retirement/resignation must be in writing by email or letter to the Board.

g. Board members are expected to attend Board meetings in person to contribute to the VAG. Any Board member who misses 50% of meetings in a six-month period, regardless of reason, shall be removed from the Board unless the Board excuses the absences by a majority vote.
h. A Board member may be removed from the Board by a 2/3 vote of the Board of Directors present at the time of the vote.
i. When a serving Board member leaves the Board for any reason, the Board Chair will appoint a temporary nominating committee comprised of the Vice-Chair and two non-board members from the organization's membership. When the nominating committee finds a suitable candidate from the organization’s membership to fill the vacancy, the Chair will interview the candidate to confirm the candidate’s interest.
j. If the interview is favorable, the Chair will present the candidate’s name to the Board.
k. The Chair may require that the candidate submit an application to the Board. The completed form must be returned to the committee within seven days for review by the full Board.
l. The new member will be confirmed by a simple majority vote of the Board of Directors present at the time of the vote.

7. Meetings:

a. Meetings will be on a monthly schedule in accordance with 5.a.10 above. However, a meeting may be cancelled if not needed.
b. The Chairman may call for a special meeting(s) when necessary. A three-day notification is required.
c. Meetings may be held in person, conference calls or Internet Zoom or Microsoft Teams.

8. Solicitation of Contributions:

a. Once a year, the Group will sell memorial bricks for placement in the Veterans Memorial Park in coordination with the RAC Philanthropic Committee schedule.
b. Payments may be made by check or resident account charge.
c. Contributions may also be solicited and received from individuals.

9. Management of Contributions: A Memorial (Veterans) Fund Account has been established with the HS Finance Office as a Restricted Highland Springs Account. It is shown with a negative value for Highland Springs accounting purposes.

a. Payments for the memorial bricks or other contributions made to Group members will be passed to the Board Treasurer.
b. The Treasurer will turn in payments and contributions to a designated representative of the Finance office. (Financial Representative)
c. The Finance Representative will prepare deposit slips for the Highland Springs Branch of the Washington Federal Bank and will enter the deposit information into the Highland Springs Restricted Fund database for the Memorial (Veterans) Fund account.
d. The Finance Representative will then deposit the funds in the bank.
e. If contributions intended for the Memorial (Veterans) Fund are placed in a Philanthropy Box near the applicable neighborhood Front Desk, they will be given to the Finance Representative for processing as described above.

10. Budget:

a. At the August meeting, the Treasurer will distribute to each officer/committee chair a standardized form that will assist them in providing the Treasurer with sufficient information to compile the annual budget.
b. Each officer/committee chair will submit an estimate of revenue and expenses to the Treasurer by the December meeting.
c. The Board Treasurer will prepare a budget each year that will be submitted at the January meeting for approval by the Board.

11. Distribution of Funds:

a. Members who seek reimbursement for VAG related expenses will use the VAG Reimbursement Request Form. Receipts and invoices must be attached to the signed form which must be initialed by the Board Chair prior to submission to the Treasurer.
b. Expenditures over $100.00 require prior approval of the Board.

12. Books and Records:

a. Accurate and complete records with complete entries as to each financial transaction shall be maintained for the Fund.
b. The Treasurer shall also keep a ledger of the proceedings of the Fund.
c. The books and records will be kept for three years.
d. The books and records shall be available for review by any resident.

13. Fund Year:

Fund year shall be from January 1 to December 31.

14. Audit:

The Treasurer of the Group will reconcile revenues and expenses quarterly with the Highland Springs Finance Office.

15. Committees:

The Board Chair shall establish committees as needed and may include non-member residents where necessary.

16. Amendments/Revisions:

a. These BYLAWS may be amended/revised at any regular or special meetings of the Board by a two-thirds (2/3) majority of the current Board if there is a written copy of the amendment/revision distributed to the Board at least seven (7) days before such meeting.
b. A copy of the amendments/revisions will be placed in the binders in each neighborhood.

17. Dissolution of Assets:

If the Fund is dissolved, any remaining money will be distributed in a manner consistent with the intent and purposes of the Fund. If this cannot be achieved, RAC will be notified, and in consultation with Highland Springs management will determine a suitable recipient.

18. Distribution of Bylaws

The VAG Secretary will place a copy of the BYLAWS in the VAG website whenever updated.

19. Approval:

Approved by the following members on February 11, 2026.

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Sam Peacock

David Ewing

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Mike McCormack

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Gene McCalvey

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Dave May	Dick Cecil
_____	_____
Phil Becker	Don Wilson
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Barry Glenn	