

CITY OF SAN MARCOS HUMAN SERVICES GRANT FY 2026-2027 APPLICATION

I. SUMMARY INFORMATION

Please spell out organization name and program name completely, without acronyms.

Applicant Organization: Southside Community Center

Contact Name, Title: Jessica Cain, Director of Neighborhood Engagement

Telephone: 512-392-6694 x04

Contact E-Mail Address: jessica@southsidecenter.org

Website: <https://www.southsidecommunitycenter.org/>

Mailing Address: 518 S. Guadalupe Street San Marcos, TX 78666

Do you have a location in San Marcos where people can walk in and ask questions about the program? If so, what is the address? Yes. Same as above.

Who is authorized to execute program documents? (Name, Title) Deborah Villalpando, Executive Director

Program Name: Sunrise Village

Amount of Funds Requested: \$50,000

What percentage of the cost of this program is requested as funding through this application? 5%

II. SHORT ESSAY QUESTIONS

All questions must be answered. Please type your answers. Application evaluations will be based on, but not necessarily limited to the criteria stated in each section.

OVERVIEW

1. Summarize the program for which funding is being requested, the services it provides, and the clients it serves. Sunrise Village is a 100-unit community for low-income, independent seniors. Sunrise offers the cheapest rent in San Marcos to accommodate the needs of this population. Since income is relatively low, Sunrise depends on donations and volunteers to support additional programming services. This grant funding is intended to support the partial salary of a fourth staff member, accessibility retrofits, emergency call systems repairs, Sunrise bus maintenance, lunch and learn programs, and temporary hotel stays during emergencies.

COMMUNITY NEED AND JUSTIFICATION –20 POINTS

Evaluation: documentation and justification of the need for the program in the City of San Marcos.

1. Describe in detail the need for this program in San Marcos.
Hays County continues to be one of the fastest-growing counties in the nation, with San Marcos at its center. This growth generates quite a lot of challenges in availability and access to services, especially for the aging population. Approximately 70 percent of San Marcos residents are renters, meaning most seniors are not in a financial position to purchase a home in an area like Kissing Tree. Since Sunrise Village residents live independently, this is also a population that is not yet served by assisted living and nursing homes in the area. Sunrise Village fills a unique place in the social safety net of San Marcos for low-income seniors aged 55 and up.
2. Has the need for this program been increasing in recent years?
Yes, the need for all kinds of senior living services has been increasing over the last decade. All Baby Boomers are currently over 60 years old. Currently, more than 10% of San Marcos residents are over the age of 65, translating to more than 7000 residents. Approximately 26% of all residents are at or below the poverty line, meaning nearly 1850 seniors *currently* need programs like Sunrise Village that provide wraparound support for low-income adults. These numbers—representing real San Marcos residents—will only increase as Baby Boomers continue to retire and age.

IMPLEMENTATION –15 POINTS

Evaluation:

- *The application demonstrates that resources needed to manage the proposed program are available and ready.*
 - *Applicant has clearly defined objectives focusing on results and measurable outcomes vs. only program activities descriptions and numbers served.*
 - *Past performance of programs funded by Human Services Grants has met expectations.*
1. Are all resources in place to be able to implement this program? If not, what is missing?
The programs at Sunrise are already being implemented on a daily basis. Monthly trips to pick up groceries and prescriptions, Breakfast and Bingo, food bank distribution, bi-monthly events, and even case management support are already running smoothly for residents. Hiring a fourth part-time staff member to plan and execute events as well as provide some administrative assistance will allow current staff to focus more closely on the day-to-day needs of residents. Grant money will also help make significant updates to the property and programming to prepare both residents and Sunrise Village for the future.
 2. What specific, measurable outcomes or results do you hope to achieve with this program?
 - 1) Units that need accommodations will be brought fully up to date with ADA accessibility standards by the end of the fiscal year, ensuring safer and more comfortable living for residents with mobility needs.
 - 2) Emergency call systems will be repaired within two months to ensure safety.
 - 3) Quarterly Lunch and Learn programs will provide a free meal and expert education to an average of 25 residents.
 - 4) In case of emergencies, temporary hotel stays will be provided by 5 pm.

5) Bus will be up-to-date on all maintenance needs.

3. If funding is not available at the requested amount, what is the minimum Human Services Grant funding needed to be able to run this program?

Without HSAB funding, Sunrise will continue to operate at its current level. To provide the most important safety updates, we need at least \$20,000.

IMPACT AND COST EFFECTIVENESS –20 POINTS

Evaluation:

- *impact on the identified need*
 - *implementation costs compared to impact*
 - *use of available resources (financial, staff, volunteer)*
 - *impact compared to other applicants*
1. Programs can provide value by deeply impacting the lives of a few, with effects that may ripple through generations, or by providing smaller but meaningful impact to a larger group. Describe in detail the impact this program will have on the identified need and on San Marcos residents.
This program will provide a better quality of life to Sunrise Village residents through accessibility, emergency preparedness, improved safety and staff support. Instead of piecemeal fixes, all of the work can be done to bring all units up-to-date within a year. These updates will affect all current and future residents, as well as make Sunrise an even greater asset to San Marcos. Improvements at this level will allow for faster turnover when units become available as they will already be equipped and accessible to the next resident. This will reduce the waitlist and wait time for those wishing to become residents at Sunrise.
2. Briefly describe other funding sources, volunteers, or in-kind donations that will be used with this program. The current source of funding for Sunrise Village is through rental costs only. Volunteers support Sunrise Village at food bank distributions, bi-monthly events, and sporadic landscaping or cleaning days. Donors provide food and supplies for events as well as prizes for Bingo and occasional specific needs (like adopt-a-senior for the holidays)
3. How many total annual unduplicated direct clients is this program expected to serve? What percentage will be San Marcos residents?
Sunrise Village serves 100 individuals per year, 100% of whom are San Marcos residents.
4. Please list the agencies with which you partner to provide this program’s services.
- Hays County Food Bank
 - Methodist Healthcare Ministries
 - Security State Bank and Trust

COMMUNITY SUPPORT – 15 POINTS

Evaluation:

- *A minimum of three letters of reference that indicate strong local support for the program and the agency's ability to implement it as described in the application. Letters must be in support of the specific program requesting funding, not the agency as a whole. Letters will preferably be from San Marcos residents as well as direct clients of the program.*
- *Evidence that volunteers play a vital role in the program or agency's operation.*
- *Evidence that board members are actively involved in and supportive of the agency*

1. What actions do Board members take to support the programs of the agency?
Board members participate in fundraising efforts by approaching local businesses and foundations for donations, volunteering at events, and offering ideas to increase funding. They share information about the work that Sunrise Village is doing as well as the current needs. Where applicable, board members connect their own organizations and faith communities to the work at Sunrise; this increases partnerships as well as the volunteer base.
2. Briefly describe the number and role of volunteers in the program or agency's operation.
Approximately 50 volunteers support Sunrise each year with more than 200 hours of service. Volunteers participate in a variety of activities depending on their abilities, time constraints, and needs of Sunrise at the time. Food distribution volunteers help haul food boxes, set up the market, and support residents in choosing items. Groups and individuals also volunteer for larger projects like storage organization, paint projects, landscaping, and deep cleaning.

COUNCIL PRIORITIES - 20 POINTS

1. How long has this program served San Marcos residents? (10 points if at least 2 years)
Sunrise Village has been in operation since the mid 1990s.
2. In what ways does your agency actively conduct outreach to engage San Marcos residents in its programs and services? How will San Marcos residents access those services? (up to 10 points)
As the only affordable senior living community in San Marcos, Sunrise does not need to do much outreach to engage San Marcos residents. The waitlist has more than 50 people on it at any given time, with only a few units becoming available each month. San Marcos residents access the services by applying for a place at Sunrise, at which point all the services are available to the individual or couple.

RISK - 10 POINTS

1. How many years' experience does the agency have in implementing a program of this size and complexity? (5 points if more than 5 years)
Sunrise has been implementing this program at its current level for more than 20 years.

Sunrise

III. FUNDING RESTRICTIONS

By signing this application I certify the following to be true:

1. All Human Services Grant funding will be spent on San Marcos residents, except for school-based programs, in which case it may be spent within the San Marcos Consolidated Independent School District boundary.
2. Funding requested is not more than 50% of the total funding for the agency.
3. Funding will not be used to fund more than 20% of a full time position.
4. Agency has been in existence for at least 2 years. (This can include serving communities other than San Marcos.)

SUBMITTAL APPROVED BY:

Deborah Villalpando

Signature

3/2/26

Date

Deborah Villalpando

Printed Name

Executive Director

Title

Proposed Program Budget				
Category	2026 Program Budget	2027 Proposed Budget	Grant Request	Additional Information
Salaries + Payroll Expenses				
Property Manager	\$20,000.00	\$20,000.00	\$2,000.00	Partial salary represented for oversight of this program
Administrative Assistant	\$10,000.00	\$10,000.00	\$1,000.00	Partial salary represented for work on this program
Sunrise Maintenance	\$15,000.00	\$15,000.00	\$1,500.00	Partial salary represented for work on this program
Events Coordinator	\$16,000.00	\$16,000.00	\$5,500.00	Half-time position
Total Salaries:	\$61,000.00	\$61,000.00	\$10,000.00	
Bus Maintenance				
Tires	\$2,000.00	\$0.00	\$2,000.00	One-time cost
Battery	\$200.00	\$0.00	\$200.00	One-time cost
Total Direct Payments	\$2,200.00	\$0.00	\$2,200.00	
Unit Repairs + Accessibility				
Emergency Alarm Repairs + Replacement	\$1,375.00	\$1,375.00	\$2,750.00	\$275 per alarm fix with approximately 5 alarm fixes per year and \$100 for 12 smoke detectors per year
Accessibility Retrofits--Toilets	\$1,000.00	\$1,000.00	\$1,000.00	\$100 per toilet; 10 toilets per year
Accessibility Retrofits--Screen door levers	\$384.00	\$384.00	\$350.00	\$64 per lever; 6 replacements per year
Accessibility Retrofits--Grab Bars	\$90.00	\$90.00	\$90.00	\$30 per bar; 3 replacements per year
HVAC replacements	\$36,000.00	\$36,000.00	\$23,810.00	\$6000 per replacement; 6 units per year are failing
Water heater replacements	\$4,000.00	\$4,000.00	\$2,000.00	\$500 per replacement; 8 per year are failing
Stove replacements	\$5,100.00	\$5,100.00	\$2,500.00	\$510 per replacement; 10 per year are failing
Fridge replacements	\$7,000.00	\$7,000.00	\$3,500.00	\$700 per replacement; 10 per year are failing
Total Repairs + Accessibility	\$54,949.00	\$54,949.00	\$36,000.00	

Lunch and Learn Events				
Speaker fees	\$600.00	\$600.00	\$600.00	Honorarium of \$150 per speaker for 4 total events
Food	\$1,200.00	\$1,200.00	\$1,200.00	Local catering for 30 people for 4 events
Total Repairs + Accessibility	\$1,800.00	\$1,800.00	\$1,800.00	
Total:	\$119,949.00	\$117,749.00	\$50,000.00	

*Please note, this budget is specific to this expansion program; full Sunrise budget has been attached as well

Board of Directors

Last Name	First Name	Role on Board	Term Status	Residency
Rosa	Erika	Member	2022-2026	San Marcos
Aldape	Rosa	Member	2022-2026	San Marcos
Benavides	Sam	Member	2022-2026	San Marcos
Herrandez	Mario	Member	2023-2027	San Marcos
Webster	Deborah	Secretary	2023-2027	San Marcos
Churchwell	Chuck	Treasurer	2023-2027	San Marcos
Prather	Jude	Member	2024-2028	San Marcos
Harrison-Floyd	Sue Ann	Member	2024-2028	San Marcos
Ault	Ellen	Member	2024-2028	San Marcos
Randle	Melvia	Member	Ex Officio	San Marcos
Poling	Emily	Member	Ex Officio	New Braunfels
Knapp	Adam	Member	Ex Officio	San Marcos
Salmi	Todd	President	Ex Officio	San Marcos
Moreno	Maggie	Member	Advisory	San Marcos
Riley	Brette	Member	2025-2029	San Marcos





May 16, 2025


To whom it may concern:


Southside Community Center does not submit a Form 990 to the IRS as we are not required to do so due to our size. We have attached instead our IRS determination letter. Please feel free to contact us with any questions.

Thank you,
Desiree Miranda
Bookkeeper
Southside Community Center

 512-392-6694

 office@southsidecenter.org

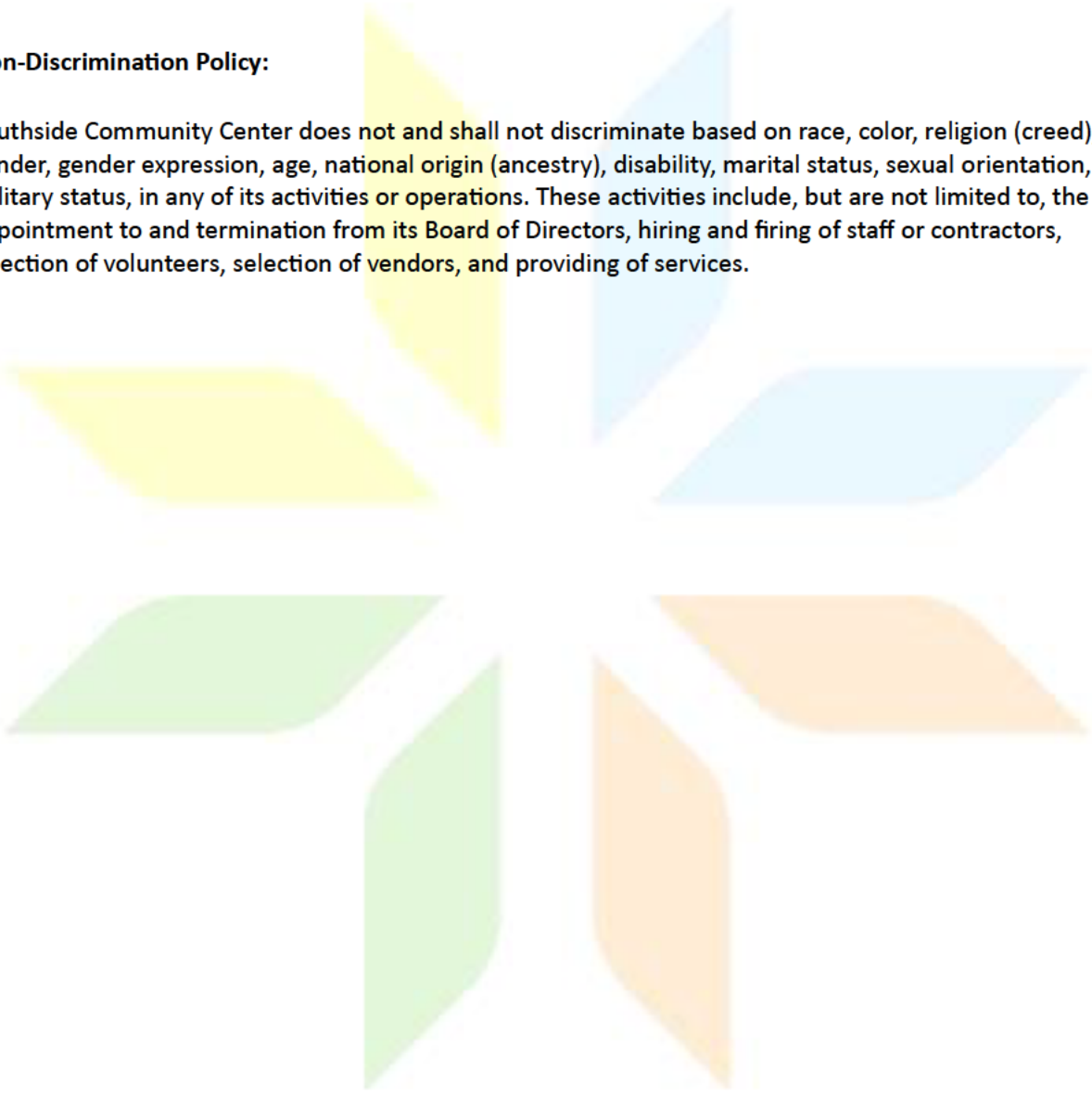
 Southsidecommunitycenter.org


 518 S. Guadalupe St
San Marcos, TX 78666





Non-Discrimination Policy:


Southside Community Center does not and shall not discriminate based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, the appointment to and termination from its Board of Directors, hiring and firing of staff or contractors, selection of volunteers, selection of vendors, and providing of services.



 512-392-6694

 office@southsidecenter.org

 Southsidecommunitycenter.org

 518 S. Guadalupe St
San Marcos, TX 78666

From: [Jessica Cain](#)
To: [Escobar, Lorena](#)
Subject: [EXTERNAL] SOPs
Date: Thursday, April 9, 2026 11:48:25 AM
Attachments: [Outlook-d13okjvk.png](#)
[winter shelter policies & procedures \(1\).pdf](#)

Hi Lorena,

As discussed on the phone, the SOPs that you already have (Emergency Assistance, Homelessness/Eviction Prevention, and Transitional Shelter) go with our Housing Stability Program HSAB application.

We do not have any SOPs for Sunrise Village that apply to this grant request.

I have attached the winter shelter policies and procedures document for the Daily Services application.

Thank you,



Jessica Cain (she/her)
Director of Neighborhood Engagement
Southside Community Center
518 S. Guadalupe St. San Marcos, TX 78666
512-392-6694 ext. 04

CAUTION: This email is from an EXTERNAL source. Links or attachments may be dangerous. Click the Report Spam/Phishing button in the Mimecast tab if you think this email is malicious.

Paragraph entry for Melvia Randle [REDACTED]

From Randle, Melvia E <[REDACTED]>
Date Thu 2/26/2026 9:21 AM
To Amaris Hutsler <AHutsler@sunrisevillagesm.com>

Hello,

My name is Melvia Randle, as a longtime resident, I truly enjoy living here and value the independence this community allows me to maintain. At this stage in my life, feeling safe, comfortable, and respected means everything, and this property provides exactly that. The maintenance team is always prompt, courteous, and attentive whenever something needs attention, which gives me great peace of mind. Just as importantly, the staff are kind, patient, and genuinely caring. They take the time to check in and make residents feel seen and appreciated. It's a warm, welcoming environment where neighbors look out for one another, and I'm grateful to call this community my home.

Thank you,

Melvia Randle

[REDACTED]

2/26/2026

I am writing to express my wholehearted support for the grant application submitted by Sunrise Village. My name is Dahlia Brower, and I am a resident at Sunrise Village Retirement Community. Over the past four years, I have had the privilege of being an occupant of this retirement village. I have also had the privilege of observing several initiatives closely, and I am confident in their ability to deliver impactful results.

In the past, I have received services that helped prevent me from becoming displaced. For example, when water was seeping into my bedroom from the utility closet and front porch, it was quickly arranged for me to be transferred to another livable apartment. Sunrise Village is committed to helping us retirees by providing food pantry twice a month and offering informative workshops.

I am confident that Sunrise Village has the expertise and dedication needed to achieve the goals outlined in their proposal. I support the outcomes of these future endeavors and strongly encourage the City of San Marcos to support this important work.

Please do not hesitate to contact me at [REDACTED] I am a very appreciative occupant and offer my full support for this grant application.

Sincerely,

Dahlia Brower

To whom it may concern:

I've lived at Sunrise Village for nearly 10 years. It was truly a lifeline for me—I simply couldn't afford to live anywhere else in San Marcos.

Sunrise is a warm, close-knit community of seniors living on very limited incomes. Many of my neighbors no longer drive or can't afford a car. For them, the Sunrise bus trips for groceries and prescriptions aren't just convenient—they're essential. The monthly outings to local events and restaurants aren't luxuries—they're meaningful opportunities for connection and joy.

I appreciate the programs Sunrise provides, but what matters most is the difference I see them make for my neighbors every day. Sunrise gives people the ability to live independently, with dignity and community—and with a little fun along the way. I have confidence in Sunrise management and I know they'll use the funds to improve the lives of our residents.

Dianne Witter

Sunrise Village resident



Now this dynamic team is requesting a grant of funds to enrich, yet again, the social activities and programs designed to enrich our lives and keep us relevant. I urge you to earnestly consider their proposal and assist them to the fullest extent possible to achieve their noble goals, the benefits of which accrue to all future residents of Sunrise Village. How fortunate, how blessed are we to have had our paths lead us to this most amazing spot on this good earth - Sunrise Village, San Marcos, Texas.

Thank you in advance for taking the time to read this sincere request and we, the residents of Sunrise Village, await your response with hope.

Sincerely,
Patricia A. Callan
02/26/2026

To Whom it May Concern:

My name is Patricia A. Callan, 87 yrs. of age and a 2.5 yr. resident of Sunrise Village. Please allow me to tell you why I am so happy here. The milieu and the amenities are comfortable, welcoming, clean, quiet, soothing and one of my favorite words, homey. Not brand new and glibly where one is hesitant to touch anything lest it break! But rather lived in and loved in with a history of former residents. This is topped off by a leadership team par excellence led by Mgr. Amaris with Asst. Aliyah and Maintenance person Gabriel. Maintenance requests are responded to in a timely manner, but the key is the plethora of social events and programs provided for us by this proactive and forward-thinking team - all designed to keep us informed, engaged in the community, as physically and mentally active as our bodies permit. As we age and our physical attributes and natural talents slowly diminish, as our family and friends pass on, we are surrounded by a nurturing environment and new friends. We are a loving community, a family - another of my favorite words, and this amazing trio of leaders "has our backs", as it were, which is evident in all they do for us. One never need feel isolated or alone here.

Southside Final Quarter Performance Report

Fourth Quarter 2025

HSAB Grant

In the final quarter of 2025, Southside continued its mission of serving neighbors and community members facing hardship. The demand for essential support services — particularly rental and utility assistance — remained significant throughout the quarter.

Financial Assistance Provided

Southside distributed critical financial assistance to help stabilize households:

- **Utility Assistance:** \$3,522.42
- **Rental Assistance:** \$5,424.88
- **Total Housing & Utility Support:** \$8,947.30

These funds helped families maintain stable housing and avoid service disconnections during a challenging season.

Daily Essential Services

In addition to financial support, Southside provided vital daily services to meet immediate needs:

- **Meals Served:** 4,196
- **Laundry Services Provided:** 86
- **Showers Provided:** 469

These services ensured access to food, hygiene, and dignity for hundreds of individuals throughout the quarter.

2025/2026 BOARD OF DIRECTORS MEETING							
	J	F	A	J	O	J	F
Aldape, Rosa	X	X	X	X	X	X	X
Ault, Ellen		X	X			X	X
Baggett, Jean	X	X	X	X			Term ended October 2025
Benavides, Sam						X	X
Bowlin, Russell		X	X	X	X		
Briones, Minerva	X		X				Term ended October 2025
Churchwell, Chuck	X			X	X	X	X
Harrison-Floyd, Sue Ann	X	X	X	X	X	X	
Hernandez, Mario						X	Term began November 2025
Knapp, Adam			X		X		
Moreno, Maggie	X	X			X	X	X
Perez, Frances	X			X	X		Term ended October 2025
Poling, Emily		X		X	X	X	X
Prather, Jude		X	X	X	X		X
Randle, Melvia			X	X	X	X	X
Riley, Brette						X	X
Rosa, Erika						X	X
Salmi, Todd	X	X	X	X	X	X	X
Saucedo, Barbara	X		X				Term ended October 2025
Webster, Deborah	X	X	X	X	X	X	X

ARTICLE V THE ANNUAL MEETING

Section 1 - Annual Meeting

There shall be an Annual Meeting of the Board of Directors in the month of October. The date and place shall be determined by the Board of Directors. The agenda shall include (1) the election of the Board of Directors, the Board's officers, and the Nominating Committee, (2) hearing reports of Southside Community Center's work in the preceding year, and (3) hearing plans for "new directions" for promotion and interpretation purposes.

Section 2 - Membership

The voting membership shall be that as defined in Article IV, Section 3.

Section 3 - Quorum

The quorum shall be that as defined in Article IV, Section 8(E).

ARTICLE VI OFFICERS

Section 1 - Officers

The officers shall be elected from the voting membership of the Board and shall serve as officers of the Annual Meeting of the corporation and of the Board of Directors. The officers shall be President, Vice President, Secretary, and Treasurer.

Section 2 - Duties

A. President

1. The President shall be the chief elected officer of Southside Community Center and shall preside at all business meetings, and shall be President of and ordinarily preside at meetings of the Board.
2. The President shall appoint the members of all committees except as otherwise specified in the Bylaws of Southside Community Center, and shall be an ex officio member of all committees without vote.
3. The President may sign, with the Secretary or any other proper officer of Southside Community Center authorized by the Board of Directors, any deed, mortgage, bonds, contracts, or other instruments which the Board of Directors has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated to some other officer or agent of Southside Community Center
4. The President, in general, shall perform all duties incident to the office of President and such other duties as shall be prescribed by the Board of Directors from time to time.

B. Vice President

1. The Vice President shall serve as the President for meetings in the absence of the President or in the event of his/her inability or refusal to act, conducting business as provided by the Bylaws of Southside Community Center.

C. Secretary

1. The secretary shall keep the minutes of the meetings of the Board of Directors and shall submit these minutes for approval by the Board prior to the next meeting of the Board.
2. The Secretary shall see that all notices are given in accordance with the Bylaws.
3. The secretary shall, with the Executive Director, be custodian of Southside Community Center's records.
4. The Secretary shall keep a register of the mailing address for each member.
5. The Secretary shall, in general, perform all the duties incident to the office of the Secretary and such other duties as from time to time may be assigned by the Board of Directors.
6. The Secretary may be under such bond as deemed necessary.

D. Treasurer

1. The Treasurer shall meet monthly with the Business Manager (or such other employee of Southside Community Center as may be responsible for the finances of the agency) to provide oversight/audit of the income and expenses of Southside Community Center.
2. The Treasurer shall preside at the meetings of the Finance Committee.
3. The treasurer shall, in general perform all the duties incident to the office of the Treasurer and such other duties as from time to time may be assigned by the Board of Directors.
4. The Treasurer may be under such bond as deemed necessary.

Section 3 - Term of Office

Terms of office for the officers shall be three years. The term of office shall begin on 1 November following election and shall continue until 31 October.

**ARTICLE VII
NOMINATIONS AND ELECTIONS**

Section 1 - Committee Composition and Term of Office

A Nominating Committee of five members, the majority of whom shall be members of the Board, shall be elected at the Annual Meeting, for a term of three years. A quorum of the Nominating Committee shall be at least three members of the committee.

The Nominating Committee shall annually review the membership of the Board and nominate new Board members, Board officers, and members of the Nominating Committee. Consideration should be given to include men and women from the neighborhoods served by Southside Community Center, professional experience, interest in the church and its outreach, and willingness to serve and to help effect change.

Section 2 - Slate of Nominees

A slate of nominees willing to serve as Board members, officers, and members of the Nominating Committee, with one nominated to be its chairperson, shall be submitted in writing to the voting members of Southside Community Center with the call to the Annual Meeting.

Section 3 - Other Nominations

Additional nominations may be made from the floor of the Annual Meeting with the consent of the person being nominated or through submission of a petition signed by five voting members of the Annual Meeting to the President or the Secretary with the consent of the person being nominated.

BYLAWS
SOUTHSIDE COMMUNITY CENTER, INC.
San Marcos, Texas

ARTICLE I
NAME

The name of this organization shall be Southside Community Center, Inc.

ARTICLE II
PURPOSE

Southside Community Center, Inc. is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Southside Community Center is an agency of social concern committed to the development of the neighborhoods of San Marcos and Hays County. It operates on the belief that a neighborhood organized around its own interests can do much to enhance the personal dignity of the individual and possibilities for self-determination. To achieve this purpose, Southside Community Center is engaged in providing ministries to the homeless; in supporting women and children in our community through programs of direct services, social action, and various economic developments; and in providing safe and affordable housing to low and moderate income people.

ARTICLE III
PROPERTY AND SUPPORT

Section 1 - Property

- A. Title to the property at 518 S. Guadalupe, San Marcos, Hays County, Texas 78666, is held in the name of United Methodist Women (dba United Women in Faith) of The United Methodist Church (UMC), with headquarters at 475 Riverside Drive, New York, New York 10015, incorporated under the laws of the State of New York.
- B. Title to all other properties owned by Southside Community Center, Inc. are attached as Exhibit "A," made a part hereof and attached hereto, and as may be revised as needed.

Section 2 - Support

- A. Contributions for support of the Center located at 518 S. Guadalupe are made by United Methodist Women of The United Methodist Church.
- B. Other sources of support for Southside Community Center, Inc. are churches, other community non-profit organizations, private contributions, and grants from local, state, and federal funds as approved by the Executive Director in consultation with the Finance Committee. Income from investments is also a potential source of funds for the corporation.

ARTICLE IV BOARD OF DIRECTORS

Section 1 - Authority

Southside Community Center shall be governed by a Board of Directors which shall exercise all the powers of the Corporation unless herein otherwise indicated. The corporation membership and the membership of the Board of Directors shall be vested with the authority for governing Southside Community Center, Inc.

Section 2 - Relationship

Southside Community Center is a non-profit charitable corporation owned by United Methodist Women of The United Methodist Church (UMC). The Board of Directors of Southside Community Center, Inc. shall consider the policies and administration of United Methodist Women in the exercise of its powers. However, the Board of Directors of Southside Community Center, Inc. is an independent board not controlled by any organization within or outside of The United Methodist Church or any other religious organization.

Section 3 - Membership

The Board of Directors shall be composed of a minimum of twelve elected members with vote. In addition there may be four ex-officio members with vote. The voting members of the Board of Directors may appoint non-voting advisory members.

A. Elected Members

1. One third (1/3) of the Board of Directors must be elected or appointed from the constituency served; i.e. from the primary geographic neighborhoods, economic level, and racial/ethnic groups served. These members must be low-income or represent organizations that primarily serve low-income individuals and/or families.
2. One third (1/3) of the Board of Directors must be members of The United Methodist Church, with priority given to United Methodist Women members.
3. One third (1/3) of the Board of Directors must come from the community at large, selected for specific professional expertise, organizational connections, and other leadership (financial, legal, ecumenical).
4. No two elected members of the Board of Directors related by blood or marriage/domestic partnership may serve on the Board of Directors at the same time. This provision becomes effective with the election of 2021.

B. Ex officio Members

1. The President of the Rio Texas Conference United Women in Faith or her representative
2. The President of the Hill Country District United Women in Faith or her representative
3. The Chair of the Hill Country District Strategy Team or her/his representative
4. The Hill Country District Superintendent or her/his representative

C. Advisory Members

Appointed with approval by a majority of the Board of Directors to serve a two year term.

Section 4 - Tenure and Rotation

- A. One-quarter of the elected membership shall be elected annually to serve a four-year term.
- B. Elected members may serve up to two consecutive terms, then will be ineligible for election to Board membership for one year. Such individuals will be immediately eligible as non-voting advisory members and eligible for election to Board membership the following year.
- C. Term of membership begins on 1 November following election, and ends on 31 October of the year of the term to which he/she was elected or until a successor is chosen.
- D. Members filling unexpired terms are subject to the term to which they are elected.
- E. Ex-officio members or their representative shall serve only during their term of office.
- F. A recommendation of the Nominating Committee and a majority vote of the Board of Directors shall fill any vacancies occurring in the Board of Directors. The new Board member will serve the remainder of the unexpired term.
- G. The resignation of any Board member shall be effective upon written notice given by the Board member to the President or Secretary of the Board.

Section 5 - Inactive Members

If a member elected by the Board becomes inactive by missing three consecutive meetings without excuse, the Board must provide thirty (30) days written notice to the inactive Board member and then may declare his or her position on the Board vacant.

Section 6 - Duties or Responsibilities of the Board of Directors

The Board of Directors:

- A. Shall be legally responsible for the business of Southside Community Center, with consideration given to the policies of United Methodist Women.
- B. Shall determine, periodically review, and revise the Board policies which guide the work of Southside Community Center.
- C. Shall obtain finances, determine the financial plan or budget, hire an audit firm, and annually authorize and receive a CPA audit.
- D. Shall receive necessary legal advice for Southside Community Center through an authorized lawyer hired annually by the board.
- E. Shall maintain corporation standards in line with those set by United Methodist Women, the Federation of Settlements, and other appropriate standard-setting groups or organizations.
- F. Shall represent Southside Community Center in the community and develop informed interest and support.
- G. Shall review the program of services and action in the light of changing needs and priority-setting.
- H. Shall do long-term planning to alleviate as well as to meet neighborhood need.
- I. Shall care for property and funds and refer all legal matters concerning property owned by United Methodist Women to the Director of National Ministries of United Methodist Women.
- J. Shall employ the Executive Director upon the recommendation of the Personnel Committee of the Board, after consultation with the Director of National Ministries of United Methodist Women.
- K. Shall elect the members of the Board and, upon the recommendation of the Nominating Committee, fill vacancies.
- L. Shall review, if necessary, the Bylaws annually.

Section 7 - Conflict/Identity of Interest

No Board member shall knowingly vote on any matter in which the Board member, the Board member's immediate family or partner, or an organization with which the Board member is affiliated in any capacity has a direct or indirect financial interest as defined by the policies of the Board of Directors. A Board member shall disclose fully the nature of any potential conflict of interest and recuse him or herself from any vote concerning such a potential conflict of interest. Failure to do so shall result in immediate removal from the Board of Directors.

Section 8 - Meetings, Quorum, and Voting

- A. The policy of the Board of Directors shall be to meet a minimum of six times a year.
- B. Special meetings may be called by the President or upon written request of four members of the Board. Written notice must be mailed, faxed, or e-mailed to all Board members. The notification must be conducted so that the Board members are notified a minimum of two days before the meeting.
- C. Time and place of regular meetings shall be determined by the Board.
- D. Prevailing parliamentary procedure shall be used unless conflicting with these Bylaws.
- E. One half (1/2) of the elected members of the Board shall constitute a quorum.
- F. All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place.

Section 9 - Executive Director

The Board of Directors shall hire an Executive Director who shall serve at the will of the Board. The Executive Director shall have immediate and overall supervision of the operations of Southside Community Center, and shall direct its day-to-day business; maintain the properties of Southside Community Center; hire, discharge, and determine the salaries and other compensation of all staff members under the Executive Director's supervision within the Board-approved personnel budget; and perform such additional duties as may be directed by the Executive Committee or the Board of Directors. No officer, Executive Committee member, or member of the Board of Directors may individually instruct the Executive Director or any other employee. The Executive Director shall make such reports at the Board and Executive Committee meetings as shall be required by the President or the Board. The Executive Director shall be an ad-hoc member of all committees.

The Executive Director may not be related by blood or marriage/domestic partnership within the second degree of consanguinity or affinity to any member of the Board of Directors. The Executive Director may be hired at any meeting of the Board of Directors by a majority vote and shall serve until removed by the Board of Directors upon an affirmative vote of three-quarters (3/4) of the members present at any meeting of the Board of Directors. Such removal may be with or without cause. Nothing herein shall confer any compensation or other rights on any Executive Director, who shall remain an employee terminable at will, as provided in this Section.

The Executive Director shall be responsible for carrying out the program of Southside Community Center under the policies and directives of the Board and shall give staff leadership to all meetings of the Board of Directors. The Executive Director attends all Board meetings, but does not have a vote. The Executive Director or a staff member may be assigned to any of the Board's committees by approval of the Board.

Section 10 - Board Members

Board members shall not accept employment as staff of Southside Community Center or payment for services rendered.

Section 4 - Election

Election shall be by secret ballot at the Annual Meeting. A majority vote shall elect.

Section 5 - Notification of Nominees

The Nominating Committee is responsible for notifying all nominees after the election. The Chairperson of the Nominating Committee is responsible for notifying ex officio members when they assume one of the offices in The United Methodist Church's structure which allows representation on this Board. The Chairperson shall contact annually the pastor of one of the three United Methodist Church congregations in San Marcos to determine if any change in the ex officio members has taken place. Information regarding such changes shall be given to the Secretary of the Board, for correspondence and record purposes.

ARTICLE VIII COMMITTEES

Section 1- Statement Concerning Committees

Committees are primarily responsible for the formulation of recommendations and policies to the Board and for carrying out responsibilities assigned to them by the Board. It is in the work of the committees that Board and staff work together as partners in analyzing both challenges and opportunities for Southside Community Center. Upon a committee's development of a recommendation, the Board votes. Following Board approval, the staff executes or administers.

Committees work to clarify community issues, study the facts involved in alternative solutions, and prepare recommendations to be considered by the Board. Policy recommendations shall be circulated to voting members at least a week prior to voting.

Persons from the wider community may be included in committees as non-voting members as a means of listening to the community and of developing potential board members.

Section 2 - Standing Committees

A. Executive Committee

1. Meetings of the Executive Committee shall be chaired by the President.
2. The committee membership shall consist of the officers and two additional members of the Board nominated by the Nominations Committee and elected by the Annual Meeting. Each of the two additional members shall be elected in alternate years to serve a two-year term. When the matter to be considered is the concern of one of the committees, that chairperson shall attend.
3. Meetings of the Executive Committee may be called by the President, or in cases of the absence of the President, by any two of the officers of the Board. All members of the Executive Committee shall be notified of the meeting by email, text, or phone. Such meetings may be held at a location designated by those who call the meeting, or by teleconference or a digital meeting platform (Zoom, Google Hangouts, etc.)
4. The quorum for meetings of the Executive Committee is 50% of the committee membership.
5. Actions of the Executive Committee must be approved by two-thirds of the committee members present and voting.

- a. Oversight and direction
 Except for the power to amend the Articles of Incorporation and the Bylaws, this committee shall have power to act between meetings of the Board, to make recommendations to the Board, and to carry special responsibilities assigned to it. Final authority remains with the Board of Directors, as any interim action must be brought to the next meeting of the Board for ratification.
- b. Direct services and social action
 The Executive Committee shall make recommendations to the Board on broad policies concerning the services and action of the agency. It shall assist and advise the staff in studying neighborhood needs and resources and planning programs of direct services and social action to meet those needs in the most effective way, including projections of required staff and budget resources to carry out each program. Particular aspects of this responsibility include:
 - i. Awareness of the services provided through Southside Community Center, and their quality and quantity
 - ii. Advise the Board on neighborhood or community action with potential to alleviate conditions of poverty and economic inequity and meet needs which cannot be met through the current resources of the agency.
- c. Building and Grounds
 The Executive Committee shall develop and recommend to the Board, and periodically review policies and methods for maintenance of Southside Community Center property so that it is safe, functional and attractive.
- d. Public Relations
 - i. The Executive Committee shall recommend to the Board ways of adequately interpreting Southside Community Center to the service area and community at large.
 - ii. The President of the Board of Directors, or another person specified in writing by the Executive Committee, shall be authorized to speak on behalf of the Board of Directors.

B. Personnel Committee

Recommends to the Board policies to be followed in staffing Southside Community Center, including

- 1. Employment and, if necessary, dismissal of the executive director.
- 2. Evaluation of the director annually, unless this function is assigned to a special committee by the Board.
- 3. Consultation with the executive director when major staff positions are being filled.
- 4. Developing, reviewing annually and recommending revisions to the Board of
 - a. a code of Personnel Policies governing employment conditions of Southside Community Center
 - b. a grievance process for employee appeals of any violation of the Personnel Policies
 - c. a schedule of staff positions with responsibilities and necessary and desirable personal and professional qualifications
 - d. for each position, salary ranges to be paid each employee hired by the Executive Director. A person elected by the Center shall be included on the committee for the development or revision of the Personnel Policies. That employee shall not be the Executive Director.
- 5. Establishing standards and practices for volunteers (program and administrative).

C. Finance Committee

1. Meetings of the Finance Committee shall be chaired by the Treasurer, or in the Treasurer's absence, a committee member of the Treasurer's designation.
2. The Finance Committee shall develop, recommend to the Board, and periodically review policies which will govern the management of the financial affairs of Southside Community Center and provide adequate funds for implementing the program of services, and other actions approved by the Board.
3. The Finance Committee shall be provided with both balance sheets and income statements for each period under review and shall convey this information to the Board, with any recommendations they may have.
4. The Finance Committee shall provide oversight for the preparation of the annual budget, although this duty may be delegated to a Budget Committee with representation from the Personnel and Executive Committees.
5. The Finance Committee shall assume the responsibility for fund raising assigned it by the Board.

D. Nominating Committee

The duties shall be as defined in Article VII.

Section 3 - Special Ad Hoc Committees

Special or ad hoc or other standing committees may be appointed as necessary.

Section 4 - Membership

Each member of the Board should serve on at least one standing committee. Individuals who are not board members but have particular knowledge or skill may be named to committees as regular voting members of the committee.

Section 5 - Method of Appointment

Chairpersons and members of all committees other than the Nominating and Executive Committees shall be nominated by the President in consultation with the Executive Director, and elected by the Board. Their terms of service shall be concurrent with their term of membership.

Section 6 - Role of President and Executive Director

The President is ex officio on all committees except the Nominating Committee.

The Executive Director shall give staff leadership to all committees with the exception of the Personnel Committee when the Executive Director's employment is under consideration. The Executive Director may delegate this responsibility of committee staff liaison to other appropriate staff members.

Section 7 - Meetings

Committee meetings shall be planned by the committee chairperson in consultation with the Board President and the staff member liaison.

Section 8 - Quorum

A simple majority of members shall constitute a quorum.

Section 9 - Minutes

Minutes of all committee meetings shall be kept on file at the offices of Southside Community Center.

**ARTICLE IX
INDEMNIFICATION**

Section 1 - General

To the full extent authorized under the laws of the State of Texas, Southside Community Center shall indemnify any member, director, officer, employee, or agent, or former member, director, officer, employee, or agent of Southside Community Center, or any person who may have served at Southside Community Center's request as a director or officer of another corporation (each of the foregoing members, directors, officers, employees, agents, and persons is referred to in this Article individually as an "indemnitee") against such expenses actually and necessarily incurred by such indemnitee in connection with the defense of any action, suit, or proceeding in which that indemnitee is made a party by reason of being or having been such member, director, officer, employee, or agent, except in relation to matters as to which that indemnitee shall have been adjudged in such action, suit, or proceeding to be liable for negligence or misconduct in the performance of a duty.

The foregoing indemnification shall not be deemed exclusive of any other rights to which an indemnitee may be entitled under any Bylaw, agreement, resolution of the Board of Directors, or otherwise.

Section 2 - Expenses

Expenses (including reasonable attorneys' fees) incurred in defending a civil or criminal action, suit, or proceeding may be paid by Southside Community Center in advance of the final disposition of such action, suit, or proceeding, if authorized by the Board of Directors, upon receipt of an undertaking by or on behalf of the indemnitee to repay such amount if it shall ultimately be determined that such indemnitee is not entitled to be indemnified hereunder.

Section 3 - Insurance

Southside Community Center may purchase and maintain insurance on behalf of any person who is or was a member, director, officer, employee, or agent against any liability asserted against such person and incurred by such person in any such capacity or arising out of such person's status as such, whether or not Southside Community Center would have the power or obligation to indemnify such person against such liability under this Article.

**ARTICLE X
BOOKS AND RECORDS**

Southside Community Center shall keep complete books and records of account and minutes of the proceedings of the Board of Directors.

ARTICLE XI
AMMENDMENT

These Bylaws may be amended at any meeting of the Board of Directors provided the members have had written notice of the changes ten days before the meeting. An affirmative vote of fifty percent (50%) plus one of the membership is required to amend the Bylaws.

Adopted October 23, 2001

Revised January 19, 2021

Revised March 8, 2022

