

SAMPLE BY-LAWS

BY-LAWS SUN CITY CENTER (NAME OF THE CLUB)

Article 1. NAME OF THE ORGANIZATION. The official and legal name of the club is (name of the club), hereafter referred to as The Club, and such name shall be used on all official Club correspondence and financial documents.

Article 2. OBJECTIVES. To provide members programs (this should provide general description of what the club is doing, goals, etc.)

Article 3. MEMBERSHIP. The membership of this Club shall be open to all members in good standing of the Sun City Center Community Association. (Club members may come from other sources such as Kings Point. Outside membership must be approved by SCCCA Board of Directors. Upon board approval, the member outside of SCC will have the same rights as club members of this club/organization, but no other privileges within the CA. i.e. have purchased a KP access card, have FP access card)

Club membership shall be conditional upon the timely payment of dues as provided for in the club by-laws.

Removal of a Member

Any member may be removed from membership in a Club for cause which a majority of the members consider sufficient. The following process must be pursued to accomplish the removal of a member.

A. The Club member who recommends the removal of another member must submit the request in writing to the Executive Committee.

1. The letter must clearly state the reason(s) for the proposed action.

2. The letter must be signed by the member bringing the action.

3. The letter must be endorsed and signed by at least two (2) other members of the Club.

B. A member of the Club may be removed from membership for cause by majority vote of the members present at a duly constituted meeting of the Club. The member under consideration for removal must be notified of the time, place, and purpose of the meeting and must be allowed time to present an appeal to the members present prior

to the vote. A removed member of the Club may, within 30 days of removal, request an appeal hearing to the Club Executive Committee for reinstatement of membership.

C. After one year from the date of removal, the removed member may apply, by letter, to the Executive Committee for reinstatement. If approved by a majority vote of the Executive Committee, the reinstatement must also be approved by a majority of the members present at a duly constituted meeting of the club. Any reinstatement of this nature shall be as new members. *(amended 5/19/18 to be in effect on January 1, 2019)*

Article 4. OFFICERS & EXECUTIVE BOARD. The officers of the Club shall be the President, Vice-President, Secretary and Treasurer (you can add more officers or directors.)

The President and the majority of the Club Officers and the majority of the Club's Board must be CA members in good standing of the CA. *(amended 5/9/18 to go into effect on January 1, 2019)*

The Officers of the club shall be elected as specified in the club's by-laws and serve without compensation.

The specific duties of each officer shall be defined in the club's by-laws.

The Executive Board shall consist of the officers as stated in this article of the by-laws.

Each member of the Board is entitled to one vote on general issues and decisions regarding operation of the club except for the President, who votes only when necessary to overcome a deadlock caused by the vote.

The primary responsibility for management of the club's activities shall be vested in the Board.

Article 5. DUTIES. President shall preside over the meetings, sign all legal documents upon approval of the Board/approval of members, and act as the spokesman for the club.

Vice President shall act in place of the President in his/her absence.

Secretary shall maintain all the minutes of the Board and the General membership meeting. Maintain all correspondences of the Club. Maintain active list of members (to include their CA membership number, address, phone number) and send a yearly copy electronically to the CA office.

Treasurer shall maintain all financial records and disbursements of club funds.

(Any other additional board member with their duties)

Article 6. FINANCES. The Club shall collect dues from its members in accordance with the by-laws.

Accounts of the club shall be established with a recognized FDIC insured organization.

The required signatures on financial documents shall be any two of the following officers: President or Vice President and Treasurer or Secretary.

The Board, with and by a majority vote of its members, has the power to approve all club expenses.

The financial records of the club shall be audited annually at a date as close as possible to the time such records will be transferred to the incoming Treasurer.

If the club is dissolved, dispensation of assets and cash will go to another 501(c)(3) such as the Sun City Center Community Association.

Article 7. ELECTIONS. The elections of officers of the club shall be held annually. The new officers shall be installed after the elections.

A nominating committee appointed by the President may put up a slate of candidates or candidate can be nominated from the floor if present at the time of elections.

A majority will elect each position.

Article 8. MEETINGS. Board meetings will be held at the discretion of the board. Events/general meetings will be held/set by the board at noted times and the membership will be notified with a minimum of 48 hours' notice. This can be done by email, phone or mailed out 7 days prior to the meeting.

A duly held meeting will have a quorum of 20% of the registered members of the club.

Board Meetings may be called by the President and shall consist of a quorum of 75% of the board.

Article 9. AMENDMENTS. Amendments to the by-laws may be initiated by any club member by submitting the proposed amendment in writing to the Board.

The amendment, after approval of the Board, will then be presented to membership present at the regularly scheduled club general meeting. Approval of said amendment requires a 75% positive vote of the membership present at the meeting.

Any subsequent changes or revisions of the by-laws shall be submitted to SCC Community Association Club Liaison Director (CLD) for approval before adoption by the club membership.

Article 10.

The club shall operate under its own by-laws established in accordance with guidelines set forth by the SCCCA's by-laws and policies.

“The Standard Code of Parliamentary Procedure” shall be used for guidelines not included in the by-laws.

These bylaws have been adopted by the membership in accordance with Article 9.

Approved by Club President _____ Date _____

Approved by CA Director, CLD _____ Date _____