

# **BYLAWS**

## **BUTTONWOOD HEIGHTS SOCIAL CLUB**

### **ARTICLE I - Name**

The name of the organization shall be the Buttonwood Heights Social Club. The organization may, at its pleasure by a vote of a majority of the membership at the monthly meeting, change its name.

### **ARTICLE II - Purpose**

The Buttonwood Heights Social Club is organized exclusively to provide its members the opportunity to promote neighborliness through social functions. The Social Club is open to all residents of the eastern section of The Village of Buttonwood as set forth under Article III - Members; Section 1- Qualifications.

### **ARTICLE III - Members**

#### **Section 1 - Qualifications**

Membership shall be open to all who rent or own a home (hereafter called "Residents") in the section of The Village of Buttonwood east of St. Charles Place. Verification shall be in the form of an address within the designated area. Previous Residents are eligible to retain membership in the Social Club as "emeritus" members provided they maintain their membership each calendar year. Failure to renew "emeritus" membership by the end of the first quarter will forfeit their eligibility to remain as "emeritus" members.

If a person who relocates outside The Villages and subsequently returns to The Villages and wishes to rejoin the person(s) will be permitted to rejoin as an "emeritus" member(s) and will be required to abide by "emeritus" membership guidelines denoted in the bylaws.

If a member is in a relationship with a person outside of Buttonwood Heights, the member may purchase a guest ticket for them

#### **Section 2 - Dues**

Annual dues, in the amount as recommended by the Board, shall become due and payable prior to the first social event of the calendar year. Dues shall be used to defray the expenses of the Social Club. Payment of a Resident's current dues is required prior to participation in any Social Club function/event. Dues are not prorated. The board is to decide any modification to the dues amount by the end of the third quarter. New residents joining the club late in the year will have November and December dues waived upon receipt of the following years dues.

### **ARTICLE IV - Board of Directors**

The Buttonwood Heights Social Club Board of Directors shall consist of the elected Officers hereafter referred to as "Officers" and Standing Committee Chairs as defined below. Board of Directors members must be full-time residents of the section of The Village of Buttonwood known as Buttonwood Heights. Board of Directors are required to be available to attend at least 75% of the monthly Board Meetings. Exceptions are made for emergencies.

## Section 1 - Officers

- President
- Vice-President
- Secretary
- Treasurer

The **President** shall:

- Prepare monthly Board Meeting agendas.
- Present a report of the work of the organization at Social Club event as needed.
- See that all books, reports and certificates required by law, are properly kept and filed.
- Be one of the Officers who may sign the checks of the organization.
- Be responsible for bringing nominations for Standing Committee Chair appointments with standing committee suggestions to the Officers for approval by no later than August of each year.
- Have such powers as may be reasonably construed as belonging to the Office of President of the organization.

The **Vice-President** shall:

- Coordinate and provide Board representation for temporary ad hoc committees. This would include the Nominating, Elections and Bylaws Committees. Update the Board on any committee actions.
- Collect annual membership dues and provide monies to Treasurer.
- Maintain a record of all membership dues collected and provide social chairs with an updated listing prior to the next social event ticket sales.
- Present Membership updates on membership numbers at monthly Board Meeting.
- Become Acting President in the event of the absence or inability of the President to exercise his/her office with all the rights, privileges and powers as if he/she had been elected President.

The **Secretary** shall:

- Maintain and circulate the Minutes of the Board Meetings and any special meetings of the Buttonwood Heights Social Club membership.
- Send out communications and correspondence deemed necessary by the Board.
- Archive the Minutes of the Board Meetings, Treasury Reports and other pertinent documents for a period of 7 years.
- Prepare a Year End report on all approved motions.

The **Treasurer** shall:

- Have the care and custody of all monies belonging to the organization.
- Deposit monies into the Club's checking account in a local bank.
- Maintain and balance such checking account in conjunction with an accounting ledger.
- Archive receipts, ledgers and associated financial records for a period of seven years.
- Be responsible for the 50/50 raffles at monthly social events.
- Be one of the Officers who signs the checks of the organization.
- Provide financial data and prepare an Annual Budget.

- Present at Board meetings a written account of the finances, to include a reconciled Monthly Bank Statement, current Year-to-Date Accounting Ledger, and current Budget Data.
- Submit end-of-year financial documentation for an annual audit, if requested.
- File annual IRS Form 990N.
- Submit Form 8822B with the IRS for change of address of responsible person if applicable.
- Responsible for ordering, collecting and distributing name badges.
- Responsible for renewing the Buttonwood Heights web site and domain accounts.

## Section 2 - Standing Committee Chairs

### Social Committee; The Chairperson(s) shall:

- Plan and organize the regular monthly Social Club events.
- Solicit club members to execute event tasks.
- Be responsible for developing an annual calendar of social events.
- Provide an event budget to the Board one month prior to each event.
- Provide an accounting of monthly event-related expenses to the Treasurer.
- Provide an accounting of monthly event comments and suggestions to the Board.
- Offer suggestions for bringing nominations for Standing Committee Chair appointments to the officers for approval no later than August of each year.

If the budget is not approved one month prior to event, Social chair will revise the budget and email to board members within 5 days. Within 48 hours of receipt the board will respond with a 'Reply All'.

Majority is needed for approval with Social Chairs counting as a single vote

### Communications Committee: The Chairperson shall:

- Maintain and distribute by email an up-to-date residents list.
- Construct, modify and maintain a Buttonwood Heights Social Club website.
- Email residents and post on website upcoming social events and Activities notification
- Email residents of Death communications provided by the family
- Email residents special interest topics approved by the Board
- Maintain and post the official welcome packet and make it available to the Sunshine Committee chair.
- Send out Resident List to all new residents & email the Buttonwood Height community to welcome new residents.
- Post on website Buttonwood Heights Social Club business forms and documents and photos from social events

### Sunshine Committee: The Chairperson shall:

- Send get well wishes of care, concern and sympathy to fellow Social Club members.
- Print and Present a Welcome Package to new residents.
- Forward completed membership application to VP.
- Notify Communication Chairman of new resident

\*Additional Standing Committee Chairpersons may be appointed as necessary by the Officers.

### Section 3 - Term of Office

The Officers shall be elected for a term of one year beginning January 1 and ending December 31 of each year.

Standing Committee Chairs are appointed by the Officers for a term of one year beginning January 1 and ending December 31. With approval of the Officers the term of newly appointed Chairs may begin no later than the September Board Meeting and can be extended to provide the overlap necessary to transition the Chairs' responsibilities.

### Section 4 - Nominations and Elections of Officers

The Vice-President shall appoint and chair a Nominating and an Elections Committee.

The purpose of the Nominating and Elections Committee is to:

- Identify at least one candidate for each Officer on the Board.
- Present a list of nominees to the membership by the September social with voting to take place in October. The new officers are to attend board meetings immediately following the election but have no voting rights until their term begins.
- The required term is one year but at least a two year commitment is suggested.

### Section 5 - Board Meetings

The meetings of the Board of Directors shall be held monthly The Board shall make such rules and regulations covering its meetings as it may determine necessary. No member of the Board shall, for reason of the office or appointment, be entitled to receive any salary or compensation.

### Section 6 - Quorum

A quorum shall consist of one more than half of the members of the Board.

### Section 7 - Replacement of Elected Officers

Officer vacancies shall be filled by a vote of the majority of the remaining elected Officers. The term of office is for the remainder of the year.

### Section 8 - Voting Rights

Each Board member shall have one vote per matter and that vote shall be cast at the Board meeting. Votes shall not be cast by proxy, postal mail or e-mail.

Appointed Committee Chairpersons will all have voting privileges on all matters coming before the Board except for the following executive actions: 1) the appointment of Committee Chairpersons; 2) the replacement of Board Officers and 3) the dissolution of the Social Club.

## **ARTICLE V - Buttonwood Social Club Membership Events**

### Section 1 - Regular Events

Membership events shall be held monthly. A monthly event notice will be e-mailed to members and posted on the Buttonwood Heights Social Club website.

### Section 2 - Special Meetings

Special meetings may be called by the President when it is deemed in the best interest of the organization.

A meeting notice shall be posted on the website and the membership will be notified by e-mail. Notices

of such meetings shall state the business to be transacted at such a meeting and by whom it was called. No other business but that specified in the notice shall be transacted without unanimous consent of attendees.

#### **ARTICLE VI - Parliamentary Authority**

The organization is governed first by local, state and federal laws, then by policies which have been established for the good of the membership. The organization shall follow the spirit of the Robert's Rules of Order to govern parliamentary procedure at all meetings.

#### **ARTICLE VII - Amendments**

The Vice-President shall appoint and Chair a Bylaws Revision Committee to amend these Bylaws as deemed necessary for the good of the organization. The Board must approve Bylaws and revisions to the Bylaws before submission for a vote by the membership.

The amended Bylaws will be posted to the Buttonwood Heights Social Club website one month prior to voting.

Approval of the Bylaws and any amendments will be by affirmative vote of 51 percent (%) of those present at the first regular monthly Social Club meeting 30 days after the proposed Bylaws are distributed. Approved Bylaws will be posted on the Social Club website

#### **ARTICLE VIII - Dissolution**

The Buttonwood Heights Social Club may be dissolved only with authorization by its Officers and at a special membership meeting called for that purpose and with approval by a two-thirds (2/3) vote of the members present.

Upon dissolution all remaining assets, after payment in full of all its debts, obligations, and necessary final expenses, or after the making of adequate provision therefore, shall be distributed to such tax-exempt organizations as will be chosen by the existing Officers.

Bylaws approved by Social Club membership on: 12/14/2022

Signature:

President: Mary Braunstein

Date:

Signature:

Vice President: Herb Scull

Date:

Signature:

Treasurer: Michael Naughton

Date:

Signature:

Secretary: Karen McQuay

Date: