FORM CC-3

**STONE CREEK BRIDGE CLUB BY-LAWS**

**ARTICLE I - GENERAL:**

A. Name of this club shall be the STONE CREEK BRIDGE CLUB.

B. The purpose of this club is to: foster camaraderie with other players as well as improve our bridge skills.

C. These bylaws willfully comply with the Association's Governing Documents, and Chartered Club Rules and Procedures. In the event of a conflict between these bylaws and the Documents, or Rules, the Documents or Rules will prevail.

D. This organization shall be operated as a not for-profit association in accordance with Florida statutes and the Association's Documents.

**ARTICLE II –MEMBERSHIP and DUES:**

A. Membership shall be open to all Association members in good standing without discrimination as to race, religion, color, ethnic culture, or national heritage.

B. There shall be no precondition for membership, nor will members be required to join any national, state, or regionally affiliated organization.

C. Guest Privileges: Each member may bring no more than 2 guests to any one meeting. A resident will be allowed to attend as a guest three (3) times before having to join the club. This provision may be waived by the board on an individual basis, if needed.

Developer Guest – Developer employed Sales Associates and prospective homebuyers in the company of a Sales Associate are considered Developer Guests. Prospective homebuyers may also identify themselves with a Visitor Card for participation in Chartered Club activities. Developer Guests and Prospective Home Buyers may attend a Club function as space permits.

D. At this time, no dues will be collected. If the club decides to add dues, the amount of dues will be determined annually upon recommendation of the club’s Board of Officers and approved by the majority vote of the club’s members in attendance. Such meeting shall require a (30) thirty-day’s public notice to the members.

E. Proper behavior and decorum is expected from all members. Members, who are abusive, project an undesirable or inappropriate image, or who unnecessarily and blatantly create turmoil, disruption, and dissention among club member or other clubs or the Association in general, may have their membership temporarily suspended by the club. Proper behavior includes following club policies and procedures including safety rules when in existence. The following are recommended steps for club disciplinary action:

1. First Offense – written warning from club

2. Second offense – short term suspension by the club

3. Third offense – longer term suspension by the club

4. Fourth offense – termination in accordance with procedure in Chapter Three, paragraph 3.1C of the Charter Club Rules and Procedures.

**ARTICLE III - OFFICERS / MEETINGS OF THE BOARD:**

A. The Club’s Board of Officers shall consist of (at a minimum) a president, vice-president, and secretary-treasurer. A quorum of 51% of Board Officers will be required to hold an official Board meeting.

B. All officers shall be elected by a vote of the general membership at the club’s annual meeting by a majority vote of those members present, or are represented by a properly completed & submitted “Absentee Ballot” (Form CC-12) after a minimum of (14) fourteen days public notice has been given. Officers shall serve without compensation and may not serve as an independent contractor, however officers may volunteer instructional services.

C. Officers shall serve for one year and shall not exceed three consecutive terms.

President Responsibilities: Convene the general and board meetings; act as a liaison between the club and the community; keep the club informed of on-going events that might impact upon them; maintain decorum; become a consultant to the board for the first year after leaving office.

Vice President’s Responsibilities: Assist the President in his/her duties; act in place of the President, if needed; keep an attendance log of all participants at each club meeting; keep a binder with all club minutes, attendance logs, Club Charter, and By-Laws available; orient new members in regard to the Charter and By-Laws.

Secretary’s Responsibilities: Keep the minutes of all general and board meetings; prepare and submit the quarterly participation forms to the Life Style Director; Schedule weekly hosts; any other duties requested by the President or Vice-President.

Out-going President: Act as a consultant to the Board on matters concerning the club.

D. Newly elected or appointed officers shall within 14 days of taking office, read and understand the Charter Club Operating Manual, and submit form CC-5 listing new club officers to the Lifestyle/Fitness Director.

1. A slate of Officers will be drawn up by the Board at regularly scheduled semi-annual meeting in *October* and presented to the club in *November*. Nominations will also be accepted from the floor in *November*. Elections will be held a minimum of *fourteen (14)* days afterward in *December*. New officers shall serve from January 1 through December 31 of the following year.

2. If a vacancy in the office of vice-president or secretary occurs during any given term of office, the Board will request that interested applicants hand in their name for the position. If there is more than one applicant, the Board will pick the new officer from those applying for the position. If the vacancy occurs in the office of the president, the vice-president will assume his/her duties. The choice of replacement must be ratified at the next regularly scheduled club meeting.

3. If an officer acts in such a manner that he/she violates the Charter and/or its By-laws, the other officers will discuss the breach of with that officer. If the unacceptable behavior continues, that officer may be recalled by a 2/3 vote if the membership in a secret ballot after a thirty (30) day notice to the membership, both e-mailed and written and/or called.

E The Board will meet semi-annually, once in September to select a slate of officers for the following year, and secondly, just after elections in December to review the Charter and By-laws and deal with any issues from the preceding year and determine if any parts of the Charter and/or By-laws need to be changed. Roberts Rules of Order shall be used as a guide for parliamentary procedure in conducting all meetings. However, the club by laws will take precedent over Roberts Rules, anything not stated in the by laws shall be referred to Robert Rules of Order, Newly revised.

**ARTICLE IV - MEETINGS OF THE FULL CLUB MEMBERSHIP:**

A. Types and Frequencies of Meetings (Define)

Regular Meetings (circle one): Weekly / Twice per Month / Once per Month / *As Required*

Required Business Meetings of Officers (circle one): Annually (minimum) /

Quarterly / Monthly / Other Semi-Annually

Nomination of Officers Meeting (specify month): *October*

Election of Officers Meeting (specify month): *December*

Will you host annual special events? YES / NO

 *B. Voting and Quorum Procedures*

*Voting will be done with a show of hands. Fifteen members shall constitute a quorum*

**ARTICLE V - FINANCIAL:** N/A

A. Financial records will be maintained for a period of seven (7) years.

B. Specify dollar limitations on expenditures by other than a vote of the general membership. \*\*

C. Financial records should be audited on an annual basis, by an individual(s) other than those elected to the executive board. The results of the audit will be presented to the general membership and duly recorded in the applicable minutes of the meeting at which presented.

D. Cash and Inventory Control Procedures.

**ARTICLE VI - COMMITTEES:** *N/A*

A. The Board shall serve as the initial Finance Committee.

B. The Board of Officers may appoint standing committees, as needed.

C. All committees will have written mission statements.

**ARTICLE VII - AMENDMENTS:**

A. To amend the bylaws of this club requires a two-thirds (2/3rds) vote of the membership present at a meeting duly called for such purpose, a quorum being present and required notice being given.

B. Proposed By-law changes must be made available to all members a minimum of 30 days prior to voting by notification of the changes using the Portal, email and/or notification during at least one scheduled meeting. Written ballots are required for Club Bylaw changes and the reason for the vote must be clearly stated on the ballot or appropriately attached. Voting will take place at a scheduled meeting and at least two club members will be used to count the ballots.

ARTICLE VIII - DISSOLUTION: Prior to club dissolution, and after all debts are satisfied, all property and assets shall be turned over to the Association.

FOR THE CLUB: FOR THE ASSOCIATION:

Name/Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name/Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_