

APPLICATION FOR CHARTER

1. Date: March 4, 2011
2. Name of Club: Culinary Arts
3. Purpose of Club: Purpose of Club: The purpose of the club will be to offer residents the opportunity to prepare and enjoy, in small groups, fine food, using the finest ingredients, elegantly presented, and paired with wines that complement and enhance the culinary arts experience. We will hold culinary arts events each year utilizing the Reunion Center Kitchen and Meeting Rooms, as well as organizing occasional cooking, tasting, or educational trips both in and outside of Stone Creek.
4. Number of Persons Interested: 34
(craft clubs require minimum of 15, and non-craft clubs require a minimum of 25 initial members.)
5. Meetings and Regular Club Activity Times (FREQUENCY [weekly, 2 X Mnth, Mnthly, etc], TIME, DAY(S) OF WEEK): The dates of the culinary arts events are scheduled at the January meeting. Additional culinary arts events may be planned by club members and submitted to the board for approval.
6. Facility Space Desired (please indicate first, second and third choice):

REUNION CENTER: Kitchen and Ballroom or Meeting Rooms

The regular culinary arts events are scheduled at the Board Meeting in January. Facility and Kitchen Reservation Forms are completed at that time, by the secretary.
7. Amount of Dues to Be Charged: \$5

Frequency (please specify weekly, monthly, annually, etc.): Annually

Anticipated Expenses: Wine Glasses, dishes, silverware and decorations. These items will be stored in cabinets behind the Reunion Center stage or other approved locations. Food and wine costs of individual culinary arts events are split among actual participants attending the event.
8. Other: If the proposed club appears to be a duplicate of an existing club, please explain why an additional club is needed, or differentiate between the two clubs: This is not a duplicate of an existing club
9. Initial Club Leaders: This group will be considered the interim club executive board, until a full slate is proposed and elected by the membership. At a minimum, this group will include interim president, vice-president, and secretary-treasurer:

| Position | Name | Assoc .Mbr. # | Telephone # |
|----------|------|---------------|-------------|
|----------|------|---------------|-------------|

| | | | |
|-------------------|------------------|-------|----------------|
| Interim President | Harvey Paskin | _____ | (352) 291-1223 |
| Interim V-P | Joe Tyburczy | | (201) 290-2058 |
| Interim V-P-Sec | Beth Mueller | _____ | (352) 237-9255 |
| Interim Treas. | Margaret Ward | _____ | (352) 854-8781 |
| Interim Web Adm | Marion Pieroloni | _____ | (352) 237-7756 |

CLUB BYLAWS

ARTICLE I - GENERAL:

A. Name of this club shall be The Culinary Arts Club

The purpose of this club is to: Offer residents the opportunity to prepare and enjoy, in small groups, fine food, using the finest ingredients, elegantly presented, and paired with wines that complement and enhance the culinary arts experience. We will hold culinary arts events each year, utilizing the Reunion Center Kitchen and Meeting Rooms, as well as organizing occasional cooking, tasting, or educational trips outside of Stone Creek.

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

C. 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: A club member must make arrangements at the event planning meeting if they wish to bring up to two (2) guests to an event (2 guests per household, not per member). A resident will be allowed to attend as a guest two (2) times before having to join the club. The guest is expected to participate and share in the cost, cooking, serving and cleanup at the event they attend. This provision may be waived by the board on an individual basis, if needed.

Definitions of a Guest:

Resident Guest – All Association members are eligible to join a Chartered Club. Until they choose to do so, they are considered guests.

Resident House Guest- A friend or family member of an Association Member that does not reside within 50 miles of Stone Creek is considered a Resident House Guest.

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. 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 (5) shall consist of a president, vice-president, secretary, treasurer, and portal administrator.** 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 (30) thirty 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. List the Officers and define each Officer's responsibilities.

President – Harvey Paskin: Convene the general and board meetings; act as a liaison between the club and the community; keep the club informed of on-going culinary arts events that might impact upon them; maintain decorum; assign and consult with culinary arts event coordinators; become a consultant to the Board for the first year after leaving office.

VP – Joe Tyburczy: Assist the President in his/her duties; act in place of the President, if needed; orient new members in regard to the Charter and By-laws.

Secretary – Beth Mueller: Keep the minutes of all general and board meetings; 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. Make Kitchen and Ballroom reservations for the year after the January planning meeting. Maintain equipment inventory and make purchase recommendations to the general membership.

Treasurer – Margaret Ward: Maintain the financial records including providing required financial reports, receipts, tax information and money due to the Association Management; submit financial report at business meetings; make bank deposits, maintain petty cash; collection of dues; event costs and calculate individual expenses at culinary arts events. If the Treasurer will not be present at the event, the Treasurer will assign these duties to the Event Coordinator for that event. Event records, from the coordinator, will be turned into the treasurer or a member of the board, within 1 week of the event.

Portal Administrator – Marion Pierleoni.

1. Maintain club web page.
2. Post all culinary arts events, meetings, alerts, notices, events, etc. on the Gourmet Club page on Stone Creek web portal or coordinate with the Lifestyle Director to post same.
3. Coordinate with the Lifestyle Director posting on the community bulletin board.

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 a regularly scheduled annual meeting in September and presented to the club in October. Nominations will also be accepted from the floor in October. Elections will be held a minimum of thirty (30) days afterward in November. New officers shall serve from January 1 through December 31 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 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 behavior with that officer. If the unacceptable behavior continues, that officer may be recalled by a 2/3 vote of the membership in a secret ballot after a thirty (30) day notice to the membership, both emailed and written and/or called.

E. The Board will meet semi-annually, once just after elections in December to review the Charter and By-laws and deal with any issues from the preceding year, and

secondly, in October to select a slate of officers for the following 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 bylaws 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): January to set culinary arts event dates

Required Business Meetings of Officers (circle one): Semi-annually

Nomination of Officers Meeting (specify month): October

Election of Officers Meeting (specify month): December

Each Club has the right to schedule up to a maximum of 3 (three) special events Annually. These special events must be scheduled through the Lifestyle/Fitness Director and scheduled utilizing form CC-7A.

B. Voting and Quorum Procedures

Club members will vote by Show of Hands or Written Ballot. Fifty-one percent (51%) of the Club members in attendance, including 51% of the Board, will constitute a quorum for everything EXCEPT a change in the Charter or By-laws, which will require a 2/3 quorum. The same percentages will apply for voting: i.e., 51% to determine the winners of any elections, and 2/3 of those present or who sent in absentee ballots must vote for a change in the Charter or By-laws.

ARTICLE V - FINANCIAL:

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

B. A Petty Cash fund will be maintained. Money may only be withdrawn with a dual signature check. This fund may not exceed \$100.00. Any expenditure over \$100 will require agreement from the majority of the general membership present at a duly called meeting.

C. Receipts for purchases must be provided to and maintained by the Treasurer. Financial records will be audited annually in September. Cash and inventory control procedures will be created by the Finance Committee with the assistance of Treasurer and will be in accord with the Carter Club Rules and Regulations, Financial Controls and Procedures, section 4.1. Food and Beverage costs of specific culinary arts events are split equally between the participants of the event and money is dispersed at the event.

- D. The President will appoint a Club member who is not a Board member to serve as auditor. The results of the audit will be presented to the general membership and recorded in the applicable minutes at which they are presented. 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.
- E. Cash and Inventory Control Procedures. Cash will be kept by the Treasurer. Dishes and glassware and other supplies are to be stored in the rolling cabinets stored behind the stage, or other approved locations. Secretary will maintain inventory and make purchase recommendations to the general membership.

ARTICLE VI - COMMITTEES:

- A. The Board shall serve as the initial finance committee.
- B. The Board of Officers may appoint additional standing committees.
- 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.
- C. When designated by the Club Board, absentee voting must use Form CC-12 and the guidelines for collecting and counting the absentee ballots must be followed.
- D. Proposed changes to Club policy and Procedures require agreement by the majority of the Board of Officers and club members present at any duly called club meeting.

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:

Name/Signature

Date

FOR THE ASSOCIATION:



Name/Signature

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Date