

**AMENDED AND RESTATED
BYLAWS OF
STONE CREEK VETERANS ASSOCIATION**

Dated: September 20, 2017

**ARTICLE I
GENERAL**

A. Name of this club shall be **STONE CREEK VETERANS ASSOCIATION**.

B. Purpose: The Stone Creek Veterans Association (**Club**) is an organization for the support and benefit of military veterans and their spouses residing in Stone Creek. Its primary purposes are to support and honor the United States military services, perpetuate the dignity and memory of their sacrifices, provide information and aid to veterans and their families where aid in kind is needed, and to provide a social outlet for the members and their spouses or companions.

C. These Bylaws willfully comply with the Home Owners Association's (**Association**) 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.

D. This Club 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 Stone Creek residents in good standing with the Association without discrimination as to race, religion, color, ethnicity, or national heritage.

B. Members will not be required to join any national, state, or regionally affiliated organization.

C. Guest Privileges: Each member may bring no more than 6 guests to any one meeting.

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. Dues will be determined annually upon recommendation of the Club's Board of Officers (**Board**) 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. Members shall comport themselves properly at Club events. Members who lack decorum, abuse fellow members, disrupt meetings, promote dissention among Club members, other clubs, or with the Association in general, may have their membership suspended or terminated by the Club. Proper behavior includes following Club policies and safety rules. The following are recommended but not required steps for club disciplinary action. Depending upon the nature of the offense, the Board may impose any appropriate sanction:

1. Written warning from the Board.
2. Short term suspension by the Board.
3. Longer suspension by the Board.
4. Termination by the Board in accordance with procedure in Chapter Three, paragraph 3.1C of the Charter Club Rules and Procedures.

F. Requirements for membership and to remain a member in good standing.

1. Members must be in good standing with the Association.
2. Members must complete a Club application and be approved by the Club's Board.
3. Members must pay all dues in a timely manner and comply with these Bylaws and Club policies.

ARTICLE III OFFICERS/MEETINGS OF THE BOARD

A. The Club's Board shall consist of: Commander (President); Vice-Commander (Vice-President); Adjutant (Secretary); Quartermaster (Treasurer); Chaplain, and Communications Officer. The Communications Officer is an appointed, non-voting, advisory member of the Board. All other Board members are elected, voting members of the Board. A quorum of 51% of the voting members of the Board is required to hold an official Board meeting. The Board of Officers shall meet quarterly, or more frequently as required.

B. The Board is elected by vote of the membership at a previously scheduled meeting. Election requires a majority vote of members present or represented by a properly submitted absentee ballot (Form CC-12) if that procedure is utilized. A minimum period of 30 days public notice of elections and candidates for election is required.

C. Board members serve one-year terms and may not be elected for more than two consecutive terms. This limit does not apply to interim officers elected to complete the remainder of a vacated or recalled term. They are entitled to two additional terms. Board members will serve without compensation and may not serve as independent contractors to the Club; they may, however, volunteer their services to the Club. Within 14 days of taking office, new Board members will read and understand the Charter Club Operating Manual, these Bylaws, and other pertinent documents. They will provide information for required HOA reports and sign onto the Club bank account.

D. General descriptions of Officers' responsibilities are as follows:

1. Commander.

- a. Presides over meetings.
- b. Attends Charter Club Presidents' meetings.
- c. Supervises the Club's involvement with the Stone Creek Homeowners' Association and Lifestyle Director.
- d. Identifies opportunities for Club involvement in activities outside Stone Creek.
- e. Designates Facility Monitor for each Club activity.
- f. Ensures required Stone Creek Charter Club forms are timely filed with the Lifestyle Office.
- g. Presides over the Finance Committee.

2. Vice-Commander.

- a. Presides over meetings when the Commander is absent.
- b. Coordinates the Club's Special Events.
- c. Stands in for the Commander as needed.
- d. Supports the Commander in all activities and advises the Commander on Club involvement in activities outside of Stone Creek.

3. Adjutant.

- a. Serves as chief administrator for membership, attendance, the Club portal, the community bulletin board, and required reports to the Lifestyle Office.
- b. Keeps membership and attendance rosters.
- c. Determines quorum for meetings.
- d. Monitors guest attendance.
- e. Records minutes of business meetings.

4. Quartermaster.

- a. Submits financial reports at business meetings.
- b. Provides financial reports, receipts, monies due, and tax information to the Lifestyle Office.
- c. Collects dues and donations, maintains petty cash and Club property.
- d. Deposits dues, donations, and other monies received in the Club bank account.
- e. Approves (with Board approval if required) and pays for purchase of supplies.

5. Chaplain.

- a. Charged with the spiritual welfare of the Club.
- b. Offers divine, non-sectarian support at Club meetings and events, including delivering prayers of invocation and benediction.
- c. Provides non-sectarian spiritual support of members, spouses, and significant others.
- d. Provides outreach to express the Club's sympathy to members, spouses, and significant others in cases of illness, death, or in other circumstances as needed.

6. Communications Officer.

- a. The Communications Officer, under the guidance of the Commander and Adjutant, is responsible for membership and community communications.
- b. Maintain current Membership List for dissemination to the Board and SCVA members.
- c. Maintain required electronic files in the SCVA Archives on the Club laptop.
- d. Maintain online account Contact Lists up to date.
- e. Send correspondence as needed or directed.
- f. Maintain the SCVA web page on the portal.
- g. Update the portal Community Calendar with SCVA meetings and special events.
- h. Maintain the SCVA binder located in the Reunion Center.
- i. Attend Board Meetings.

E. Nomination of Board Members: Candidates must be nominated and seconded to be eligible for election. The slate of Candidates will be accepted by the membership at a general membership meeting at least 30 days prior to election.

F. Vacated Board Positions.

1. Commander: The Vice-Commander will assume the position of president for the remainder of the term.

2. Vice-Commander: At the next general membership meeting after the Vice-Commander position is vacated, nominations will be accepted to complete the term. Thirty days later, or at the next general membership meeting, an interim Vice-Commander will be elected.

3. Adjutant: At the next general membership meeting after the Adjutant position is vacated, nominations will be accepted to complete the term. Thirty days later, or at the next general membership meeting, an interim Adjutant will be elected.

4. Quartermaster: At the next general membership meeting after the Quartermaster position is vacated, nominations will be accepted to complete the term. Thirty days later, or at the next general membership meeting, an interim Quartermaster will be elected.

5. Chaplain: At the next general membership meeting after the Adjutant position is vacated, nominations will be accepted to complete the term. Thirty days later, or at the next general membership meeting, an interim Chaplain will be elected.

6. Communications Officer: At the next Board Meeting or as soon as practicable thereafter, the Board shall consider the appointment of an interim Communications Officer. The Board will appoint a new Communications Officer at the earliest opportunity.

G. Recall of Officers: Officers can be recalled when a motion for recall is entered and seconded at a general membership meeting. Members will vote on recall using absentee ballot procedures. The absentee ballot (form CC-12) will be sent to members by email and posted on the portal. Remaining Board members will publish the results of the vote. Election of a replacement will follow procedures for vacated Board positions.

ARTICLE IV
MEETINGS OF THE FULL CLUB MEMBERSHIP/SPECIAL EVENTS

A. Types and Frequencies of Meetings.

1. Regular membership meetings should normally occur once per month.
2. Nomination of Officers meeting: **November.**
3. Election of Officers meeting: **December.**
4. The Club may schedule up to 3 (three) special events annually. These special events will be approved by the Board and scheduled through the Lifestyle/Fitness Director utilizing Form CC-7.

B. Voting and Quorum Procedures.

1. All voting including the election of officers will be done by a show of hands at any scheduled meeting of the Club. All motions will be approved by a simple majority of a quorum as stated in the Bylaws.
2. 20% of the Club's Members in good standing will constitute a quorum.

C. Roberts' Rules of Order shall be used as a guide for parliamentary procedure in conducting all meetings. However, Club Bylaws will take precedence over Roberts' Rules; anything not stated in the Bylaws shall be referred to Roberts' Rules of Order Newly Revised.

ARTICLE V
FINANCIAL

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

B. Expenditures not otherwise budgeted or approved by a vote of the general membership shall be limited to \$200.00

C. Financial records should be audited on a quarterly basis by an individual(s) other than those elected to the 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. Financial records, including petty cash and inventory, should be audited on a quarterly basis by the finance committee. Cash and inventory should be maintained by the Quartermaster.

**ARTICLE VI
COMMITTEES**

- A. Permanent (standing) committees will include Finance.
- B. The Board may appoint additional standing committees.
- C. All committees will have written mission statements.

**ARTICLE VII
AMENDMENTS**

- A. Amendments to Club Bylaws requires a two-thirds (2/3rds) vote of members present at a scheduled meeting, a quorum being present and required notice being given.
- B. Proposed Bylaw 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 Board, absentee voting will utilize Form CC-12 and Association guidelines for collecting and counting the absentee ballots will be followed.
- D. Proposed changes to Club Policy and Procedures require agreement by a majority of the Board 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:

FOR THE ASSOCIATION:

Signature

Name (Printed) _____
Date: _____

Signature

Name (Printed) _____
Date: _____