

# PET AND ANIMAL LOVERS OF STONE CREEK CLUB BYLAWS

## ARTICLE I – GENERAL

- A. The Name of this club shall be PET AND ANIMAL LOVERS OF STONE CREEK, herein known as **PALS**.
- B. The Purpose of this club is to promote interest in all areas related to animals, including companion pets and wildlife in the Stone Creek area, while fostering cooperation within our community to protect all animals and encourage support of animal caregivers, including animal organizations selected by the club.
- C. These by-laws willfully comply with the Association's Governing Documents (Documents), and Charter Club Rules and Procedures (Rules). In the event of a conflict between these by-laws 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 – CLUB MEMBERSHIP AND DUES

- A. Membership shall be open to all Stone Creek 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. "Member" refers to those Association members who have paid their current year's club dues and are in good standing.
- D. Guest Privileges: Each member may bring no more than 3 guests to any one meeting (meetings include business meetings, excursions or any other announced scheduled club session); more than 3 guests will require prior approval of at least two members of the Board of Officers. After

### 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 and may attend up to 2 meetings (as defined above) as a guest. They must then join to continue participation in club meetings and other club benefits. Resident Guests may be charged a non-member program fee.

Resident House Guest- A friend or family member of an Association Member that does not reside within fifty (50) miles of Stone Creek is considered a Resident House Guest. They may attend club functions with prior notice to a club Board Officer or designee, not to exceed two (2) functions per twelve (12) month period, providing space permits. These Resident House Guests may be charged a non-member program fee.

Resident House Visitor- A friend or family member of an Association Member that resides within fifty (50) miles of Stone Creek is considered a Resident House Visitor. They may attend club functions with prior notice to a club Board Officer or designee, not to exceed two (2) functions per twelve (12) month period, providing space permits. These Resident House Guests may be charged a non-member program fee.

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 and tickets, if required, are available. Developer Guests be charged a non-member program fee.

- E. Dues will be determined annually on recommendation of the Club's Board of Officers. (See Policy and Procedures: Membership Dues).
- F. Proper behavior and decorum is expected from all members and guests. Violation of these will result in disciplinary action. (See Policy and Procedures: Membership Meetings)

### **ARTICLE III – BOARD OF OFFICERS & BOARD MEETINGS**

- A. The Club's Board of Officers shall consist of (at a minimum) President, Vice-President and Secretary/Treasurer. The Club may also elect an assistant position for the office of Vice-President, Secretary or Treasurer. If the Club elects to fill one or both assistant positions, the responsibility of the position will remain with the primary officer. The office of the President shall not be shared.
- B. Nominations for the Board of Officers will be developed by a Nominating Committee appointed by the current Board of Officers and consisting of at least two members in good standing, which may include one Board Officer. The nominee for the Office of President shall be a member in good standing for at least one (1) year who is an "active" participant. (See Policies and Procedures - Board of Officers Elections)
- C. All officers shall be elected by a vote of the general membership at the club's annual meeting. (See Policies and Procedures – Board of Officers Elections)
- D. Officers shall serve for a one year term, beginning January 1<sup>st</sup>, and shall not exceed three consecutive terms in the same Board position. Officers are equal and no individual officer has veto power or mandating power over the other officers.
- E. Officers shall serve without compensation and may not serve as an independent contractor, however, officers may volunteer to provide instructional services.
- F. The Board of Officers shall meet, at a minimum, two times annually. A quorum of 51% of the Board Officers will be required to hold an official Board meeting. (See Policy and Procedures – Board Meetings)

- G. The Officer responsibilities are detailed in the Club's Policy and Procedures (See Board Officer Responsibilities), however, specific duties may be performed by another Officer of the Club as needed.

The Primary responsibilities of each Officer are as follows:

- a. President Responsibilities: Presides over all Board and Membership business meetings with additional responsibilities defined in the club's Policies and Procedures document.
  - b. Vice President Responsibilities: Stands in for president in his/her absence with additional responsibilities defined in the club's Policies and Procedures document.
  - c. Secretary Responsibilities: Records minutes at monthly business meetings with additional responsibilities defined in the club's Policies and Procedures document.
  - d. Treasurer Responsibilities: Manages club funds and financial reports with additional responsibilities defined in the club's Policies and Procedures document.
- H. Newly elected or appointed officers shall, within fourteen (14 days) of taking office, be given a current copy of the Club Bylaws and the Charter Club Operating Manual, Form CC-5 to read and understand. Form CC-5, listing the year's new club officers, shall be submitted to the Lifestyle Director per Charter Club Rules and Procedures.
- I. The President shall appoint a temporary officer to fill any vacancies on the Board, and the appointee must be confirmed by a majority vote of the Board of Officers. The majority of the total membership of PALS or a majority of the Board of Officers may request a Board member to step down.

#### **ARTICLE IV – MEMBERSHIP MEETINGS AND VOTING**

##### A. Types and Frequencies of Meetings

1. Regular club membership meetings will be held monthly.
2. Nominations of Officers Meeting will be held prior to the annual meeting.
3. The Election of Officers will take place at the Annual Meeting.
4. 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 utilizing form CC-7.
5. Special full membership business meetings may be held as necessary. The club may host annual special events as set forth in the Policies and Procedures. Other events may be hosted as directed by the Board of Officers.

##### B. Voting and Quorum Procedures

1. In order to entertain a motion for a vote to be carried, a quorum must be present. A quorum consists of 51% of the Board of Officers being present and those members present at any duly called business meeting.
2. A quorum being present, a simple majority (51%) show of hands vote of members present is required to pass any motion.
3. Proxy voting will NOT be allowed.

4. Voting procedures are defined further in the Club's Policies and Procedures (see Membership Meetings, Quorum and Voting)
- C. Roberts Rules of Order shall be used as a guide for parliamentary procedure in conducting all meetings. However, the club bylaws will take precedent over Roberts Rules, anything not stated in the bylaws shall be referred to Robert Rules of Order, Newly revised.

#### **ARTICLE V – FINANCIALS**

- A. Financial records will be maintained for a period of seven (7) years.
- B. The Club may use a petty cash fund, with funds not to exceed \$150.00.
- C. Any expenditure over \$150.00 will require approval of the Board of Officers.
- D. Any club expenditure over \$500.00 will require agreement of the majority (51%) of the membership present at a membership meeting. A document having two (2) signatures to confirm approval of the expenditure will be kept on file by the Treasurer.
- E. Financial records will be audited on an annual basis, by an individual(s) (other than an elected officer). Such individual shall be appointed by the President. 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. A copy of the audit will be provided to the Lifestyle Director, as per Charter Club procedures.
- F. All other financial controls, including Check signing, inventory requirements, etc. shall be according to the Charter Club Rules and Regulations, Financial Controls and Procedures, section 4.1.

#### **ARTICLE VI – COMMITTEES**

- A. Permanent (standing) committees will include Finance (headed by the Treasurer and established by the Board of Officers) and Community Development (headed and established by the President with the approval of the Board of Officers).
- B. The President or Board of Officers may establish additional standing committees and appoint committee chairpersons.
- C. All committees will have written mission statements approved by the Board of Officers.

#### **ARTICLE VII – AMENDMENTS**

- A. Recommendations to amend these Bylaws may be made at any PALS Board or Organizational meeting.
- B. Amendments to these bylaws will require a two-thirds (2/3) vote of the membership present at a meeting duly called for such purpose, a quorum being present and required notice being given. (See Policies and Procedures: Amendments).

- C. Proposed Bylaws changes must be made available to all members a minimum of thirty (30) days prior to voting. Notification of these changes must be made via the Portal, email and notification during at least one scheduled meeting.
- D. Written ballots are required for 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 (2) club members will be used to count the ballots.
- E. 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.
- F. Amendments to the PALS Policies and Procedures document require a quorum and simple majority (51%) show of hands vote of members present at a duly called business meeting.

**ARTICLE VIII – DISSOLUTION**

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

**FOR THE CLUB:**

*Linda Fiorella* \_\_\_\_\_

January 2015 \_\_\_\_\_

**FOR THE ASSOCIATION:**

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

\_\_\_\_\_  
Date

**PALS Bylaws Revisions**

January 2015 – v1.0