

Stone Creek Bocce Club By-Laws

Revised 2/15/2020

ARTICLE I – GENERAL

- A. The name of the charter club shall be “The Stone Creek Bocce Club.
- B. The purpose of this club is to play Bocce both in a **League Structure** as well as a more **Casual Play Structure**.
- C. These By-Laws willfully comply with the Stone Creek Community Association’s By-Laws and Clubs’ Governing Documents and Chartered Club Rules and Procedures. In the event of a conflict between these By-Laws and the Association’s Documents or Rules, the Documents of Stone Creek will prevail.
- D. This organization shall be operated as a not-for-profit association in accordance with Florida statutes and Stone Creek Association Documents.

ARTICLE II – 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 group (culture) or national heritage.
- B. There shall be no preconditions for membership nor will members be required to join any national, state, or regionally affiliated organization.
- C. Developer Guest Privileges: 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.
- D. To be a Club member, a resident must agree to actively participate in the Club’s activities, follow the current Rules of Play, and pay the annual dues when requested.
- E. The Bocce Club members will be assessed annual dues to be determined by the Club’s Board of Officers and approved by the Club’s members in attendance at a duly called business meeting, typically the December meeting.
- F. The annual dues will be collected at the start of each calendar year when the spring season begins.

- G. The dues will be utilized for costs related to equipment repairs or replacements and the Club's activities.
- H. 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 or dissention among club members or other clubs or the Association in general, may have their membership temporarily suspended by the Club. Recommended steps for Club disciplinary action:
 - 1. First Offense – Oral warning at the time of the offense from the Captain and/or League Manager.
 - 2. Second Offense – Written warning from the Club President and a one week suspension from play.
 - 3. Third Offense – Termination of club membership in accordance with procedure in Chapter 3, paragraph 3.1C of the Charter Club Rules and Regulations.

ARTICLE III – CLUB OFFICERS/MEETINGS OF THE BOARD

- A. The Club's Board of Officers shall consist of a President, Vice President, Secretary, Treasurer, and League Manager(s). A quorum of 51% of Board Officers will be required to hold an official Board meeting.
- B. All officers (with the exception of the League Managers) shall be elected by a majority vote of the general membership (See Article IV Section D on voting) who are present at the Club's annual meeting. Officers shall serve without compensation and may not serve as an independent contractor; however, officers may volunteer instructional services. League managers are appointed by the President (See Duties below).
- C. Officers shall serve for a one (1) year term and shall not exceed three (3) consecutive terms in the same office.

The duties of the Officers are:

PRESIDENT

- 1. Oversee and ensure the compliance of all rules and regulations.
- 2. Preside over Member and Executive Board meetings.
- 3. Appoint League Managers.
- 4. Call special meetings when deemed necessary.
- 5. Appoint committees.
- 6. Prepare and submit **Facility Reservation forms** for special functions such as pizza party, picnics, etc.

7. Prepare and submit **Annual Club Schedule (Form CC-7A)** (projected).
8. Respond to and clarify all questions and concerns of the membership.
9. Meet with Stone Creek Association management on a quarterly basis to provide an update on important issues, questions and comments.
10. Sign Club checks and make deposits/withdrawals in absence of the Treasurer.

VICE-PRESIDENT

1. Ensure all responsibilities and duties of the President are carried out in his/her absence.
2. Assist the President in the execution of his/her duties.
3. Serve as the Portal Administrator.
4. Work with the League Managers to understand and carry out their responsibilities.
5. Work with League Managers to set up end of year Club Tournament or other tournaments the Club decides to offer.
6. Organize and coordinate the December Annual Meeting Pizza Party and end of season Club Picnic in May.

SECRETARY

1. Maintain and preserve the minutes of all official business conducted by the Club.
2. Aid the officers and members in all Club functions.
3. Ensure that a copy of all meeting minutes are posted in the Club's documents on the Stone Creek Portal and updated in the Bocce book in the Reunion Center.
4. Obtain attendance information from League Managers and submit a Participation Report to the Lifestyle Office on a **quarterly (Form CC-4)** and **annual basis (Form CC-2a)**.
5. Maintain and update email address for all current members.

TREASURER

1. Aid the officers and members in all Club functions.
2. Oversee the purchasing of all assets, inventories and supplies
3. Control, record and maintain all monetary functions of the Club.
4. Provide **monthly (Form CC-8)** and **annual (Form CC-10)** Financial Reports to the Lifestyle Office. Provide financial reports to the Club Officers and members of the Club at the annual meetings in December and May.
5. Ensure that all approved expenditures have a minimum of two (2) Board members approval.
6. Sign Club checks and make deposits/withdrawals on behalf of Club.

LEAGUE MANAGER(S)

Are selected by the President and may serve as long as needed if both parties are in agreement. Should a League Manager desire to terminate their duties, the President will seek another individual to assume the position.

1. Receives team member names from the Captains and prepares the Team Roster and annual play Schedule for their league.
 2. Collects annual dues from members and forwards them to the Club Treasurer.
 3. Sends the Schedule and Team Roster via email to the team captains and the portal administrator.
 4. Provide their team captains with the Captain's Responsibilities and Club rules and ensures that the captains and their teammates adhere to the rules.
 5. Send out email notices to the team captains for cancellations of play due to weather or other club notices.
 6. Provide attendance information to the Secretary/Treasurer for club Quarterly and Annual Membership reports.
 7. Email the team results weekly to the team captains and portal administrator.
 8. As an official for the league, resolves rule disputes that any of the members may have during league play and reports any safety issues or accidents (**Form CC6**) to the Executive Board for resolution.
 9. Oversees the proper usage and maintenance of the Club's equipment. Reports any court or equipment issues to the Executive Board for resolution.
 10. Works with all Board members to coordinate club Activities.
 11. Attend Executive Board meetings.
- D. Newly elected or appointed officers shall within 14 days of taking office read and understand the Charter Club's By-Laws and submit for CC-5 listing new club officers to the Lifestyle Director.
1. A Slate of Officers will be drawn up by the Board at a regularly scheduled meeting in October and presented to the Club via email in November. Elections will be held a minimum of thirty (30) days afterward at the annual December meeting. Nominations will also be accepted from the floor during the December meeting.
 2. If a vacancy in an office occurs during any given term of office, the Board will request that interested applicants submit 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. The choice of the replacement must be ratified at the next regularly scheduled Club meeting.

- E. The Board will meet for a minimum of two (2) meetings per year. One of those meetings will be in October to prepare a slate of officers. The Board will typically meet more than twice a year in order to organize the leagues each season and prepare for the two annual meetings in December and May.

ARTICLE IV – MEETINGS AND VOTING OF THE FULL CLUB MEMBERSHIP

- A. The Full Club membership will meet semi-annually, in May and in December. The May meeting will include an end-of-season picnic/social and the December meeting will include a pizza party and the election of new officers.
- B. Roberts Rules of Order shall be used as a guide for parliamentary procedure in conducting all Club Membership meetings. However, the club By-laws will take precedence over Roberts Rules, anything not stated in the By-laws shall be referred to Roberts Rules of Order, Newly revised version.
- C. For any club meeting where a club issue or election is to be held, a minimum of a 30-day prior notice must be given to the full membership.
- D. Voting and Quorum Procedures
 - 1. All formal club meetings must have a quorum of members present, which shall be defined as at least 51% of the membership.
 - 2. Club members will vote by a show of hands. In the case of elections, a written ballot may be used if there is more than one person running for a specific office.
 - 3. Non-attending members can vote by a properly completed absentee ballot using Form CC-12 and submitted to the President prior to the meeting.
 - 4. A fifty-one percent (51%) vote of the Club members in attendance, at a duly noticed formal club meeting, is required to pass any Club issue or elect officers.

ARTICLE V – FINANCIAL

- A. Financial records will be maintained for a period of seven (7) years.
- B. Any Club expenditure less than \$750.00 will require a 51% approval vote from the Board of Officers. Any expenditure of \$750.00 or more will require a vote of the full membership of the club. (See Article IV, Section D above).

- C. Financial records should be certified on an annual basis, by an individual(s) other than those elected to the executive board. The results of the certification will be presented to the general membership and duly recorded in the applicable minutes of the meeting at which presented.
- D. The Club may utilize a petty cash fund provided the money is withdrawn by check-bearing, authorized signatures and receipts for all purchases are provided. All transactions shall be recorded by the Treasurer in the Club financial records.

ARTICLE VI – COMMITTEES

- A. Permanent (standing) committees will include finance. The Board shall act as the finance committee.
- B. The Board of Officers appoint committee chairpersons and committee members.
- C. All committees will have written mission statements assigned at the time of committee appointments.

ARTICLE VII – AMENDMENTS TO BY-LAWS

- A. The membership will be e-mailed or personally given a copy of the proposed changes and a justification. The vote on any proposed change in the Club By-Laws will occur no sooner than thirty days (30) after the membership has been so informed.
- B. The votes will be by a show of hands and a quorum being present (See Article IV, Section D1). Two-thirds (2/3rds) of those present must approve the change(s).
- C. Club approved changes to the By-Laws must then go to the CAAC for review and approval. If approved, they move to the HOA for final approval.

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

BOCCE CLUB DOCUMENTS & TIME LINE REQUIREMENTS

Within 24 Hours:

Form CC6, Accident/Incident Report - **COMPLETED BY LEAGUE MANAGER, REVIEWED BY PRESIDENT AND SUBMITTED TO THE LIFESTYLE DIRECTOR.**

Monthly:

Forms CC8 & CC8A, Monthly financial report and sales tax report (when Necessary) - **SUBMITTED TO THE LIFESTYLE DIRECTOR MONTHLY**

Quarterly:

Form CC-4, Quarterly Participation Record - **SUBMIT TO THE LIFESTYLE DIRECTOR by APRIL 5, JULY 5, OCTOBER 5, DECEMBER 5.**

Semi-Annual:

A minimum of two (2) general membership meetings per year.

Annual:

Form CC-2a, Current Membership Roster - **SUBMIT MARCH 31 FOR THE PRECEDING YEAR TO THE LIFESTYLE DIRECTOR**

Form CC5, New Club Officer - **SUBMIT NO MORE THAN 30 DAYS AFTER AN ELECTION/APPOINTMENT OF NEW CLUB OFFICERS TO THE LIFESTYLE DIRECTOR.**

Form CC10, Club Budget - **SUBMIT NO LATER THAN JANUARY 5TH TO THE LIFESTYLE DIRECTOR.**

Election of Officers to be held between **October 1 and December 15** with new term beginning January 1.

RETAINMENT OF RECORDS

3 Years.....Meeting Minutes

7 Years.....Financial Records

7 Years.....Accident/Incident Report (Form CC6)

The Club binder or file shall include, but not be limited to:

1. Club By-laws.
2. Executive Board Members listed by name, position, address and telephone number.
3. Official meeting minutes.
4. All required reports submitted to the Lifestyle Director.