

Sun City Hilton Head Bird Club Proposed By-Laws 2019

ARTICLE I – GENERAL

Section A. Name of Organization: Sun City Hilton Head Bird Club

Section B. Purpose of Organization: The purpose of the club is to provide education for members on birds. Emphasis is placed on, but not limited to, environmental education, habitat improvement, and conservation.

Section C. These By-Laws willfully comply with the Community Association's (hereafter referred to as "Association") Governing Documents ("Documents"), and Chartered Club Rules and Procedures ("Rules"). In the event of a conflict between these By-Laws and the Documents, or Rules, the Documents or Rules shall prevail.

Section D. This Organization shall be operated as a Non-Profit Association in accordance with applicable statutes and the Association's Documents.

Section E. Sub-groups, i.e., special interest groups, music interest groups, and chapters may be formed as needed. See Club Operations 3.3.

ARTICLE II - MEMBERSHIP

Section A. Membership shall be open to all Association members in good standing without discrimination as to race, religion, color, ethnic culture, or national heritage. Members shall be required to present their Activity Card or Community Association number when joining the club.

Section B. There shall be no precondition for membership, other than every member must submit a valid Community Association number.

If a particular skill is required, the club must provide instructions to prospective members. Members shall not be required to join any national, state, or regionally affiliated organization.

Section C. Guest privileges. Guests may be either non-member residents or non-resident guests. Guests may attend a maximum of three meetings per year as a non-member. Thereafter, a resident shall be required to become a dues paying member. Field trips are for members only.

Section D. Dues/renewal dues shall be paid annually for the calendar year, January 1 through December 31 and are determined by the executive board. Any increase in dues shall be approved by the general membership. Club membership is required to be renewed annually.

ARTICLE III – OFFICERS

Section A. The Executive Board is the governing body of the club. It shall consist of a President, Vice President, immediate Past President, Secretary, Treasurer, and two Members-At-Large. Any one member may not hold more than one position on the Executive Board. No two members of the same household may serve on the same executive board.

Section B. The Executive Board members shall be elected by a vote of the general membership, shall serve without compensation and shall be considered the governing body of the Club. The newly elected officers (or appointed officers, in case of a vacancy), shall attest that they have read and understand and will abide by the club's by-laws and the Association's Chartered Club Rules and Procedures. They do this by signing the New Club Officer's form CC 50 and forwarding it to the Lifestyle Department by December 1.

Section C. Terms of Office and Responsibilities. Each officer shall serve a term of one year. The President of the Executive Board is limited to two consecutive terms. The Treasurer is limited to four consecutive terms. Other officers may serve two or more terms, unless otherwise limited by these by-laws.

Responsibilities. The President shall preside at all meetings and consult with other officers of the organization and/or the membership on all matters of concern to the organization.

The Vice-President shall preside at meetings in the absence of the President and assist whenever necessary.

The Secretary shall record minutes of all Executive Board meetings and formal meetings of the club's general membership.

The Treasurer shall keep all records of financial transactions and assets, collect dues, keep an up-to-date membership list to include the Community Association numbers, and maintain the club's banking accounts.

The Members-at-Large and immediate Past President will perform various duties to help accomplish club objectives.

The officers shall each have such powers and duties as generally pertain to their respective offices.

Section D. Nomination and Election Procedures. All members of the Executive Board will be elected by the club's general membership present at the election meeting.

(a) A nominating committee consisting of no less than three club members shall be appointed by the President before the September meeting each year. The nominating committee shall present the proposed slate of officers at the club's general membership meeting during October of each year. Nominations may be made from the

membership following the report from the nominating committee during the October meeting.

(b) Voting occurs at the club's general membership meeting in November. Officers shall be elected by a majority vote or as otherwise established by the Community Association. Voting may be by a show of hands if uncontested, or shall be by secret ballot if more than one member is running for the same office.

Section E. Executive Board Meeting Quorum Procedures. The Executive Board shall hold regular meetings and at the discretion of any member of the board. A quorum shall consist of 51% of the executive board members.

Section F. Executive Board Meeting Voting Procedures. Voting shall be by majority agreement. Electronic voting may be conducted for routine matters in accordance with Community Association Rules.

Section G. Vacancies of Officers. Interim appointments shall be made by the Executive Board to fill un-expired terms of office if and when an office becomes vacant. An interim appointment to the position of immediate Past President should be a previous president, if practical.

Section H. Officers (Recall). Written notice of a proposed recall shall be given to members at least two weeks prior to any meeting called for such a purpose. An officer shall be removed from office by a majority vote of the membership present at such a meeting. The vote shall be by secret ballot.

Section I. All Executive Board members, upon retiring from office, shall deliver all records, historical information and other property belonging to the club and their successors.

ARTICLE IV - MEMBERSHIP MEETINGS

Section A. Types and Frequencies of Meetings. General membership meetings shall be held as determined by the Executive Board. Special meetings may be called by the Executive Board. All meetings require either written or electronic notice to all members at least two weeks prior to the meeting.

Section B. Procedures not covered by these by-laws shall be governed by Robert's Rules of Order. See Community Association Rules. .

Section C. Quorum. A quorum at a regular or special meeting shall consist of a minimum of 10 percent of the club's members at that time, or as otherwise established by the community association.

Section D. Voting Procedures. Unless otherwise stated in these by-laws, a majority vote by show of hands or secret ballot shall be considered the will of the club.

Section E. Intervention Procedure. If the Executive Board cannot resolve problems within the board members of the club, then a CA3195 (Request for Review by the Ad Hoc Committee) shall be sent to the Ad Hoc Committee and Lifestyle Services via email. If an issue arises with the club membership, the club member should bring the issue to the Club's Executive Board. If a problem arises with a member in a sub-group it should be dealt with within the subgroup. If it cannot be dealt with within the subgroup it shall come to the club's Executive Board.

ARTICLE V – FINANCIAL

Section A. Financial records shall be maintained for a period of seven (7) years. These records shall remain with the current Treasurer.

Section B. Dual signatures are required on all checks over \$500. Electronic payments require two signatures on invoices. All expenditures shall be paid from the club's checking account, regardless of the amount. The purchasing of equipment and furniture over five-hundred dollars (\$500.00) which is intended to become a permanent asset of the Community Association, must be reviewed and approved by Lifestyles. All activities that involve financial transactions shall operate within the budget which shall be approved annually by the general membership. Non-budgeted expenditures of up to \$50 per transaction shall be approved by the Treasurer.

Section C. If any financial transactions take place within the club, the records must be certified on an annual basis by an individual(s) other than those elected to the Executive Board or their immediate family. The results of the certification (i.e., Form CC 90) shall be presented to the general membership and duly recorded in the applicable minutes of the meeting at which presented.

Section D. Responsibility for cash and inventory control shall be designated to the Treasurer by the Executive Board. The financial records shall include:

- A record of all moneys collected and dispersed into the club's checking account
- An annual membership list (Form CC 20)
- An annual inventory of all equipment and furniture (Form CC 95).
- An annual financial report based on a calendar year (Form CC 90). This report shall be submitted to the Lifestyle Department and made available to the general membership.

ARTICLE VI – COMMITTEES

Section A. Standing committees and ad hoc committees shall be created as the Executive Board deems necessary to promote the objectives of the club.

Section B. Committee chairpersons and committee members may be appointed by the Executive Board.

Section C. Committees shall provide written reports to the Executive Board as requested.

Section D. Committee chairpersons will serve a term of one calendar year and may be reappointed by the President or the Executive Board.

ARTICLE VII – BY-LAW REVISIONS

Section A. Notice requirement and procedure. Proposed by-laws changes shall be approved by the executive board and submitted to the Lifestyle Department for preliminary approval prior to their submission to the general membership for its approval. Club members shall be notified in writing of any meeting to amend the by-laws; such notice shall be a minimum of two weeks prior to that meeting.

Section B. To revise the by-laws of this club requires a majority vote of the membership present at a meeting duly called for such a purpose, a quorum being present, and required notice being given. A complete revised copy of the by-laws will be presented to the club members and, upon a majority vote by the membership, will be forwarded to the Lifestyle Director for final approval.

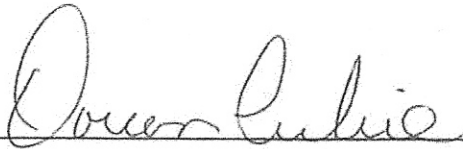
ARTICLE VIII – DISSOLUTION

Prior to club dissolution, and after all debts are satisfied, all property and assets under the club control shall be documented and physically

relinquished to the Community Association through the Lifestyle Department.


Name/Signature
PRESIDENT FOR THE CLUB

4/8/2019
Date





Name/Signature
FOR THE COMMUNITY ASSOCIATION



Date
April 8, 2019