

# **The Village of Bridgeport at Lake Miona Social Club**

## **Article 1 NAME AND LOCATION**

This club is a 55+ adult nonprofit unincorporated association under the laws of the State of Florida and shall be known as “The Bridgeport at Lake Miona Social Club” (hereinafter referred to as the “Club”). The Club is located in the Village of Bridgeport at Lake Miona, in the City of The Villages, in the County of Sumter, in the State of Florida, (hereinafter referred to as the “Village”).

## **Article 2 PURPOSE**

The object and purpose of the Club is to operate as a private and social club for the cultural, social, intellectual and recreational benefit of its Members.

## **Article 3 MEMBERSHIP**

Club membership is open to all residents of the Village of Bridgeport at Lake Miona residing on Black Lake Drive, Lake Miona Drive, Hartford Path, Brantley Street, Fairhope Lane and Glencoe Court. Membership shall be restricted to residents of the Village.

## **Article 4 FISCAL YEAR**

The fiscal year shall be from January 1<sup>st</sup> through December 31<sup>st</sup>.

## **Article 5 GOVERNANCE**

The government and management of the Club shall rest with the Board of Directors. The Board, consisting of five elected officers and the past president, as a non-voting member, will govern its activities by the Club Bylaws and with respect and common courtesy.

**Article 6**  
**AMENDMENTS TO THE BYLAWS**

Members will have the right to amend and revise the Club Bylaws. In order to do so:

- A. Members may submit a written request for change to the Board of Directors, with a justification for the recommended change.
- B. The Board of Directors will review the recommended change, and the President will present these changes at the next regular meeting of the membership.
- C. Bylaw changes will become effective when approved by a majority of the membership, present at the time the changes are proposed. The Secretary will prepare a change notice showing the date of the change to be included with the minutes of the meeting. Change notices will receive a final review by the Directors, and then posted on the Bridgeport at Lake Miona web page.

**Article 7**  
**ORGANIZATION**

There are two closely related (yet separate) components of Bridgeport at Lake Miona Social Club activities that are described herein: First – The formal Social club component, and Second, the many Village social activities and events. The formal structure is described below. The closely related social activities are dealt with in Article 8.

The Village of Bridgeport at Lake Miona Social Club has the following defined components:

- A. Elected Officers whose duties and responsibilities are defined herein.
- B. Committees (permanent and ad hoc). There are two permanent committees (Social and Membership), as well as, a Nominating Committee defined herein. Additional Ad Hoc committees are formed as needed to support required or desired Club functions, such as a Christmas Party Committee. Ad Hoc committees may be established by the Board or by the General Membership.
- C. General Club Membership – Is the largest component and consists of all residents in good standing, i.e. current in dues. All such members may: participate in Social Club activities, offer comments at Club meetings, make requests or suggestions to the Board of Directors, and vote on Club issues at meetings, online or by proxy.

**Article 8**  
**RELATED VILLAGE SOCIAL ACTIVITIES AND EVENTS**

In order to effectively accomplish the broadly stated Club objectives, the Club relies on the many and varied social activities being conducted by Village residents. For the most part these events and activities are organized and conducted independent of the Club. The Club, in general, provides encouragement, assistance and support to the activities resulting in common good and

enjoyment. General Membership Meetings provide an opportunity to announce new activities and to give status reports by ongoing groups. Open participation is encouraged. Members are encouraged to inform new Village residents about social events and activities.

**Article 9**  
**ELECTION OF OFFICERS AND APPOINTMENTS**

- A. The Election of Club Officers will take place during the November General Membership meeting. Officers elected will be installed in their respective offices at the December meeting, allowing a period of time for transition with old and new officers working together.
- B. The Club President shall accept nominations for the Nominating Committee at the October General Membership meeting.
- C. The Club President shall then declare the election process open at the October meeting and ask the General Meeting to elect a Nominating Committee and its Chairperson to coordinate the nomination process. Members, seeking office should make themselves known to the Chairperson of the Nominating Committee.
- D. The Nominating Committee will prepare a slate of nominees for each of the offices, identified in Article 7, for election in the November meeting.
- E. The Nominating Committee will ensure that:
  - 1. All nominees are members in good standing of the Club and year-round residents.
  - 2. Each nominee is fully aware of the duties and responsibilities of the office that she/he is seeking.
  - 3. Each nominee agrees to serve if elected to office
  - 4. Only one resident in a household is nominated for election.
- F. At the November meeting the Nominating Committee's Chairperson will present the nominees to the General Membership:
  - 1. Each nominee shall be introduced for brief remarks.
  - 2. The Chairperson shall then declare the floor open for additional nominations from the General Membership. Each motion for nomination must receive a seconding motion.
  - 3. When nominations are completed, the Chairperson shall request a motion that nominations be closed for all offices
- G. The Chairperson of the Nomination Committee shall preside over the election process.
  - 1. When there is only one nominee for each office, the Chairperson will request a motion for election of the slate of nominees, as presented. Election of nominees without opposition may be done by voice vote, or show of hands.
  - 2. When there is more than one candidate nominated for any office, voting for that

office will be by ballot and the simple majority of those members present and voting will determine the results. The ballot may be printed with the names of the nominees, or a blank paper may be used with each voting member recording either the name of the preferred nominee, or a number assigned by the Chairperson in alphabetical order. The Nominating Committee will assist in distributing, collecting and tabulating the ballots.

3. Members, present at the General Membership meeting and in good standing, will be eligible to vote. Absent members – in good standing – have the option of giving their ballot to the Nominating Committee’s Chairperson, prior to the November meeting.
  4. The Chairperson will ensure that an installation program is conducted for the newly elected officers during the December period.
- H. The Nominating Committee Chairperson and the Sergeant-at-arms will ensure that the nomination and election process is properly conducted.
- I. Whenever a vacancy occurs in an elected office, the Board of Directors shall appoint a qualified member to serve the unexpired term.
- J. An officer, who shall be absent from two or more successive meetings of the Board of Directors or General Membership meetings, shall be requested by the President to explain or correct this situation. The President may request that the Board of Directors appoint an alternate individual.

## **Article 11 POWERS OF THE BOARD OF DIRECTORS**

The Board of Directors is authorized under this Article to have the following powers:

- A. To propose to the Membership such Bylaws as may be necessary for the governing of the Club, and to propose to the Membership alterations and amendments to the Bylaws.
- B. To call special meetings of the Club to consider the subject specified.
- C. To make rules necessary for Club operations and to ensure adherence to these rules.
- D. To fill vacancies on the Board of Directors, until the next regular annual election by the Club.
- E. To set fees and dues.
- F. Modification of powers can only be made by majority vote at a Special or General Membership meeting.

## **Article 12 MEETINGS**

### **A. Board of Directors Meetings**

1. The Board of Directors will hold quarterly meetings.
2. All meetings of the Board of Directors will be open to all Club members.

However, in order that the Board may make accommodations for the Board meetings, attendance will be by prior notification only. Members wishing to address the Board will submit a request to the President one week in advance stating the topic and a brief description of the issue. Members may also attend Board meetings as observers providing they submit a request to the Board one week before the meeting. Observers may address the Board only when called upon.

3. Only elected Board Members will have the right to vote at Board meetings.
4. Public notice of all Board meetings, including date, time, and place, will be posted on the bulletin board at the Bridgeport at Lake Miona Postal Station at least seven days prior to the meetings, and placed on the Village web page
5. Board Meeting minutes will be maintained by the Club Secretary.

**B. General Membership Meetings**

1. Social meetings of the General Membership will be held on the fourth Monday of each month at the designated Recreation Center at 6 o'clock p.m. unless the Board of Directors announces an alternate time and place.
2. Issues presented to the General Membership for a vote shall be decided by a majority vote of the members present. A voice vote is sufficient unless a show of hands is requested. Written votes are required only in the event of a contested election for an office.
3. Each member in good standing shall be entitled to one vote on matters presented for a vote at a general membership meeting.

**C. Special Meetings**

The President may call special meetings of the Board of Directors, or of the General Membership. Notice of such meetings will be posted on the bulletin board at the Bridgeport at Lake Miona Postal Station and Village webpage as soon as such meeting is arranged.

**Article 8  
DISSOLUTION OR LIQUIDATION**

Upon the dissolution, or liquidation of the Club, its assets shall be distributed for one or more exempt purposes within the meaning of Section C (3) of the Internal Revenue Code, or corresponding section of any future federal tax code or shall be distributed to the federal government, for a public purpose.

**Article 13  
INTERPRETATION**

The interpretation of the bylaws shall rest with the Board of Directors.

Date: February 9, 2007.

# **The Village of Bridgeport at Lake Miona Social Club**

## **Appendix 1: Description of Responsibilities for Elected Officers and Committee Chairpersons**

### **A. Elected Officers (Board of Directors)**

#### **1. The President will:**

- a) Preside over all Board of Director and General Membership meetings.
- b) Approve all outgoing correspondence.
- c) Protect the rights of the Membership.
- d) Call special meetings as necessary.
- e) Appoint a committee or select an independent auditor, to audit Club financial records each time there is a change in the office of Treasurer.
- f) Prepare an agenda for all meetings over which he presides, a copy of which will be provided to the Secretary to include in the minutes.
- g) Approve expenditures over \$100 not to exceed \$200, and up to \$500 with the concurrence of a Board majority. Expenditures in excess of \$500 will require the approval of the general membership.
- h) Attend the Villages Resident Council meetings, and provide minutes of Resident Council meetings to the Club's Board of Directors.

#### **2. The Vice President will:**

- a) Provide assistance to the President and serve as acting President in the absence of the President.
- b) Serve as Interim President upon the resignation, removal or otherwise loss of the President until the next regularly scheduled or special election of officer(s).
- c) Review and approve matters before the Board as outlined in these Bylaws
- d) Assist committee Chairpersons as needed.
- e) Oversee special events as approved by the Board.

#### **3. The Secretary will:**

- a) Post notices for all meetings on the Bridgeport at Lake Miona Bulletin Board one week prior to meeting and on the Village web page
- b) Write such letters as requested by the President, or by vote of the Membership.
- c) Keep records of all Club business with the wording of motions in final form, and records of the results.
- d) Maintain Bylaws Attachment II as appropriate.

- e) Prepare minutes of all meetings to include:
  - i. Date, place, and time.
  - ii. Type of meeting (regular or special).
  - iii. Name of presiding officer.
  - iv. Number of members present.
  - v. All motions whether adopted or rejected.
  - vi. Record of all business executed, with brief notes of discussion.

f) Forward a copy of all minutes to members of the Board of Directors within five days of the meeting, and make copies of Board-approved minutes available to the Membership upon request.

g) Post minutes of each previous Membership meeting at the next scheduled meeting.

h) Bring to each meeting a current copy of the Club Bylaws.

i) Bring a current list of all members containing name, address, phone number, and e-mail address if applicable as provided by the Membership Chairperson.

j) Maintain a current list of committees and Village activities and duties including Chairpersons.

k) Maintain a key to the Bridgeport at Lake Miona bulletin board at the Bridgeport at Lake Miona Postal Station.

4. The Treasurer will:

- a) Establish a bank checking account in the name of the Club where the signatures of the President, Secretary, and Treasurer will be authorized to withdraw funds from the account.
- b) Receive and disburse all funds from all sources for the Club and keep accurate accounts of all receipts and disbursements with records of each committee project.
- c) Prepare a current Treasurer Report and read the report at each quarterly Board of Directors and post at monthly General Membership meetings.
- d) Deposit all monies received within one week (seven days) of receipt.
- e) Retain all records for audit.
- f) Assure that all disbursements over \$100 have proper approval.

5. The Sergeant-at-arms will:

- a) Advise Hostess(es) on the preparation of the room(s) for all General Membership Meetings and liaison as appropriate with Recreation Facility Personnel in achieving desired facility support and arrangements.
- b) Maintain order at all meetings of the Club.
- c) Act as Parliamentarian to ensure orderly conduct of meetings. Upon violation of decorum or the Bylaws to declare a point of order and explain the violation.

- d) Supervise the 50/50 ticket sales and disbursement of prizes. Turn all money retained by the Club over to the Treasurer before the end of the meeting at which collected.

## **B. Chairpersons for Activity Committees**

Chairpersons may either be chosen during General Membership Meetings, or be nominated by the President, and confirmed by the Board of Directors. Chairpersons will serve for the term of the President who appointed them. When the Chairperson is a member of the Board of Directors, he or she is not eligible to vote on related matters before the Board. Each Chairperson will report to the Board of Directors and to the General Membership, as necessary and requested by the President.

## **C. Permanent Committees**

1. The Membership Chairperson will:
  - a) Maintain a current list of all members containing name, address, phone number and e-mail address if applicable.
  - b) Provide the Secretary monthly a current membership list.
  - c) Collect membership dues as established by the Club and transfer same to the Treasurer.
  - d) Provide sign-in sheets for members present at each General Membership Meeting.
  - e) Strive to ensure that all resident of the Village have equal opportunity to join the Club and participate in its activities.
  - f) Meet with all new residents who attend General Membership Meetings and encourage them to join the Club.
2. The Social Chairperson will
  - a) Coordinate all programs for General Membership Meeting.
  - b) Coordinate all Club programs with the Board of Directors and, when appropriate, with the Activity Committees.
  - c) Provide assistance as appropriate to Hostess(es) of General Meetings.
  - d) Post program announcements for the General Membership meetings.
  - e) Inform the Membership at each General Meeting about future planned meeting programs as appropriate.
  - f) Encourage members to provide ideas and recommendations for Membership Meeting programs.
  - g) Ensure – in so far as possible - that sales, political, and recruitment programs are disallowed, focusing rather on entertainment, cultural, and educational programs.



# **The Village of Bridgeport at Lake Miona Social Club**

## **Appendix 2: Chronology of Significant Decisions by the General Membership Pertaining to Club Operations and/or Events, which may be considered precedent setting in nature**

This Appendix:

- A. Provides an evolving record of important club decisions reached by the General Membership. Either the Members or the Board of Directors may decide which items to be included.
- B. Provides a single reference point for Club decisions without initiating a bylaw revision for each occasion.
- C. In no way precludes formal Bylaw revision whenever deemed appropriate, and
- D. May have its decision entries modified or deleted by vote of the General Membership.

Former Club Members who have changed their residence to outside the Village (as defined in Article 3) may not retain their membership. However, if they return to The Villages as a guest, or have relocated to within The Villages, the former Club member(s) are welcome guest(s) at Club meetings and functions.

The Club does not have a specific policy against solicitation but in general supports The Villages' policy of non-solicitation. Therefore, general meetings and various Club functions will not include a solicitation element, unless otherwise agreed upon by the membership. This Club position should not be interrupted to be a discouragement of individual participation in and generosity toward charitable and community service organizations and efforts.

The Club is nonpolitical and discourages political discussions in its General Meetings. This Club position does not preclude the dissemination of information related to matters affecting its members that may be the result of political actions.

Upon the death of a Village resident or Club Member, the Club will send condolences and remembrance of a nominal cost in the range of \$50.