



## **BY-LAWS**

- ARTICLE I     **NAME:** The name of this organization is: **PINE LAKES MEN'S CLUB.**
- ARTICLE: II    **PURPOSE:** The purpose of this organization is to sponsor social, cultural or other activities of interest to the male homeowners of Pine Lakes Country Club in order to further goodwill and fellowship as well as to work with other club organizations in joint efforts acceptable to the membership.
- ARTICLE III:   **MEMBERSHIP:** Membership shall be open to all male homeowners of Pine Lakes Country Club.
- ARTICLE IV:    **DUES:** Dues shall be a one-time cost of five (\$5.00) dollars, until such time as the treasury should need additional reserve (six continuous months of bank balance under \$2,000). Only paid up members will be eligible to vote at the annual November meeting.
- ARTICLE V:     **MEETING OF MEMBERS:** Regular meetings will be held on the second Thursday of the month beginning in October and running through April. A different date may be substituted in those cases where a special activity requires a change. Notice of meetings shall be published in the monthly calendar of events, posted on the Clubhouse bulletin boards and announced at the Saturday morning coffee socials. Twenty (20) members shall constitute a quorum (including the Board of Directors) for the transaction of business at any regular meeting. The membership may recommend to the board, in the form of a motion, their wishes for expenditures under New Business.
- ARTICLE VI:    **BOARD OF DIRECTORS:** A Board of Directors, nine in number, shall be responsible for managing all affairs of the club. A Director shall hold office for a term of two years and shall be so elected that the term of a bare majority of five will expire in odd years and the remainder in even years.
- ARTICLE VII:   **NOMINATION OF DIRECTORS:** The president shall appoint a nominating committee consisting of three members. The committee shall prepare a slate of candidates and prepare ballots to be voted on at the Annual meeting in November. Anyone wishing to vote, but is unable to attend the election meeting may request a ballot, mark and return it to the committee for counting at the election meeting. (Note: Nominations accepted from the floor would not be included on this ballot.)

After presentation of their candidates, the Nominating Committee shall accept nominations from the floor. Any nominee presented from the floor must agree to the nomination.





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**NOTE: ARTICLE VIII** was incorporated into ARTICLE VII therefore, ARTICLE IX becomes ARTICLE VIII, and so on.

ARTICLE VIII: **MEETING OF DIRECTORS:** Regular meetings of the Board of Directors shall be held monthly, place and hour as agreed to by the board. All meetings shall be open to members of the club. Five directors shall constitute a quorum. All board meetings shall be held on the 2nd Tuesday of each month prior the regular club meetings as well as the months that there are no regular club meetings. The exception would be in case of an emergency meeting. In an emergency, when a quorum cannot meet, the President or his designated representative will have the option of calling for an electronic vote via e-mail or telephone for those without internet availability.

ARTICLE IX: **ELECTION OF OFFICERS:** Election of officers of the Board of Directors (President, Vice President, Secretary and Treasurer) shall take place by the Board immediately following the election at the Annual meeting in November and their terms of office shall begin immediately.

ARTICLE X: **DUTIES OF OFFICERS: *The President*** shall preside at all meetings. He will be the official representative of the Pine Lakes Men's Club in dealing with other Pine Lakes Organizations. He or a designated representative will be ex-officio on all men's club committees. He may co-sign checks. His signature will also be on the bank account signature card.

***The Vice President*** shall assist the President in all affairs of the Club and act on his behalf during his absence. He shall also have prime responsibility for arranging programs and or guest speakers for membership meetings. He may co-sign checks. His signature will also be on the bank account signature card.

***The Secretary*** shall keep the minutes of all meetings of the Board of Directors and membership. He shall keep current records showing members of the club. He will be responsible for having bank account signature cards kept up to date. He may co-sign checks. His signature will also be on the bank account signature card.

***The Treasurer*** shall receive and deposit all monies of the club and shall disperse such funds after approval by the President or as directed by the board of directors He may co-sign checks. He may retain a petty cash fund in an amount agreed to by the Board of Directors. He shall keep proper books of account and render a full report of receipts and disbursements at each club meeting and Board of Director meetings. His signature will also be on the bank account signature card.





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- ARTICLE XI: **TERMS OF OFFICE - OFFICERS:** All officers shall serve for a term of one year. In the event the office of Vice President, Secretary or Treasurer should become vacant, the President shall appoint a member of the Board of Directors to complete the officer's term. In the event the office of President becomes vacant, the Vice President shall assume the office and the Board of Directors shall appoint a Vice President to complete the term of office. Vacancies on the Board of Directors will be filled by the Board with consideration given to candidates in the most recent election.
- ARTICLE XII: **COMMITTEES:** The Board may appoint regular and special Committees to serve for purposes designated by the Board and for such terms as determined by the Board. As a minimum there will be a Membership committee and an Activities Committee. The outgoing President will be asked to attend the next 5 board meetings to give advice and council as needed to provide background and continuity to the new President and Board members
- ARTICLE XIII: **BY-LAWS:** Any and all By-Laws may be added to, amended or deleted after being submitted to the Board of Directors for approval to be voted on at the Annual meeting in November.
- ARTICLE XIV: **CONDUCT OF MEETINGS:** Meetings of the Association shall be conducted in accordance with Roberts Rules of Order.

**REVISED NOVEMBER 2006**

