

BYLAWS

Fun in the Sun Bocce Club

Bylaws Revised 2021

I. NAME

The name of this organization shall be the Nettles Island Fun in the Sun Bocce Club.

II. MISSION STATEMENT

The purpose of the *Nettles Island Fun in the Sun Bocce* is to promote the advancement of fellowship on Nettles Island by organizing and promoting bocce functions.

III. MEMBERSHIP

- A. Membership shall be open to all residents of Nettles Island and exclusively to residents of Nettles Island. A resident shall be defined as a lot owner, renter or guest who is currently residing on Nettles Island for at least three (3) months.
- B. The membership year shall be November 1-October 31.
- C. Dues shall be payable on or after November 1 (payable for next year in the Spring prior).
- D. A member may go on leave of absence for one year and her full-time position will be held. If the member does not return the second year, the member would be placed on a substitute list when she returns, not full time. A list of order will be kept by the manager(s) for reentry into play.
- E. A member that has been a member for five (5) or more years and is unable to play bocce is eligible to become an associate member (full paid dues) and is entitled to all privileges.

IV. GOVERNING BODY

- A. The governing body of this organization shall consist of President, Vice President, Secretary, Treasurer and Team Manager(s) who shall form the Executive Committee.
- B. Slate of officers is presented at February meeting and election of these officers shall take place annually at the March or April meeting.
- C. The installation term will take place in April for two year.
- D. The general membership votes on all changes to the Policies/Rules and Bylaws.

DUTIES

- 1. **President**
 - a. Shall call a meeting of all executive members and committees for a briefing of duties.
 - b. Shall call and preside over all regular meetings and may call special meetings if required.
 - c. Shall prepare an agenda prior to the general membership meeting.
 - d. Shall ask for volunteer chairpersons for all committees as required for any bocce club functions.
 - e. President shall not vote unless there is a tie or speak on the issue to sway the group.

f. President shall represent the bocce club on all Nettles Island condo functions and committee meetings (Spring Festival and Christmas Programs) or seek a committee to represent the club.

g. Shall share check writing privileges and check writing responsibilities with the treasurer.

2. Vice President

a. Shall perform the duties of the President in the absence of the President.

b. Shall assume duties of the President at the end of the two-year term if willing to do so.

c. Could be social director and/or Festival Chair in the absence of a volunteer.

3. Secretary

a. Shall be the custodian of all permanent governing records of this organization including bylaws, standing rules and minutes. Updated versions may be posted to the NI Website under Bocce Club.

b. Shall keep the minutes of all meetings.

c. Shall read the minutes aloud unless dispensed with by a majority vote of the general membership.

d. Shall permanently file the minutes upon approval by the general membership. Shall send minutes to be posted to the NI website under Bocce Club.

e. Shall maintain a list of all members with the help of the treasurer including associate and members taking leave of absence (to include the start date). All records should be kept for 3 years.

f. Shall send out any necessary thank you notes.

4. Treasurer

a. Collect dues.

b. Shall receive for deposit all funds belonging to the organization and shall keep an account of all dues, receipts, and expenditures.

c. Shall give a complete treasurer's report at each monthly meeting.

d. Shall make payment of all authorized bills upon receiving invoice or store receipt.

e. Shall relinquish check book and records to the president when unavailable.

f. May request an audit before books are turned over the next year or to a new treasurer.

g. Audit committee should consist of the President, Secretary and one other member.

h. All records should be kept for 3 years.

V. COMMITTEES (All Committee chairs at the end of the year should give the President all records to be shared with new Committee chairs)

A. Standing committees consist of Managers, Captains, Social Director, Publicity, Sunshine, Christmas Event, Spring Festival.

B. The chairpersons of these committees shall be volunteer at the request of the president each year.

C. DUTIES OF COMMITTEE CHAIRPERSONS

1. The chairperson of each committee shall recruit and or appoint committee members.

2. The chairperson of each committee shall be responsible for the duties of the committee and shall answer to the executive board.

- D. Manager(s)
 - 1. Draw teams at November meeting each year.
 - 2. Keep track of scores of games (Captains enter scores after games completed) 3.
 - Determine teams that compete against each other
 - 4. Determine which court each team plays
 - 5, Make final decision when there is a dispute over measuring.
 - 6. Determine when play is canceled.
 - 7. With the help of the Treasurer and Membership Chair shall keep records of start dates for members or when a member become an associate or takes a leave of absence.
 - 8. Plan Annual Banquet or delegate to a Committee.
- E. Social Event Chairperson (could be club Vice President). Could be separate committees.
 - 1. Plan monthly luncheons.
 - 2. Help plan annual banquet at the request of managers.
 - 3. Advise Sunshine of any illnesses or death.
- F. Sunshine Committee
 - 1. Send out get well and sympathy cards (spouse or member) when necessary.
 - 2. Send out thank-you notes when appropriate or ask Secretary to do so.
 - 3. Purchase a bench plaque in the event of the death of a member.
 - 4. Contact the family to determine the choice of charity, gift, or flowers in the event of death of member in the amount of \$25.00.
- G. Nominating Chairperson
 - 1. Recruits candidates for governing body
 - 2. Must be a member for at least one year.
 - 3. Conducts elections at the annual meeting

VI. MEETINGS

- A. Regular general membership meetings shall be held on each month from November through March. The executive committee may change the date of a particular meeting or call a special meeting by posting an announcement.
- B. Meetings shall be conducted using standard parliamentary procedure.
- C. Annual meeting shall be in March or April. Officers will be inducted in March or April.

VII. EXPENDITURES AND DONATIONS

- A. General expenditures of Bocce club monies exceeding \$100.00 (except in an emergency) shall be voted on by the membership body.
- B. Reimbursement for expenses related to regular club business shall require invoicing via appropriate forms and store receipts.
- C. Emergency situation, between April and November the executive board may make a financial decision by a majority (3/4) vote.

VIII. AMENDMENTS

- A. The By-Laws of the organization must be amended by a two-third (2/3) vote of the qualified members present at the annual meeting.
- B. The amendments to the By-Laws must be presented to the general membership at a prior general membership meeting and voted on at the annual meeting unless Roberts Rules is set aside when changes are necessary.

C. Changes to Standing Rules may be amended by a fifty-one percent (51%) vote of the qualified members present at any general membership meeting.

VIII. **DISSOLUTION**

In the event of dissolution of the Nettles Island Fun in the Sun Bocce Club the executive board shall, after payment of all liabilities, distribute any remaining assets to a charity designated by a majority of members present at a meeting called for the purpose of dissolution.