

BYLAWS TO THE CONSTITUTION OF
LAKE OF THE PINES FIREBELLES
(Approved, May 2016)

ARTICLE I – OFFICERS

Section 1. Officers of the Club shall consist of a President, First Vice-President, Second Vice-President, Secretary, and Treasurer. Their duties shall be as follows:

A. The President shall:

- (1) preside at all meetings.
- (2) appoint a Parliamentarian.
- (3) appoint all committee chairpersons.
- (4) vote in case of a tie.
- (5) act as liaison between the Lake of the Pines Association and the Firebelles.
- (6) call special meetings.
- (7) appoint an auditor to audit the Treasurer's books within 30 days following the annual June meeting.
- (8) be ex-officio member of all committees with the exception of the Nominating Committee.

B. The First Vice-President shall:

- (1) assist the President and assume her duties in her absence.
- (2) provide the entertainment program for regular meetings with the approval of the Executive Board.

C. The Second Vice-President shall:

- (1) assist the President and preside in the absence of both the President and the First Vice-President.
- (2) serve as Ways and Means chairperson.
- (3) keep and maintain a file of reports on all fund raising activities.

D. The Secretary shall:

- (1) record minutes of all Board and General Membership meetings and communicate same at next appropriate meeting.
- (2) provide the President with a copy of the minutes within a reasonable period after each meeting.
- (3) process all correspondence as directed by the President.

(4) post notices as directed by the President.

E. The Treasurer shall:

(1) receive and deposit all monies belonging to the Club.

(2) pay bills as authorized.

(3) require two signatures (Treasurer/President/1st Vice President) on all checks drawn on the Firebelles' accounts.

(4) keep financial records and report on same at each meeting, providing the President and Secretary with a copy of the reports.

(5) require and retain receipts for all monies disbursed, as well as provide documentation for all monies received.

(6) donations not exceeding \$500 require the approval of the Executive Board. All donations exceeding \$500 require approval of Executive Board and a majority of the General Membership present at the monthly meeting at time the proposal is made.

ARTICLE II - EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the five (5) officers plus the Parliamentarian. Only officers shall have voting rights. A quorum consists of 3 officers.

Section 2. A meeting of the Executive Board shall be held prior to each regular meeting to discuss and outline the forthcoming events and policies to be presented at the regular meetings. Pertinent items from this meeting will be presented to the general membership.

Section 3. If an officer is absent from more than three (3) Executive Board meetings without approval, that office shall be declared vacant. The President shall, with the ratification of Executive Board, appoint a successor to complete the unexpired term.

Section 4. In the event of the resignation of any officer, or the termination of her membership, except for the President, her successor shall be appointed by the President and ratified by the Executive Board to fill out the unexpired term. If for any reason the President cannot complete her term, the First Vice-President shall serve for the duration of the unexpired term.

ARTICLE III – NOMINATIONS AND ELECTION

Section 1. At the February meeting, the President shall appoint a committee of three (3) members to nominate candidates for the respective offices provided for in Section 3 of this Article. The Nominating Committee shall post at the Clubhouse the slate of officers prior to the end of April. It shall be the responsibility of the Nominating Committee to obtain the acceptance of those nominated.

Section 2. Nominations may be made from the floor provided nominees have given their consent.

Section 3. On the third Thursday of May the members of the Club shall elect a President, First Vice-President, Second Vice-President, Secretary, and Treasurer. New officers shall be installed and assume their duties at the close of the annual meeting in June.

ARTICLE IV - STANDING COMMITTEES

Section 1. The Standing Committees and their duties shall be:

A. Membership Chairperson shall recruit and welcome new members; maintain a current file of all members, with addresses, emails and telephone numbers; collect dues, give receipts for cash, and submit all monies to the Treasurer.

B. Publicity Chairperson shall report news of the Club activities to the Lake of the Pines media.

C. Historian shall maintain a scrapbook of Club activities, pictures, and newspaper articles, and a written record of the Club. The scrapbook shall be turned over to the new President at the annual meeting. The Executive Board shall budget the amount to be spent in maintaining the scrapbook each year.

D. Sunshine Chairperson shall send cards to bereaved members as well as those who are ill. Cards and postage shall be financed from the Club treasury.

E. Communications Committee (including by phone and email) shall contact members prior to regular meetings to make reservations and/or to convey any special information of a timely nature.

F. The Parliamentarian shall guide the Executive Board and the membership assembled in the correct procedure for meetings according to the Constitution and the Bylaws of the Club and the Robert's Rules of Order, Revised. She shall be a member of the Board, but not a voting member as this position is appointed by the President.

G. Donations Chairperson shall act as liaison between the Firebelles President and the LOP General Manager, LOP Board of Directors or other sanctioned club representatives in the course of researching donation requests to be brought before the Firebelles Executive Board for review and discussion.

H. Webmaster shall maintain Firebelles.com website as needed and publish all upcoming luncheons and fundraiser events.

Section 2.

A. All chairpersons of the Standing Committees listed in Section 1 are responsible to the President.

B. All chairpersons shall turn over all committee documentation to the newly appointed chairperson at the end of their term.

ARTICLE V - SPECIAL COMMITTEES

Section 1. The Special Committees responsible to the First Vice-President shall be Table Decorations, Luncheon, Luncheon Reservations, Luncheon Hostesses.

Section 2. The Special Committees responsible to the Second Vice-President shall be Snack Shack, Home Tour, Stationery, Bunco Night, Casino Night, Follies and all fund raising activities.

Section 3. The Special Committees may be added/deleted at the discretion of the Executive Board.

ARTICLE VI - ORDER OF BUSINESS

Section 1. Robert's Rules of Order Revised shall govern the proceedings of all meetings of the Lake of the Pines Firebelles when not inconsistent with the Constitution and Bylaws of the Club.

Section 2. The regular order of business of the meeting shall be as follows:

Call to Order

Welcoming guests and new members

Minutes of last meeting(s)

Treasurer's Report

President's Report

First Vice-President's Report

Second Vice-President's Report

Standing Committee Reports

Other committee reports when pertinent

Unfinished business

New business

Adjournment

Section 3. The Executive Board may change any order of business it considers necessary for the benefit of the Club's general membership meeting.

ARTICLE VII - AMENDMENTS

Section 1. Any and all amendments may be adopted at any business meeting by a majority vote of the members in attendance, provided amendment is proposed at a regular business meeting and posted at the Clubhouse for twenty eight (28) days. Voting on amendments shall become effective immediately on adoption of same, unless the motion to adopt specifies an elective date.

ARTICLE VIII - QUORUM

Section 1. Twenty percent (20) of the membership shall constitute a quorum for transacting business of the Club.

ARTICLE IX – CODE OF CONDUCT

Section 1. All members of the Lake of the Pines Firebelles shall be respectful of each other and LOP employees, as pertains to the Lake of the Pines CC&Rs.