

BY-LAWS – CAPE HAZE WOMEN’S CLUB PLACIDA, FLORIDA 33946

Revision 2 January 2009

Revision 1 February 2002

Original February 2001

OBJECTIVE

1. To take an interest in and support the civic and social life of the community as defined by the Cape Haze Property Owners’ Association (CHPOA) in its current By-Laws.

MEMBERSHIP

1. The membership of this Club shall be limited to the residents of Cape Haze who are also members of CHPOA.
2. All members are encouraged to take an interest in the objectives of the Club.

DUES

1. Dues shall be as set forth by the Executive Board and approved by the membership. Dues shall cover membership from January 1st – December 31st of each year. Dues are payable at the beginning of the year and shall cover membership for that year.
2. After dues notification any existing member whose dues are not paid by March 1st shall forfeit membership.
3. New members joining the Women’s club between March 1st and October 31st shall pay the full dues amount upon joining. New members joining between Nov 1 and Dec. 31 shall pay the yearly rate and shall be exempt from dues the upcoming year.

OFFICERS

1. The elective officers shall be President, Vice President, Secretary, and Treasurer.
2. The term of office shall be for two years.
3. No officer shall hold the same office for more than two consecutive terms.
4. No member shall hold more than one office at any one time.

ELECTION OF OFFICERS

1. A Nominating Committee of three members shall be appointed at the regular business meeting in February to present a slate of nominees for the offices of President, Vice President, Secretary and Treasurer. This committee shall elect its own chairman. The slate shall be presented to the membership at the regular March meeting.
2. Elections of the officers shall be held at the regular April meeting. Nominations from the floor shall be accepted at this time, provided prior consent has been obtained from the nominee. Officers shall be elected by ballot, if necessary.
3. Officers elected at the April meeting shall also be installed at the April meeting and shall assume office at the close of the April meeting.
4. Each officer is elected by a majority vote.

DUTIES OF OFFICERS

1. The duties of the PRESIDENT shall be to preside at all the meetings of the Club, to have general supervision of the work of the Club, to appoint standing and special committees.
2. The duties of the VICE PRESIDENT shall be to assist the President in the discharge of her duties and in their order perform the duties of the President in her absence, resignation or inability to serve, and shall also serve as Program Chairman and ex officio member of all program committees.
3. The duties of the SECRETARY shall be to keep the minutes of all meetings of the Club and of the Executive Board. She shall be custodian of all records and papers of the club, including an account of the Club's activities except those that pertain to some other office or committee, and shall conduct the correspondence of the Club.
4. The duties of the TREASURER shall be to be the custodian of all funds, to deposit all funds in a bank approved by the Executive Board, to keep an itemized account of all receipts and disbursements, to present a written report at the annual meeting in May, and to collect the annual dues.

MEETINGS

1. The regular business meetings of the Club shall be held at the Cape Haze Club House on the 3rd Monday of each month, except in May, June, July, August and September, unless otherwise ordered by the Executive Board.
2. The regular April business meeting of the Club shall be known as the annual meeting, and shall be for the purpose of electing and installing officers, receiving written annual reports of officers and committee chairpersons and for any other business that may arise.
3. The meeting of the Executive Board in May, following the April elections shall be a joint meeting of retiring officers and chairpersons and newly elected officers and appointed committee chairpersons.

4. Special meetings may be called by the President or shall be called upon written request of ten members of the Club.
5. Thirty percent (30%) of the current membership of the Club shall constitute a quorum for regular, annual and special meetings. With a quorum represented, a majority vote of the members present is necessary to pass all motions.

EXECUTIVE BOARD

1. The Executive Board consists of the elected officials and the appointed chairmen of standing and special committees.
2. The duties of the Executive Board shall be:
 - a) To conduct the business of the Club between meetings.
 - b) To choose the time of meetings.
 - c) To approve the bank where all funds are to be deposited.
 - d) To authorize the payment of all Club expenditures.
 - e) To fill vacancies occurring during the year of all elective offices except that of the President.
 - f) To fill a vacancy in the Nominating Committee.

COMMITTEES

1. The three standing committees shall be Membership/Newcomers, Telephone, and Library.
2. The Membership/Newcomers committee shall maintain an up-to-date roster of the Club membership and shall keep in touch with CHPOA to learn the names of newcomers to the community and invite them to join the Club. All members are encouraged to take an interest in the objectives of the Club.
3. The Telephone Committee shall make known to members meeting dates, programs and special events.
4. The Library Committee shall maintain books in the library and discard those books of no value when necessary.
5. All officers and committee chairmen shall deliver to their successors in office all materials pertaining to their duties not later than fifteen days following the installation of officers and appointment of chairmen.

AMENDMENTS

1. These By-Laws may be amended at any regular meeting of the Club provided the amendment has been submitted in writing at the previous regular business meeting. Robert's Rules of Order (Revised) shall govern the proceedings of the Club in all cases to which they are applicable and in which they are not inconsistent with the provisions of these By-Laws.