

# BY-LAWS OF THE LEISURE ACRES MOBILE PARK ACTIVITIES CLUB

Sebring, Florida

Revised & Effective November 16, 2009

## **ARTICLE I**      **Name**

Section 1      The name of this organization shall be the Leisure Acres Mobile Park Activities Club, hereafter referred to as the Club.

## **ARTICLE II**      **Purpose**

Section 1      The purpose of the Club shall be to provide organized activities for the membership and promote fellowship among its members.

Section 2      The Club shall be a non-profit organization.

## **ARTICLE III**      **Membership**

Section 1      Membership shall consist of residents of Leisure Acres Mobile Park whose annual membership dues are in good standing. Club membership is required to participate in any Club sponsored activity. At any organized activity, proof of membership may be requested at the discretion of any officer or the chairperson of that activity.

Section 2      The membership year shall be from the November General Meeting through the following November General Meeting. Membership dues may be paid immediately following said general meeting. Note: Beyond such meeting, dues should be paid soon after residents arrive at the park, since paid membership is a prerequisite to participate in club Activities.

## **ARTICLE IV**      **Officers**

Section 1      Any member of the Club who lives in the Park for five months of a Club year, except under extenuating circumstances, is eligible to become a candidate for office.

Section 2      The officers shall consist of President, a Vice President, a Secretary, an Assistant Secretary, a Treasurer and an Assistant Treasurer.

Section 3      All officers, except the Vice-President, shall be elected for a one-year term, and may not be elected for more than three consecutive timers. The Vice President shall be elected for two years, and will become the President the second year.

Section 4      A Nominating Committee appointed by the Cabinet shall contact and select candidate(s) for each office. The Club secretary shall place the slate of nominations on the bulletin board ten days prior to the March general meeting. Nominations may be made from the floor at the time of the election with the prior written consent of the person being nominated.

Section 5 Officers shall be elected at the General meeting on the second Monday of March and shall assume their duties immediately after being elected.

Section 6 A vacancy occurring during a Club year in any elective office not filled by ascension shall be filled for the unexpired term by Cabinet appointment.

**ARTICLE V**                    **Duties of Officers**

Section 1            The **President** shall:  
(1)        Preside at all general and special meetings of the Club, at meetings of the Cabinet and at coffee hour.  
(2)        Appoint an Audit Committee prior to the March General Meeting for the purpose of reviewing and providing a comprehensive report on the finances of the Club at this meeting.  
(3)        Coordinate the work of the officers and committees.  
(4)        Perform such other duties as may be prescribed by these By-Laws.

Section 2            The **Vice President** shall:  
(1)        Perform the duties of the President in the absence or inability of that officer to serve.  
(2)        Appoint the chairperson for each standing committee to serve during his/her term as president.

Section 3            The **Secretary** shall:  
(1)        Keep minutes of all meetings of the Club and the Cabinet, and file these in a book provided for that purpose.  
(2)        Give the president a copy of all minutes.  
(3)        Post on the bulletin board notification of date and purpose of all Club business meetings ten days prior to such meeting.  
(4)        Maintain written committee reports as a permanent part of records.

Section 4            The **Assistant Secretary** shall:  
(1)        Perform the duties of the secretary in the absence or inability of that officer to serve.

Section 5            The **Treasurer** shall:  
(1)        Receive all funds of the Club and deposit same in a bank selected by the Cabinet.  
(2)        Pay out funds as necessary.  
(3)        Keep an accurate record of receipts and expenditures.  
(4)        Present a written report to the Cabinet and the Club as requested.  
(5)        Present all records at the close of each term to an Audit Committee.  
(6)        Post on the bulletin board a report ten days before the November meeting of the Club.

Section 6            The **Assistant Treasurer** shall:

- (1) Perform the duties of the treasurer in the absence or inability of that officer to serve. `
- (2) This office shall be a year round resident.

ARTICLE VI **Meetings**

- Section 1 Two general meetings of the Club shall be held each year: the third Monday of November and the second Monday of March.
- Section 2 Special meetings may be called by the president or any three Cabinet members.
- Section 3 Meetings shall be held in the Leisure Acres Club House.
- Section 4 Only paid-up members are entitled to vote.

ARTICLE VII **Cabinet**

- Section 1 The Cabinet shall consist of the elected officers of the Club and shall meet at the call of the president.
- Section 2 The **Cabinet** shall:
  - (1) Be the governing body of the Club.
  - (2) Be responsible for establishing policies pertaining to the Club, subject to Club approval.
  - (3) Be accountable for all Club finances.
  - (4) Appoint committees as needed.
  - (5) Transact necessary business between Club meetings and report same to the Club.
  - (6) Appoint a nominating committee for the spring election and designate a chairperson.
  - (7) Set the amount of dues each Club year, subject to Club approval. `
  - (8) Perform such other duties as may be prescribed by these By-Laws.
- Section 3 Before the November general meeting, the incoming Cabinet shall prepare an itemized financial budget for that Club year. The proposed budget shall be presented and voted on at the November general meeting. During the Club year, if a committee requests funds over its budgeted amount, the Cabinet is authorized to approve such amounts not exceeding \$500. Amounts exceeding \$500 requested by any committee must be presented to the Club and voted on by ballot at a general or special meeting. Each chairperson is responsible for assuring that committees budgeted amount is not exceeded without prior approval.

ARTICLE VIII **Standing Committees**

- Section 1 Standing committees are those committees that are regularly appointed by the Vice President. The Committee Chairperson will assume his/her duties when the Vice President becomes President of the Club.

- Section 2 The following standing committees shall be appointed: Bible Study; Bingo; Cards; Coffee; Coffee Emcee; Coffee Mini-Programs; Dances; Decorations; Dinners; Garage Sale; Health and Safety, Hobbies and Crafts; Horseshoes, Library; Meal Coordinator, Membership; Music; Park Directory; Photographer; Pool Room; Prayer Group; Programs; Purchasing; Set-Up; Shuffleboard; Sunday Evening Services; Sunshine; Suppers; Tours; Welcome.
- Section 3 The incoming President shall appoint a chairperson for each standing committee. These chairpersons shall then select their committees in conference with the income President, and these committees shall take over their duties on the second Monday of March at the same time as the newly elected officers.
- Section 4 Prior to the March general meeting each incoming committee chairperson shall submit to the Cabinet a request for operating funds for inclusion in the Club budget which will be presented at the November general meeting.
- Section 5 Each committee Chairperson shall present a written report of the committee's activities, receipts and disbursements at the business meeting in March. These reports are to be filed with the Secretary.
- Section 6 Money derived from any and all Club activities shall be used for the sole purpose of supporting and improving the activities and equipment of the Club. Funds form all Club activities are to be turned in to the Club Treasurer within 7 days after the event. However, up to \$200.00 each may be retained by the Coffee Committee. For actual meals, the Treasurer will advance up to \$500, via check, to the person in charge of a given meal.

ARTICLE IX **Duties of Standing Committees**

- Section 1 BIBLE STUDY — to plan and arrange Bible Study group. Open and lead discussion of biblical subjects.
- Section 2 BINGO — to make necessary arrangements for Bingo games.
- Section 3 CARDS — to plan and arrange for playing of cards in the Club House and/or the Hobby Room.
- Section 4 COFFEE — to arrange a weekly morning social hour with refreshments.
- Section 5 COFFEE M.C. — to call the Coffee Hour to order, recognize birthdays, anniversaries, new residents, guests, returnees and introduce the entertainment.
- Section 6 COFFEE MINI-PROGRAMS — to arrange entertainment for Coffee Hour.
- Section 7 DANCING — Ballroom, Square, Line - To organize and promote these types of dancing.
- Section 8 DECORATIONS — to decorate the inside and outside of the Club House appropriately.

- Section 9      DINNERS — to make necessary arrangements for holiday and pot luck dinners, Entertainment shall be determined by the dinner chairperson. Contact the Club House Decorations chairperson for availability of decorating materials.
- Section 10     GARAGE SALE — to plan and organize the annual garage sale and dispose of all remaining items after the completion of the sale.
- Section 11     HEALTH and SAFETY — to promote general good health and safety practices. Including organizing blood pressure checks, health fairs, blood drives, etc.
- Section 12     HOBBIES and CRAFTS — to plan and arrange for meaningful activities in the development of hobbies and crafts to be enjoyed by all interested Club Members. Such activities shall be held in the Hobby Room.
- Section 13     HORSESHOES — to encourage participation in the sport, instruct beginning players and maintain the pits.
- Section 14     LIBRARY — to keep books, puzzles, tapes and magazines in good order; to purchase needed replacements and eliminate outdated materials and damaged items.
- Section 15     MEAL COORDINATOR — to cooperate and assist the sub-committees, listed in the appendix, as to where the on hand supplies are and answer questions about equipment or extra supplies from a previous meal. This person will work closely with the purchasing agent for the paper, staples, drinks and cleaning supplies for use during club activities.
- Section 16     MEMBERSHIP — to collect Membership dues in a timely manner and keep an up-to date record of all Park residents.
- Section 17     MUSIC — to be responsible for special music within the Park.
- Section 18     PARK DIRECTORY — to be responsible for the preparation, publication and distribution of the Annual Park directory.
- Section 19     PHOTOGRAPHER — to take pictures of residents and any special events. Keep resident picture board in the clubhouse up to date. Special event pictures are to be displayed in the clubhouse.
- Section 20     POOL ROOM — to give helpful aid to beginning players to arrange for competitions; and keep pool tables in good condition.
- Section 21     PRAYER GROUP — to plan and arrange for the meetings.
- Section 22     PROGRAMS — to be responsible for scheduling and making financial arrangements for all Monday night programs.

- Section 23 PURCHASING — to maintain an adequate inventory of kitchen supplies; including cleaning supplies, paper products and food items as requested by the chairperson of the standing committee. Also maintain and recommend replacement of kitchen equipment and appliances.
- Section 24 SET UP — to properly arrange tables and chairs for Club activities and to see that the Club House is left in reasonably good order after these activities and to purchase chairs and tables as needed.
- Section 25 SHUFFLEBOARD — to give helpful aid to beginning players; to arrange for competition; and to keep the courts and equipment in good functioning order.
- Section 26 SUNDAY EVENING SERVICES — to plan and arrange Sunday evening services in the clubhouse. These services shall be non-denominational programs of ministry and spiritual nurturing. Free-will offerings may be taken to cover program expenses.
- Section 27 SUNSHINE — to send appropriate cards to Club members at times of illness in the hospital or prolonged illness at home. In cases of death of a Club member, a financial memorial shall be sent. Insure proper display of the American flag and the Club flag at the clubhouse. The Club flag may be flown at half mast following the death of a Park resident.
- Section 28 TOURS — to plan and arrange for different types of tours00000.
- Section 29 WELCOME — to visit and welcome all new park residents, give and explain the monthly calendar, give a copy of the By-Laws, encourage attendance at Coffee Hour. Explain the policy of sign-ups for suppers, dinners and special events. Answer questions and encourage participation in Club activities.

ARTICLE X **Quorum for Voting**

- Section 1 A quorum shall consist of 25% of paid-up members.

ARTICLE XI **Amendments**

- Section 1 Club By-Laws shall be formally reviewed at least every five years and all proposed amendments to the By-Laws shall first be presented in writing to the Cabinet for study. The amendment shall then be presented at a general or special club meeting, after it has been being posted on the bulletin board for ten (10) days. A majority vote of members present shall be required to pass or reject the amendment.

ARTICLE XII **Parliamentary Authority**

- Section 1 Robert’s Rules of Order shall govern the business procedures of the Club and a Parliamentarian shall be appointed.

ARTICLE XIII      **Miscellaneous**

Section 1      Upon discontinuance of the Club, the disposal of all property purchased by or donated to the Club shall be determined by a majority vote of the then current membership at a general or special meeting of the Club

ARTICLE XV      **Guests**

Section 1      Individuals, from outside the Highlands Co. area, visiting the Park as day or overnight guests of a Club member, are welcome to attend and participate in Club activities when accompanied by their host Club member. Sunday evening services will be open to all.

ARTICLE XVI      **Advertising and Promotion**

Section 1      Except for the annual Club sponsored Yard Sale, there shall be no public promotion or advertising of Club programs and activities without the prior approval of the Cabinet.

APPENDIX      **MEALS sub-committees**

- (1) Holiday and Pot Luck meals — to make necessary arrangements for holiday meals and pot lucks. Entertainment shall be determined by the Chairperson. Contact the Decorations Committee for availability of decorating material. Meal allotment money shall be determined by the cabinet.
- (2) Ladies Luncheons — to organize women’s brunches, luncheons, style shows, etc. proceeds from ticket sales to cover expenses, food, decorations, door prizes and taxes.
- (3) Other Meals — to plan and arrange for fund raising meals held in the club House for which a monetary donation may or may not be requested by the commit. Dates and times may be changed at the discretion of the committee chairperson. Contact the Decorations for availability of decorating material. Meal allotment money shall be \$500.