

**Culture Vultures of Stone Creek****Revised & CAAC Approved Club Bylaws****Thursday, May 11, 2023****Article I – General**

- A. The name of this club shall be Culture Vultures of Stone Creek.
- B. The purpose of this club is to promote and support cultural events such as performances of the Ocala Symphony Orchestra & Ocala Civic Theatre. Our most ambitious goals include:
  - 1. getting to know each other, especially like-minded people who enjoy the arts
  - 2. purchasing our tickets in bulk, especially if there is a group discount
  - 3. attending as many cultural events as possible as a group
  - 4. inviting representatives from the arts to address &/or perform for us
  - 5. socializing with each other with wine and cheese parties before and/or coffee and dessert parties after various events
  - 6. in addition to attending cultural events, the Club will have special events throughout the year, which will be scheduled through the Lifestyle Director utilizing Form CC-7
  - 7. possibly raising additional funds to support these worthwhile endeavors
- C. These bylaws will fully comply with the Association's Governing Documents and Chartered Club Rules and Procedures. In the event of a conflict between these Bylaws and the Documents, or Rules, the Documents or Rules will prevail.
- D. This organization shall be operated as a not-for-profit association in accordance with Florida statutes and the Association's Documents.

**Article II – Membership & Dues (Mandatory: Article/Sections A-E)**

- A. Membership shall be open to all Association members in good standing without discrimination as to race, religion, color, ethnic culture, or national heritage.
- B. There shall be no precondition for membership, nor will members be required to join any national, state, or regionally affiliated organization.
- C. Each member may bring no more than two (2) guests to any one meeting.

**Definitions of a Guest:**

**Resident Guest** – All Association members are eligible to join a Chartered Club. Until they choose to do so, they are considered guests. Resident Guests may attend a maximum of three (3) meetings prior to joining this club.

Resident House Guest – A friend or family member of an Association Member who resides more than fifty (50) miles from Stone Creek is considered a Resident House Guest.

Developer Guest – Developer employed Sales Associates and prospective homebuyers in the company of a Sales Associate are considered Developer Guests. Prospective homebuyers may also identify themselves with a Visitor Card for participation in Chartered Club activities. Developer Guests and Prospective Home Buyers may attend a club function as space permits.

**D. Dues**

1. The amount of dues will be determined annually in November upon recommendation of the club's Board of Officers and approved by the majority of the club's members in attendance at the next general meeting. Such a meeting shall require a (30) thirty-day public notice to the members.

2. Dues will not be prorated at any time during the year.

E. Proper behavior and decorum is expected from all members. Members who are abusive, project an undesirable or inappropriate image, or who unnecessarily and blatantly create turmoil, disruption, and dissension among club members, or other clubs, or the Association in general may have their membership temporarily suspended by the club. Proper behavior includes following club policies and procedures, including safety rules, when in existence.

Recommended steps for club disciplinary action:

1. First Offense – written warning
2. Second Offense – short term suspension
3. Third Offense – longer term suspension
4. Fourth Offense – termination in accordance with procedure in Chapter 3, paragraph 3.1C of the Charter Club Rules & Procedures

**Article III – Officers/Meetings of the Board**

A. The Club's Board of Officers shall consist of a President, Vice-President, Secretary and Treasurer. A quorum of 51% of the Board's Officers will be required to hold an official Board meeting.

B. All officers shall be elected by a vote of the general membership at the club's annual December meeting by a majority vote of those members present, or are represented by a properly completed & submitted "Absentee Ballot" (Form CC-12) after a minimum of (30) thirty-days public notice has been given. Officers shall serve without compensation and may not serve as an independent contractor; however, officers may volunteer instructional services.

- C. Officers shall serve for two years and shall not exceed two (2) consecutive terms. Each Officer of the Board is equal and no individual officer has veto power or mandating power over the other officers.

**President:**

- Preside over meetings
- Attend Charter Club Presidents' meetings
- Identify and coordinate opportunities for club involvement outside of Stone Creek
- Webpage Editor - with Lifestyle Director, including posting all meetings, alerts, & minutes
- Coordinate with Lifestyle Director for Club bulletin board
- Ensure required Stone Creek Charter Club forms are filed with the Lifestyle Director

**Vice-President:**

- Stand in for and assist President as needed
- Assist President to ensure required Stone Creek Charter Club forms are filed with the Lifestyle Director
- Determine quorum for meetings as needed
- Webpage Editor - with Lifestyle Director and President, including posting all meetings, alerts, & minutes
- Act as Facilities Monitor when using Association facilities. This includes checking association membership cards and guest cards during sign-in.
- Support President with Club Special Events and advise President of opportunities for Club involvement outside of Stone Creek
- Coordinate Club involvement for Special Events

**Secretary:**

- Take meeting minutes
- Keep updated membership and meetings attendance rosters
- Webpage Editor - with Lifestyle Director and President, including posting all meetings, alerts, & minutes
- Assist President to ensure required Stone Creek Charter Club forms are filed with the Lifestyle Director
- Maintain Club Information Binder

**Treasurer:**

- Webpage Editor - with Lifestyle Director and President,
- Posting financial reports
- Assist President to ensure required Stone Creek Charter Club forms are filed with the Lifestyle Director
- Submit financial report at business meetings
- Provide required financial reports, receipts, tax information and money due to the Association Management
- Make Bank Deposits
- Collect dues

- D. Newly elected or appointed officers shall, within 14 days of taking office, read and understand the Charter Club Operating Manual and submit Form CC-5 listing new club officers to the Lifestyle Director.
1. Board members will be nominated at the first general meeting in October, and elections will take place at the next general meeting.
  2. Vacancies in the Board, either by resignation or recall, will be filled using the same procedure.
  3. The Board will meet at least one week prior to the general meeting, which will be held every other month.
- E. Roberts Rules of Order shall be used as a guide for parliamentary procedure in conducting all meetings. However, the club by-laws will take precedence over Roberts Rules, anything not stated in the by-laws shall be referred to Roberts Rules of Order Newly revised.

#### **Article IV – Meetings of the Full Club Membership (Mandatory: Article/Sections A-B)**

- A.
1. Regular meetings will take place on the 3<sup>rd</sup> Tuesday of every other month. This schedule may change due to holidays, other obligations and/or unavailability of a majority of board members.
  2. Required business meeting of Officers will be one week prior to the regular meetings, on the 2<sup>nd</sup> Tuesday of every month. This schedule may change due to holidays, other obligations and/or unavailability of a majority of board members.
  3. Nomination of Officer's Meetings will take place at the annual October meeting.
  4. Election of Officer's Meetings will take place at the annual December meeting.
  5. In addition to attending as many cultural events as possible, the Club will have special events throughout the year, which will be scheduled through the Lifestyle Director, utilizing Form CC-7.
- B. Voting & Quorum Procedures – Club members will vote on various matters by a show of hands, and 51% of the membership present will constitute a quorum.

#### **Article V - Financial (Mandatory: Article/Sections A-D)**

- A. Financial records will be maintained for a period of seven (7) years.

- B. Any expenditures over **\$500** will require agreement from the majority of the general membership present at a duly called meeting.
- C. Receipts for purchases must be provided to and maintained by the Treasurer.
- D. Financial records will be audited annually in September. The President will appoint a Club member who is not a Board member to serve as auditor. The results of the audit will be presented to the general membership and recorded in the applicable minutes at which they are presented.
- E. Cash and inventory control procedures will be created by the Finance Committee with the assistance of the Treasurer and will be in accord with the Charter Club Rules and Regulations, Financial Controls and Procedures, section 4.1.

#### **Article VI – Committees**

- A. Permanent standing committees will include Finance with the Board serving as Finance Committee.
- B. The Board of Officers duly appoints an Events Planning Committee, with the Board and volunteer Club members serving on this committee. Additional standing committees may be appointed by the Board as needed.
- C. All committees will have written mission statements.

#### **Article VII – Amendments (Mandatory: Article/Sections A-B)**

- A. To amend the bylaws of this club requires a two-thirds (2/3) vote of the membership present at a meeting duly called for such a purpose, a quorum being present and required notice being given.
- B. Proposed by-law changes must be made available to all members, a minimum of (30) thirty-days prior to voting, by notification of the changes using the Club's webpage, email, and/or notification during at least one scheduled meeting. Written ballots are required for Club Bylaw changes, and the reason for the vote must be clearly stated on the ballot, or appropriately attached. Voting will take place at a scheduled meeting, and at least two (2) club members will be used to count the ballots.
- C. When designated by the Club Board, absentee voting must use Form CC-12, and the guidelines for collecting and counting the absentee ballots must be followed.
- D. Proposed changes to Club policy and procedures require agreement by the majority of the Board of Officers and club members present at any duly called club meeting.

**Article VIII – Dissolution (Mandatory)**

Prior to club dissolution, and after all debts are satisfied, all property and assets shall be turned over to the Association.

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FOR THE CLUB:

FOR THE ASSOCIATION

Jim Stelzel President  
Name/Signature

Nichole Courterier 5/11  
Name/Signature - Lifestyle Director

Jim (James) Stelzel  
Printed Name

Nichole Courterier  
Printed Name

May 12, 2023  
Date

5/11/23  
Date