

Del Webb[®]

PONTE VEDRA

**DEL WEBB
PONTE VEDRA PHOTOGRAPHY CLUB**

By-laws



PONTE VEDRA

DWPV PHOTOGRAPHY CLUB BY-LAWS
FORM CC-3

Revision Date	Involved Parties	Description
03/18/2015	Attending members	Adopt final version of By-Laws
04/15/2015	CA Committee, Members	CA recommendations, I.A., III.B., IV.D.a., V.B., VI .B. and C.
4-21-15	Carolyn Bridge, CAC	Cut & Paste new overall bylaws into DWPV Photography Club Bylaws

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ARTICLE I - GENERAL:

- A. The name of this Club shall be: Del Webb Ponte Vedra Photography Club
- B. The purpose of this Club is to: (1) Have fun and improve members' photographic skills; (2) Conduct internal competitions; (3) Organize photographic field trips; (4) Participate in other camera club organizations, such as the Florida Camera Club Council; and (5) Sponsor periodic exhibitions so that members can display their work to all Del Webb Ponte Vedra residents.
- C. These bylaws willfully comply with the Association's Governing Documents ("Documents"), and Chartered Club Operating Structure Rules and Procedures ("Rules"). In the event of a conflict between these By-laws and the Rules, the Rules shall prevail. In the event of a conflict between the Rules and the Documents, the Documents shall prevail.
- D. This organization shall be operated as a not for-profit association in accordance with Florida statutes and the Documents.

ARTICLE II - MEMBERSHIP and DUES:

- A. Membership shall be open to all Association members in good standing without discrimination as to race, religion, color, ethnic culture, national heritage or sexual orientation.
- B. There shall be no precondition for membership, nor will members be required to join any national, state or regionally affiliated organization.
- C. Guest Privileges:

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Definitions of a Guest: *[the Club may not change this language]*

- a. Resident Guest - All Association members are qualified to join a Club. Until they choose to do so, they are considered Resident Guests.
- b. Non-resident Guest - All other individuals who are accompanied by an Association member, or otherwise sponsored by an Association member, are considered Non-resident Guests. Unlike Resident Guests, Non-resident Guests do not qualify for Club membership.
- c. Developer Guests and Visitors – During the period of community development, and as long as the Developer has the capability to annex land into the community, prospective home buyers are considered Developer Guests and visitors employed by the Developer are considered Developer Visitors. Neither Developer Guests nor Developer Visitors are qualified for Club membership.
 - i. Developer Guests may or may not be in the company of a Developer Sales Associate. If a Developer Guest or Visitor is not in the company of a Sales Associate, then the guest/visitor may identify themselves with a Developer Guest or Developer Visitor pass.
 - ii. Depending on the nature of Club activities, Developer Guests and Developer Visitors may be permitted to participate in Club programs. It is incumbent upon Developer Sales Associates to inquire into Club policies and rules before advising Developer Guests and Developer Visitors that they may use Club activities and programs. Developer Sales Associates may only use Association facilities when accompanying a Developer Guest.

D. Dues

1. The amount of dues will be determined annually upon recommendation of the Club Officers and approved by the majority vote of the Club's members in attendance at a duly called meeting. Such meeting shall require a (30) thirty-day's public notice to the members. The amount charged for annual dues is be listed in the Club's Policies and Procedures document.

- E. Proper behavior and decorum is expected from all members. Members, who are abusive, project an undesirable or inappropriate image, or who unnecessarily**

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and blatantly create turmoil, disruption or dissension among Club members, other Clubs or the Association in general, may have their membership temporarily suspended by a majority vote of the Club Officers. Proper behavior includes following Club policies and procedures including safety rules when in existence. The following are the recommended steps for Club disciplinary action:

1. First Offense – verbal warning by two (2) Club Officers. Verbal warning must be documented.
2. Second offense – written warning with a 30-day suspension from the Club. Clubs and Activities Committee (CAC) should be notified in writing.
3. Third offense – written warning with a 60-day suspension from the Club. The CAC should be notified in writing.
4. Fourth offense - Proper conduct and decorum is essential to preserve the active adult lifestyle that has been created within the community. Club members who become abusive, project an undesirable or inappropriate image, or who blatantly create turmoil, disruption, or dissension among Club members, other Clubs, or the Association in general, may have their Club memberships suspended. Suspension may occur following a recommendation from the Club's officers and approval by the CAC. In severe cases, the BOD may recommend a suspension or termination of Association privileges, subject to the Compliance Committee approval.

ARTICLE III - OFFICERS / MEETINGS OF THE BOARD

- A. The Club Officers shall consist of (at a minimum) a President, Vice-president and Secretary/Treasurer.
- B. Only one (1) member from the same household may serve as a Club Officer in the same Club during the same term.
- C. All Club Officers shall be elected by a vote of the general membership at the Club's annual meeting by a majority vote of those members present or who are represented by a properly completed and submitted "Absentee Ballot for Election of Officers" (Form CC-11a) after a minimum of thirty (30) days notice has been given. An "Absentee Ballot" (Form CC-11) is to be used when there is an issue to be voted upon. An Absentee vote may only be used when a two-

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thirds (2/3) vote of the entire membership is required. Club Officers shall serve without compensation. Club Officers may serve as an independent contractor in compliance with Chapter Four (4) of the Rules.

D. Club Officer Terms and Responsibilities

1. Club Officers shall serve for one calendar year (October 1 through September 30) and shall not exceed three consecutive terms. Annually, the Club must follow the Nomination and Election Procedures stated in Article III (E) of this document.
2. Initial Elections – the Officers elected upon the initial approval of a Chartered Club shall serve the following terms:
 - i. If the Chartered Club is approved October 1 through March 31, then the Officers initial term shall expire September 30 of the same year and shall count as the initial Officers' first term.
 - ii. If the Chartered Club is approved April 1 through September 30, then the Officers initial term shall expire September 30 of the subsequent year and shall count as the initial Officers' first term.

E. Nomination and Election Procedures – a Nominating Committee will be appointed by the President and will solicit nominations during the month of July. Nominations will be announced to the general membership during the month of August. Election will be held during the month of September. Installation of officers will be at the first meeting of October.

F. Proper behavior and decorum is expected from all Club Officers. Officers who are abusive, project an undesirable or inappropriate image, or who unnecessarily and blatantly create turmoil, disruption or dissension among other Officers, Club members, other Clubs or the Association in general, may be temporarily suspended from Office by a majority vote of the remaining Club Officers. Additionally, Club Officers that are not fulfilling their duties or are continually absent and prohibiting Club business may be temporarily suspended from Office. Proper behavior includes following Club policies and procedures including safety rules when in existence. The following are recommended steps for Club disciplinary action:

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1. First Offense – verbal warning by two (2) Club Officers. Verbal warning must be documented.
 2. Second offense – written warning with a 30-day suspension from the Officers. The CAC should be notified in writing.
 3. Third offense – written warning with a 60-day suspension from the Officers. The CAC should be notified in writing.
 4. Fourth offense - Proper conduct and decorum is essential to preserve the active adult lifestyle that has been created within the community. Club Officers who become abusive, project an undesirable or inappropriate image, or who blatantly create turmoil, disruption, or dissension among Club members, other Clubs, or the Association in general, may be removed from office and/or have their Club memberships suspended. Suspension may occur following a recommendation from the Club's officers and approval by the CAC. In severe cases, the CAC may recommend a suspension or termination of Association privileges, subject to the Compliance Committee approval.
- G. Vacancies and Removal of Club Officers - In the event an Officer is not able to perform his/her duties, a replacement will be appointed by the remaining Club Officers. In the event two or more Club Officers are not able to perform their duties, then the Club shall utilize the Nominating Committee and Election Procedures as stated in Article III (E) of this document to fill vacant Officer positions.
- H. Newly elected or appointed Club Officers shall, within fourteen (14) days of taking office, read and understand the Chartered Club Operating Structure Rules and Procedures, including but not limited to, the Club's By-Laws, Charter Application and any Club commitments and submit form CC-5 listing new Club Officers to the Chartered Club Designated Representative.
- A. List the Club Officers and define each Club Officer's responsibilities.
- B. List the Club Officers and define each Club Officer's responsibilities.
- a. President : The President will preside over meetings, address issues as they arise, interact with the Lifestyle Director, and assist the Vice President with Club communications

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- b. **Vice President:** The Vice President will preside over meetings in the absence of the President, manage communications with the Club membership through the website and/or notices as needed, and perform other duties as requested by the President.
 - c. **Secretary:** The Secretary will maintain Club records, such as minutes of meetings and attendance rosters, submit attendance logs and other required reports to the Lifestyle Director, and assist with communications to the members.
 - d. **Treasurer:** The Treasurer will maintain all financial records of the Club and submit required reports to the Lifestyle Director.

C. Club Officer Meetings

- a. **Frequency:** The officers will meet quarterly or more frequently, as needed.
- b. **Parliamentary Procedure :** Roberts Rules of Order, Newly Revised
- c. **Quorum:** A quorum for meetings of officers will be 75% of Club officers.

ARTICLE IV - MEETINGS OF THE FULL CLUB MEMBERSHIP:

A. Types and Frequencies of Meetings (Define)

- a. **Regular Meetings of the Club** will occur once per month.
- b. **Each Club** has the right to schedule up to a maximum of two (2) special events annually. These special events must be scheduled through the Lifestyle/Fitness Director and scheduled utilizing form CC-7.

B. Parliamentary Procedure

- a. **Roberts Rules of Order, Newly Revised** shall be used as a guide for parliamentary procedure in conducting all meetings. However, the Club By-laws will take precedent over Roberts Rules; anything not stated in the By-laws shall be referred to Robert Rules of Order, Newly revised.

C. Quorum: A quorum shall be 20% of the general membership.

D. Voting Procedure

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- a. Voting will be either by a show of hands, ballot or absentee ballot as determined by the presiding officer.
 - b. Absentee voting must use Form CC-11 and the guidelines for collecting and counting the absentee ballots must be followed.

ARTICLE V - FINANCIAL:

- A. Financial records shall be maintained for a period of seven (7) years.
- B. Club expenditures in excess of \$100 shall require approval by a minimum of three of the four officers. Expenditures in excess of \$500 shall require approval by a quorum of the general membership.
 - a. Clubs may use a petty cash fund, provided the money is withdrawn with a dual signature check and receipts for purchases are provided. Petty cash funds may not exceed \$100.00.
 - b. All expenses will require the use of two (2) authorized signatures on the check.
 - c. Management provides the Club with a letter of authorization to open a bank account which includes the Association's Federal Tax Identification number. The Club must deposit all revenues in a bank account established in the Club's name and maintain the Club account through succeeding club administrations. Disbursements should not be made from cash that has not been deposited in the Club's account. All disbursements should be made by check, or from an approved petty cash fund, with purchase receipt or invoice retained with documentation.
 - d. A Club's fiscal year shall be October 1 – September 30 officer term.
 - e. All transactions shall be recorded in Club financial records. All financial records must be preserved for a period of seven (7) years.
 - f. As part of regular Club membership meetings, the Treasurer should provide the members with a financial report showing revenues and disbursements, and bank account balances or this information may be posted online prior to the meeting. This presentation should be recorded in the minutes of the meeting.

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ARTICLE VI - COMMITTEES:

- A. Permanent (standing) committees will include Finance. The Officers shall serve as the initial Finance Committee. *Note: List any standing Club committees you plan to institute, i.e. publicity, activities, newsletter, membership, etc in the club's Policy and Procedures.*
- B. The Club Officers may appoint additional standing committees with a minimum of 3 members.
- C. Committee chairpersons may be appointed by the Club Officers.
- D. All committees will have written mission statements assigned prior to committee appointment.

ARTICLE VII - AMENDMENTS:

- A. A two-thirds (2/3) vote of the entire membership is required to amend the bylaws of this Club.
- B. Proposed By-law changes must be made available to all members a minimum of thirty (30) days prior to voting by notification of the changes using the Portal, email and/or notification during at least one scheduled meeting. Written ballots are required for Club By-law 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 Club members (not serving as Club Officers) will be used to count the ballots.
- C. When designated by the Club Officers, absentee voting must use Form CC-11 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 Club Officers and Club members present at any duly called Club meeting.

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ARTICLE VIII - DISSOLUTION:

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

FOR THE CLUB:

FOR THE ASSOCIATION:

Name/Signature

Name/Signature

Date

Date

APPROVAL

The foregoing application and the attached By-laws are hereby approved and the Charter is hereby granted, subject to the Chartered Club Operating Structure Rules and Procedures.

Dated this 27 day of April, 2015.

Riverwood by Del Webb Community Association, Inc.

Judy Agliata



Printed Name

Signature

