

SEAGROVE WOMEN'S CLUB COMMITTEE CHARTER

SEAGROVE PROPERTY OWNERS ASSOCIATION, INC.

Mission Statement and Authority

The Committee differs from the Association's other committees in that it is dues-supported and provides opportunities for all Association members to connect and encourages meaningful relationships within the community by social gatherings, youth and holiday-oriented activities, and book and game clubs, as well as by supporting charitable endeavors in the wider Indian River community. It is formed pursuant to Section 617.0825 of the Florida Not For Profit Corporation Act as an advisory committee to the Board and has no legal authority to act for the Association.

Officers and Membership

Membership in the Committee is open to all current and former Association residents, and its officers are selected in the manner, and have the duties, as set out in the Committee's By-Laws, a copy of which is attached to this Charter and fully incorporated by reference. The Chair of the Committee, who must be a member in good standing in the Association, must be approved by a majority vote of the Board.

Operations and Procedures

1. The Committee will hold regular meetings as set out in its By-Laws. The Chair or Vice-Chair will preside over Committee meetings. The quorum requirements are as set out in the By-Laws.
2. Any Committee recommendations to be submitted to the Board will require a vote of a majority of the Committee members present and voting at a meeting.
3. The Committee will report its activities to the Board on at least a quarterly basis (either by attendance at a Board meeting or by written report submitted in advance of a meeting) as to recent and planned community-wide events and financial status and keep minutes of its meetings.
 - The Committee may not host events within the community that involve serving alcohol that was either purchased or provided by the Committee from its membership dues;
 - There is no restriction on alcohol consumption at events so long as it's provided by individual attendees; and
 - The dues paid by individual members of the Committee shall be tracked and managed as provided in its By-Laws or as voted by members at a regular meeting.
4. The President of the Board may attend all Committee meetings.
5. The Committee may invite any non-Committee member of the Association to attend meetings or meet with Committee members.
6. The Committee will review this Charter and its By-Laws at least annually and recommend any proposed changes to the Board for review. The Board may amend this Charter at any time by majority vote.

7. The Committee shall not send out surveys or otherwise directly communicate to all residents without first receiving the Board's approval for such communication.
8. At any time that the Chair of the Committee changes, whether due to resignation or any other reason, the Committee will assemble and provide to the Board a "Transition Report" as to all current or upcoming matters related to the Committee, all for the goal of supporting a smooth transition in responsibilities.

Attachment 1

By-Laws of Seagrove Women's Club Committee

[Attach here]

Draft Revision January 11, 2013
Approved February 12, 2013

**BY-LAWS
Of the
SEAGROVE WOMEN'S CLUB COMMITTEE**

ARTICLE I – NAME

The name of this organization shall be the *Seagrove Women's Club Committee*.

ARTICLE II – PURPOSE

The purpose of the Seagrove Women's Club Committee is to be a social and service Committee of the Seagrove Property Owners Association Inc. to support charitable activities in the broader Indian River County Community and engage in any other lawful activities that further the purpose of the Seagrove Property Owners Association Inc.

ARTICLE III – MEMBERS

- Section 1. Membership is open to all residents, homeowners and former residents of Seagrove East.
- Section 2. A regular member in good standing is one whose current dues are paid. Each member is entitled to one vote for the transaction of business at regular meetings.
- Section 3 paid. A former Seagrove resident may remain a member as long as dues are paid.
- Section 4. Annual dues shall be determined by a majority of members present and voting at the April meeting, provided that if no vote is taken, they shall be the same as the previous year. The annual budget for the upcoming fiscal year shall be first approved by the Executive Committee and subsequently approved by a quorum of the members present and voting at the April meeting, provided that if no quorum is present, then the budget approved by the Executive Committee shall be distributed to all members by e mail for vote. A quorum of 12 members voting by e mail sent within 10 days of the initial e mail shall constitute approval of the budget by the membership.
- Section 5. The fiscal year is the same as that of the Seagrove Property Owners Association Inc.

ARTICLE IV – OFFICERS DUTIES

- Section 1. There are four positions for elected officers: *Chair, Vice-Chair, Secretary and Treasurer*. Of these, two are essential for club operations, namely the positions of *Chair* and Treasurer. The positions of Secretary and Vice-*Chair* are recommended.
- Section 2. The *Chair* shall establish agendas, preside at all meetings and may call special meetings as required. The *Chair* also coordinates the efforts of the various positions and committees and the dissemination of information to the Seagrove Property Association Board, the membership and community.
- The *Vice-Chair* shall assist the chair and assume the duties of the *chair* in the event of her inability to serve.
- The *Secretary* shall keep a record of the minutes of all meetings provided in the absence of a secretary at a meeting; the chair may designate a member to perform the duties of the secretary.
- The *Treasurer* shall collect dues and all fees, keep a record of receipts and disbursements and report on these at each regular meeting of the organization. In addition, the treasurer shall keep an up-to-date membership roster. If the treasurer will be absent at a meeting she shall provide a written report to the *chair* or a designee to be given at the meeting

ARTICLE V – EXECUTIVE BOARD

The elected officers and the chairs of the special committees (if any) shall comprise the Executive Board, each of whom shall be entitled to one vote. The duties of the Executive Board shall include the approval of the annual budget presented by the treasurer at the April meeting of the Executive Board and approval of all other expenditures that are outside of the approved budget.

ARTICLE VI – MEETINGS

- Section 1. Regular meetings may be held on the second Tuesday of each month from November through May inclusive unless otherwise determined by the Executive Board.
- Section 2. The regular meeting in April shall be known as the Annual Meeting and shall be for the purpose of electing officers, approving the budget recommended by the Executive Board, receiving reports from officers and committees and for any other business that may arise.

Section 3. Special meetings may be called by the *chair* with seven (7) days notice to members.

Section 4. Twelve (12) members in good standing shall constitute a quorum at all regular meeting.

Section 5. Motions may be brought to the floor by any member present. Except as specified elsewhere, a motion will be considered passed by a favorable vote of a majority of the members present, provided quorum requirements are met.

ARTICLE VII – SPECIAL COMMITTEES

Section 1. Special committees may be formed as necessary.

by majority vote
of the Executive Board

ARTICLE VIII – NOMINATIONS AND ELECTIONS OF OFFICERS

Section 1. A nominating committee composed of up to three (3) members in good standing shall be appointed. The committee shall report nominees for each office at the March meeting and elections shall be held in April. Nominations may be made from the floor at the April meeting provided that the nominee has given her consent.

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Section 2. Officers may hold office for more than one (1) year.

ARTICLE IX – DUES

Section 1. Annual dues are payable to the Treasurer upon joining the club.

Section 2. Dues are not refundable.

Section 3. In the event of the dissolution of the club the disposition of all remaining funds, after paying or making provision for the payment of all of the liabilities of the club, will be exclusively in accordance with the purpose of the club all as determined by the Executive Board in place at the ~~time~~ time of dissolution.

ARTICLE X – AUDIT AND REPORTING TO THE SEAGROVE HOMEOWNERS ASSOCIATION BOARD

Section 1. A formal audit of financial records may be called for at any time by a majority vote of the Executive Board and performed by an individual or

individuals as designated by that Board. Such vote shall exclude the Treasurer. In the absence of an audit, the Treasurer will give detailed analysis of receipts, expenditures and the resulting balance at the annual meeting in April.

Section 2. The Seagrove Property owners Association Board of Directors shall be provided with up to date lists of the names of club officers, copies of the annual schedule of club meetings, notice of special meetings, if any, and meeting minutes, a copy of the club's annual budget and, upon request, club bank statements, as well as the schedule of club sponsored events, including dates, chairpersons and hosts, and slate of nominees for officers of the club.

Members of the executive Board may be requested to give a general report on activities to the POA Board from time to time.

ARTICLE XI - AMENDMENTS TO THE BY LAWS

Section 1. The *By-laws* may be amended at any regular meeting of the organization by a two-thirds vote of the members present. Notice of the proposed amendments shall be given to the membership at least seven (7) days prior to the meeting.

ARTICLE XII - PARLIAMENTARY AUTHORITY

Section 1. Roberts Rules of Order (Revised) shall govern the organization.

Revised and adopted: February 12, 2013