

RULES AND REGULATIONS OF
BAYSHORE WINDMILL VILLAGE COMMUNITY RECREATION COMMITTEE

ARTICLE 1: PURPOSE

1.1 THE PURPOSE OF THIS STAND ALONE COMMITTEE WILL BE TO PROMOTE AND PROVIDE ACTIVITIES FOR THE RESIDENTS OF BAYSHORE WINDMILL VILLAGE. IN THE AREAS OF EDUCATION, INFORMATION, ENTERTAINMENT, AND RECREATION, AND TO ENDORSE, SUPPORT, AND PARTICIPATE IN WORTHY COMMUNITY PROJECTS AND CHARITIES.

ARTICLE II; FINANCES

2.1 NO MEMBERSHIP FEES WILL BE COLLECTED BY THE COMMITTEE.

2.2 THE COMMITTEE TREASURER WILL MAINTAIN A BANK ACCOUNT FOR THE SAFEKEEPING OF THE COMMITTEE FUNDS.

2.3 THIS COMMITTEE AND SUBCOMMITTEES SHALL BE AUTHORIZED TO COLLECT FEES FOR CERTAIN ACTIVITIES. THESE MONIES ARE TO BE RECORDED BY THE COMMITTEE TREASURER.

ARTICLE III; GOVERNING BODY

3.1 THE COMMITTEE WILL BE COMPOSED OF SEVEN MEMBERS WHO ARE IN GOOD STANDING.

3.2 THE COMMITTEE SHALL HAVE GENERAL SUPERVISION OF ACTIVITIES, ALSO TO LOOK IN DEPTH ON ITEMS, FIX THE HOUR AND PLACE OF MEETINGS, AND SHALL PERFORM OTHER SUCH DUTIES AS ARE SPECIFIED IN THESE RULES AND REGULATIONS.

3.3 IN THE EVENT A VACANCY SHOULD OCCUR ON THE COMMITTEE, THE COMMITTEE SHALL OPEN THE VACANCY TO THE RESIDENTS OF THE COMMUNITY (i.e. SHAREHOLDER OR NON SHAREHOLDER BUT IN GOOD STANDING) AND SELECT A REPLACEMENT FROM THOSE THAT EXPRESS AND INTEREST IN WORKING WITH THE COMMUNITY.

ARTICLE IV; MEETINGS

4.1 UNLESS OTHERWISE ORDERED BY THE COMMITTEE, REGULAR MEETINGS OF RESIDENTS WILL BE HELD AT THE CLUBHOUSE ON THE FIRST MONDAY OF EACH MONTH, NOVEMBER THRU APRIL, AT 6:30 P.M. FOR THE PURPOSE OF HAVING COMMITTEE REPORTS AND DISCUSSIONS OF PAST ACTIVITIES AND UPCOMING EVENTS, AND ANY OTHER MATTERS WHICH MAY COME WITHIN THE SCOPE OF THE COMMITTEE.

4.2 EXECUTIVE MEETING TO BE HELD AT 6:30 ONE WEEK PRIOR TO MONTHLY MEETING.

4.3 MEETINGS MAY BE CALLED BY THE CHAIRMAN OF THE COMMITTEE, AND MUST BE CALLED UPON A WRITTEN REQUEST OF TWENTY MEMBERS OF THE COMMUNITY. THE PURPOSE OF THE MEETING MUST BE STATED IN THE REQUEST AND CALL. EXCEPT IN THE CASES OF EMERGENCY, AT LEAST THREE DAYS NOTICE SHALL BE GIVEN OF ANY SUCH MEETINGS.

4.4 EVERY TWO YEARS THERE WILL BE A VOTING OF OFFICES ON THE RECREATION COMMITTEE

ARTICLE V: VOTING

5.1 ANY MEMBER IN GOOD STANDING SHALL BE ENTITLED TO VOTE ON ALL ISSUES WHICH ARE BROUGHT FORTH AT THE EXECUTIVE MEETINGS.

ARTICLE VI: DUTIES

6.1 THE CHAIRMAN SHALL PRESIDE AT ALL MEETINGS AND IS TO BE AN EX-OFFICIO MEMBER OF ALL SUB-COMMITTEES.

6.2 THE VICE CHAIRMAN SHALL ACT ON BEHALF OF THE CHAIRMAN AT ALL TIMES IN THE ABSENCE OF THE CHAIRMAN AND AT SUCH OTHER TIMES AS THE CHAIRMAN MAY REQUEST.

6.3 THE SECRETARY SHALL ACT ON BEHALF OF THE CHAIRMAN AT ALL TIMES IN THE ABSENCE OF THE CHAIRMAN AND AT SUCH OTHER TIMES AS THE CHAIRMAN MAY REQUEST.

6.4 THE TREASURER SHALL BE RESPONSIBLE FOR ALL RECEIPTS AND EXPENDITURES OF THE COMMITTEE, KEEPING ACCURATE RECORDS OF SUCH AND MAKE AN ITEMIZED REPORT OF THE FINANCIAL STATUS AT EACH REGULAR AND/OR EXECUTIVE MEETING.

6.5 THE COMMITTEE SHALL BE RESPONSIBLE FOR ALL OPERATIONS, AND ACTIVITIES, AND WILL APPOINT SUCH SUB-COMMITTEES, STANDING AND SPECIAL, AS THEY DEEM NECESSARY TO CARRY OUT THIS RESPONSIBILITY.

ARTICLE VII; SUBCOMMITTEES

7.1 ALL STANDING SUBCOMMITTEE AND/OR CHAIRPERSONS DETAILED REPORTS SHALL BE READ AND ACCEPTED AT THE MONTHLY MEETING AND FILED WITH THE SECRETARY FOR THE PERMANENT RECORD. IN ADDITION, AN ANNUAL SUMMARIZED REPORT SHALL BE READ AND ACCEPTED AT THE LAST MEETING OF THE SEASON.

7.2 ALL SUBCOMMITTEE MEMBERS AND CHAIRPERSONS ARE TO BE MEMBERS IN GOOD STANDING.

ARTICLE VIII; COMPENSATION

8.1 ALL COMMITTEE AND SUBCOMMITTEE MEMBERS SHALL SERVE WITHOUT COMPENSATION OR GRATUITIES,

ARTICLE IX: EXPENDITURES

9.1 THE COMMITTEE SHALL BE EMPOWERED TO APPROVE EXPENDITURES OF UP TO \$500.00. THOSE EXPENDITURES ABOVE \$500.00 MUST HAVE THE APPROVAL OF THE MAJORITY AT THE EXECUTIVE SCHEDULED MEETING. MONETARY ADVANCES, SUBJECT TO REIMBURSEMENT MUST BE PRE-APPROVED BY THE COMMITTEE.

9.2 ALL NON-RECURRING EXPENSES MUST HAVE THE PRIOR APPROVAL OF THE COMMITTEE.

ARTICLE X: AMENDMENTS

10.1 THESE RULES AND REGULATIONS MAY BE AMENDED OR CHANGED AS DEEMED NECESSARY.

ARTICLE XI: PARLIAMENTARY RULES

11.1 ROBERT'S RULES OF ORDER, THE LATEST EDITION, SHALL GOVERN THE CONDUCT OF ALL MEETINGS IN ALL CASES TO WHICH THEY ARE APPLICABLE.

ARTICLE XII: MISCELLANEOUS

12.1 THESE RULES AND REGULATIONS WERE ADOPTED BY THE EXECUTIVE COMMITTEE.

REVISED JUNE 2018

GENERAL GUIDELINES FOR ALL FUNCTIONS @ BAYSHORE WINDMILL VILLAGE

ANYONE WISHING TO USE THE CLUBHOUSE MUST FIRST CHECK THE DATE WITH THE CURRENT CALENDAR OF EVENTS COORDINATOR

ALL SCHEDULED FUNCTIONS WILL BE POSTED ON THE CALENDAR IN THE CLUBHOUSE. NO ONE IS TO CHANGE ANY INFORMATION ON THE CALENDAR OTHER THAN THE COORDINATOR.

AT LEAST 48 HOURS IN ADVANCE OF THE FUNCTION, A BWV BOARD MEMBER OR ANOTHER KEY HOLDER NEEDS TO BE NOTIFIED TO OPEN AND CLOSE THE CLUBHOUSE AND TO SET ALARMS.

REQUESTS FOR THE USE OF AUDIO EQUIPMENT NEEDS TO BE MADE AT THE TIME OF SCHEDULING THE FUNCTION TO THE CHAIRMAN OF THE RECREATION COMMITTEE.

ALL TICKETS ARE TO BE OBTAINED FROM THE RECREATION COMMITTEE.

ANY NON RECURRING EXPENSE GREATER THAN \$30.00 REQUIRES PRIOR APPROVAL FROM THE TREASURER. . A RECEIPT IS TO BE SUBMITTED TO THE TREASURER NO LATER THAN MONTH END.

ONCE THE CLUBHOUSE HAS BEEN SET UP FOR A FUNCTION, ONLY THE EVENT CHAIR IS RESPONSIBLE TO MAKE ANY FURTHER CHANGES.

FOLLOWING ANY FUNCTION, THE CLUBHOUSE IS TO BE LEFT IN THE CONDITION IT WAS FOUND PRIOR TO THE ACTIVITY. THIS REQUIRES THAT ALL DECORATIONS BE REMOVED, FLOOR SWEEP AS NEEDED, ALL TRASH RECEPTACLES EMPTIED AND THE AIR CONDITIONER TURNED BACK TO ORIGINAL SETTING. CLEAN UP ALSO INCLUDES SETTING UP OR TAKING DOWN TABLES & CHAIRS FOR THE NEXT SCHEDULED FUNCTION, FOR EXAMPLE BINGO, COFFEE, OR DINNERS. THE LIGHTS ARE TO BE TURNED OFF OTHER THAN THE INSIDE ENTRYWAY AND THE ROW OF LIGHTS DIRECTLY IN FRONT OF THE KITCHEN.

OPEN ALL BLINDS IN THE BUILDING AFTER THE EVENT.

ADVERTISING OF FUNCTIONS BY OTHER PARKS OR ORGANIZATIONS IS NOT ALLOWED WHEN BWV HAS A FUNCTION ON THE SAME NIGHT.

OUTSIDE VENDORS ARE NOT TO BE SCHEDULED DURING COFFEE HOUR. ANY INFORMATIONAL MEETINGS (e.g. INSURANCE, HEALTH CARE, ETC.) ARE TO BE CLEARED THROUGH THE RECREATION COMMITTEE.

*****PLEASE NOTE THAT THE OFFICE STAFF IS PERMITTED TO GO INTO THE KITCHEN DURING AN EVENT WHILE THEY ARE WORKING. THEY NEED TO GET TO THE REFRIGERATOR FOR THERE LUNCH, DRINKS, AND ALSO TO SET THE ALARMS FOR THE CLUBHOUSE. NO EXCEPTIONS*****

REVISED AUGUST 2018

GENERAL GUIDE LINES FOR TRAVEL DIRECTOR

1. A yearly written and oral report of all travel for the year will be given at the April Recreation Committee meeting and travel money will be given to the Rec. Committee treasurer at this time.

2. The Travel Director will pay to the Rec. Committee treasurer once a year a percentage of the gross commission received by the travel agent. That commission percentage will be paid as indicted below:
 - 5% of commission of \$00.00 to \$1,000.00.
 - 4% of commission of \$1,001.00 to \$2,000.00.
 - 3% of commission of \$2,001.00 to \$3,000.00.
 - 2% of commission of \$3,001.00 to \$4,000.00.

This percentage of commission money only applies to Bayshore Windmill Village residents and their overnight guests.

3. The Travel Director can not use the name or imply that Bayshore Windmill Village is associated with any out-side travel set up by the Travel Director for other parks or individualts.

Revised April, 2015