

## **Amended Bylaws of Lake Frances Estates - Social Club**

Effective: January 15, 2025

### **ARTICLE 1.0 GENERAL PROVISIONS**

- 1.1 Name: The name of this group is LAKE FRANCES ESTATES SOCIAL CLUB (LFE-SC).
- 1.2 Location: The location of the LFE-SC is 1150 Skyline Drive, Lake Frances Estates, a manufactured home subdivision located in the City of Tavares, Lake County, Florida.

### **ARTICLE 2.0 PURPOSE**

- 2.1 The purpose of the LFE-SC is to promote social activities and friendship among residents of Lake Frances Estates.
- 2.2 We do this through organizing community activities that encourage connectedness throughout the LFE community.

### **ARTICLE 3.0 DEFINITIONS**

- 3.1 An LFE-SC member is defined as a person(s) having legal ownership of a home in Lake Frances Estates, or a Lake Frances Estates Property Owners' Association (LFE-POA) authorized resident.
- 3.2 A Board member is defined as a person(s) elected by LFE-SC members.

### **ARTICLE 4.0 VOTING**

- 4.1 Each member is entitled to one (1) vote on Social Club matters that require general membership voting.

### **ARTICLE 5.0 MEMBERSHIP MEETINGS**

- 5.1 Weekly Social Hour will take place on Wednesday mornings.
- 5.2 Monthly business meetings will be held on the second Wednesday of each month.
- 5.3 The Annual Business meeting will occur on the first or second Wednesday in December, at which time the election will be held.
- 5.4 Working Board meetings will take place when requested by the President of the Board. Social Club members are encouraged to attend. A working board meeting agenda will be announced and posted on the Social Club bulletin board and the LFE-POA website.
- 5.5 A quorum for a business meeting will be 25 members. If a quorum is not present, the meeting will be rescheduled.
- 5.6 Business and annual meetings will follow Robert's Rules of Order, including documentation, voting, etc., as follows:
  - a. Call to Order and verification that a quorum does or does not exist.
  - b. Secretary's Report
  - c. Treasurer's Report
  - d. Old Business
  - e. New Business
  - f. Adjournment

### **ARTICLE 6.0 ELECTED LFE-SC BOARD**

- 6.1 The activities of the community will be managed by the LFE-SC Board as follows:
  - a. President
  - b. Vice President
  - c. Secretary
  - d. Treasurer
  - e. One (1) to three (3) Members at Large
- 6.2 The LFE-SC Board will meet monthly as scheduled by the LFE-SC President.
- 6.3 A quorum for a Board meeting will consist of four (4) LFE-SC Board members.
- 6.4 All Board members have the right to vote, with the exception of the President. The President has the deciding vote in case of a tie.
- 6.5 Written meeting minutes of LFE-SC Board meetings will be filed in the LFE-SC file cabinet and kept on file for audit purposes for seven (7) years.

## ARTICLE 7.0 DUTIES OF BOARD MEMBERS

- 7.1 President will be the leader of the LFE-SC Board with duties as follows:
- Preside at meetings of the general membership and Board meetings.
  - Provide general supervision over LFE-SC activities.
  - Appoint chairpersons for various LFE-SC activities.
  - Maintain the calendar of events for the LFE-SC.
  - Perform such duties as requested by the LFE-POA Board.
  - Have the deciding vote in case of a tie.
  - The President shall encourage all LFE-SC Board members to participate in the discussion of possible activities and decisions of the LFE-SC Board. Any idea brought to the meeting will be respectfully considered and voted upon by the LFE-SC Board. Decisions will be clearly recorded in the meeting minutes.
- 7.2 Vice President will perform duties in the President's absence.
- Perform duties delegated by the LFE-SC President and LFE-SC Board.
  - Be liaison to the LFE-POA Board.
- 7.3 Secretary will keep minutes of LFE-SC meetings.
- Take minutes of all LFE-SC meetings.
  - Post approved minutes on the LFE-SC bulletin board and the LFE-POA website.
  - File copies of all minutes in the LFE-SC file cabinet.
- 7.4 Treasurer will serve as custodian of LFE-SC funds.
- Keep full and accurate records of income and expenses.
  - Pay authorized payments per the approved LFE-SC Event Expenses and Income Report.
  - Prepare and present all financial reports at business meetings and post them on the LFE-SC bulletin board.
  - Prepare annual reports and present them at the annual business meeting.
  - Serve as representative for the Audit Committee.
  - File Tax Form 990-N with the IRS by March 31 of each year.
- 7.5 Additional Board members will support and assist the LFE-SC Board as needed.

## ARTICLE 8.0 STANDING COMMITTEES

- 8.1 **Welcome Committee** is led by the LFE-SC President in coordination with LFE-POA assigned members.
- 8.2 **Sunshine Committee** shall gather information of interest to the LFE-SC Board.
- Advise LFE-SC Board members of illnesses, hospitalizations, etc.
  - Mail cards to LFE-SC members as needed.
  - Contact family to identify where memorial gifts will be sent upon death.
- 8.3 **Library & LFE History Committee** will maintain the library for use by LFE-SC members.
- 8.4 **Entertainment Committee** will work in coordination with the LFE-SC Board.
- Coordinate dates, costs, purpose, event chairperson, etc.
  - All event expenses and income must be turned into the Treasurer within seven (7) days of an event with required receipts.
- 8.5 **Audit Committee** – refer to Article 11.4.
- 8.6 **Nominating Committee** – refer to Article 9.3.
- 8.7 **Other Standing Committees** will be identified by the LFE-SC Board, as needed.

## ARTICLE 9.0 ELECTION OF LFE-SC BOARD

- 9.1 Any Social Club member is eligible to become an LFE-SC Board member.
- 9.2 **Terms of Office:** The term of all LFE-SC Board members is a two-year period, running from January 1 through December 31.
- The period between the annual meeting in December and December 31 is used for transition and training of new LFE-SC Board members.
  - The President shall serve for one (1) term. After completion of the term, the President can run for any other two-year position.
- 9.3 **Nominating Committee:** A Nominating Committee will consist of up to three (3) LFE-SC members. One member will be selected as chairperson.



- a. The committee will be appointed by the LFE-SC President and confirmed by a majority of the LFE-SC Board by the second Wednesday in September.
  - b. The committee will be formed prior to the October business meeting where committee members will be announced.
  - c. The duty of the Nominating Committee is to recruit nominees for the open positions for the upcoming year.
  - d. There will be no limit on the number of nominees.
  - e. The nomination period will conclude on the second Wednesday of November.
  - f. The chairperson of the Nominating Committee will handle the voting process for LFE-SC Board positions.
- 9.4 Election of LFE-SC Board
- a. Election of LFE-SC Board members will be held at the December business meeting by written ballot.
  - b. The new LFE-SC Board will select the President, Vice President, Secretary, and Treasurer.
- 9.5 Other Vacancies
- a. If any LFE-SC Board member vacancy occurs during the term of office due to death, illness, resignation or disqualification, a majority of the remaining LFE-SC Board will appoint a successor who will hold the office for the balance of the unexpired term.
  - b. All resignations must be in writing.
  - c. An LFE-SC Board member who resigns will not be eligible for reappointment for a period of one (1) year.
  - d. When replacing an LFE-SC Board member, if there is more than one (1) candidate, a balloted election shall be held.

#### **ARTICLE 10.0 REMOVAL OF AN LFE-SC BOARD MEMBER**

- 10.1 Any Board member can be recalled and removed from office, with reason, following these steps:
- a. A written petition requesting the recall and removal will be submitted to the LFE-SC President or LFE-SC Secretary.
  - b. The petition must include:
    - Name of LFE-SC member initiating the petition.
    - Name and position of LFE-SC Board member in question.
    - Reasons for requesting removal.
  - c. The LFE-SC Board will schedule an LFE-SC Board meeting to review the petition and meet with the petitioner and officer involved within five (5) days of receipt of the petition.
  - d. The LFE-SC Board will schedule a special membership meeting to review and vote on the petition within 21 days of receipt of the petition.
  - e. The petition's initiator will receive written notice of the special membership meeting at least seven (7) days in advance.
  - f. Vote on the petition will be by ballot with at least two-thirds (2/3) of LFE-SC members present voting in favor of removal.
  - g. Persons removed from office under this provision will be ineligible to hold an elected office for a period of two (2) years.

#### **ARTICLE 11.0 FUNDS AND ASSETS**

- 11.1 The funds of the LFE-SC will be deposited in a federal financial institution.
- 11.2 Disbursements up to \$750 must be approved by the LFE-SC Board. Disbursements over \$750 must be approved by the LFE-SC members.
- 11.3 All disbursements will be made by check and require two (2) signatures. Authorized signers are the President, Vice President, Secretary, and Treasurer. Other LFE-SC Board members may be added, as needed. Bank records will be updated to reflect changes.
- 11.4 An annual audit shall be initiated after December 31. An audit report will be presented at or before the April business meeting.
- a. If there is a personnel change of Treasurer during the term in office, an audit will be made, and an audit report will be presented to the LFE-SC members.
  - b. All audits will be handled by the Audit Committee consisting of 2-3 members selected by the LFE-SC Board on an annual basis.

- 11.5 All property purchased by the LFE-SC becomes the property of the LFE-POA.
- 11.6 No architectural or structural modifications will be made to any facility without the prior approval of the LFE-POA.
- 11.7 All fundraising events shall be in support of the purpose of the LFE-SC and be agreed upon by the LFE-SC Board. The purpose of the fundraising event shall be announced in advance of the event.

#### ARTICLE 12.0 AMENDMENTS

- 12.1 Amendments to these rules, in whole or in part, will be made by:
- A committee of three (3) LFE-SC Board members appointed by the LFE-SC President.
  - Any changes will be presented to the LFE-SC Board to review and to recommend modifications to bring rules up to date.
  - Following the LFE-SC Board review,
    - A copy of the "proposed" bylaws will be posted on the LFE-SC bulletin board for a minimum of one (1) week prior to voting.
    - The proposed bylaws will be discussed, and questions answered at the next LFE-SC business meeting prior to LFE-SC members vote.
    - Approval of the proposed changes will be determined by affirmative majority vote.

#### ARTICLE 13.0 DISSOLUTION OF THE SOCIAL CLUB

- 13.1 In the event the LFE-SC dissolves, all assets become the property of the LFE-POA.
- An affirmative vote of 75 percent of the LFE-SC membership at a duly called meeting will constitute approval of the proposal.

#### ARTICLE 14.0 EVENTS USING LFE COMMON AREAS AND BUILDINGS

- 14.1 All events using LFE common areas and buildings must adhere to the LFE-POA rules and guidelines.

#### ACCEPTANCE

By signing below, I acknowledge that I have received and read the LFE-SC Bylaws and agree to abide by its rules and policies.

Approved by Social Club Board on April 24, 2024.

Approved by LFE-SC Members on July 10, 2024.

Amended by Social Club Board on January 6, 2025

Approved by LFE-SC Members on January 15, 2025

Kathryn Colucci  
Kathryn Colucci - President

Sherry Barkdull  
Sherry Barkdull - Vice President

Melynn C. Hall  
Melynn C. Hall - Secretary

Deb Huffman  
Deb Huffman - Treasurer

Joanne Keiser  
Joanne Keiser - Member At Large

Carol Koehler  
Carol Koehler - Member At Large

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Member At Large