

## Amended Bylaws of Lake Frances Estates - Social Club

Effective: December 10, 2025

### ARTICLE 1.0 GENERAL PROVISIONS

- 1.1 Name: The name of this group is LAKE FRANCES ESTATES SOCIAL CLUB (LFE-SC), a 501(c)(7) organization.
- 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. The LFE-SC Board manages the LFE-SC.

### 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 take place 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, excluding the LFE-SC Board President. 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
- 5.7 Special meetings of the LFE-SC may be held when the removal of an LFE-SC Board member is requested.

### 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. The LFE-SC Board will consist of five (5) to seven (7) members. One (1) to three (3) members will be Members at Large.

- 6.2 The LFE-SC Board will meet monthly ~~as scheduled by the LFE-SC President, at the LFE-SC Board meeting.~~
- 6.3 A quorum for a Board meeting will consist of four (4) LFE-SC Board members. If no officers are able to attend the monthly business meeting, the meeting will be cancelled for that month.
- 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 with the assistance of the Scheduling Coordinator chosen by the LFE POA. Refer to LFE Policy F-001 Facilities Usage Clubhouse.
  - 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~~ Members at Large will support and assist the LFE-SC Board as needed.
- 7.6 The delegation of authority will be as follows:
- If President is unable to fulfill their duties due to absence, illness, or death, the Vice President will perform the duties of the President.
  - If the President and the Vice President are unable to fulfill their duties, the Secretary will perform the duties of the President.
  - If the President, Vice President, and Secretary are unable to fulfill their duties, the Treasurer will perform the duties of the President.

#### **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~~ 8.1 **Sunshine Committee** shall gather information (such as deaths, illnesses, yard sales, prayer requests, etc) 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~~ 8.2 **Library & LFE History Committee** will maintain the library for use by LFE-SC members.
- ~~8-4~~ 8.3 **Entertainment Committee** will work in coordination with the LFE-SC Board.

- a. Coordinate dates, costs, purpose, event chairperson, etc.
- b. All event expenses and income must be turned into the Treasurer within seven (7) days of an event with required receipts.

8-5 ~~8.4~~ **Audit Committee** – refer to Article 11.4.

8-6 ~~8.5~~ **Nominating Committee** – refer to Article 9.3.

8-7 ~~8.6~~ **Other Standing Committees** will be identified by the LFE-SC Board, as needed. **Ticket Committee** –will sell tickets for events, collect the funds, and return all funds and remaining tickets to the LFE-SC Board.

8.7 Facebook Committee - The administrators and moderators of the LFE Facebook page will be two to four (2-4) LFE residents. The administrators and moderators of the LFE Facebook page may be homeowners/residents, Social Club Board members, and/or POA BOD members. The committee will be managed by the LFE-SC Board.

## 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.

a. The period between the annual meeting in December and December 31 is used for transition and training of new LFE-SC Board members.

~~b. 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. The member cannot reapply to join the LFE-SC Board until the next election period after the one (1) year has passed.~~

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~~ due cause, 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~~ LFE-SC Board member 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~~ federally insured bank or 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 A quarterly audit will be conducted by the Audit Committee. An annual audit shall be initiated after December 31. An audit report will be presented at or before the April business meeting. A summary of the audit should be presented to the LFE POA BOD. Official audit results should be submitted in writing to the LFE POA President.
- 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- and the LFE-POA BOD.
- 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.~~ consisting of 2-3 non-LFE-SC Board members.
- 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~~ LFE-POA common areas/buildings 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.
- 11.8 A credit card is approved for use by the Social Club. A debit card will NOT be permitted.

#### **ARTICLE 12.0 AMENDMENTS TO BYLAWS**

- 12.1 Amendments to these ~~rules~~ bylaws, in whole or in part, will be made by:
- a. A committee of three (3) LFE-SC Board members and LFE-SC members appointed by the LFE-SC President.
- b. Any changes will be presented to the LFE-SC Board to review and to recommend modifications to bring rules bylaws up to date.
- c. 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~~ month 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 of the LFE-SC members present at the business meeting.

#### **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.
- a. 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~~ Policy F-001 Facilities Usage Clubhouse.

**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.

~~Amended by Social Club Board on January 6, 2025~~  
~~Approved by LFE-SC Members on January 15, 2025~~  
~~Amended by Social Club Board on November 12, 2025~~  
~~Approved by LFE-SC Members on December 10, 2025~~  
Amended by Social Club Board on February 4, 2026

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Kathryn Colucci - President

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Sophanavy Bou (Jenny Hedrich) - Member At Large

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Sherry Barkdull - Vice President

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Deborah Huffman - Member At Large

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Melynn C. Hall - Secretary

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Carol Koehler - Member At Large

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Pam Paulson - Treasurer