

APPENDIX 3 – CHARTER CLUB BY-LAWS

FORM CC-3

ARTICLE I - GENERAL (Note: Mandatory Article/Sections A-D):

- A. Name of this Club shall be SCP Darts.
- B. The purpose of this Club is to: Promote the game of Soft Tip Electronic Darts in SCP in a fun and sociable manner.
- C. These By-Laws willfully comply with the Association's Governing Documents (Documents), and Charter Club Rules and Procedures (Rules). In the event of a conflict between these By-Laws and the Documents, or Rules, the Documents or Rules will prevail.
- D. This organization shall be operated as a not-for-profit association in accordance with Georgia statutes and the Association's Documents.

ARTICLE II - MEMBERSHIP and DUES (Note: Mandatory Article/Sections A-E):

- A. Membership shall be open to all Association Members in good standing without discrimination as to race, religion, color, gender, ethnic culture, or national heritage.
- 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 (Define – Please include the number of guests a Club Member may bring at any given time and also indicate the number of times a resident will be allowed to attend as a guest before having to join the Club.)

A Club Member may bring up to 2 Guests to any sponsored Dart Club function (i.e., Fun Dart Nights) except Team League Nights or the Club Annual Business/Awards Night. However, invited Guests are allowed as space is available, to observe but not play at the Team League Nights (these are considered a Club Meeting).

Guests attending more than 3 functions will be expected to join the SCP Darts Charter Club as a Substitute Member, with the option to join a team as openings become available.

Definitions of a Guest:

Resident Guest – All Association Members are eligible to join a Charter Club. Until they choose to do so, they are considered guests. They may attend up to three (3) functions as a guest. Then they must join the Club to continue participation.

Non-Resident Guest – Non-resident guest may not attend any regularly scheduled Charter Club meeting as a guest.

Developer Guest – Developer employed Sales Associates and prospective homebuyers in the company of a Sales Associate or SCP Ambassador are considered Developer Guests. Prospective homebuyers may also identify themselves with a Visitor Card for participation in Charter Club activities.

- D. The dues amount will be determined annually upon recommendation of the Club's Board of Officers and approved by the majority vote of the Club's Members in attendance. Such meeting shall require a thirty-day's (30) public notice to the Members.
- E. Proper behavior and decorum is expected from all Members. Members, who are abusive, project an undesirable or inappropriate image, or who unnecessarily and blatantly create turmoil, disruption, and dissension among Club Member or other Clubs or the Association in general, may have their Membership temporarily suspended by the Club. The following are recommended steps for Club disciplinary action:
 - 1. First Offense – written warning from Club.
 - 2. Second offense – short-term suspension by the Club.
 - 3. Third offense – longer-term suspension by the Club.
 - 4. Fourth offense – termination in accordance with the procedure in Chapter Two, paragraph 3.1C of the Charter Club Rules and Regulations.

ARTICLE III - OFFICERS/MEETINGS OF THE BOARD

(Note: Mandatory Article/Sections A-E):

- A. The Club's Board of Officers shall consist of (at a minimum) a president, vice-president, and secretary- treasurer. A quorum of 51% of Board Officers will be required to hold an official Club meeting.
- B. All officers shall be elected by an electronic vote of the general Membership. The slate of officers shall be presented to the general membership, and after a minimum of (30) thirty days public notice has been given. Officers shall serve without compensation and may not serve as an independent contractor; however, officers may volunteer their instructional services.
- C. Officers shall serve for one year; shall not exceed three consecutive terms; may serve in varied board positions for a total of five consecutive years; and after serving as an officer for five consecutive years may not serve again for a period of one year.
 - President Responsibilities (Define): Assigns committee responsibilities as appropriate. Sets scheduling for season play and all required meetings both membership and board. Tracks and reports weekly and ongoing standings. Ensure appropriate decorum, conduct, and rules of play. Ensures annual report requirements are fulfilled.
 - Vice President's Responsibilities (Define): Fills in for President as necessary. Oversees Rules, Nomination, Awards and Banquet, and other committees as assigned.
 - Secretary's Responsibilities (Define): Keep written records of the meeting minutes. Keep the League roster up to date corresponding with members as needed. Completes Form CC-4 for Board review and approval. Interacts with the appropriate Community Association/Clubs and Activities Committee individuals to ensure scheduling of meeting rooms as needed and submits the appropriate Board approved annual reports.
 - Treasurer's Responsibilities (Define): Collect dues and other monies, keeps records of all income and expenses, complete the annual Form CC-8 and CC-10 for Board review and approval.
 - Other Officer's Responsibilities (Define): No other Officers listed.

D. Newly elected or appointed officers shall within 14 days of taking office, read and understand the Community Association Rules and Regulation and the Charter Club Operating Manual and submit Forms CC-5 and CC-13 listing new Club officers and providing certification of understanding CA Rules and Regulations to the Lifestyle Director.

1. Clarify how Board Members will be nominated and when nominations will take place.

Yearly a nomination committee of 2 or more Club Members will be appointed to select and nominate candidates from the Club Roster to fill the offices of President, Vice-President, Secretary and Treasurer (or a combined Secretary/Treasurer).

Nomination will take place and be finalized in the last quarter of the year as to support voting at the Annual January meeting.

2. Define vacancies and Recall of Officers.

In the event of a Board Member vacancy (Voluntary or Recall), the Duties of the vacated position will be fulfilled by the remaining Board Members, with the senior member ensuring proper transition of responsibilities.

The vacated position will be filled via the nomination process within 90 days of the vacancy.

A Board Member can be recalled as follows: A petition for recall is voted on by at least 51% of members present for the vote. Notice of Petition for Recall is communicated to all Club Members. Within 30 days of the Petition for Recall is communicated, a Club Membership vote is conducted (absentee ballots allowed). A 51% total of Club Membership is required for Recall to be official. The Recalled Board Position will then be filled via the nomination process as noted above.

E. Please clarify how often the Board will meet (i.e. weekly, monthly, quarterly, semi-annually). Roberts Rules of Order 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.

The Club Board Members will meet at a minimum of Semi-Annually, plus any special meetings as required.

ARTICLE IV - MEETINGS OF THE FULL CLUB MEMBERSHIP

(Note: Mandatory Article/Sections A-B):

A. Types and Frequencies of Meetings (Define):

Team League Night - normally weekly as scheduled. 5-10 minutes prior to start of play is allowed for any Club Business to be discussed and addressed. Any major Club items should be pre-communicated to Club members at least 14 days prior to any intended action (voting, etc.) to allow for planned attendance at the meeting.

Annual Club Business Meeting / Awards and Recognition Night - normally in January as scheduled. President's Annual Address, submittal and summary of Club financials, address any open items for consideration/voting, elect next year's Board/Officers, presentation of Awards and Recognitions, other business as the Board deems necessary, and Social Meal / Activities as determined by the Annual Meeting Planning Committee.

Board/Officers Meeting: conduct at least Semi-Annually to address club business.

Regular Meetings (circle one): Weekly / Twice per Month / Once per Month

Required Business Meetings of Officers (circle one):

Annually (minimum) / Quarterly / Monthly / Other _____

Nomination of Officers Meeting (specify month): December

Election of Officers Meeting (specify month) : January

Will you host annual special events? YES / NO (3 maximum)

(Please be aware that a facility custodial fee may apply)

If yes, will the event be held during your regular meeting time? YES / NO

If no, what day and time would you like to host the event? N/A

B. Voting and Quorum Procedures (Define):

Any vote will require at least 51% of Board Members present in order to be valid.

Unless otherwise noted in these By-Laws (i.e., Recall), voting will consist of an electronic vote with a 51% majority in order to accept a vote result.

ARTICLE V - FINANCIAL (Note: Mandatory Article/Sections A-D):

A. Financial records will be maintained for a period of seven (7) years.

B. Specify dollar limitations on expenditures by other than a vote of the general Membership. (Define):

Club expenditures of up to \$250 shall require a 51% majority Board Approval.

Club expenditures of greater than \$250 will require a 51% majority vote of general membership in attendance at the vote.

C. Financial records shall be certified on an annual basis, by an individual(s) other than those elected to the executive board. The results of the certification will be presented to the general Membership and duly recorded in the applicable minutes of the meeting at which presented.

D. Cash and Inventory Control Procedures (Define – See Section 4.1):

Club Cash and Inventory Controls shall adhere to the Procedure standards of Section 4.1. The Club will not use a Debit Card. Minimum to no inventory is maintained.

ARTICLE VI - COMMITTEES (Note: Mandatory Article/Sections A-C):

- A. Permanent (standing) committees will include finance (Define):
Finance - performs all financial transactions for the club. No other Committees in the SCP Darts. Committees are re-established yearly as needed by the Board.
- B. The Board of Officers may appoint committee chairpersons.
- C. All committees will have written mission statements assigned prior to committee appointment.

ARTICLE VII - AMENDMENTS (Mandatory Article/Sections A-B):

- A. To amend the By-Laws of this Club requires a two-thirds (2/3rds) vote of the Membership duly called for such purpose, a quorum being present and required notice being given.
- B. Notice requirement and procedure.
Club By-Law changes will be communicated to the members via email, and hard copy will be available at the Club Functions (i.e., Team League Night).
Official vote on By-Law changes will occur 30-45 days after notification of proposed changes.
Voting will consist of an electronic vote with two-thirds (2/3rds) vote of the Membership required to affect the By-Law changes.

ARTICLE VIII - DISSOLUTION (Mandatory Article):

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