

**ORGANIZATIONAL GUIDELINES  
AND  
BY-LAWS  
OF THE  
MOUNTAIN VIEW COMMUNITY SOCIAL CLUB**

**ARTICLE I: NAME**

The name of this organization shall be the Mountain View Community Social Club (the "Social Club").

**ARTICLE II: PURPOSE**

The Social Club is a subsidiary of Mountain View Community Association ("MVCA"). The purpose of the Social Club is to develop and support the social and recreational programs to meet the needs of Mountain View Community residents so as to encourage a feeling of cooperative community and good-will.

**ARTICLE III: MEMBERSHIP**

**SECTION 1:**

Membership in the Social Club is granted automatically to all residents of the Mountain View Community.

**SECTION 2:**

No dues or fees are required for membership in the Social Club.

**ARTICLE IV: GOVERNING RULES**

The Social Club is a Committee of the MVCA, and has no authority to represent the MVCA in any transaction that involves legal or monetary obligations without prior approval in writing from the MVCA Board of Directors ("the MVCA Board of Directors"). Any activities engaged in by the Social Club must be self-supporting.

**ARTICLE V: MANAGEMENT**

Management of the Social Club Community committee shall consist of four (4) officers: Chair, Vice Chair, Secretary, and Treasurer. Hereafter known as the "Social Club Officers".

Any members of the MVCA are qualified for appointment as officers of the Social Club Officers. After consultation with the existing Officers of the Social Club, Officers shall be appointed and/or removed by the MVCA Board of Directors. The Chair shall be the sole liaison with the MVCA Board of Directors.

The term of each Officer, other than for resignation, or removal by the MVCA Board of Directors, shall be one (1) year and shall commence July 1st.

## **ARTICLE VI: NOMINATIONS**

### **SECTION 1: THE NOMINATING COMMITTEE**

The Social Club officers shall appoint a Nominating Committee consisting of three (3) members. It shall be the duty of the Nominating Committee to notify the membership when nomination period begins and provide a self-nomination form to each resident homeowner for the offices of Chair, Vice Chair, Secretary, and Treasurer of the Social Club. The Nominating Committee will, upon receiving the returned forms, create a list of all nominees and their qualifications, which will be distributed to all members of the Social Club. All resident homeowners of the MVCA are eligible for nomination. Nominations may also be made at the time of the general meeting of the Social Club in June of each election year by any qualified homeowner.

### **SECTION 2: SELECTION OF CANDIDATES**

Candidates for the four (4) offices shall be selected from the list of nominees by ballot at the general meeting of the Social Club in June of each election year. The Nominating Committee shall provide ballots. The results shall be tabulated and announced at the end of the meeting.

### **SECTION 3: APPOINTMENT OF OFFICERS**

Selected Social Club officer candidates shall be presented as “recommended for appointment” at the June meeting of the MVCA Board of Directors. Candidates will take office after being appointed by the MVCA Board of Directors commencing July 1st.

## **ARTICLE VII: DUTIES OF OFFICERS**

### **SECTION 1: CHAIR**

The Chair shall preside at all meeting of the Social Club, Social Events, and the Social Club officers and committee members, and shall supervise all plans for promoting the activities of the Social Club. The Chair is a member ex officio of all committees. The Chair is the official representative of the Social Club. The Chair shall perform such other duties as shall be delegated to the Chair by resolution of the MVCA Board of Directors. The Chair shall, with the Secretary, sign all written contracts and written obligations of the Social Club after approval by the MVCA Board of Directors. The Chair shall attend meetings of the MVCA as a representative of the Social Club.

### **SECTION 2: VICE CHAIR**

The Vice Chair acts in the absence of the Chair. The Vice Chair is a member ex officio of all committees. The Vice Chair is responsible for maintaining a current Social Club membership roster and publishing a directory. The Vice Chair shall act as General Activities Director. The Vice Chair will call meetings of special interest groups with the object of setting up Standing Committees, as described in Article VIII, to conduct the activities of such a group. All reports of activities of such special interest groups will be presented to the Vice Chair. The Vice Chair shall keep a monthly schedule of activities planned, which will be posted on the Bulletin Board at the Clubhouse. In the event the Chair is unable to continue his/her term, the Vice-Chair shall assume the duties of the Chair

for the remainder of such term. The remaining Officers of the Social Club shall recommend to the MVCA Board of Directors a member of the Social Club to fill the office of the Vice Chair until the next term.

**SECTION 3: SECRETARY**

The Secretary shall keep minutes and other official reports of the Social Club. The Secretary shall submit minutes of the regular monthly meeting to members of the Social Club for approval. The Secretary shall take minutes of the Social Club Officers' board meetings. The Secretary shall keep records, books, documents and papers relating to the Social Club. The Secretary is responsible for Social Club correspondence as required. The Secretary is responsible for keeping the Bulletin Board at the Clubhouse current. The Secretary shall perform other duties as may be assigned by the Social Club Officers.

**SECTION IV: TREASURER**

The Treasurer collects and disburses Social Club funds. All disbursement checks require two (2) signatures. The Treasurer handles all banking transactions and reconciles bank statements to Social Club records. The Treasurer receives and retains a voucher for cash payment. At each monthly meeting of the membership the Treasurer shall make a statement of the financial condition of the Social Club and the membership shall, by motion, approve said report. The Treasurer shall prepare an Annual Report of the previous year in June of each calendar year. In coordination with the Chair, Chair-elect, and Treasurer-elect, prepares the annual budget proposal for presentation to the MVCA Board of Directors and general membership.

**ARTICLE VIII: OFFICERS OF THE SOCIAL CLUB**

**SECTION 1:**

The Social Club Officers shall transact such business as may be referred to it by the members; shall authorize expenditure of Social Club funds; shall offer recommendations to the MVCA Board of Directors to fill any vacancies of offices that occur; shall create standing committees; and shall consider/evaluate plans of work (through a "mission statement") of standing committees.

**SECTION 2:**

Special meetings of the Social Club Officers may be called:

by the Chair and/or  
upon request of any two (2) Social Club Officers and/or  
a majority of the members of the MVCA membership.

**SECTION 3:**

A quorum for the transaction of business in any meeting of the Social Club Officers shall consist of a majority of the Social Club Officers.

## **ARTICLE IX: COMMITTEES**

### **SECTION 1: STANDING COMMITTEES**

The following committees are considered important to the effective operation of the Social Club and are permanent standing committees. A volunteer from the Social Club shall chair each standing committee.

Caring Community Committee  
Community Directory  
Fund Raising Committee  
Library  
Publicity/Newsletter Committee  
Social Club Calendar

Special Event Committee  
Telephone Chain  
TGIF  
Trips & Tours  
Welcome Committee

### **SECTION 2: COMMITTEE'S OF INTEREST**

The following committees may be created, when members of the Social Club show interest, and may be mentioned in the Newsletter and on the Bulletin Board located at the Clubhouse, to determine interest:

Arts & Crafts  
Book Club  
Card and/or Game Clubs  
    Bridge Clubs  
    Bunco  
    Poker Club  
Exercise Clubs  
    Bowling  
    Exercise Room  
    Line Dancing  
    Pool Exercises/Water Aerobics  
    Tai Chi  
    Tennis  
    Walking Club  
    Weight Management  
    Yoga  
Garden Club  
Golf Clubs  
Men's Club  
Morning Coffee  
Project Linus  
Recipe Exchange  
Singles' Club  
Supper Club Committee  
    Block Parties  
    Dine Out Club  
    Gourmet Dinner Club  
    Ladies Luncheon  
    Pot Luck Suppers  
    Progressive Dinners  
Women's Club

Additional committees shall be created as deemed necessary by the Social Club Officers.

**SECITON 3:**

The Chair of each committee shall present a "mission statement" and a budget where appropriate, to the Social Club Officers for approval. Any action involving expenditure of funds by a committee must have prior approval of the Social Club Officers.

**SECTION 4:**

Before a committee shall be formed, a "mission statement" shall be submitted to the Social Club Officers for approval.

**SECTION 5:**

The Chair and Vice Chair shall be member's ex officio of all committees.

**ARTICLE X: MEETINGS**

**SECTION 1:**

General meetings of the Social Club membership shall be held on the first Wednesday of each month at 6:30 p.m. at the Mountain View Clubhouse. Monthly meetings of the Social Club Officers and Committee members shall be held on the first Tuesday of each month at 6:30 P.M. Changes to the time and place of the monthly meetings shall not be made unless notice is given not less than one week before such action is taken. The Secretary is responsible for notifying the members of cancelled meetings either by telephone call or e-mail.

**SECTION 2:**

All meetings shall be conducted according to Robert's Rules of Order, and open discussion from the floor on all measures shall be permitted and encouraged.

**ARTICLE XI: AMENDMENTS**

**SECTION 1:**

- a. These by-laws may only be amended at a meeting of the membership of the Social Club by a two-thirds vote of those attending or responding, provided the amendment has the prior approval of the MVCA Board of Directors, and provided written notice of the proposed amendment shall have been distributed to the Social Club membership at least fourteen (14) days prior to the date at which the vote is taken.
- b. A committee may be appointed by the Social Club Chair to submit a revised set of by-laws as a substitute for these by-laws only by a majority vote at a meeting of the membership of the Social Club, or by two-thirds vote of the MVCA Board of Directors. The procedure for action on amendments in Section 1.a shall then be followed.

## **CERTIFICATION OF ADOPTION OF THE BY-LAWS**

We, the duly elected and acting Officers of the Mountain View Community Social Club, certify that the within and forgoing by-laws were adopted as the by-laws of the Mountain View Community Social Club.

**IN WITNESS WHEREOF**, we have hereunto subscribed our names this \_\_\_\_\_ day of May, 2004.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Vice Chair

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Treasurer

## COMMITTEE'S MISSION

Review Mountain View Social Club By-Laws

Refer to the Mountain View Social Club as (Social Club)

Refer to the Social Club authorizing body as: SEE ARTICLE V  
The Officers

Refer to the authorizing body as the Mountain View Community Association (MVCA) and the MVCA Board of Directors. The MVCA is the ruling body.

Submit recommendations to MVCA Board of Directors for consideration

What is progress of this document?

By-Law Review Committee presents document to Social Club Officers

Chair of the Social Club presents document to MVCA Board of Directors

MCVA Board of Directors asks Attorney to review

MCVA Board of Directors approves

(or does it get voted on by general membership)

After MCVA Board of Directors approves does is it distributed to the general membership to be added to their CC&R