

**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 (hereafter called the “Social Club”).

The Social Club is a subsidiary of the Mountain View Community Association (hereafter called the “MVCA”). The MVCA Board of Directors commonly known as the Home Owners Association Board shall hereafter be called the “HOA Board”.

ARTICLE II: PURPOSE

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

ARTICLE III: MEMBERSHIP

Membership in the Social Club is granted automatically to all residents of the Mountain View Community. 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 HOA Board. Any activities engaged in by the Social Club must be self-supporting.

ARTICLE V: MANAGEMENT

The Management of the Social Club shall consist of four (4) officers: Chair, Vice Chair, Secretary, and Treasurer. They are hereafter called the “Social Club Officers”.

Any member of the MVCA is qualified for appointment as a Social Club Officer. After consultation with the existing Social Club Officers, officers shall be appointed and/or removed by the HOA Board. The Social Club Chair shall be the sole liaison to the HOA Board. However, another Social Club Officer may be designated by the Chair to be the liaison in his/her absence.

The term of each Social Club Officer, other than for resignation or removal by the HOA Board, shall be two (2) years commencing on July 1st. However, the term of the office of Chair and Treasurer will begin on alternating years from the office of Vice Chair and Secretary.

ARTICLE VI: SELECTION OF OFFICERS

SECTION 1: NOMINATIONS

The Nominating Committee shall consist of the Social Club Officers. It shall be the duty of the Nominating Committee to notify the membership when the nomination period begins by placing a notice in the community newsletter (The View) stating that applications for Social Club Officer Positions are available in the Mountain View Community Library for interested residents. The application shall describe the duties of the Social Club Officers that are up for election and allow the candidate to state his/her qualifications for a position.

All resident homeowners of the MVCA are eligible for nomination. From these applications, the Nominating Committee will create a list of all the nominees and their qualifications, which shall be distributed to all in attendance at the Social Club Monthly May Meeting. Nominations may also be made at the time of the Social Club Monthly June meeting.

SECTION 2: ELECTIONS

From the list of nominees, the Nominating Committee will create ballots for the Social Club Officer Positions that are up for election. The Nominating Committee will provide these ballots to attendees at the Social Club Monthly June Meeting. The attendees will vote by ballot and the results will be tabulated and announced at the end of the meeting.

SECTION 3: APPOINTMENTS

Selected Social Club Officer Candidates shall be presented as “recommended for appointment” at the June HOA Board Meeting. Candidates will take office after being appointed by the HOA Board commencing July 1st.

ARTICLE VII: DUTIES OF OFFICERS

SECTION 1: CHAIR

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

The Chair shall work with the Mountain View Newsletter Team and shall keep a monthly ongoing calendar of planned activities. The Chair, together with the Newsletter Editor, will proof

the calendar and events pages to ensure their accuracy. The Chair, assisted by the Vice Chair, will act as General Activities Director and call meetings of special interest groups to set up standing committees.

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 roster. The Vice Chair will support and assist the Chair to direct activities, call meetings of special interest groups, set up standing committees; and keep a monthly calendar of activities. 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 Social Club Officers shall recommend to the HOA Board a member of the Social Club to fill the Vice Chair position until the next term.

SECTION 3: SECRETARY

The Secretary shall keep the minutes of the Social Club Monthly Meetings. The Secretary shall submit the minutes to the Community Management for inclusion in the monthly HOA Board packet and will submit the minutes at the next Social Club Monthly Meeting to the members of the Social Club for approval. The Secretary shall keep official reports of the Social Club and records, books, documents, and papers relating to the Social Club. The Secretary is responsible for keeping the Bulletin Board at the Clubhouse current. The Secretary will provide emails to the community in regard to Social Club activities. The Secretary shall perform other duties as assigned by the Social Club Officers.

SECTION 4: TREASURER

The Treasurer collects and disburses Social Club funds. All disbursement checks shall require two (2) signatures. The Treasurer handles all banking transactions and reconciles all bank statements to Social Club records. The Treasurer receives and retains a voucher for cash payment. At each Social Club Monthly Meeting the Treasurer shall make a statement and submit a report of the financial condition of the Social Club. The membership, by motion, shall approve said report. The Treasurer shall submit said financial report to the Community Management for inclusion in the monthly HOA Board packet.

ARTICLE VIII: OFFICERS OF THE SOCIAL CLUB

SECTION 1: OFFICERS

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 HOA Board to fill any vacancies of offices that may occur; shall create standing and special interest

committees; and shall consider/evaluate plans of work of said committees via a mission statement.

SECTION 2: SPECIAL MEETINGS

Special meetings of the Social Club Officers may be called by the Chair or upon request by any two (2) of the Social Club Officers.

SECTION 3: QUORUM

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 Social Club member volunteer shall chair each standing committee:

Caring Community, Fund Raising, Library, Welcoming

SECTION 2: SPECIAL INTEREST COMMITTEES

Committees/Clubs such as the following may be created when members of the Social Club show interest. They may be mentioned in the newsletter (The View) and on the Clubhouse Bulletin Board to determine interest. These are examples. Many of them are in existence. Other committees may be created, as deemed appropriate by the Social Club Officers, where interest is shown:

Food Related Clubs (Special Event Parties, Dine Outs, Ladies Luncheons, Pot Luck Suppers, TGIF, Morning Coffee, Progressive Dinners, Block Parties, Gourmet Dinners, Recipe Exchange, Ladies Night at the Pool, Beverage Bar)

Physical Activity Clubs (Bowling, Exercise, Line Dancing, Water Aerobics, Tai Chi, Tennis, Walking, Weight Management, Yoga, Golf, Ping Pong)

Game Clubs (Bridge, Bunco, Poker, Bingo, Scrabble)

Charity Related (American Cancer Society Luncheon, Project Linus)

Other (Arts and Crafts Club, Book Club, Garden Club, Holiday Decorations, Trips and Tours, Movie Night, Men's/Women's Clubs, Singles Club)

ARTICLE X: MEETINGS

SECTION 1:

Meetings of the Social Club membership shall be held monthly at the Mountain View Clubhouse. 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 phone call or by email.

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

These by-laws may only be amended or re-written by Social Club Officers or by a committee that they appoint. The amended by-laws will be presented at a Social Club Monthly Meeting for a two-thirds approval vote of those attending. The amended by-laws will then be presented to the HOA Board for its approval.