

**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 Board of Directors, commonly known as the Home Owners Association Board and shall hereafter be called the "HOA Board".

ARTICLE II: PURPOSE

The purpose/Mission Statement 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 goodwill.

All residents of the Mountain View Community (no community dues or fees) are members of the Social Club.

ARTICLE IV: GOVERNING RULES

The Social Club is a community committee and has no authority to represent the HOA Board in any transaction that involves legal or monetary obligations without prior approval in writing. Activities sponsored by the Social Club are supported by fund raising (Beverage Bar, special dinners, 50/50, donations, HOA Board funds, and paid advertising income).

ARTICLE V: MANAGEMENT

The Management of the Social Club shall consist of four officers: Chair, Vice Chair, Secretary and Treasurer. They are hereafter called the "Social Club Officers".

Any homeowner resident 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 the designated liaison in his/her absence.

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). Applications for Social Club Officer Positions are available on the Mountain View Community website. The application shall describe the duties of the Social Club Officers and allow the candidate(s) to state his/her qualifications for a position.

All resident homeowners 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 May Meeting. Nominations may also be made at the time of the Social Club June Meeting.

SECTION 2: ELECTIONS

From the list of nominees, the Nominating Committee will create ballots for the Social Club Officer Positions that are due 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 meetings of the Social Club 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 delegated by resolution of the HOA Board. The Chair, along with the Secretary, shall sign all written contracts and written obligations of the Social Club after approval by the HOA Board. The Chair shall attend HOA Board meetings.

The Chair and Newsletter proof readers will review the calendar and events page for accuracy.

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 will support and assist the Chair to direct activities, call meetings of special interest groups and set up standing committees. 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 Social Club Officers for approval. The Secretary shall keep official reports, records, documents and papers relating to the Social Club. 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 signatures. The Treasurer handles all banking transactions and reconciles all bank statements. The

Treasurer receives and retains a receipt for cash or debit card payments. At each Social Club Monthly Meeting, the Treasurer shall make a statement of the financial condition of the Social Club. The membership, by motion, shall approve said report. The Treasurer shall post the monthly financial report on the outside Social Club bulletin board.

ARTICLE VIII: OFFICERS OF THE SOCIAL CLUB

SECTION 1: OFFICERS

The Social Club Officers shall authorize expenditures of Social Club funds and shall create standing and special interest committees.

SECTION 2: SPECIAL MEETINGS

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

SECTION 3: QUORUM

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

SECTION 4: SCHEDULING ACTIVITIES

The Chair and the Social Club Officers are responsible for granting permission to schedule planned Activities. In the event of a scheduling conflict, the HOA Board will have the determining decision.

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. An approved Social Club member shall chair each standing committee:

Caring Community, Advertising, Library, Welcoming, Neighborhood Watch, and Up and Down Crew.

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:

Food Related Clubs (Special Event Parties, Dine Out, Ladies Luncheons, TGIF, Morning Coffee, Ladies Night at the Pool, Men's Breakfast)

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

Game Clubs (Bridge, Bunco, Poker, Bingo, Scrabble, Bid Whist, Dominos)

Charity Related (American Cancer Society Luncheon)

Other (Crafts Club, Book Club, Garden Club, Trips and Tours, Men's and Women's Bible Study, Singles Club)

SECTION 3: FORMATION OF NEW COMMITTEES

Other committees may be created as deemed appropriate by the Social Club Officers, where interest is shown.

Formation of any new committee must be approved by the Social Club Officers.

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 Chair is responsible for notifying the officers of cancelled meetings either by text, phone or email. The Chair is then responsible for sending changed information to the Mountain View Community 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 then be presented to the HOA Board for approval.