

Fox Hills Club at Rockaway
Men's Club
Bylaws

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I. Mission Statement. To promote camaraderie, friendship and good will among the male residents of Fox Hills.

II. Organizational Structure.

- A. Officers
- B. Executive Board
- C. General Membership

III. Membership.

- A. **Resident Members** are male residents of Fox Hills having a Fox Hills ID Card, who are in good standing with the Fox Hills at Rockaway Condominium Association, and have paid their annual Men's Club dues.
- B. **Non-Resident Members** are male non-residents living part--time at Fox Hills who do not qualify as residents, and who do not have a Fox Hills ID Card. Non-Resident Members are non-voting and are not eligible for positions on the Men's Club Executive Board.

IV. Officers. Officers shall be elected to a term of (2) two years.

President (Co-Presidents)
Vice Presidents (2)
Treasurer
Secretary

V. Executive Board.

- a. **Make-Up.** The Executive Board shall consist of the Officers, the Past Presidents, the Chairmen of Standing Committees, and (2) two representatives from each resident building who are appointed by the Executive Board. An officer may serve as a building representative.
- b. **Function.** To serve in an advisory capacity to the Officers and the General Membership, and to select and administer events of interest to the General Membership.
- c. **Voting.** All members of the Executive Board attending any meeting of the Executive Board shall be entitled to vote. Matters before the

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Executive Board shall be decided by a majority of those in attendance as long as there is a quorum. A voting quorum shall be 50% of the entire Executive Board.

- d. **Meetings.** Executive Board meetings shall be held on the fourth Monday of the month unless otherwise determined by the Executive Board.
- e. **Special Powers.** The Executive Board shall be empowered to appoint a replacement for any Executive Board member or building representative who is unable to perform his duties.

VI. Duties - Officers

President/Co-Presidents. Presides at all meetings, which include General Meetings, Executive Board, and Special Meetings. Is Ex-Officio at all Committee Meetings. Appoints all Committee Chairmen.

Vice Presidents. Assist the President in managing the affairs of the organization. Assumes such responsibilities as are designated by the President. The basic responsibility of each Vice President is:

Vice President in charge of events

Vice President in charge of membership

Treasurer. Keeps a full and accurate account of all monetary transactions and reports to the Executive Board.

Secretary. Keeps and maintains the minutes of the General and Executive Board Meetings. Maintains such records for future reference.

Building Representative: Is the liaison with the Men's Club members in each building, keeps building informed of Men's Club activities, recruits new members, collects dues and money for events. Keeps track of members who are ill or deceased.

VII. Committees. All Committees shall report to the Executive Board as directed. The Executive Board shall appoint all committee members.

Committees. All Chairmen of Committees shall be

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members of the Executive Board.

- A. **Nominating.** Provides a slate of candidates for the Officers for approval by the Executive Board and then the General Membership. The Chairman shall be a Past President.
- B. **By-Laws.** Consists of four members from the Executive Board who are responsible for maintaining the rules that govern the operation of the organization. The Chairman shall be a past-president.
- C. **Management Information Systems.** Administers the Data Base and provides support to the Treasurer and the Membership Chairman.
- D. **Membership and Communications.** Promotes the Men's Club to the male residents of Fox Hills; keeps records of the paid up members; and keeps members informed of meetings and special events. The Chairman of the committee is the Vice President so designated.
- E. **Others as Needed.** Appointed as needed.

VIII. General Meetings. General Meetings will be held the second Monday of every month unless otherwise determined by the Executive Board.

IX. Finances.

- a. **Dues.** Dues are assessed and paid annually in the amount to be determined by the Executive Board. The Fiscal Year shall be from September 1 to August 31.
- b. **Expenditures.** A treasury report showing expenditures and income will be presented monthly to the Executive Board at the monthly Executive Board meeting. Any member who wants to see the details may make a request from the treasurer for same.
- c. **Disbursements.**
For payments to vendors or charities for items already approved by the Executive Board the request must come from a member of the Executive Board and accompanied by an invoice or receipt or written explanation. The check to reimburse requires the approval of the Treasurer if \$200 or less. For amounts between \$201 and \$999 the Treasurer must have additional approval of a CO President or Vice President to pay. For amounts of \$1,000 or more additional approval of a majority of the Executive Board is needed if the item was not originally approved by the Executive Board.

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For payments to members of the Men's Club for reimbursement for expenditures needed by the Men's club or reimbursing for an activity unattended the member must submit a receipt or written explanation of the expenditure. The Treasurer may approve amounts up to and including \$100. For amounts of \$101 and more the additional approval of a CO President or Vice President is needed.

X. Nominations/Elections.

- A. **Elections.** Elections of Officers shall be by a majority vote of members in attendance at a designated Annual Meeting. Notice of this meeting will be posted at least (30) thirty days prior to the meeting.
- B. **Annual Meeting.** The Annual Meeting shall be held in May of each fiscal year, with installation of the Officers at the June Annual Dinner.
- C. **Nominations.** Nominations shall be made by the Nominating Committee appointed by the President(s) with the approval of the Executive Board. The Committee shall meet during March and present the slate of Officers at the April Executive Board Meeting, prior to presentation to the General Membership at the May meeting. The General Membership at the May meeting may also present a nominating petition for any officer. The petition must contain at least (10) ten names of members in good standing.

XI. Amendments.

Amendments to the By-Laws can be made with a two-thirds vote of the members in attendance at a General Meeting. Amendments to the By-Laws can be presented by the Executive Board or by the General Membership.

Amendments presented by the General Membership must be presented in writing with signatures of at least 10% of the General Membership. Proposed Amendments must be read to the General Membership at a meeting prior to the month in which the vote takes place.

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XII. Politics. The Executive Board and the Officers of the Men's Club will not express political positions nationally, locally or at Fox Hills elections when acting in any real or implied position as representing the Fox Hills Men's Club. However, the Executive Board will make every effort to help the members assess the candidates of Fox Hills elections by inviting all of them to address the membership and the Fox Hills community during their campaigns. The Executive Board will maintain a neutral position during these sessions.

Revision History

Revision	Date	Revision
original	unknown	original
11/7/09	11/7/09	unknown
Draft of 4/20/16	4/20/16	Section IV: delete Publicist/Corresponding Secretary (Combine into 1 Secretary) Section VI: delete Publicist/Corresponding Secretary (Combine into 1 Secretary), add Building Representative Section VII: change <i>constitute</i> to <i>appoint</i> . Delete <i>Standing</i> Section VII Paragraph A: delete <i>consists of 7 members</i> Section XI Paragraphs I & J: complete re-write
Draft of 4/21/16	4/21/16	Section III Paragraphs A & B: make into complete sentences Section VI under Treasurer: change <i>Executive Board and General Membership</i> to <i>Co-Presidents</i>
Draft of 5/26/16	5/26/16	Revisions per Exec Board meeting of 5/23/16: Section VI: under Treasurer, change "Co-Presidents" to "Executive Board." Under Secretary, delete "Distributes Information to the General Membership"
Revision 1	9/11/16	Remove red/bold following approval at the General Meeting/Breakfast of 9/11/16