

BellaVita That's Entertainment Club
By-Laws
Revision Approved on (October 13, 2010)

I
Name

The name of the organization shall be the **BellaVita That's Entertainment Club**.

II
Mission/Purpose

The BellaVita That's Entertainment Club is organized to plan, promote, and provide entertainment activities for the benefit of all Bella Vita residents.

III
Affiliation

The BellaVita That's Entertainment Club is an Association Volunteer organization directly affiliated with the Bella Vita at Green Tee Homeowners' Association, Inc. An Association Volunteer shall be deemed to be any resident club or organization, or any member of said club or organization who is permitted entry to Bella Vita facilities on behalf of, and for the benefit of the Association. This affiliation will be reaffirmed by the Homeowners' Association (HOA) Board of Directors at its first regular meeting of each fiscal year.

IV
Membership

Membership in the BellaVita That's Entertainment Club is open to all residents of the Bella Vita Community.

V
Dues

There are no fees or dues connected with membership in the BellaVita That's Entertainment Club.

VI
Active Member Standing

Any member who has attended eight (8) of the previous twelve (12) monthly meetings is considered an active member of the BellaVita That's Entertainment Club.

BellaVita That's Entertainment Club By-Laws (continued)

VII

Meetings and Notice

The BellaVita That's Entertainment Club meets on the **second Wednesday of each month** at seven o'clock in the evening (7:00 p.m.). Meetings are held at the BellaVita Clubhouse. Notice of each monthly meeting (or change if necessary) shall be posted on the BellaVita monthly calendar and/or BellaVita Website.

Special Meetings may be called as deemed necessary by the President and will be posted in the same manner.

VIII

To qualify as an officer of the **BellaVita That's Entertainment Club** you must have attended 8 of the last 12 club meetings.

IX

Officers

The elected officers of the Bella Vita That's Entertainment Club shall be the **President, Vice-President, Secretary and Treasurer. The term of office shall be one year.**

X

Vacancy in Office

Officers as a group will make appointments to fill any vacancy of an elected office or the Standing Committee Chair.

XI

Standing Committee

AT THE DISCRETION OF THE PRESIDENT, The Nominating Committee of the BellaVita That's Entertainment Club shall be the only Standing Committee. A Chair will be appointed by the Officers at the November meeting. Three additional members to serve on the Committee will be chosen by the Chair from a list of volunteers.

XII

Special Committees

Special Committee Chairs for BellaVita That's Entertainment Club events shall be appointed as necessary by the President. The President may also act as Chair of a Committee should he/she choose to do so. Each Chair will then select committee members, giving priority to a list of volunteers. Additional members may be added at the Chair's discretion.

**BellaVita That's Entertainment Club
By-Laws (continued)**

**XIII
Election of Officers**

Elections shall be held at the **January** regularly scheduled meeting of the BellaVita That's Entertainment Club. New officers will begin their term in February..

**XIV
Amendments**

Any proposed changes to the current By-Laws or Standing Rules will be presented for review and discussion at two consecutive regularly scheduled meetings of the BellaVita That's Entertainment Club.

The President or Special Committee Chair will lead the discussion and then call for a vote to approve or deny any changes to the By-Laws of the BellaVita That's Entertainment Club. Approval will be by a 2/3 majority of the membership present.

The approved changes will then be presented to the BellaVita Home Owners Association Board of Directors for their approval. Once approved by the membership of the BellaVita That's Entertainment Club and Homeowners' Association Board, the changes will become effective immediately.

**XV
Rules of Order**

Robert's Rules of Order will be considered the parliamentary authority of the BellaVita That's Entertainment Club.

Note: This document supersedes all previous By-laws and Revisions of the BellaVita That's Entertainment Club and is effective this ____ day of _____ 2010.

Acknowledged by the BellaVita at Green Tee Homeowners' Association, Inc. Board of Directors on _____.

President, BellaVita HOA

Approved by the Membership of the BellaVita That's Entertainment Club on October 13, 2010.

Standing Rules

The BellaVita That's Entertainment Club

Duties of Officers

Section A:

The **President** shall...

- Plan the meeting agenda and preside over each meeting.
- Call special meetings as deemed necessary.
- Select Committee Chairs, giving priority to those that volunteer.
- Be an ex-officio member of all Committees.

Section B:

The **Vice President** shall...

- Assist the President in his/her duties.
- Preside at any meeting in the absence of the President.

Section C:

The **Secretary** shall...

- Record the proceedings and prepare minutes of all meetings.
- Send a copy of the minutes via e-mail to officers for their review and approval.
- Send minutes to Club Manager for posting on the Website.
- Enter hard copy of minutes in TEC Clubhouse notebook.
- Present highlights of previous and/or special meetings at the next monthly scheduled meeting if requested.
- Maintain a list of active members and meeting attendance records.

Section D:

The **Treasurer** shall...

- Receive all monies collected by the club and provide a receipt to the giver.
- Maintain a monthly Income/Expense/Disbursements Report.
- Present copy of monthly report to President and Secretary prior to monthly meeting

Procedure for Election of Officers

Section A:

The **Nominating Committee** will...

- Be appointed at the **November** regularly scheduled meeting.
- Present a slate of officers for the following year at the **December meeting**.
- Conduct the Election of Officers and count the ballots at the **January** meeting. (New officers will begin in February.)

Section B:

Nominations from the Floor must meet qualifications. **Nominee** must...

- Furnish a "Willingness to Serve" form three days prior to election.
- Meet criteria required for any Elected Office of the BellaVita That's Entertainment Club.

Section C:

Conducting the Election:. The **Nominating Committee** will...

- Supply **written ballots** if there are Nominations from the Floor.
- Present the Slate of Officers and **vote by acclamation** if there are no nominations from the floor.

Section D:

Any member of the Nominating Committee...

- May not be placed on the Slate of Officers submitted by that committee.
- May be nominated from the floor. (See qualifications.)

Section E:

Amendments

- These Standing Rules may be amended at any regularly scheduled meeting of the BellaVita That's Entertainment Club.
- These Standing Rules may be temporarily suspended by the elected officers.