

South of Sixty (SOS) Social Group By-laws (v 1.2)
May 16, 2018

ARTICLE I: NAME & PURPOSE

Section A: Name - The name of this club shall be South of Sixty (SOS) .

Section B: Purpose - The purpose of this club shall be:

1. To provide a mechanism for Villages age 30 and older to meet one another.
2. The purpose of this club shall be to maintain a social club for Village resident's age 30 and older, for camaraderie, planned events and activities.

ARTICLE II: MEMBERSHIP & DUES

Section A: Eligibility / Membership-

1. Membership shall be open to Residents (property owners and renters) of "The Villages" who are 30 years old and have not reached the age of 60 by April 30 of the current year and upon full payment of the annual dues. Proof of Age & Residency will be required for membership (ie: The Villages ID for residency and Driver's License for date of birth). ***This eligibility requirement is NOT subject to change by future club leadership or by law changes/updates.***
2. The membership year shall be from May 1st through April 30th of the following year.
3. Note, the club member and their defined significant other, are both to have paid memberships and must meet the age and residency requirements of the club at stated in Section A. 1.
4. Membership is intended to be limited to 450 members. Once the limit is reached, a waiting list will begin and the Secretary and Membership Coordinator will maintain it
5. Residents may join at any monthly meeting or may utilize our electronic option on the website. Benefits of membership may be enjoyed immediately upon receipt of proof of age, proof of residency, payment of dues and signing of the liability waiver.
6. Members who reach the age of 60 prior to April 30 of the current year will 'graduate' out of SOS effective May 1 of that year. Members will age out when both partners meet the condition above. Graduate members will be able to participate in the monthly meeting that is designated for Graduation, where they will be recognized.

Section B: Dues -

1. The executive board shall set dues in February of each year.
2. Renewals will be accepted any time after March 1st.
3. New members joining after March 1st will enjoy membership until April 30th of the following year.
4. If a member wishes to withdraw from the group at any time, NO DUES or portion thereof will be refunded.

ARTICLE III: MEETINGS

Section A: Membership meetings-

1. Regular membership meetings shall be held on the fourth Sunday of every month. Meeting dates and times may be altered in cases specified by the Executive Board.
2. The interim or designated Officers shall determine when and where the monthly meetings will be held in accordance with the Villages Lifestyle Guidelines. The Executive Board shall follow The Villages Community Development Districts Recreation Lifestyle Guidelines to operate South of Sixty.
3. Monthly membership meeting attendance will be in accordance with the occupancy rules of the room assigned at the village recreation center.

Section B: Board Meetings-

1. Board members may meet monthly at an agreed upon location, date and time.
2. Monthly Board meetings shall be attended by the members of the Executive Board.
3. Coordinators shall, as necessary, submit a written report to the Executive Board at least 4 days prior to the Board meeting. In addition, Coordinators may be asked to attend board meetings as needed to perform business.

Section C: Special Meetings –

1. Special meetings may be called by the Executive Board.

Section D: Rules-

1. Parliamentary Authority – Robert's Rules of Orders shall govern this club in all cases to which they are applicable and in which they are not inconsistent with these Rules and Procedures.
2. Quorum – A quorum shall consist of a simple majority of the voting members present at the meeting.
3. An annual operational meeting will take place each March to nominate/appoint members for open positions (Executive Board and Coordinators). An announcement will be made in February to alert members to the operations meeting scheduled for March.

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ARTICLE IV: OFFICERS

Section A: Officers –

1. Eligibility – Officers must be full time Resident owners in The Villages as per ARTICLE II Section A.
2. The Officer structure of the organization shall consist of the President, Vice President, Treasurer and Secretary.
3. Officers as listed will comprise the members of the Executive Board.
4. Executive Board positions may be 'shared' by two individuals as a "Co-Chair" responsibility with equal voting rights.

Section B: Terms of office-

1. The Officers shall be *appointed positions*, unless decided otherwise.
2. Each year, approximately February, the voting members of the executive board will review By Laws and determine if Board positions will be "elected positions" or "appointed positions."
3. Nominations/appointees will be presented to the membership at the March membership meeting each year. Voting, if applicable, will take place at the April monthly meeting.

Section C: Vacancies – A vacancy in any office because of death, resignation, or disqualification or otherwise, may be filled by the remaining Executive Board for the unexpired portion of the term or appointed by the voting positions of the executive board.

Section D: Duties –

Duties of the officers shall be as follows:

1. The **President** shall:
 - a. Administer all business of the organization as provided for herein the Rules and Procedures document.
 - b. Review the agenda and preside over the general membership and board meetings.
 - c. Serve as an Ex Officio member of all committees except the nominating committee.
 - d. Maintain voting rights for all matters
 - e. Present Committee Coordinators to the Executive Board for approval.
2. The **Immediate Past-President** shall:
 - a. Serve as an Ex Officio member of the Board for a period of one year, to foster collaboration and be a resource to the incoming President.
 - b. Serve on the Rules & Procedures Committee.
3. The **Vice-President** shall:
 - a. Perform the duties of the President in the event of the President's absence.
 - b. Assist the President as needed
 - c. Approve all events from the "Event Proposal and Preparation Questionnaire &Event Expense Worksheet."
 - d. Co-chair the Rules & Procedures Committee when a Immediate Past-President is unavailable.
 - e. Have custody of all records and papers of the Club including, but not limited to:
 - Membership roster
 - Updated Rules and Procedures document
 - Treasurer's report
 - Archives
 - f. Maintain voting rights for all matters
4. The **Secretary** shall maintain a full and proper record of all Monthly Membership meetings and Executive Board Meetings.
5. The **Treasurer** shall:
 - a. Have charge and custody of, and be responsible for all funds and securities of the Club.
 - b. Process Requests for Payment, and keep an itemized account of all receipts and expenditures for monies due and payable to the Club in accordance with the provisions of the Rules and Procedures.
 - c. Maintain updated deposit slips and signature cards for the banks, trust companies or other depositories as shall be selected.
 - d. Provide a written report of funds and expenditures to the Executive Board each month for inclusion in the Minutes.
 - e. Provide a verbal report of funds and expenditures to the membership at each membership meeting.
 - f. Approve Event Costs from the "Event Expense Worksheet"
 - g. Provide financial record to an outside auditor, annually, as selected by the Executive Board.
 - h. Perform all duties incident to the office of the Treasurer
 - i. Maintain voting rights for all matters

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ARTICLE V: BOARD OF DIRECTORS

Section A: General Powers –

1. Management of the SOS Club shall be vested in the Executive Board.
2. It will be the responsibility of the Executive Board to uphold the premises set forth in the Rules and Procedures.

Section B: Composition, Tenure, and Qualifications –

1. The Executive board of Directors shall consist of the current officers of the Club and the out-going President.
2. All members of the Board of Directors shall be members in good standing as set forth in Article II, Section A.

Section C: Nominations -

1. Nominations for the Executive Board will take place as set forth in Article IV, Section B.
2. Committee coordinators will be responsible for submitting a written report to the Board no later than 4 days prior to the Board Meeting.
3. Committee coordinators are appointed by the President and presented to the Executive Board for approval.

Section D: Compensation and Contracts –

1. Members of the Board of Directors shall not receive any salaries for their services.
2. The Board of Directors may authorize any member of the Board of Directors to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Club. Such authority may be general or confined to specific instances.

ARTICLE VI: COMMITTEES AND EVENTS

Section A: Committees / Coordinators –

1. The South of Sixty (SOS) Club will contain five (4) permanent/standing committees including, but not limited to:
 - a. Membership
 - b. Communications
 - c. Events
 - d. Rules and Procedures
2. Standing committees shall be responsible for managing the routine functioning of the Club as follows:
 - a. The membership coordinator will maintain updated membership lists, provide a minimum of 2 copies of the membership list for the sign-in table at the general membership meeting and provide updated lists with the Secretary.
 - b. Communications committee shall incorporate the Website coordinator, the Email coordinator, and the Facebook coordinator to ensure consistent communication across all channels
 - c. The Events committee shall incorporate the Monthly Meeting Coordinator, the On-Campus Events coordinator and the Off-Campus Events coordinator.
 - d. Members in good standing may also be appointed to lead special events as approved by the Executive Board and/or Committee Coordinators.
 - e. The Rules and Procedures committee shall incorporate the Immediate Past-President, the Vice-President and any member in good-standing as appointed by the President, if needed.
3. Special committees shall be appointed with approval of the Executive Board as need demands.
4. Committee Coordinators will convene each committee on an ad-hoc basis and will provide, if necessary, written reports to the Secretary no later than 4 days prior to each Board meeting.

Section B: Events –

1. The Club sponsors one standing event each month, that being the monthly membership meeting. Other standing events occur on a regular basis but are dictated by interest and not mandated by these Rules and Procedures. Such events can include, but are not limited to: pickleball, golf outings, etc...
2. Events Request Forms (see Appendix for sample forms - Event Proposal and Preparation Questionnaire, Event Expense Worksheet, and Reimbursement Worksheet)
 - a. The purpose of the Event Request Form is to establish procedural and financial guidelines, and assign responsibilities for SOS Event Coordinators and Leaders during Club sponsored events to maximize enjoyment for all participants.
 - b. Event Request Forms shall be made available on the SOS Club website and any member in good-standing can lead and submit a request for an event to the appropriate coordinator for review and approval.
 - c. Sample Event Request Form shall be listed in the appendix of these Rules and Procedures but may be updated without full revision of these Rules and Procedures.
 - d. Events Request Forms shall be submitted for approval to the Executive Board. The Executive Board reserves the right to decline events not consistent with the Clubs goals.
3. Event costs
 - a. Event costs will be proposed by the event coordinator and determined by the actual incurred costs of the

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- event plus any payment company fees. Approval will be granted by the Executive Board.
- b. Tickets will be sold to members on first come/first issue basis to the best of the club's ability.
- c. Ticketing of an event will occur for events that have an entertainment element and/or purchased food.
- d. Ticketing will be done electronically via the contracted service. For tickets purchased outside of electronic means, tickets will be provided manually.
- e. Non-members will be permitted to participate in events with approval of the voting members of the Executive Board.
- f. Refund Policy – SOS is not responsible for delays and cancelations beyond the control of the club. If the scheduled event is canceled, SOS reserves the right to only refund the portion of the cost of the event that was recouped by the club.

ARTICLE VII: TRIP EVENTS GUIDELINES AND IN CASE OF EMERGENCY PROCEDURES

PURPOSE: The purpose of this document is to establish guidelines and assign responsibilities for SOS Event Coordinators and Leaders during club sponsored events to maximize enjoyment for all participants.

SCOPE: This document addresses pre-event and event date administrative considerations. It also addresses In Case of Emergency (ICE) situations and suggests ways to cope with rare events that could impact an event trip.

Before the Event

- The Event Coordinator will assign an Event leader (EL) for each event.
- The Event Leader will complete the required Event Request Form and forward the completed document to the appropriate Event Coordinator for initial review.
 - Event Coordinator will then forward to the Executive Board for final approval and distribution to the Executive Board and Coordinators
- Coordinators will use the information provided in the form to take next steps (ie, facebook, website, email blasts, notify and work with the EL, etc....)
- EL is to communicate the following:
 - Each attendee should be encouraged to bring a cell phone to the event.
 - Anyone traveling without a spouse/relative/significant other will be required to provide the name and telephone number of an emergency contact.
- The EL, working with the Event and Membership Coordinators, should prepare a roster of all attendees with home and cell phone numbers from the current membership directory.
- Clearly communicated refund policy applicable to this event in the media communication piece.

Day of the Event

- At departure, the EL or Event Coordinator should circulate the roster with home and cell telephone to attendees for verification. It should have a check off column for medically trained personnel (physicians, nurses, EMS, etc) and another for those with CPR knowledge.
- The EL should brief the attendees on the appropriate administrative matters. This should include the time and location where to meet the car(s) or coach after the event. It should include instructions in the event of extra innings/overtime or other protracted unforeseen delays.
- If using a vendor assigned driver, the EL should exchange cell phone telephone numbers
- The EL should keep a copy of the roster as described above with him/her at all times while attending the event.
- It is the responsibility of the EL to communicate with the driver(s) before the end of the event to determine if there any last minute changes to the pre-planned time and location of the pickup point.

In Case of Emergency (ICE)

- The EL should be prepared to deal with a wide range of possible emergency situations. These could range from illness or injury of an attendee (certainly possible in our age group), or failure to show up for the return trip home. Other emergencies could include but not limited to coach/car mechanical breakdown, coach/car accident, coach/car driver unable to perform his/her duties, extended traffic delays, severe weather, or dealing an intoxicated or unruly disruptive individual.
- Injury or Illness of an Attendee
 - If an attendee is injured or becomes ill it is the responsibility of the EL or EC to get the appropriate medical attention (i.e. calling 911).
 - The EL or EC should designate a spouse or volunteer with a cell phone to accompany the individual while undergoing medical treatment.
 - The EL or EC will assure that a non-accompanying family member is notified
 - Injury or Illness of when a Coach & Driver are being used for the event - It is the responsibility of the EL to secure in advance the telephone number of the coach provider in the unlikely event that the driver cannot

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- perform contracted functions.
- Concerning inappropriate behavior of an Attendee
 - Examples of inappropriate behavior include, but not limited to, intoxication, under the influence of drugs or generally unruly behavior
 - Action includes – notification of the police if individual is putting themselves, or others, in harms way.
- Once the emergency is contained, the EL or EC is to notify the President or Vice President of the incident.

Section D: Tickets -An additional charge in the form of a purchased ticket may be made on events that have an entertainment element and / or purchased food.

- Tickets will be sold to members on first come/first issue basis.
- Non-Members will only be allowed to participate in events, when such events have been approved as such by the Executive Board.

Section E: Event Cost- The event ticket cost shall be based on the total expense of holding the event as determined by the Executive Board and as proposed by the Event Chairperson.

ARTICLE VIII : FINANCIALS

Section A: The Treasurer and President shall establish a bank account for all expenses related to the operation of SOS.

Section B: The Treasurer shall be entrusted to provide accurate timely financial reports and supporting documentation. A monthly report shall be completed by the Treasurer containing all income and expenses for each month. The report shall be reviewed and verified by the President and or the Vice-President prior to acceptance. Once accepted, the monthly financial report will be provided to the Executive Board and all club Coordinators. Additionally, an abridged report will be presented at the monthly meeting and the complete report available for members upon request.

Section C: The President or Vice President shall be the second signature on the account issued by bank to the group.

Section D: No expense shall be reimbursed without an SOS Expense Worksheet, sales slip, charge slip and/or invoice. If a personal credit card is used, the expense must accompany a credit card summary showing the expense.

ARTICLE IX: AMENDMENTS

Section A: Selection – These by-laws may be amended by a simple majority vote of the voting members of the Executive Board. However, the voting members of the Executive Board must all be notified of any changes to these by-laws.

Section B: The By-Laws shall be amended as required as circumstances may dictate.

Appendix

EVENT REQUEST FORMS - most recent version included for reference

- Event Proposal and Preparation Questionnaire
- Event Expense Worksheet
- Reimbursement Worksheet

EVENT LEADER'S CHECKLIST

- Have tickets been placed in envelopes in alphabetical order for distribution?
- Has a roster of attendees been prepared with home and cell phone numbers?
- Emergency contact & telephone number for anyone traveling without a spouse/relative/significant other obtained?
- Upon departure, has the above been circulated for updating to all attendees on the coach?
- Before offloading, the EL should brief attendees on the departure designated meeting point and time.
- Confirmed that cell phone numbers been exchanged with the drivers?
- Validate you have, in your possession, the coach firm's 24-hour emergency number? Only applicable if we use a Coach for an event. Not relevant if members car-pool to meet at the event locations.
- Have you called or texted the coach driver near the end of the event for any last minute changes to the meeting point and if so communicated with attendees?
- Do you have your cell phone A/C charger?

IN CASE OF EMERGENCY

- In the event of a medical emergency has 911 been called?
- Has immediate first aide been rendered?
- In case of hospitalization has an individual with cell phone been assigned to accompany the injured/ill person for medical treatment?

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- If applicable, has a non-accompanying family member been notified?
- Did you notify a member of the Executive Board with the details surrounding the incident.

EVENT TICKET PURCHASE POLICY – this should be shared with members as part of their ticket purchase confirmation

- We expect that you will have a cell phone with you (or a shared cell phone with your spouse/relative/significant other) always while attending the event.
- Anyone traveling without a spouse/relative/significant other will be required to provide the name and telephone number of an emergency contact.
- SOS is not responsible for delays and cancellations beyond the control of the club. If the scheduled event is cancelled, SOS reserves the right to only refund that portion of the cost of the event that has been recouped by the club.
- The Event Leader will notify you by e-mail with advisories before the event including reminders of dates, times, meeting points, and other relevant information.

Approved by The Executive Board – May 16, 2018.