

**CALIFORNIA CLUB of LAGUNA WOODS VILLAGE**  
**Laguna Woods, California**  
**BYLAWS**

**ARTICLE I – NAME**

The name of this organization shall be the “California Club of Laguna Woods Village.”

**ARTICLE II – PURPOSE**

To further the enjoyment of life in Laguna Woods Village by uniting members in friendly social and recreational activities.

**ARTICLE III – MEMBERSHIP and DUES**

**SECTION 1 – ELIGIBLE MEMBERS**

- a. Persons eligible for membership shall be residents of Laguna Woods Village.
- b. Members who have moved from Laguna Woods Village can maintain membership provided they compose less than 10% of the membership.

**SECTION 2 - DUES**

- a. Annual dues shall be determined by the Executive Board. Current dues are payable in June.
- b. Club year is from July 1 to June 30.
- c. Members who are delinquent with their dues payment on July 31 (7/31) will be notified and will not have their names in the roster. If still delinquent on August 15 (8/15), membership will be cancelled.
- d. New members joining after March 1, and before June 30, will pay ½ of the club’s full year dues.

**ARTICLE IV – OFFICERS and DIRECTORS**

**SECTION 1 - ELECTIVE OFFICERS and DIRECTORS SHALL BE:**

**OFFICERS:**

- President
- First Vice-President/Director of Programs
- Second Vice President/Director of Membership
- Secretary
- Treasurer

**DIRECTORS:**

- Publicity
- Reservations
- Dinners
- Hospitality
- Decorations

SECTION 2 – There shall be two sets of Officers and Directors, Seniors and Juniors. The Seniors shall be the primary operating group, and the Juniors shall be the supporting officers for each office. Both groups of officers together shall constitute the Executive Board. In the event a Senior Officer is unable to complete his/her term of office, the Junior Officer will be elevated to the Senior position and will serve the unexpired period. The replacement for the Junior Officer will be filled by a simple majority vote of the Board from names suggested by Board members. Each person so elected shall complete the unexpired term of that office.

SECTION 3 - The Junior Officers shall assist their Senior counterparts and learn the duties of that office, so they can act in that capacity when necessary.

SECTION 4 – The elective Officers and Directors shall serve a term of two years, first as a Junior Officer and then as a Senior Officer.

SECTION 5 – The Junior Officers shall, at the end of their terms, automatically be installed as the Seniors of their respective offices. The new Junior Officers shall be voted on and installed at the May membership meeting. If at the end of his/her year a Junior Officer cannot advance to the Senior position, both a Senior and a Junior Officer shall be elected to that position at the May meeting.

#### ARTICLE V – EXECUTIVE BOARD

SECTION 1 – The Executive Board shall consist of the Senior Officers and the Junior Officers, all with equal vote.

SECTION 2 – The Executive Board shall be responsible for the general policies of the Club and all functions not specifically delegated to an Officer or Director.

SECTION 3 – Ten members of the Executive Board shall constitute a quorum.

SECTION 4 – Meetings of the Executive Board shall be held at a time and place decided by a majority of the members of the Board.

SECTION 5 – Special meetings may be called by the President when deemed necessary.

#### ARTICLE VI – DUTIES OF OFFICERS AND DIRECTORS

SECTION 1 – The PRESIDENT shall:

- a. Preside at all Board and General Membership meetings.
- b. Be an Ex-Officio member of all committees except the Nominating Committee.
- c. Call special meetings of the Executive Board when deemed necessary or when requested by four (4) members of the Board stating reasons for the meeting in writing.
- d. Appoint special committees for specific purposes.

- e. Authorize an audit of treasury records and appoint an auditor.
- f. Sign checks in lieu of the Senior or Junior Treasurer when/if necessary.
- g. Work out any problem areas of service, i.e. caterer, clubhouse manager.
- h. Serve as the Administrative Officer in representing the Club before Laguna Woods Village Management Officials.

SECTION 2 – The FIRST VICE-PRESIDENT/PROGRAM CHAIR shall:

- a. Procure, organize and present entertainment at the general meetings.
- b. Present check to band leader and the entertainer(s) for the evening.
- c. Advise clubhouse supervisor of stage requirements, microphones, risers for choral groups, podium with a light and any special requests as well as the need for a sound technician.
- d. Consult with decorations chair regarding the theme for the evening.
- e. Prepare the Junior Officer to take over the Senior's absence and to preside the next year.
- f. Arrange records to pass on to the Junior Officer after the term in office is over.

SECTION 3 – The SEVOND VICE PRESIDENT/MEMBERSHIP CHAIR shall:

- a. Keep membership records up-to-date.
- b. Report to the Board, at its regular meeting, the name of new members, members dropped, and applications received. Give a copy of the report to each member and get board approval on applications received.
- c. Prepare a current alphabetical list of active members for use as a master copy for publishing address labels and give these labels to the Publicity chair each month.
- d. Prepare an annual roster and arrange for its printing and distribution.

***Other bylaw responsibilities:***

Receive Membership applications and checks.

Prepare Monthly listing of new members and forward list and checks to the Treasurer

Notify delinquent members on July 31 of their non-renewal

**Skills required**

Computer Skills: Must be very good user of both Microsoft word and Excel.

Background should include financial training and experience.

SECTION 4 – the SECRETARY shall:

- a. Keep minutes of all Club meetings.
- b. Prepare copies of the minutes for each Board member for reading and approval at the next Board meeting.
- c. Initiate or answer any correspondence for the Board, keeping file copies.

- d. Telephone the Board members before each meeting as a reminder notice.
- e. Notify Board members of special meetings.
- f. Submit expenses to the Treasurer.
- g. Send all proposed Bylaw changes to the Director of Recreation for approval before submission to the membership for a vote.

SECTION 5 – The TREASURER shall:

- a. Be custodian of Club funds.
- b. Receive and deposit all checks and money.
- c. Initiate and sign checks to pay all approved bills including caterer, entertainer(s) at the General Meeting, and miscellaneous operating expenses.
- d. Prepare and present an annual report to the Board at the first meeting following the close of the fiscal year (June 30).
- e. At the beginning of the new fiscal year (July 1 – June 30), instruct the Senior and Junior Treasurers how to obtain signatures for new signature cards for the bank.
- f. The Junior Treasurer may sign checks in lieu of the Senior when/if necessary.

SECTION 6 – the HOSPITALITY CHAIR shall:

- a. Select and assign members to serve as hosts and hostesses for each of the nine general meetings.
- b. Take action during the general meeting on any problems that arise during the general meeting on any problems that arise during the evening and, when advisable, notify the appropriate board member or the situation.
- c. Instruct hosts and hostesses on general guidelines for handling problems as they arise

SECTION 7 – The RESERVATION CHAIR shall:

- a. Receive checks for dinner reservations.
- b. Assign tables on a postmarked basis (reservations to be received not later than five (5) days before the dinner/dance).
- c. Make no refunds after the cut-off date except in emergency situations.
- d. Fill seating capacity (360) from regular membership, if possible, or from the waiting or guest lists.
- e. Inform the Dinner Chair of the number of reservations five days before the dinner/dance, in order to make a guarantee to the caterer.
- f. F. During the afternoon of the dinner, place table numbers on the tables (keeping the same sequence of numbers at all times). Remove table numbers at the end of the evening for storing.
- g. Assist clubhouse workers in having tables set up as early as possible for the decorations committee (by noon if possible).
- h. Transmit all funds to the Treasurer, reporting amounts from members and guest. Submit a copy of the report at the regular meeting.

SECTION 8 – The DECORATIONS CHAIR shall:

- a. Consult with the 1<sup>st</sup> Vice President as to the theme for each dinner/dance, i.e. formal, cocktail or casual.
- b. Procure and arrange decorations for tables, walls, stage and bar, as desired.
- c. Arrange for storage of decorations (in the assigned lockers) and disposal of any damaged or outdated materials.
- d. Present decorations bills to the Treasurer for reimbursement.

SECTION 9 – The PUBLICITY CHAIR shall:

- a. Receive program details from the Program Chair and the Dinner Chair.
- b. Prepare and submit publicity to the *Laguna Woods Globe*
- c. Prepare the notice for photo-offset printing of the monthly postcards that are mailed to members notifying them of the upcoming dinner/dance.
- d. Give the notice to the mail room at the Laguna Woods Village Center.
- e. Purchase postcard stamps for mailing
- f. Pick up finished postcards, and affix address labels (acquired from the Membership Chair) and stamps and mail by the first of the month preceding the dinner/dance.

SECTION 10 – The DINNER CHAIR shall:

- a. Choose one or more caterers for the nine general meetings.
- b. Plan the menus with the caterer.
- c. Call the caterer before the dinner (approximately five days) after receiving information from the Reservation Chair, indicating the number of reservations.
- d. On the night of the dinner, check all tables for attendance.
- e. Pay the caterer from a check received from the Treasurer and give the Treasurer a receipt.
- f. Arrange for Laguna Woods Village Recreation Department to set up the bar for the evening and transmit requests and needs to them.

ARTICLE VII – GENERAL MEMBERSHIP MEETINGS

1. The Club shall hold its monthly membership meetings and dinner/dance on the fourth Tuesday of each month, except July, August and December.
2. The meetings shall be held in Clubhouse Five at the time specified in the notice to members.
3. For business meeting purposes, a quorum shall be fifty members.

ARTICLE VIII – COMMITTEES

1. The President, with the approval of the Executive Board, may appoint a Chairperson to head a committee to perform special functions – such as travel, excursions, etc.

2. The President, with the approval of the Executive Board, shall appoint the Nominating Committee Chairperson at the March Board Meeting.
3. The Chairperson will select his/her Committee composed of two members from the Executive Board and two members from membership at large.

#### ARTICLE IX – NOMINATION, ELECTION AND INSTALLATION OF OFFICERS and DIRECTORS

1. The Nominating Committee shall select a candidate for each Junior, and any vacant Senior Office, under Article IV, Section 5.
2. The Nominating Committee Chairperson shall present the names of the candidates to the executive Board for approval prior to the May General Meeting.
3. At the May General Meeting the Chair of the nominating Committee shall present the names of the candidates selected by the Nominating Committee to the membership at large.
4. The President shall then proceed with the election.
5. The Junior Officers will automatically move on to the Senior status assuming the responsibilities of their offices as of June 30<sup>th</sup>. The newly elected Junior Officers shall be installed at the June meeting and shall take office as of June 30.

#### ARTICLE X – QUORUM

1. Executive Board – See Article V.
2. Membership business meeting – See Article VII.

#### ARTICLE XI – AMENDMENTS TO, OR REVISIONS OF, BYLAWS

1. Either of the above actions must meet the approval of the following bodies:
  - a. The Executive Board by a two-thirds affirmative vote.
  - b. The Director of the Recreation Division of PCM.
  - c. The Club's General Membership by a two-thirds affirmative vote at a regular membership meeting.
    - (I) The proposed amendment must be presented to the General Membership at the meeting one month prior to the month of voting on same
    - (II) The above may be accomplished by either reading the proposed change(s) to the members, or calling the members attention to five or six copies conveniently placed in the lounge, which they may review.

#### ARTICLE XII – PARLIAMENTARY AUTHORITY

Robert's Rules of Order (newly revised) shall be the authority upon all questions not covered in these Bylaws.

#### ARTICLE XIII – ADOPTION AND AMENDMENTS

Upon approval, these Bylaws shall cancel and supersede any previous Bylaws of the California Club. They shall be the operating set of Bylaws of the Club. A copy of these Bylaws is to be on file in the office of the Director of the Recreation Division of PCM.