

# **NEIGHBORS OF SUNTREE, INC.**

## **BYLAWS**

### **Article I - Name**

The name of this organization shall be the Neighbors of Suntree, Inc.

### **Article II - Purpose**

The purpose of this club shall be:

1. To provide an opportunity for newcomers to become acquainted with others in their community.
2. To present informative programs and promote social and charitable projects.

### **Article III - Membership**

Section 1        Membership shall be open to the community at large.

Section 2        Annual Dues

- a.        The Board of Directors shall determine annual dues.
- b.        Dues for membership shall be paid annually.

### **Article IV-Meetings**

Section 1        Annual Meeting

- a.        The annual meeting of the General Membership shall be held at the Spring Event.
- b.        Membership shall be notified at least two weeks prior to the meeting.

Section 2        Special Meetings

- a.        A special meeting of the General Membership may be called by the President or a majority of the Board of Directors.
- b.        Membership shall be notified as soon as possible.

Section 3        A quorum will be reached with a majority of Board members present.

### **Article V-Finances**

Section 1        a. The Board year will run from May 1<sup>st</sup> to April 30<sup>th</sup>. (for planning purposes)

b. The fiscal year will coincide with the membership year, September 1<sup>st</sup> to August 31<sup>st</sup>.  
(for        tax purposes)

Section 2        General Funds

- a.        Disbursement of monies in the General Fund shall be made by check or Debit Card, upon receipt of proof of expenses, authorized by the Board.
- b.        All funds shall be deposited in accordance with the directions of the Board and the laws of the State of Florida.
- c.        Only the Treasurer's signature shall be required for checks or charges of \$1,000 or less. The Treasurer and President's signatures shall be required for larger amounts.
- d.        Debit card(s) shall be assigned to specific Officers at the discretion of the Board.
- e.        Operating expenses shall be defined as those expenses not associated with fundraising or events. (i.e., printing, postage, office supplies, the Welcome

- f. All expenses related to an event or fundraising activity shall be deducted from the event or activity revenue. (i.e., the cost of prizes, meals, decorations, etc.)
- g. Non-operating expenses (i.e. favors, donations, gifts, or anything out of the ordinary, requires Board approval if over \$100.00.

Section 3 Special funds shall be established only by vote of the Board and all monies so collected shall remain in the designated fund to be distributed by the Board.

Section 4 In the event the Club dissolves, all assets which remain after just debts and liabilities have been satisfied or adequately provided for, shall be donated to charities selected by the Board and shall not benefit any member or be distributed to the Club members or Officers.

#### **Article VI - Board of Directors**

##### **Section 1 Members**

- a. The Board of Directors shall consist of officers and the chairpersons of the standing committees.
- b. The immediate past president shall serve in an advisory capacity only.
- c. For monthly meetings, a quorum shall be the majority of the board officers.

##### **Section 2 Duties**

- a. Board of Directors shall transact any routine business for the organization and bring any major changes to the general membership for approval as needed.
- b. Each outgoing Board member shall present a written summary of the position with recommendations to his/her successor.

##### **Section 3 Meetings**

- a. Regular Board Meetings shall be held monthly unless voted otherwise by the Board members.
- b. Special meetings shall be called by the President or three members of the Board.
- c. President shall at her discretion call for a vote via phone or e-mail should an immediate decision be required.

Section 4 A term of office shall be one year, coinciding with the Board year.

Section 5 Vacancies occurring before the end of the term shall be filled by a majority vote of the Board.

#### **Article VII-Officers**

##### **Section 1 President**

- a. Shall preside at all meetings of the Board of Directors.
- b. Shall appoint the chairpersons of all committees with the approval of the Board of Directors.
- c. Shall serve as ex-officio member of all committees except the Nominating Committee.
- d. Shall have the authority to pay bills in the Treasurer's absence.
- e. Shall prepare the NOS member newsletters prior to each event.
- f. Shall give a general report of club's accomplishments and donations to be made in the final newsletter announcing the Spring Event.

##### **Section 2 Vice President**

- b. Shall succeed to the office of President in the event of a vacancy in that office.
- c. Shall submit all publicity, including newspapers, social media, online calendars, and the Suntree Masters as directed by the Board.
- d. Shall assemble newsletters/envelopes for mailing.
- e. Shall update the annual NOS Event/Activities pamphlet and assist the President in distributing to the membership with the Fall Newsletter.
- f. Shall contact charities, selected by the Board, at the onset of the season and prior to the last event when donations are presented.
- g. Shall serve as a voting member of the Board of Directors.

Section 3      Secretary

- a. Shall keep the minutes of all meetings.
- b. Shall keep attendance records.
- c. Shall handle all general correspondence.
- d. Shall provide a copy of minutes to the Webmaster to distribute all Board members via email prior to the Board meeting.
- e. Shall serve as a voting member of the Board of Directors

Section 4      Treasurer

- a. Shall receive and record all monies and disperse funds as authorized by the President and/or the Board.
- b. Shall keep a proper set of books, rendering a written account to the Board at each monthly meeting or at the Board's request.
- c. Shall present a financial report at monthly board meetings.
- d. Shall prepare the books for audit at the end of the fiscal year, to be audited by a responsible person, appointed by the President.
- e. Shall file the annual tax report.
- f. Shall ensure that the tax-exempt certificate is in good standing.
- g. Shall, at the end of their term, instruct the new Treasurer to change contact address at the bank.
- h. Shall serve as a voting member of the Board of Directors.

Section 5      Director of Membership

- a. Shall serve as Membership Chairperson.
- b. Shall compile the Membership Directory.
- c. Shall maintain a club e-mail roster furnished voluntarily by club members.
- d. Shall prepare NOS Event/Activities pamphlet.
- e. Shall serve as a voting member of the Board of Directors

Section 6      Director of Special Events

- a. Shall be responsible to coordinate and plan the Annual Fall Welcome Coffee, Holiday Luncheon/Fashion Show, and Spring Event.
- b. Shall coordinate with site event planner for decorations, centerpieces, and linen selection.
- c. Shall color coordinate for selected theme and procure favors.
- d. Shall serve as a voting member of the Board of Directors.

Section 7      Director of Coffee and Conversation

- a. Shall serve as Coffee and Conversation Chairperson.
- b. Shall procure an NOS members home for each Coffee & Conversation and select topic and speakers.

Section 8 Director of Ladies Lunch

- a. Shall serve as Ladies Lunch Chairperson.
- b. Shall secure venue for Ladies Lunch.
- c. Shall serve as a voting member of the Board of Directors.

Section 9 Webmaster

- a. Shall be responsible for maintaining the NOS Website and social media.
- b. Shall notify all Board members of NOS Board meetings.
- c. Shall send minutes of Board meetings to Board members.
- d. Shall NOT be responsible for collecting responses to e-mails sent out but will remind members to contact appropriate chairpersons and forward responses, sent in error, to the proper recipient. Email responses will be sent to the appropriate chairpersons.
- e. Shall use e-mail roster to send out club information, bulletins, and event deadline reminders (as furnished in final form) by Board Officers and Chairpersons of the various clubs.
- f. The Webmaster may serve in another Board position simultaneously.
- g. Shall serve as a voting member of the Board of Directors.

Section 10 Director of Bunco

- a. Shall serve as Bunco Chairperson.
- b. Shall procure venue for Bunco/Lunch and select the menu.
- c. Shall serve as a voting Member of the Board of Directors

Section 11 Additional officers may be recommended by the Board as needed.

**Article VIII - Committees**

Section 1 Nominating Committee

- a. Shall be appointed at the February Board meeting.
- b. Shall be composed of one Board member appointed by the President and two non-Board members, selected by the appointed chairperson.
- c. Shall present at the March Board meeting a slate of officers whose consent has been obtained.

Section 2 Standing Committees

- a. The chairpersons are responsible for organizing a committee at the beginning of the board year.
- b. The chairpersons shall insure their committee or club members are dues paying members of NOS.

Section 3 Special Committees may be formed at the discretion of the Board.

**Article IX - Appointment of Officers**

1. Officers will assume their duties at the beginning of the NOS Membership/Board year May 1<sup>st</sup>.

**Article X - Parliamentary Authority**

The current edition of "Robert's Rules of Order" shall be the Parliamentary Authority.

**Article XI - Amendments**

These Bylaws may be amended at any regular Board meeting or special meeting called for bylaw revision, by a 2/3 vote of the Board, provided two-week prior notice has been given. Amendments and/or revisions must then be submitted to the General Membership before final adoption.

**Amendment to Article III - Membership, Section 1:**

By a majority vote of the general membership, taken at the New Officer's Installation Luncheon,

**Amendment to Article III - Membership, Section 1:**

By a majority vote (66 to 8) of the general membership, taken at the Spring Luncheon & Fashion Show, April 2010, the membership shall be open to the community at large, thereby eliminating the associate membership and two dues structures.

**Amendment to Article IV - Meetings, Section 1-a:**

By a majority vote of the general membership, taken at the Spring Luncheon & Fashion Show, April 2010, the phrase "in the spring at the Installation Luncheon" was changed to "at the Spring Luncheon."

**Amendment to Article V - Finances, Section 1:**

By a majority vote of the general membership, taken at the Welcome Coffee, September 2010, the phrase "The fiscal year will coincide with the membership year, June 1 to May 31," was changed to read "September 1 to August 31."

**Amendment to Article VII - Officers, Section 2 & 7:**

By a majority vote of the general membership, taken at the Spring Luncheon & Fashion show, April 2011, the Vice President shall take over the duties of E-Mail Reminders and the position of Director of E-mail reminders will be eliminated.

**Amendment to Article I - Name**

By a majority vote of the general membership, taken at the Holiday Luncheon, December 2012, the addition of Inc. will be added to Neighbors of Suntree.

**Amendment to Article V - Finance, Section 4**

By a majority vote of the general membership, taken at the Holiday Luncheon, December 2012, should this Club dissolve all assets after debts and liabilities have been satisfied shall be given to charities at the discretion of the Board.

**Amendment to Article IV - Meetings, Section 1-a:**

By a majority vote of the general membership, taken at the Spring Tea, April 2015, the phrase "at the Spring Luncheon." was changed to "at the Spring Event."

**Amendment to Article VII - Officers, Section i.e.**

By a majority vote of the general membership, taken at the Spring Tea, April 2015, the phrase "announcing the New Officer Installation Luncheon each spring" was changed to "announcing the Spring Event."

**Amendment to Article VII - Officers, Section 2**

By a majority vote of the general membership, taken at the Spring Tea, April 2015, the task of updating and preparing the NOS calendar for distribution was added to the Vice Presidents duties.

**Amendment to Article VII - Officers, Section 6. b**

By a majority vote of the general membership, taken at the Spring Tea, April 2015, the phrase "to coordinate and plan the end of year Spring Luncheon." was changed to "to coordinate and plan the end of year Spring Event."

**Amendment to Article V - Finances, Section 1:**

By a majority vote of the general membership, taken at the Welcome Coffee, September 2017, the phrase "the fiscal year will coincide with the membership year, September 1 to August 31", was changed to read "May 1 to April 3.

**Amendment to Article V - Finances. Amendment to Article V - Finances, Sections 2-a and d:**

By a majority vote of the general membership, taken at the Welcome Coffee, September 2017, allows the use of Debit Cards which shall be assigned at the discretion of the Board.

By a majority vote of the general membership, taken at the Welcome Coffee, September 2017, defines Operating Expenses and Fundraising Expenses.

**Amendment to Article V - Finances. Section 4:**

By a majority vote of the general membership, taken at the Welcome Coffee, September 2017, reworded to explain more clearly.

**Amendment to Article VI – Board of Directors. Section 3-c:**

By a majority vote of the general membership, taken at the Welcome Coffee, September 2017, allows for the Board to vote on urgent business via phone or e-mail.

**Amendment to Article VII – Officers. Section 6 c:**

By a majority vote of the general membership, taken at the Welcome Coffee, September 2017, eliminates "periodic game playing days" from the responsibilities of the Director of Special Events.

**Amendment to Article VII – Officers. Section 9:**

By a majority vote of the general membership, taken at the Welcome Coffee, September 2017, allows for an additional position of Webmaster as an officer of the Board of Directors.

**Amendment to Article IX – Appointment of Officers. Section 1 and 2:**

By a majority vote of the general membership, taken at the Welcome Coffee, September 2017, sets term limits for the Offices of President, Vice President, Secretary, & Treasurer to a maximum of two consecutive years. Board Members serving as Directors may serve more than two years, with the Boards approval.

**Amendment to Article V - Finances. Section 1.**

By a majority vote of the general membership, taken at the Welcome Coffee, September 2017, the phrase "The fiscal year will coincide with the membership year, September 1 to August 31," was changed to read "May 1 to April 30."

**Amendment to Article VII-Officers**

By a majority vote of the general membership, taken at the Spring event, April 2018, defines or redefines duties and responsibilities for Vice President, Membership, Bunco, and Webmaster.

**Amendment to Article VII-Officers**

By a majority vote of the general membership taken at the Spring event, April 2018, allows for an additional position of Bunco Chairperson as a Director to the Neighbors of Suntree, Inc, Board of Directors.

**Amendment to Article V - Finances. Section 1. a and b:**

By a majority vote of the general membership, taken at the **Fall Welcome Coffee, September 16, 2021**, was changed to read.

- a. the Board year will run from May 1<sup>st</sup> to April 30<sup>th</sup>.
- b. The Membership year will coincide with the fiscal year (for tax purposes) from September 1<sup>st</sup> to August 31<sup>st</sup>.

**Amendment to Article V - Finances. Section 2 e and g.**

By majority vote of the general membership taken at the **Fall Welcome Coffee, September 16, 2021**.

The "Welcome coffee" was changed to the Fall Welcome Coffee (this event is no longer fully funded through the general fund account).

**Amendment to Article IX – Appointment of Officers. Section 1**

By a majority vote of the general membership, taken at the **Fall Welcome coffee, September 16, 2021**, Removes term at the Welcome coffee, September 2021, limits for all Board of Directors officers.

**Amendment to Article VII-Officers. Section 1-g and f, Section 2-f, Section 3-e, Section 3-e, Section 4-e-h, Section 6 b and c, 7 a, Section 8-b, Section 10-b:**

Treasurer, Bunco, Special Events, and Coffee & Conversation.

Revised: September 16, 2021 7

**NEIGHBORS OF SUNTREE, INC.  
NOS BOARD GUIDELINES**

**(supplement to NOS job descriptions and by-laws)**

**FINANCES**

- Operating expenses (postage, office supplies, etc.) do not require Board approval.
- Non-operating expenses (gifts, favors, donations, or anything out of the ordinary), over \$100.00 requires Board approval.
- To be reimbursed for an expense, original receipts must be presented to the Treasurer. (Please provide a detailed list of items purchased for NOS business on each receipt.)
- A cash box with \$100.00 will be used for selling Share the Wealth (50-50) tickets at all events (including BUNCO). It will then be turned in at the end of the season for audit.
- At least \$5,000.00 should be carried over in the treasury to start the next season.

• **MEMBERSHIP**

- The Membership Chairperson is responsible for adding/updating e-mail addresses in the NOS data base and e-mail contact list.

**Coffee & Conversation**

- Monies will be given to the Coffee & Conversation Chairperson at the beginning of the year. He/ she will disburse the funds to the hostess of each Coffee & Conversation.
- Each Coffee & Conversation hostess will receive \$40.00 to defray the cost of the event.

**Special Events**

- The Suntree Country Club's table centerpieces will be used, depending on type of event, to save money.
- Share the Wealth (50-50) tickets are sold at a table. (Be sure to announce last call at each event before the ladies count the money).
- Helpers should arrive prior to event opening at the event coordinators discretion.
- Photo & digital pictures are now available on the Neighbors of Suntree Facebook page and our web site (neighborsofsuntree.org.)
- A special raffle to raise money for charities will be determined by the Board. The Board will also decide when the special raffle recipient(s) will be announced.
- The Director of Special Events shall choose the event themes.

**FALL WELCOME COFFEE**

- Only persons with reservations will be admitted. Ample notice will be given.
- Whether paying Membership Dues at the Fall Welcome Coffee or by mail, a membership application is required of ALL members EVERY year.
- Committee Chairpersons will be introduced and given a few minutes to present their activity for the coming year.
- After new members have signed in, ambassadors shall escort them to a table and then introduce them to other NOS members.
- Having food at the individual tables instead of a buffet table works well. Coffee/tea shall be served individually at each table.
- The Board selected charities will be announced at the Fall Welcome Coffee.



- It is tradition to have a food, toy, or clothing drive for a charity at this event. (some examples are The Sharing Center of Melbourne or Toys for Tots).
- There is no limit on the number of raffle baskets a person can win (luck of the draw).
- A favor for each person will be provided. (if budget allows) for major events in which members and guests pay.
- A contents sheet for each raffle basket shall be prepared by one person so they all look the same.

#### LUNCHEON and FASHION SHOW

- The Director of Special Events shall select the vendor for the fashion show.

#### SPRING EVENT

- Donations to selected charities will be presented.
- Charities will be asked to send ONE representative to accept the donation. NOS will pay for their meals.
- The outgoing NOS Board will be honored and thanked. The new Board will be introduced.
- The winning special raffle ticket (drawn by a non-Board member) will be announced at the Spring Event.

#### BOARD

- If voting on Board business via e-mail, all Board members must respond by hitting "reply to all" so all Board members can see how each Board member responded.
- In May, the present NOS Board, with the new Board, will enjoy lunch together. A Board meeting, with the new Board only, will be held following lunch.

#### NEWSLETTERS

- The selected charities receiving donations will be publicized in all newsletters.
- A Calendar of Events flyer will be included with the fall newsletter, which is mailed in August, three weeks prior to the Fall Welcome Coffee.
- Board members and Chairpersons will submit articles for the newsletters as needed.
- Newsletters and Event Registrations will be mailed, not emailed. This is due to many members not reading or updating their e-mails. The actual newsletter serves as a reminder for members to send in their reservation.
- The charity, food, toys, or clothing drive should be mentioned in the winter newsletter.
- Each newsletter will contain a small ad reminding members of upcoming special events.

#### Nomination Committee- (Three People)

- As stated in the NOS By Laws, the Chairperson of the Nominating Committee will be selected by the President.
- The Chairperson will select two non-Board members to complete the Nomination committee.

#### WEBSITE

- There should be only one webmaster, but a second Board member should have full administrator rights. Typically, this should be the Vice President. The Webmaster shall be a Board member. The Webmaster needs to be aware of everything that goes on in NOS so she can make the necessary changes and adjustments.
- The Director of Special Events shall have the right to edit the events page.
- The Director of Membership shall have the right to edit the membership page.

### **General**

- In September, press releases shall include the selected charities for the NOS season.
- Charities shall be publicized at every event, all newsletters, and other publications throughout the season.
- P.O. Box 410182, Melbourne, FL 32941-0182 is the NOS address. There is an annual renewal fee for the post office box, usually in July, and will be paid by the President.  
Annual renewal fee shall be done at the Suntree Post Office, with a postal employee.
- Neighbors of Suntree is incorporated. All NOS correspondence, business cards, website, etc. should bear the proper NOS name, Neighbors of Suntree, Inc.
- Activities, to include Bunco, may continue year-round at the discretion of the individual Chairperson.
- Recipient charities will be selected by the Board at the second meeting of the season. There is no limit as to the number of charities a Board member may suggest. After the list of possible charities is compiled, members vote. Each member gets one vote for every slot to fill. For example, if the Board decides it can afford to give money to four different charities, each Board member gets four votes. Five charities, 5 votes per Board member. After votes have been cast, the top vote recipients will be the chosen charities.
- NOS By Laws and Board Guidelines will be reviewed and revised, as needed, by the President, Secretary, and one other board member selected by the president (min: three people). By Laws and Guidelines will be shared with the Board at the second meeting of the season.  
Revised by Laws will be voted on, by NOS members, at the Fall Welcome Coffee. September 2021

Revised September 16,  
2021  
NOS Board Guidelines