

**CASCADES OF ESTERO BOCCE CLUB
BY-LAWS AND ORGANIZATION RULES**

AMENDED April 4, 2017

NAME AND AFFILIATION:

The name shall be THE CASCADES OF ESTERO BOCCE CLUB A/K/A (CEBC). The Bocce Club fiscal year shall be May 1 through April 30 each year.

MISSION STATEMENT OF THE CASCADES BOCCE CLUB:

The primary objectives of the club are to promote, organize and allocate the resources of the CASCADES BOCCE CLUB for the benefit of its members as well as the community of Cascades. To support, enhance, and develop the sport of Bocce by providing local competition, tournaments and social activities while demonstrating respect, integrity and tolerance for all.

MEMBERSHIP, MEETINGS, CONTRIBUTIONS AND QUORUM:

MEMBERSHIP: Any person residing within the community of Cascades at Estero is eligible to apply for membership in the Club.

MEETINGS: The Cascades Bocce Board will meet on a regular basis as designated by the President and with the approval of the majority of the board members. The annual meeting shall be scheduled in March at which time the

newly elected Board members will be announced and introduced.

The Cascades Bocce Board as defined in the Term of Office section, shall prepare the Bocce Schedules, determine the conditions, restrictions, entries, and conduct of all competitions under its jurisdiction.

MEMBERSHIP DUES:

The Cascades Bocce Board will determine the annual Membership Dues. Yearly dues are due by the end of April for the coming season. Those members who have not paid dues by April 30, 2017 and wish to maintain their membership will have to pay a \$30 membership dues.

CASCADES BOCCE CLUB BOARD WILL CONSIST OF:

President

Treasurer

Vice President

Event Coordinator

Secretary

League Coordinator

All Cascades Bocce Board Members shall take office at the end of April and hold office as defined in the paragraph regarding the terms of office. Voting rights are restricted to the President, Vice President, Secretary, Treasurer, Event Coordinator and League Coordinator. The President's vote will be used if needed to break a tie vote.

DUTIES OF THE CASCADES BOCCE BOARD:

PRESIDENT:

The president shall preside at all meetings of THE CASCADES BOCCE BOARD and shall perform all required duties that pertain to the President's position and are consistent with the Club's rules. Meeting with the HOA Board Members as needed. Responds to members concerns and questions and will mediate disputes as necessary. Participates in Bocce Events. Good communicator who is visible on a regular basis at the bocce courts. The President shall submit a yearly Financial Budget to the HOA. Lead person to organize meetings and elections. Good computer skills.

VICE PRESIDENT:

The VP shall perform the duties of the President in the absence of the President and any special duties assigned by the President. The VP shall also have the duty of maintaining the membership roster and collecting all member's contributions and maintaining records of such collections. Membership is open to all residents who reside in the community of Cascades who fill out a membership form and pay the annual membership contribution. All membership dues shall be collected during the last week in March and the month of April for the Bocce year beginning May 1. Contributions for the upcoming year will be \$20 if paid by April 30 and \$30 if paid after this date if you wish to maintain your membership.

SECRETARY:

The Secretary shall conduct all official correspondence, keep a record of all Board Meetings, issue Board notices to members and perform assignments from the President and Vice President.

TREASURER:

The treasurer shall maintain the accounts of the Cascades Bocce Club.

These duties include items as follows:

- 1) Maintains a list of all dues paid members.**
- 2) Distributes and Collects al paperwork from the Bocce Events. Deposits all funds received from these events into club checking account in a timely fashion.**
- 3) In the Case of a Deceased Member, the Treasurer sends a sympathy card and a \$25.00 check to the surviving family member on behalf of the entire Bocce Club.**
- 4) Maintains an accurate, up-to-date checking account balance.**
- 5) Pays all invoices for authorized club purchases. Receipts must accompany payment requests and all debit card purchases.**
- 6) Shall submit a Monthly Financial and Summary of Event Report to the club President and the Bocce Board. Shall submit all bank statements to support the financial report and all receipts to support the**

- paperwork from an event. A separate monthly folder shall be kept outlining all of the above.**
- 7) The Treasurer has the authority of spending up to \$200.00 without Board approval.**
 - 8) Only the Treasurer and President are authorized to sign checks.**

Funds are to be kept in a Federally insured checking account.

The Treasurer's Accounting Records can/will be reviewed and verified by a qualified individual with an accounting background at the club President's request.

EVENT COORDINATOR:

Will be responsible for planning events and recruiting volunteers to host and work the events. All events will be closed on Friday at 6:00 PM before the event. If an event is sold out then no guests will be permitted to attend. If the event is not sold out guests may attend. When an event is announced checks will be accepted on a first come basis. The Event Coordinator will be responsible for the planning of all aspects of the year end Bocce Luncheon. An additional responsibility is to insure that all events shall Never Lose Money but should break even or possibly make a small amount of money. This has been the Bocce Club's philosophy since its inception.

LEAGUE COORDINATOR:

The Cascades Bocce League coordinator shall be responsible for the formation and management of the intramural Bocce League to include:

Establishing, Maintaining, Updating and Publishing:

- 1) League Rules**
- 2) Bocce Teams**
- 3) Team Captains**
- 4) Team Schedules**
- 5) Weekly Score Sheets**
- 6) Championship Formats and Schedules**
- 7) Year End Round Robin Tournament Schedules**

Maintain and Update:

- 1) Player Ratings**
- 2) Team Evaluations**
- 3) Player Email Addresses (for the League Secretary)**
- 4) Annual Membership Forms**

Attend (In Season) Board of Directors Meetings

Trophy Engraving for League Championships & Battle of the Sexes Plaques.

The Skills required of the League Coordinator include high level computer skills: (Excel, Word, Scheduling software, etc); good communication skills, both verbal and written, and good organizational skills.

TERMS OF OFFICE:

The term of office of the President and the Vice President shall be two (2) years. Their terms will be staggered. The terms of office for the Secretary, the Treasurer, the Event and League Coordinators terms will be for two (2) years

BOARD VACANCIES:

If a Board member does not complete their term of office the President with Board approval will appoint someone to serve the remaining term.

NOMINATION AND ELECTION OF BOARD MEMBERS:

Nominations for the Board will be accepted from February 15 thru February 28. The general election is scheduled in March. Only active members in good standing can be nominated and elected to the Board.

If there is more than one candidate for a Board position, the election will be by secret ballot open to ALL members. No proxy voting is permitted. If there is only one candidate for a Board position the Secretary will cast one vote for the candidate.

Guest

All Cascades residents are allowed to be a one-time guest at any event. If that resident wishes to attend another event that resident must join the Bocce club. If an event is not sold out, guests of the Cascades Bocce Club and non-residents of the cascades community will be able to attend the event. No guests permitted at year-end luncheon or the annual Battle of the Sexes.

CASCADES BOCCE CLUB RULES AND REGULATIONS

All members must comply with Cascades Bocce Club's guidelines which are posted at the Bocce courts. The courts should be brushed after all games.

WELLNESS

The Cascades Bocce Club will offer a token gift of \$25.00 in the name of a deceased member if said member is in good standing as determined by the Board. A Get well card will be sent to hospitalized members by the Secretary.

Amendments to the Bocce Club By-Laws

The By-Laws may be amended or replaced at any Board meeting. In order for the proposed changes to take effect a Quorum of Board members must be present and the changes must be passed by a two-thirds (2/3) vote of the Cascades Bocce Board and the changes will go into effect immediately. A Quorum consists of two thirds (2/3) of the Board.