

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

NAME AND AFFILIATION:

The name will be THE CASCADES AT 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.

Membership is open to all residents who reside in the community of Cascades who fill out a membership form and pay the annual Membership Dues.

Membership Dues for the upcoming year will be \$20 if paid by April 30. Dues will be collected during the last week in March and the month of April for the Bocce year beginning May 1. - Those members who have not paid dues by April 30, and wish to maintain their membership, will have an additional \$10 late fee added to the amount bringing the total to \$30.

Membership Dues are non-refundable.

CASCADES BOCCE CLUB BOARD WILL CONSIST OF:

President

Treasurer

Vice President

Event Coordinator

Secretary

League Coordinator

All Cascades Bocce Board Members will 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 will preside at all meetings of THE CASCADES BOCCE BOARD and will 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. Organize financial audit every two years. Develop club goals for the coming year. Work with Cascades management to ensure a safe environment. Good decision making skills. Participates in Bocce Events. Good communicator who is visible on a regular basis at the bocce courts. The President will submit a yearly financial budget to the HOA. Lead person to organize meetings and elections. Above average computer skills.

VICE PRESIDENT:

The VP will perform the duties of the President in the absence of the President and any special duties assigned by the President

The VP will act as the Coordinator of the Grudge Match with Carleton Lakes on an annual basis.

SECRETARY:

The Secretary is responsible for maintaining accurate documentation and timely distribution of materials required.

General Responsibilities:

- **Accurate recollection of decisions;**
- **Providing approved Minutes of the Cascades at Estero Bocce Club to the Cascades Manager for publication on the website.**
- **Perform assignments from the President and Vice President.**

Specific Duties:

Minutes

Requirements of minutes should include at a minimum:

- **Date, time location of meetings;**
- **List of those present and absent**
- **List of items discussed;**
- **List of reports presented**
- **Text of motions presented and their disposition**

Bylaws

The secretary ensures that an up-to-date copy of the Bylaws and Bocce Rules are available at all meetings.

Membership List

The secretary shall maintain an up to date Membership list at all time to be used in conjunction with the Gmail account set for providing information to the Membership i.e. flyers provided by the Events Coordinator for Social functions.

TREASURER:

The Treasurer will 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) Will submit a Monthly Financial and Summary of Event Report to the club President and the Bocce Board. Will submit all bank statements to support the**

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

Qualifications:

- **Have a financial qualification or relevant experience**
- **Strong knowledge of Microsoft Office programs, particularly Excel and Word in preparing monthly Financial Statements and over-view of events**
- **Experience in dealing with multiple activities in a given month. (Event paperwork, bank deposits of checks, cash, preparing up-to-date list of Bocce Members)**
- **Be available for monthly Board Meetings. Communicate the Activities for the month and cash in bank status regarding the Clubs operating income.**

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 a designated date 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 will strive to break even or possibly make a small amount of money. This has been the Bocce Club's philosophy since its inception.

The Skills required of the Event Coordinator include computer skills: (Microsoft Office including Excel and Word), good communication skills, both verbal and written and good organizational skills.

LEAGUE COORDINATOR:

The Cascades Bocce League coordinator will 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 will 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. Written submissions outlining a Candidate's skills and qualifications for the position they are applying for, must be provided to the President. Qualifications must include an emphasis on computer knowledge, leadership capabilities, previous Board experience and knowledge of our organization in general.

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 attending the meeting. No proxy voting is permitted. No nominations will be accepted from the floor. 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 give a gift of \$25.00 in the name of a deceased member if said member is in good standing as determined by the Board. Should a Member in Good Standing pass away during the off season (May 1 – October 1), their prepaid Membership Dues will be returned to the family.

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.

By-laws amended as of April 4, 2017

B-laws amended as of February 7, 2018