

BILLIARDS CLUB BY-LAWS

Effective Jan 2, 2019

ARTICLE I – GENERAL

- Name of this club shall be Sun City Peachtree Billiards Club.
- The purpose of this club is to promote billiards in our community.
- These by-laws willfully comply with the Association's Governing Documents (Documents) and Chartered Club Rules and Procedures (Rules). In the event of a conflict between these by-laws and the Documents or Rules, the Documents or Rules will prevail.
- This organization shall be operated as a not for profit association in accordance with Georgia statutes and the Association's Documents.

ARTICLE II – MEMBERSHIP and DUES

- Membership shall be open to all Association members in good standing without discrimination as to race, religion, color, ethnic culture, or national heritage.
- There shall be no precondition for membership, nor will members be required to join any national, state, or regionally affiliated organization.
- Ladies who join the club have the option of being a regular member of the club, they can join the ladies' auxiliary group, or they can do both.
- The ladies' auxiliary group, also known as the "SCP Ladies' Billiards League", is not required to pay dues and they can play by their own local rules, set their own schedule and draft their own teams. Because members of the ladies auxiliary group do not pay dues, members are not eligible to participate in the club's meetings nor can they vote on any club issues.
- Guest Privileges

Definition of a Guest

Resident Guest – All Association members are eligible to join a Chartered Club. Until they choose to do so, they are considered guests. They may attend up to 3 functions as a guest. Then they must join the club to continue participation.

Developer Guest – Developer employed Sales Associates and prospective homebuyers in the company of a Sales Associated are considered Developer Guests. Prospective homebuyers may also identify themselves with a Visitor Card for participation in Chartered Club activities.

- The amount of dues will be determined annually upon recommendation of the club's Board of Officers and approved by the majority vote of the club's members in attendance. Such meeting shall require a (30) thirty-day's public notice to the members.
- Proper behavior and decorum is expected from all members. Members who are abusive, project an undesirable or inappropriate image or who unnecessarily and blatantly create turmoil, disruption, and dissention among club members or other clubs or the Association in general, may have their membership temporarily suspended by the club. The following are recommended steps for club disciplinary action:
 - First Offense – written warning from club.
 - Second Offense – short term suspension by the club.
 - Third Offense – longer term suspension by the club.
 - Fourth Offense – termination in accordance with the procedure in Chapter Two, paragraph 3.1C of the Charter Club Rules and Regulations.

ARTICLE III – OFFICERS/MEETINGS OF THE BOARD

- The Club's Board of Officers shall consist of (at minimum) a president, vice-president, and secretary-treasurer. A quorum of 51% of Board Officers will be required to hold an official Club meeting.
- All officers shall be elected by vote of the general membership at the club's annual meeting by a majority vote of those members present, or are represented by a properly completed & submitted "Absentee Ballet" (Form CC-12) after a minimum of (30) thirty days public notice has been given.
- Officers shall serve without compensation and may not serve as an independent contractor; however, officers may volunteer instructional services.
- Officers shall serve for one year and shall not exceed three consecutive terms.

President Responsibilities: Responsible for the overall operation of the club in accordance with the association's governing documents and charter club rules and procedures. Responsible for ensuring all necessary charter club reports are submitted in a timely manner. Responsible for maintaining and publishing the club's official minutes in a public place (generally on the club's website). Responsible for entering score sheet data into the appropriate software in order to track each member's data and statistics.

Vice President's Responsibilities: The vice president will assume the duties of the club president if the club president cannot fulfill his/her duties. Responsible for printing all blank score sheets, player rankings, and team rankings and placing them in the billiards club notebook each week. Responsible for printing the club's contact list as needed and placing in the club's notebook. The vice president will also provide advice and recommendations to the club president as needed.

Secretary/Treasurer's Responsibilities: The club secretary/treasurer is responsible for completing all of the necessary charter club reports and providing them to the club president for review prior to their submission. The club secretary/treasurer is responsible for keeping accurate records of the club's treasury and for completing and submitting the annual financial report. The secretary/treasurer is also responsible for providing advice and recommendations to the club president as needed.

- Newly elected or appointed officers shall within 14 days of taking office, read and understand the Charter Club Operating Manual, and submit form CC-5 listing new club officers to the Lifestyle/Fitness Director.
- Approximately 1 month before the annual January meeting, the club president will notify club members that new club officers will be elected at the January meeting. The club president will seek the names of members who desire to be considered for one of the club's officer positions and will provide a suspense date for members to submit their names. The suspense date should be approximately one week prior to the January meeting.
- Vacancies. If one of the club's officer positions becomes vacant, the remaining club officers shall name an interim replacement who will serve in that position until the next January club meeting when a vote shall be taken by the club members.
- Recall of officers. If a club officers is not fulfilling or cannot fulfill his/her duties, the remaining club officers shall notify the officer in writing and give the officer one month to take corrective action. If at the end of one month the officer is still not or cannot fulfill his/her duties, the officer shall be removed from his/her position and the remaining officers shall appoint an interim officer who will serve in that position until the next January club meeting when a vote shall be taken by the club members.

- Roberts Rules of Order shall be used as a guide for parliamentary procedure in conducting all meetings. However, the club by-laws will take precedent over Roberts Rules, anything not stated in the by-laws shall be referred to Roberts Rules of Order, Newly revised. As a minimum, the board shall meet 4 (four) times per year to draft teams for the following session and to discuss any club business. Other meetings are scheduled on an as needed basis.

ARTICLE IV – MEETINGS OF THE FULL CLUB MEMBERSHIP

- Types and Frequency of Meetings:

Regular Meetings. In general, the full club membership shall meet (3) three or (4) four times per year in between billiards sessions.

Required Business Meetings of Officers shall take place annually.

Nomination of Officers Meeting shall be in December via e-mail.

Election of Officers Meeting shall be held in January.

Will you host annual special events? No.

- Voting and Quorum Procedures

Members will vote via e-mail for those who cannot attend the meeting or by show of hands for those present at the meeting.

51% of the club's members shall constitute a quorum.

ARTICLE V – FINANCIAL

- Financial records will be maintained for a period of seven (7) years.
- A maximum of \$500 can be spent by a joint decision of the club officers without a vote of the general membership. Any purchase greater than \$500 must be approved by a vote of the general membership.
- Financial records should be certified on an annual basis, by an individual(s) other than those elected to the executive board. The results of the certification will be presented to the general membership and duly recorded in the applicable minutes of the meeting at which presented.
- The club's treasurer will maintain and keep accurate records of all funds in the club's treasury. Items purchased by the club that are needed for the operation of the club shall be stored in a locked container that can only be accessed by an officer of the club. Examples are: Stockpiles of cue chalk, cue repair kits, plates, cups, napkins, utensils, cleaning materials, etc.

ARTICLE VI – COMMITTEES

- Permanent (standing) committees will include a finance committee. The finance committee will be comprised of the club officers.
- The Board of Officers may appoint committee chairpersons. The club president will be the chairman of the committee.
- All committees will have written mission statements assigned prior to committee appointment.

ARTICLE VII – AMENDMENTS

- To amend the by-laws of this club requires a two-thirds (2/3rds) vote of the membership. Members can vote via e-mail if they cannot attend the meeting or by show of hands for those present at the meeting.
- Any proposed recommended changes to the club’s by-laws and the justification for the proposed changes will be sent via e-mail to the club’s members one month prior to the next scheduled club meeting. Voting on the proposed changes will take place as stated in Article IV above.

ARTICLE VIII – DISSOLUTION

Prior to club dissolution, and after all debts are satisfied, all property and assets shall be turned over to the Association.

FOR THE CLUB:

FOR THE ASSOCIATION:

Print Name and Title

Print Name and Title

Signature

Signature

Date

Date