



Bylaws

Article I: Organization

1.1 Establishment – The Lantana Ladies League is an un-incorporated not for profit group of women who share an interest in the Lantana Community.

1.2 Purpose – The mission of the LLL is to provide community support and involvement through participation, service, charitable contributions and special events.

1.3 Operations – Operations – The association is organized exclusively for charitable purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

1.4 Membership – The league consists of the general membership and elected officers. Any individual who subscribes to the purpose and operations of the organization may become a member, subject only to compliance with the provisions of the bylaws. Membership shall be available without regard to race, creed, color or national origin. All members are required to participate in a special event and a community service project during the year.

1.5. Earnings - No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article Third hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

1.6 Dissolution - Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall

determine which are organized and operated exclusively for such purposes. In witness whereof, we have hereunto subscribed our names this 2nd day of November 2, 2005.

Article II: Fiscal Year

2.1 Fiscal Year – The fiscal year of the LLL shall begin on the first day of June and end on the last day of May.

Article III: Outline of Operation

3.1 Executive Council – Shall consist of the officers, permanent committee, and special committee chairpersons.

3.2 Officers – President, Vice President, Secretary, Treasurer, Publicity and Community Service.

3.3 Permanent Committee Chairpersons – Program, Butterfly, Hospitality, Directory, Newsletter, Special Dinner, Special Events, Special Interests, Historian, Allocation/Grants, Door Prizes, and Special Committees.

3.4 Special Committees – Shall consist of any others the executive council and/or membership deems necessary as time and circumstances denote.

3.5 Founding Members – Special Committee - The Founding Members - Special Committee will hereby be referred to and consists of the group of visionaries for the Lantana Ladies League which is limited to: Carole Brei, Joni Carlton, Teresa Carson, Terry Cosmano, Margaret Deats, Marla Schirra, Kathy Siegmund, Loretta Shicotte, Julia Thomas, and Kimberly Windle.

3.6 Audit Committee – Shall consist of two members appointed by the Executive Council.

Article IV: Founding Members – Special Committee

4.1 Founding Members - Consists of the group of visionaries for the Lantana Ladies League which is limited to: Carole Brei, Joni Carlton, Teresa Carson, Terry Cosmano, Margaret Deats, Marla Schirra, Kathy Siegmund, Loretta Shicotte, Julia Thomas, and Kimberly Windle.

4.2 Responsibilities - The visionaries will become a Special Committee that is part of the Executive Council as listed in Article III and VI. They will stay on in an advisory capacity for 2006/2007 year which equates to the following:

4.2A Any Founding Member who wishes to run for any elected office may do so. Article VI will then apply directly to those Founders.

4.2B Any Founding Member who wishes to fill a vacant chairperson or officer position can submit their names to the President for consideration.

4.2C Founding Members (Special Committee) will include the collective group of Founding Members, i.e., those who are not holding a position under 4.2A and 4.2B hereof

4.2D As a member of this special committee, each member will be given a vote at the Executive Council meetings. A Founding Member who is currently serving in an elected office or chair position (including Founders Chair position), will not be eligible for an additional vote as a member of the Founders Committee. As an Executive Council attendee, Article VI will apply in full.

4.2E Quarterly there will be deemed a specific Founding Members and Executive Council meeting separate and apart from the regular business meeting to conduct a formal and open review of the Executive Council business to ensure constructive ways for the betterment of the LLL general membership.

4.3 Resignation - Any Founding Member who chooses to resign her duties as part of a committee as listed herein may do so with written resignation to the President in office at the time with copies to the remaining founding members, however, her name will remain indefinitely as part of Sections 3.5 and 4.1. Such resignation will not prevent said founding member from running for an elected office as a member in good standing with the LLL.

Article V: Meetings

5.1 General Information - Meetings will be held the 3rd Tuesday of the month unless otherwise designated by the executive council.

5.2 Meetings – Meetings will be held September through May and will begin at 7pm unless otherwise designated by the executive council.

5.3 Dinners/Luncheons – The meetings in December and May will also include a dinner. Installations of new officers will be conducted at the May dinner.

5.4 Executive Council Meetings – Executive Council Meetings may be held at such time and place as shall be designated by the President without the necessity of notice to the general membership.

Article VI: Executive Council

6.1 Composition – Consists of the President, Vice President, Secretary, Treasurer, Publicity, Community Service, Program, Butterfly, Directory, Historian, Hospitality, Newsletter, Special Dinner, Special Interests, Allocations/Grants, Special Events, Door Prizes, and Special Committee Chairpersons. All officers are elected by a majority vote of the general membership.

6.2 Duties – General management of the club. Approves program speakers submitted by the Program Chairperson.

6.3 General Information – The Council will meet whenever the President deems it necessary, adopt a budget by the October executive council meeting, approve all non-budgeted expenditures to be paid by the club and will meet during the summer to formulate plans for the coming year. Should any officer or committee chairperson resign or is otherwise unable to serve a full term in office, a successor should be selected by the President and approved by the Executive Council. If President resigns, VP will become President automatically. Meeting attendance will be mandatory unless prior arrangements have been made with the President prior to the meeting. A report on your committee will be required as deemed necessary.

6.4 Abandonment of Duties - Any Executive Council person missing 3 meetings or more, without giving prior notification to the President will be considered abandoning their duties. That councilperson will be notified in writing, that they are being relieved of their duties. Refer to 7.2 and 7.8 for filling vacancies.

Article VII: Duties of Officers

7.1 Term of Office – The term of office for the Executive Council shall be for twelve months. All officers are elected by a majority vote of the general membership.

7.2 President – Will lead all meetings held by LLL. Works with the program chairperson to procure meeting locations and speakers. Calls for Executive Council meetings when deems necessary. Contacts appropriate Executive Council members prior to each meeting to go over necessary details. Should any officer or committee chairperson resign or is otherwise unable to serve a full term in office, a successor should be selected by the President and approved by the Executive Council. Will act as a liaison with the Lantana Community and Home Owner’s Association and ensures that the league supports any existing special interest group. After end of term, will stay on the Council for 1 year in an advisory position. Shall co sign all withdrawals from the checking account with the Treasurer. Must have served on the Executive Council for 1 year prior to running for the office of President.

7.3 Vice President – Must have served on the Executive Council for 1 year prior to running for the office of Vice President. Presides over meetings when the President is unable to attend. Responsible for annual revue of Bylaws. Assists President in all areas.

7.4 Secretary – Takes notes at each meeting and prepares minutes to be read at the next meeting. Provides ballots for election. Maintains all hard copies and files for the League. Send out invitations and Thank You notes when necessary. Will act as main contact for members. Maintains an accurate database of all members. Notify members of upcoming meetings.

7.5 Treasurer – Keep all financial records and provide a report at each meeting. The treasurer shall present a written financial statement showing itemized income and expenditures at each month's Executive Council meeting. The treasurer shall present a written financial statement showing itemized income and expenditures as each month's general membership meeting. Reconciles petty cash reimbursements at board meetings. Prepares a year-end financial statement and submits to Executive Council for review. Submits books for final audit by July 15th. Closes out

financial ledgers on month after the last joint meeting of outgoing and incoming officers. Deposits all checks and monies. Responsible for grants & allocations of all charitable monies. Shall co sign all checks with the president, or in absence of the President, the Vice President.

7.6 Publicity – Promotes newspaper coverage of the club and its activities. Researches and reports on advertising and publicity opportunities. Relays any pertinent information to the Visitor's Center and HOA.

7.7 Community Service – Communicates with local entities to identify opportunities for volunteer and community service and shares information with the club. Maintains a list of members who volunteer and share it with appropriate local entities. Maintains a list of members who volunteer service hours and events.

7.8 Executive Council Resignation – Any member of the Council may resign by giving written notice to the President or Vice President. Such resignation shall take effect at the time specified therein, or immediately if no time is specified therein. The acceptance of such resignation shall not be necessary to make it effective. In case of a resignation, qualified candidates shall be presented to the Executive Council by the president, and voted on at the next Executive Council planning meeting. If a replacement cannot be chosen at this meeting, the Executive Council must vote at the next meeting regardless of the number of attendees.

Article VIII: Permanent Committees

8.1 Composition – Shall consist of the Program, Butterfly, Directory, Historian, Hospitality, Newsletter, Special Dinner, Special Interests, Allocation/Grants, Special Events and Audit, all of which shall be members of the executive council with full voting privileges.

8.2 Program Chairperson – Responsible for procuring locations and speakers for meetings. Ensure that fees have been paid to speakers and Thank You notes sent when needed. Meets with the Executive Council during the summer to set plans for the coming year's meetings.

8.3 Butterfly – Greets non-members who come to meetings. Solicits potential members. Gather members' dues and pass on to treasurer. Pass out and gather member surveys and pass on to secretary.

8.4 Directory – Shall design and print member directories and distribute them at the October meeting. Will work with Publicity to procure advertising for the directory.

8.5 Historian – Responsible for taking pictures at meetings and events and keeping the club scrapbook up-to-date.

8.6 Hospitality – Responsible for purchasing and storing supplies for meetings as needed. Scheduling refreshment volunteers for each meeting as needed.

8.7 Newsletter – Responsible for gathering information, writing and distributing a newsletter to all members as frequently as determined by the Executive Council. Work with Publicity to secure sponsors for each newsletter.

8.8 Special Dinner – Consists of temporary committees appointed by Executive Council as needed. Responsible for organizing Holiday and May dinners and presenting plans to council for approval. Ensures that dinners stay within budget guidelines.

8.9 Special Events – Will be responsible for planning and organizing any events outside the normal monthly meetings with the approval of the Executive Council. Shall submit a budget for approval to the Executive Council.

8.10 Audit – Reviews financial documents prior to the August board meeting.

8.11 Allocation and Grants – Responsible for researching and developing both LLL initiated and community submitted requests for project funds. Will submit findings to Executive Council at meetings to determine recipients of said funds. Date and time of meetings will be determined.

8.12 Special Interests – Responsible for coordinating any special interest groups or outings that do not already exist within the Lantana community. Any non-member may attend a Special Interest group or general membership meeting as a guest for 2 months. After this time, they must be an LLL member in order to participate in any groups or meetings. This applies to groups that were formed by the LLL. It does not apply to any groups that were formed previous to the LLL.

8.13 Door Prizes – Shall procure door prizes for the general membership meetings, special events, and/or whenever requested.

Article IX: Nominating Committee for the Following Year's Officers.

9.1 Nominating Committee – A committee consisting of 5 members shall be chosen by the Executive Council from the general membership. The committee shall be chosen at the January meeting. No member shall serve on the nominating committee for more than 2 consecutive years. Members of the nominations committee will not be able to serve on the following years executive council. The current President will serve in a Chairperson position to the nominating committee. The nominations committee may ascertain interest by making announcements at the February meeting to the members. The committee will present all candidates for office at the March meeting. Ballots will be prepared by the Nominating Committee and handed out to the members for voting at the April meeting. Officers will be installed at the May dinner.

9.2 Voting – Ballots will be collected by the nominating committee at the meeting and tallied by the current President, one non-member designee, and one Founding Member (who is not running for office).

9.3 First Meeting – The first meeting of each newly elected Executive Board shall be held in joint sessions with the old Executive Board, no later than 30 days after the election of new board members.

Article X: Dues

10.1 Dues – Before the last meeting of each year, the amount charged for dues for the following year will be voted upon by the membership. Annual dues shall be a minimum of \$25.

10.2 Collection of Dues – Dues for the New Year shall be payable by the regular November meeting. Membership dues will be collected throughout the year for new members. If dues are not received by December 1st, that member's name shall be dropped from the membership list and directory. There will be no Pro-ration of dues throughout the year. However, new members joining after April 1st will have their dues applied to the following year's membership as well.

10.3 Balance – Any balance in the Treasury at the end of the year may be carried over to subsidize the next year's budget.

Article XI: Voting of the General Membership

11.1 Voting – Voting shall be by voice except where the executive council deems it necessary to have a written vote. The President will announce these exceptions prior to the vote. All matters voted upon shall be decided by a simple majority of those members in attendance.

Article XII: Amendments of the Bylaws

12.1 Amendments – Any amendments to the By-Laws will take place in January of each year. All proposed Amendments to the By-Laws will be presented to the Executive Council at the January meeting and submitted for a vote at the February General Membership meeting. A two-thirds vote of those in attendance will be required to pass an amendment providing a quorum is present. A quorum shall consist of 15% of the active membership. No vote on an amendment to the Bylaws shall be effective in the absence of a quorum.

Revised April 9, 2009