

CAPE GEORGE SOCIAL CLUB BY-LAWS

1. SOCIAL CLUB RESPONSIBILITIES:

- a. Conducts business meetings semi-annually in the spring and fall or as needed.
- b. Is familiar with all rules and regulations for Clubhouse use.
- c. Supports community social functions and fundraisers.
- d. Recommends to the Manager improvements, repairs, or changes to the Clubhouse
- e. Is responsible for tracking and dispersing money from Social Club fundraisers and memorial funds.

2. SOCIAL CLUB LEADERSHIP TEAM:

Composed of Cape George volunteers responsible to the membership for operation of the Social Club and shall include Council Coordinator(s), Treasurer, and others responsible to the Subcommittee Coordinators as noted below.

Leadership Team Coordinator(s):

- a. Conducts business meetings to be held semi-annually and other meetings as needed.
- b. Presents an oral/written report of the year's activities at the Annual Membership Meeting in July and a written report of activities to the Board of Trustees as deemed necessary.
- c. May act ex-officio in appointed Subcommittees.

Treasurer:

- a. Responsible for recording, depositing, and dispersing of operating expenses as needed.
- b. Gives financial report at semi-annual meetings.
- c. Facilitates a yearly review.
- d. Responsible for all funds designated from other funds to the Social Club.

Leadership Team Members:

- a. Responsible for organizing and communicating Social Club needs to the Subcommittee Coordinators.

3. SUBCOMMITTEES (may change as needed):

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| a. Publicity (Newsletter, Flyers, E-mails) | g. Library |
| b. Supplies for Events/Clubhouse
(requires a Costco membership) | h. Decorations for Events & Meetings |
| c. Events | i. Cape George University |
| d. Newsletter Advertising | j. Soup Supper |
| e. Welcoming | k. Granny's Attic Sale |
| f. Memorial | l. Art Curators |

Subcommittee Coordinators oversee subcommittee functions and attend Leadership Team meetings as requested.