



PEBBLECREEK IRISH AMERICAN CLUB

Bylaws – Amended and Restated, October 11, 2022



**BYLAWS OF THE
PebbleCreek Irish American Club
Amended and Restated October 11, 2022**

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**BYLAWS OF THE
PebbleCreek Irish American Club
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ARTICLE I - NAME

The club shall be known as the PebbleCreek Irish American Club (IAC or Club).

ARTICLE II - PURPOSE

The Club is operated exclusively for social, educational, and charitable purposes and provides an opportunity for people residing in PebbleCreek to meet in a social atmosphere for the common purpose of promoting an interest in Irish culture.

The Club shall be non-political, and no activities shall be directed toward any political campaign or candidate. The Club will operate as a not-for-profit social club, conduct its business democratically and in accordance with the PebbleCreek Homeowners Association (PCHOA) Rules and Regulations.

The operating year shall be the calendar year and its annual business meeting shall take place each year in the month of January.

ARTICLE III - MEMBERSHIP

Membership shall be open to all residents of PebbleCreek.

Dues

The Club's Board of Directors shall determine the membership dues on an annual basis.

Member Communications

Members shall submit written communications to the Public Relations Director (PRD). Once communications are approved by the PRD, they will be submitted to the President for final approval and distributed to the entire membership.

Individual members are not authorized to send any communications directly to the membership. This does not preclude communications within committees or for specific Club functions.

Code of Conduct

The Club will have a Code of Conduct approved by the Board.

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Remuneration

No individual member may receive compensation for services rendered in support of the activities of this organization from non-members or outside sources without approval of the PCHOA Board of Directors. Compensation includes cash payments, merchandise, services, benefits, or rebates from vendors providing services or merchandise to this organization that are not provided to every member.

Reimbursement of actual expenses incurred or reasonable compensation to members may be permitted with the approval of the board.

With the approval of the Board, discounts to members for merchandise or services that are provided equally to all members or all participants, in an activity sponsored by the Club, may be permitted.

With the approval of the Board, non-members may be charged more for club activities than members in good standing in the Club.

With Board approval, any items belonging to the Club may be loaned, sold, rented, or donated.

ARTICLE IV – OFFICERS AND BOARD OF DIRECTORS

The Club shall be governed by the general membership and these bylaws, with reference to the guidelines established by the PebbleCreek HOA.

The Board shall consist of the Officers as follows: President, Vice President, Recording Secretary, Public Relations Director, Director Membership Programs, Social Director, and Treasurer. Each officer will perform their duties in accordance with a job description approved by the Board and maintained by the Recording Secretary.

The term of office shall be one year. An officer may serve a maximum of four (4) consecutive terms in any one office.

Officers' terms shall take effect January 1, following the general election.

In the event a person cannot complete his or her term, the Board shall appoint a member to serve in that capacity until the next annual election. Time served while filling a board vacancy shall not count as a term of office.

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The immediate Past-President may serve, at the discretion of the Board, in an advisory, non-voting capacity for a period of not more than one (1) year.

Duties of Officers:

1. President:

- A. Schedule and preside over all meetings.
- B. Enforce the bylaws.
- C. Assure that the club remains in compliance with applicable PCHOA rules.
- D. Prepare and file notices that the PCHOA rules require the club to file with Rules Compliance Committee (RCC) or other PCHOA committees.

2. Vice-President:

- A. Act in the President's place when absent.
- B. Coordinate and oversee current and future governing committees as appointed by the Board.
- C. Assign and oversee Golf Tournament Chair.

3. Recording Secretary:

- A. Take minutes at all Board meetings and the Annual Membership meeting,
- B. And maintain these minutes in a permanent record.
- C. Make all minutes available to the members, upon request.
- D. Maintain a readily accessible record of all Board Resolutions proclaiming a rule for the club.
- E. Maintain job descriptions for all Officers.
- F. Maintain Charters for all Committees.

4. Public Relations Director:

- A. Responsible for all communications pertaining to the Club.
- B. Oversee the IAC website.

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5. Director Membership Programs

- A. Manage membership administrator.
- B. Ensure membership database is accurate and protected.
- C. Oversee all activities related to membership programs.

6. Social Director

- A. Manage and oversee all social events for the club.
- B. Assign chairs and co-chairs for all social events.
- C. Manage and oversee all social event budgets, reservations and publicity.
- D. Oversee other social events as identified, including pub lunches and dinners.

7. **Treasurer:**

- A. Responsible for all financial transactions relating to the Club; this includes payment of all bills and depositing funds in a local bank.
- B. Give a financial report at the annual meeting and as requested by the President.
- C. Provide materials necessary for the Finance Committee's annual review.

ARTICLE V – GOVERNING COMMITTEES

All Committees shall operate pursuant to a Charter approved by the Board. The Club will include the Committees listed below and the Board will form other Committees as necessary, to insure the smooth and efficient administration and operation of the club.

- 1. Bylaws
- 2. Charitable Contributions Committee (CCC)
- 3. Education/Culture
- 4. Finance
- 5. Nominating

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ARTICLE VI – NOMINATIONS AND ELECTIONS

The Nominating Committee, assigned by the board, shall seek qualified candidates for all Board positions.

The nominating process shall take place beginning up to 45 days prior to the general meeting that has been designated for elections of officers. This shall occur in the fourth quarter of each year.

The general membership shall be notified of those individuals running for each office fifteen (15) days prior to the election date.

ARTICLE VII - VOTING

All IAC members, who are in good standing, are entitled to vote.

Voting shall be completed via ballots, validated, and approved by the board.

All ballots shall include a cut-off date and delivery instructions.

If only one person is running for each board position, election of officers may be accomplished by voice vote at a meeting designated for elections. If more than one person is running for any office, paper ballots will be used.

ARTICLE VIII - BYLAW CHANGES OR AMENDMENTS

Any proposed changes or amendments to the Bylaws shall be approved by the board and communicated to the members at least 30 days prior to a vote on said proposals.

The Bylaws may be changed or amended based on a quorum vote of the membership. A quorum is established with twenty (20%) percent of the membership voting.

Once a quorum is established, approval requires a majority of those members present to agree to any purposed changes, or amendments.

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ARTICLE IX - DISSOLUTION OF THE CLUB

In the event of the dissolution of the organization, the following actions will take place:

1. All members shall be notified of the dissolution and advised if they are liable for any outstanding debts.
2. All outstanding debts will be paid.
3. The Board may authorize distribution of the funds remaining after settling the Club's liabilities, to Charitable Organizations and/or scholarship nominees. Remaining funds may be distributed to members and/or the PCHOA.
4. The Club shall obtain approval for the dissolution from the PCHOA Board of Directors.

Terry Roth, President

Date

Nancy Hansen, Recording Secretary

Date

**BYLAWS OF THE
PebbleCreek Irish American Club
Amended and Restated May 30, 2022**

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Terry Roth
Terry Roth, President

10/11/22
Date

Nancy S. Hansen
Nancy Hansen, Recording Secretary

10/11/22
Date