

CONSTITUTION OF CASA DEL SOL ACTIVITIES CLUB
Amended January 2017

ARTICLE I: NAME AND PURPOSE

- A. The name of the organization is “Casa Del Sol Activities Club: located in Zephyrhills, Florida.
- B. The purpose of the organization is to promote good fellowship and friendship among all members and to work to improve the quality of life for all people who live in Casa Del Sol Manufactured Home Sub-division.

ARTICLE II: MEMBERSHIP

- A. The membership shall include all residents of Casa Del Sol Manufactured Home Sub-division, 4840 Dorado, Highway 54 West, Zephyrhills, Florida.

ARTICLE III: OFFICERS

A. TITLES

- 1. The officers of this Club shall consist of a President, a Vice-President, a Secretary, a Treasurer who shall be elected and three (3) members of an Advisory Committee who will be appointed by the President.

These seven (7) officers shall also be known as the Advisory Board. The President shall be its chairman. Also, an Assistant Secretary and Assistant Treasurer to be elected to serve in the absence or inability of the regular officers.

B. ELECTION: TENURE AND INSTALLATION

- 1. A nomination committee will be appointed by the president in November. The nomination committee will submit and post a slate of candidates one week prior to the December business meeting.
- 2. The slate of candidates will be presented at the December business meeting. Nominations will also be accepted from the floor. Following the elections, the installation of the new officers will be held. They will assume their duties at the January business meeting.
- 3. All officers shall be elected for a one year term, with no limit as to how long they may serve.
- 4. Every adult resident shall have one vote.

C. DUTIES OF OFFICERS

THE PRESIDENT SHALL:

Preside at all meetings of the Club, when able.

Appoint all committees.

Perform all such other duties as customarily pertain to the office of President and as the membership may impose.

THE VICE-PRESIDENT SHALL:

Preside at all meetings in the absence or inability of the President, assume and execute all duties of the President.

THE SECRETARY SHALL:

Keep the minutes of all meetings and shall conduct all correspondence of the Club and perform all such duties as the club may direct.

THE ASSISTANT SECRETARY SHALL:

Assume and perform the duties of the Secretary in the absence or inability of the Secretary.

THE TREASURER SHALL:

Be the custodian of all funds of the Club obtained from any source by or through any person or persons, members or otherwise, acting for, or in the name of the Club, under direction or authority in accordance with the State Law.

Keep an accounting of all funds.

Not make any expenditures for (a) Kitchen supplies or (b) miscellaneous items over the allowed spending limits for each category. These limit amounts will be set by the membership at a regular business meeting and recorded in the minutes.

Shall file an Internal Revenue report annually to keep our 501C status current.

THE ASSISTANT TREASURER SHALL:

Assume and perform the duties of the Treasurer in the absence or inability of the Treasurer.

THE ADVISORY BOARD

The Advisory Board, consisting of the President, Vice President, Secretary, Treasurer and the 3members

of the Advisory Committee who make, study and formulate decisions which then must be presented to

the membership for approval. They shall act as advisors, consultants and mediators and shall mediate

any such problems that may arise in the Club. In any and all such acts, they are subservient to the

membership of the Club, who then must make the final decision.

ARTICLE IV: MEETINGS

- A. The Club shall hold one regular business meeting each month, October through April, to be held in the recreation hall of Casa Del Sol Manufactured Home Sub-division at Zephyrhills, Florida.
- B. This meeting to be held at 9:15 A.M. on the first Wednesday of the month.
- C. A quorum will consist of 45 residents.

ARTICLE V: AMENDMENTS

- A. This Constitution may be amended at any regular business meeting by a vote of 70 residents in favor of a change, provided the following procedures have been enacted.
 - 1. Any change in the articles of the Constitution must be drawn up in the form of a proposal in writing.
 - 2. This proposal must be signed by no less than two (2) resident-owners in good standing.

3. This proposal then must be read at a regular business meeting.
4. Following the reading of the proposal at any such business meeting, it must then be posted on the Club House bulletin board for a period of not less than thirty (30) days.
5. Following this thirty (30) day period, or at the next business meeting, this proposal can then be presented to the membership for a vote.

ARTICLE VI: PARLIAMENTARY PROCEDURE

- A. The Parliamentary Procedure for conducting meetings shall be guided by Roberts Rules of order.

ARTICLE VII: ANNUAL AUDIT

- A. An annual audit of the Treasurer's Books will be performed at the end of each and every fiscal year, this being the 31st of December and returned to the Treasurer by January 15th.
- B. The President shall appoint an audit committee, not to include the President or the Treasurer, to audit the books of the Club and that committee will make a report to the members.