

**SUN CITY TAILGATERS  
BYLAWS 2020**

**ARTICLE I - GENERAL**

Section A. The Bylaws of the Sun City Tailgaters (also referred to as “Sun City Carolina Tailgaters Club” or “SCCL Tailgaters” or “Tailgaters” or the” Club”) are contained herein.

Section B. The purpose of the Sun City Tailgaters is to offer quality foods according to South Carolina Health Department Regulations at reasonable prices, while building a fund to benefit all residents of SCCL and building a strong community spirit. A minimum of fifty per cent of all Tailgater Leaders must be familiar with food preparation safety according to South Carolina Health Department Rules and Regulations.

Section C. These Bylaws willfully comply with the Sun City Tailgaters Articles of Incorporation filed in the State of South Carolina. In the event of a conflict between these Bylaws and the Articles of Incorporation, the Articles of Incorporation will prevail.

Section D. This organization shall be operated as a non-profit association in accordance with applicable Federal and State statutes and the Club’s Articles of Incorporation.

**ARTICLE II -MEMBERSHIP and GUESTS**

Section A. Membership shall be open to all residents of the SCCL community without discrimination as to race, religion, color, ethnic culture, or national heritage. Members will not be required to join any national, state, or regionally affiliated organization.

Section B. Voting Members: Voting members are SCCL residents who have joined one of the Tailgater Teams and volunteer to assist with the cooking and serving at Tailgater community events. Dues may be charged to voting members, if necessary, to further the purpose of the Tailgaters. Voting members should be in good standing and in compliance with SCCL Rules and Regulations.

Section C. Associate Members: Associate members are SCCL residents who have not joined one of the Tailgater Teams and who have not volunteered to assist with the cooking and serving. Associate members may attend a Tailgater Community Event. No dues are charged for any resident to be an associate member of the SCCL Tailgater Club.

Section D. Guests are not residents of SCCL and therefore are not members of SCCL Tailgaters; however they may attend Tailgater events. Guests may be resident guests or nonresident guests.

Resident guests are individuals who are not residents of SCCL but are accompanied by a resident of the SCCL community.

Nonresident guests are all other individuals who are not residents of SCCL and are not accompanied by an SCCL resident.

### ARTICLE III - OFFICERS / EXECUTIVE COMMITTEE

Section A. The Executive Committee shall consist of (at a minimum) a President, Vice President, Secretary, Treasurer, and Club Monitor (the Officers) and Team Leaders and Assistant Team Leaders.

Section B. The Executive Committee Officers shall be nominated and elected annually by the voting membership, as described in Article IV .

Section C. The Executive Committee Officers shall serve without compensation. Terms of office for the Executive Committee Officers shall be a minimum of one year and shall not exceed three consecutive years.

Section D. Any vacancies of Officers between elections shall be filled by the Executive Committee with appointments from existing Team Leaders or by seeking volunteers from the general membership of the Club, with approval from the Executive Committee.

Section E. The responsibilities of the Executive Committee Officers are as follows:

President: Serves as the liaison between the Club and the SCCL community. Presides over normal Club operations, and chairs regularly scheduled meetings of the Executive Committee. Is the primary contact for working with residents, clubs, neighborhoods, and/or interest groups who want to use the Tailgater services and with SCCL's Home Owners Association (HOA) and/or Management Company in planning Life Style events.

Vice President: Performs the duties of the President in his/her absence.

Secretary: Updates the official Club file, keeps minutes of the Club's monthly meetings, prepares the Club's schedule of events, records which teams are scheduled for what events, maintains team listings, and updates the SCCL website.

Treasurer: Keeps records of all receipts, pays bills for purchases of equipment and supplies, and provides a monthly report to the Executive Committee of Club income and expenses. Prepares and/or oversees the preparation and submission of any reports required by taxing entities or the HOA. Maintains all Club financial records.

Club Monitor: Supervises Club activities. Maintains inventory of volunteers' T-shirts and aprons, and reorders when necessary.

Section F. The Executive Committee shall meet monthly to discuss Club business, except when fewer or more meetings are needed. Meetings shall be in person, by audio, or by video. All meetings will be conducted in an orderly manner. Six members of the Executive Committee shall constitute a quorum.

Section G. The Executive Committee shall notify the Club's voting membership of a call for nominations approximately 30 days before the annual meeting to elect new officers. The notification shall be by email. Nominations shall be accepted from the Executive Committee, the voting membership, and the associate membership.

#### ARTICLE IV - MEETINGS OF THE FULL CLUB MEMBERSHIP

Section A. The Executive Committee shall hold an annual meeting each November or December for the purpose of nominating and electing Officers. Elections shall take place before December 31, and newly elected officers shall start their term(s) in office on January 1 of the following year.

Section B. The annual meeting will be open to the Executive Committee and voting members.

Section C. The annual meeting shall be held in person, unless unusual circumstances related to community health or safety concerns or other emergency concerns make such a physical gathering not advisable.

Section D. When the Executive Committee determines it is not advisable to hold the annual meeting in person, it may conduct the nomination and election of Officers via email with the voting members of the Club.

Section E. When the annual meeting is held in person, then election of officers shall be by simple majority voice vote of the voting members physically present at the meeting. Those members present shall constitute a quorum.

Section F. When the annual meeting is held by email because a physical annual meeting is not advisable due to unusual circumstances like concerns for community health or safety or other emergency concerns, then election of officers shall be by simple majority email vote of the voting members responding to the election request. Those voting members responding shall constitute a quorum.

## ARTICLE V - FINANCIAL

Section A. Financial records will be maintained for a period of seven (7) years.

Section B. Financial records should be reviewed on an annual basis by an accountant or qualified financial person.

Section C. The spending limitation by any member of the Executive Committee without a vote of the committee is \$500.00, except for the routine purchase of perishables or supplies to maintain adequate stocks for upcoming events

Section D. Cash and Inventory Control Procedures will follow prudent internal controls and segregation of duties.

## ARTICLE VI – AMENDMENTS

Section A. Amendments to the Bylaws of this Club shall be presented for approval through vote at the annual meeting, or at a meeting specially called by the Executive Committee for the purpose of amending the Bylaws. Only voting members shall be eligible to approve amendments to the Bylaws.

Section B. The meeting to amend the proposed Bylaws shall be held in person, unless unusual circumstances related to community health or safety concerns or other emergency concerns make such a physical gathering not advisable.

Section C. When the meeting to amend the proposed Bylaws is held in person, approval requires a 51% yes vote from the voting membership present at the meeting. Those voting members present shall constitute a quorum.

Section D. If the Executive Committee determines it is not advisable to hold a physical meeting to vote on proposed amendments, the Committee can conduct a vote by email. When the meeting to amend the Bylaws is held by email, approval requires a 51% yes vote from the voting membership who respond to email notification about the proposed amendment. Those voting members who respond shall constitute a quorum.

Section E. Email notification will be used to inform the voting membership of a proposed Bylaws amendment and provide justification for the change. Additionally, any associate member may obtain a copy of the proposed amendment from a voting member or from a member of the Executive Committee, although voting is limited to voting members.

Section F. After notification of a proposed Bylaws change, voting will take place between 15 and 45 days following the notification, either at the annual meeting, at a specially called meeting, or through email responses.

ARTICLE VII - DISSOLUTION

Prior to Club dissolution, and after all debts are satisfied, all property and assets shall be donated to a tax exempt 501(c) 3 or 501(c) 7 organization.

**SUN CITY TAILGATERS OFFICERS:**

Name \_\_\_\_\_ Signature \_\_\_\_\_

Title President \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_

Title Vice President \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_

Title Secretary \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_

Title Treasurer \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_

Title Club Monitor \_\_\_\_\_ Date \_\_\_\_\_