

Trilogy at Vistancia Genealogy Club Bylaws

Version 4.0, Revised September 2023

Article I — General

Section A - Name of Organization

Trilogy at Vistancia Association Genealogy Club, (informally known as Trilogy Genealogy Club)

Section B - Purpose of Organization

To provide an organized framework under which Trilogy at Vistancia residents may engage in research in their genealogy and Family History.

Section C - Non-Profit

This organization shall be operated as a non-profit association in accordance with applicable statutes and the Trilogy at Vistancia Association Documents.

Article II-Meetings

General membership meetings will be held on the first Monday of the month at 1:00 P.M. in the Kiva Club from September through June, second Monday if a holiday falls on first Monday. The Executive Board may modify meeting types, dates, and frequency to achieve club objectives.

Article III — Membership

Section A – Eligibility

Membership is open to all residents of Trilogy at Vistancia Association in good standing without discrimination regarding race, religion, color, sexual preference, ethnic culture, or national heritage.

Section B — Bylaws

All members and non-members will have website access to Club Bylaws.

Section C - Guest Privileges

A guest is a person(s) who is not a club member. Trilogy guests or prospective members may attend one meeting at no charge/fee/cost. Non-Trilogy guests must obtain Trilogy Genealogy Club authorization prior to attending regular monthly club meetings. This does not apply to special events.

Section D - Dues

All Club members, including officers, must pay Club dues of \$10.00 per person per year payable annually on or before January 1st. The Executive Board may decrease or waive the dues for all members in any given year. Any increase in dues over \$10.00, either temporary or permanent, shall require approval by a vote of the majority of club members present at a club membership meeting.

Dues not paid within 30 days following January 1st will be deemed delinquent, and the Board will remove the member from the rolls by January 31st. Dues collected from new or existing members from September through December shall be considered payment in full for the following year.

Article IV — Executive Board

Section A — Board Members

The Executive Board shall consist of a President, Vice-President, Secretary, Treasurer, and Webmaster. The Officers are the President, Vice-President, Secretary, and Treasurer. Officers serve without compensation of any kind. The Executive Board shall be chaired by the current club President or, in the absence of the President, the Vice-President. All officers must be members in good standing of the Trilogy at Vistancia Association. The Webmaster is not an Officer but is a voting member of the Board. The Webmaster shall be appointed by the Officers and is not subject to election or term limits.

Section B -Term of Office

Club members elect officers for a one-year term; from January 1st through December 31st. No person may serve more than two full terms in the same position.

Section C - Election of Officers

Each fall, the Genealogy Club shall elect officers for the following year. The President shall begin soliciting nominations no later than the October monthly club meeting. Any member in good standing may nominate another member for an officer position or may offer to have their name placed in nomination for any office. The Board must obtain at least one nominee for each officer position to hold the election.

The President shall conduct the election at the November meeting, announcing the nominees for each position and asking if there are any additional nominations from the floor. If there is only one nominee for the office, the President will ask for confirmation by a yes or no verbal vote. If the majority attending vote yes, the nominee is elected to hold that position for the following year. If there are two or more nominees for any position, the election will be by paper ballot. Ballots will be distributed in the meeting, and the members will be allowed adequate voting time. The Secretary will collect and tabulate the ballots, and the President will announce the winners.

If there are no nominees for one or more positions, the President may delay the election until the December meeting. The President will advise the members that if the position cannot be filled by the December meeting, the Club will cease all operations by the end of the year.

The Trilogy Genealogy Club is not allowed to operate without officers. During the period leading up to the December meeting, all Board members will make all reasonable efforts to solicit a nominee for the open position. If a nominee is found, the election will be held at the December meeting following the procedures described above. If one or more offices cannot be filled by the end of the December meeting, the President must notify Resort Management that the Club is shutting down and that no further meetings will be held.

Section D - Vacancies

If, after being duly elected, any officer cannot serve their full term, the Executive Board will appoint a replacement for the remainder of that term.

Section E — Board Meetings

Meetings may be called by the President or a majority of the Executive Board at any time with timely electronic notification to all Board members.

Section F — Responsibilities

The Executive Board shall direct and supervise the administration and management of the Trilogy Genealogy Club. All officers are expected to attend all Board, annual and special meetings of the Board in so far as practical.

Section G— Authority

The Executive Board shall have the authority to create standing rules and procedures that do not conflict with the State Laws, Association Rules or these bylaws.

Section H - Decisions by the Executive Board

All decisions requiring a vote of the Executive Board shall be made by a simple majority of those present. At least two-thirds (2/3) of the Board members must be present to conduct a vote. The President's vote shall prevail if a tie vote among board members.

Section I – Supplemental Procedural Documents

The Board may adopt supplemental procedural documents, approved by the vote of the majority of the Board, providing such documents do not conflict with these bylaws or with the Association rules governing the operation of Chartered Clubs.

Article V — Committees

Section A - Committees

The Executive Board may create standing or temporary committees. Committee members are volunteers selected from the club members in good standing by the Executive Board.

Article VI — Financial

Section A – Compensation

All Officers and volunteers serve without compensation of any kind.

Section B - Authorizations

The Treasurer is authorized to compensate guest speakers up to a maximum of \$100 or to acquire badges for new members. Expenses over \$100 require the approval of the Executive Board. Any distribution over \$300 for which there is no corresponding revenue (for example, ticketed event) shall require the approval of the majority of the members present at a general club meeting.

The above notwithstanding, the Club's treasury may not go into debt at any time for any purpose.

Section C - Signatory Requirements

Club expenses may be paid by one of three methods: 1) club checks 2) Club debit card or 3) a Board approved electronic transfer of funds (for example Zelle). All checks require two signatures. The Treasurer and at least two other designated Executive Board members shall have signatory authority for checks on record with the bank.

Section D — Records

The Treasurer shall maintain accurate and up-to-date financial records following accepted accounting practices.

Section E — Financial Reports

Financial reports shall be available to any member at any time upon request. The Treasurer will present the Club's financial status at the February meeting.

Section F – Annual Report to Lifestyle Management

By the end of January each year, the Treasurer shall file a financial report with Lifestyle Director following Association requirements. Per Association requirements, the last seven (7) year-end financial reports shall be archived (club website archives are acceptable).

Article VII — Duties

Additional duties of officers and the Club; to the HOA and to the Lifestyle Director are addressed under separate document "Administration."

Section A – President

The President shall:

1. Plan, organize, and chair all Club meetings with assistance from the Vice-President and support from other Board members. All plans for club meetings, including meeting schedule, formats, speakers, etc., will be presented to the Board before general publication for review and comment. Club meetings will be chaired by the President or, in the President's absence, the Vice-President. If neither the President nor Vice-President will be available, the President, or in the President's absence, the Vice-President may select any club member to act as chair.
2. Schedule, set the agenda, and chair all Board meetings. Board meetings require a quorum of four members. The President may allow Board members to attend via audio or video-conference.
3. Maintain communications with Trilogy Genealogy Club members. This communication includes meeting notices, newsletters, special event notices, and other general communications. The President may delegate any of these activities to a Board member or club member, as appropriate. Any member of the Board may use the membership list to communicate with any or all members if needed and appropriate.
4. Serve as a signatory to the Club's checking account.

Section B – Vice-President

The Vice-President shall:

1. Assist the President in establishing the program for club meetings and identifying and recruiting guest speakers.
2. Serve as a signatory to the Club's checking account.
3. Assume the responsibilities of the President temporarily when the President is unavailable. If the President permanently vacates the position, the Vice-President becomes the acting President until the Board appoints a new President.
4. Perform other tasks as assigned by the President.

Section C – Secretary

The Secretary shall:

1. With the Treasurer, staff the sign-in desk at all Club meetings. If the Secretary is not available to attend a Club meeting, they will arrange for a substitute from among the Board or Club members.
2. Maintain the club membership/attendance list, providing updated lists to all Board members when changes occur or as requested.
3. Take the minutes at all Board meetings and email draft copies to all Board members for review and approval. If any changes are required, the Secretary will email updated copies to all Board members for final approval. The Minutes shall be considered approved when at least three Board members, other than the Secretary, have approved them via email and no objection has been received from the remaining Board members. The Secretary will then notify the Webmaster that the minutes are approved and provide the Webmaster with a copy in pdf format ready for posting on the website. Per Association requirements, the last three (3) years of Board meeting minutes shall be archived (club website archive is acceptable.)
4. Perform other tasks as assigned by the President.

Section D – Treasurer

The Treasurer shall:

1. With the Secretary, staff the sign-in desk at all Club meetings. If the Treasurer cannot attend a Club meeting, they will arrange for a substitute from among the Board or Club members.
2. Maintain the Club's financial records and prepare reports as required following Article VI of these bylaws.
3. Maintain the Club's checking account and serve as the primary signatory to the account.
4. Accept new membership forms at Trilogy Genealogy Club meetings and/or via U.S. Mail, informing the Secretary of the name and contact information on the form and depositing the funds received in the Club's account.
5. Pay all invoices and expenses as approved by the Executive Board following Article VI of these bylaws.
6. Perform other tasks as assigned by the President

Section E – Webmaster

The Webmaster shall:

1. Maintain and optimize as needed the Trilogy Genealogy Club's website, posting information provided by the President and other Board members.
2. Maintains the website login database.
3. Add new members to the website database and send them a welcome notice with instructions on how to access the website.

4. Perform other tasks as assigned by the President.
5. While not an officer, the position is a voting member of the Board, and will be considered as part of quorum at meetings.
6. Ensure the Club's most recent bylaws are available on the Trilogy Genealogy Club website for viewing by members and non-members.
7. Per Association requirements, ensure the last seven (7) years of financial reports and three (3) years of Board meeting minutes are archived on the Club website.

Article VIII — Bylaw Governance, Approval, and Amendment

Section A - Governance

These bylaws shall serve as the governing rules for the operation of the Trilogy at Vistancia Genealogy Club (informally known as Trilogy Genealogy Club).

Section B - Compliance

These bylaws fully comply with all federal and state laws and the Association's governing documents including the Trilogy Association Chartered Club Rules. In the event of a conflict between the bylaws and the Association's documents or rules, the latter shall apply.

Section C - Approval

These bylaws have been approved by a majority vote of the Trilogy Genealogy Club's general membership at Trilogy Genealogy Club as certified below by the club secretary and club president.

Section D - Amendments or Revisions

These bylaws may be amended or revised as necessary from time to time. All such amendments or revisions shall be in writing and must be approved by two thirds of the Executive Board. Prior to membership vote, the Lifestyle Director and/or Director of Resort Operations should review and approve or disapprove changes. If disapproved, a written explanation will be given. The amendment(s) or revisions will be submitted to all members electronically or in writing if requested. No less than two weeks will be allowed for review, after which a vote will be taken in a Club Meeting. Approval requires a simple majority of all members present at Trilogy Genealogy Club general meeting.

Certified as approved by a vote of the general membership.

Signed: _____
Trilogy Genealogy Club Secretary

Signed: _____
Trilogy Genealogy Club President

Date: _____