

THE CHARTER AND BYLAWS OF THE PINESMEN

CHARTER

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THE PINESMEN

CHARTER

ARTICLE I NAME

ARTICLE II OBJECTIVES

Section 1. To provide an opportunity for service and fellowship for interested men living at Lake of the Pines.

Section 2. To contribute to the well-being of the Lake of the Pines Association by:

Performing various service projects and conducting various money raising projects.

Service projects: The organization will perform services that the Association would otherwise have to pay to have accomplished, or that will enhance the beauty, activities, value, and quality of life at Lake of the Pines.

Money derived from money-raising projects will be used to finance service projects and the operating expense of the organization. Any surplus may, upon vote of the Board of Directors, be donated to one or more Lake of the Pines activities.

All projects will be reviewed in advance with the Lake of the Pines General Manager.

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BYLAWS

ARTICLE III FISCAL YEAR

The fiscal year shall be January 1, through December 31

ARTICLE IV MEMBERSHIP

Section 1 Application for membership is open to all men at Lake of the Pines and must be accompanied by the membership dues. Each person admitted membership must abide by this Charter and Bylaws, all amendments thereto, and all rules and regulations of the organization.

Section 2. Ten-dollar (\$10.00) dues are payable at the January meeting each year, and are delinquent as of the end of March. Only paid-up members are entitled to vote at the meetings.

Section 3. Dues may be changed provided the change is presented at a regular meeting and accepted at the next meeting by a majority of the members in attendance. The proposed change shall be posted at the clubhouse, posted on the website or communicated to the membership via email for at least fourteen (14) days prior to the voting date.

ARTICLE V MEETINGS

Section 1 Regular meetings:

A. Shall be held on the fourth Wednesday of the month. At any such meeting any member of the Pinesmen in good standing may participate in the proceedings thereof and vote.

B. Shall not be held in the months of July and August.

C. May be held on a different day, or omitted, at the discretion of the Board of Directors.

Section 2 Special meetings may be held at any time on the call of the Board of Directors provided notice thereof is posted on the bulletin board at the Clubhouse, posted on the website, communicated to the membership via email or by telephone, at least seven (7) days prior to the date of such meeting-

Section 3 When a quick decision is necessary, voting by the board may be conducted by email. A quorum of the voting members is required for approval. Any such action must be documented in the minutes of the next board meeting.

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ARTICLE VI OFFICERS

Section 1 Officers of the Pinesmen shall consist of a President, First Vice-President, Second Vice-President, Secretary, and Treasurer.

A. The President shall:

- a. Preside at all meetings.
- b. Appoint all committee chairmen.
- c. Vote in case of a tie.
- d. Act as liaison between the Lake of the Pines Association and the Pinesmen.
- e. Call special meetings
- f. Arrange for auditing the Treasurer's books annually in December. A report shall be presented to the membership at the January meeting.
- g. Be ex-officio member of all committees with the exception of the Nominating Committee.

B. The First Vice-President shall:

- a. Assist the President and assume his duties in his absence.
- b. Have overall responsibility for programs at the meetings.

C. The Second Vice-President shall:

- a. Assist the President and preside in the absence of both the President and the First Vice-President.
- b. Have overall responsibility for service projects.
- c. Assess proposed service projects and recommend to the Board of Directors those to be undertaken by the Pinesmen; determine resources required to complete the projects; select individuals to head up the various projects.

D. The Secretary shall:

- a. Record minutes of all meetings.

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- b. Provide the President with a copy of the minutes within one (1) week after each meeting.
- c. Process all correspondence as directed.
- d. Post notices as directed by the President.
- e. Have the minutes posted on the website or provided to all board members via email.
- f. Document the annual Pinesmen's history, make the history available for distribution to the membership and available for posting on the website.

E. The Treasurer shall:

- a. Receive and deposit all moneys belonging to the organization.
- b. Pay bills as authorized by the Board of Directors.
- c. Maintain a petty cash fund not to exceed fifteen hundred dollars (\$1,500.00)
- d. Obtain approval of one (1) other officer on all expenditures.
- e. Keep financial records and report on same at each meeting, providing the President and the Secretary with a copy of the reports.

F. The Directors shall:

- a. Serve as members of the Board of Directors, and serve as chairman of standing committees as appointed by the President.

ARTICLE VII BOARD OF DIRECTORS

Section 1. The Board of Directors shall consist of the five Officers, six Directors, and the immediate past President, as a Director at Large. The members of the board shall vote.

Section 2. The Board of Directors shall meet on the first Tuesday of each month.

Section 3. If a board member is absent from more than three (3) board of Director meetings without approval of the President, that office shall be declared vacant. The President shall appoint a successor to complete the unexpired term.

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Section 4. In the event of the resignation of any board member, or the termination of his membership, except for the President, his successor shall be appointed by the President and ratified by the Board of Directors to fill out the unexpired term. If for any reason the President cannot serve out his term, the First Vice-President shall serve for the duration of the unexpired term.

ARTICLE VIII ELECTION OF OFFICERS AND DIRECTORS

Section 1 At the September Board of Directors meeting the President shall appoint a committee of three (3) members to nominate candidates for the respective offices provided for in Section 3 of this Article. The nominating committee shall be responsible for obtaining the acceptance of those nominated.

Section 2. At the October meeting the nominating committee shall announce its slate of candidates. Nominations may then be made from the floor provided such nominees have given their consent. The names and offices of nominees so nominated shall be added to the nominating committee's slate, which shall be posted at the Club House, posted on the website or communicated to the membership via email within three (3) days.

Section 3. At the November meeting the members shall elect a President, First Vice-President, Second Vice-President, Secretary, Treasurer, and one (1) to six (6) Directors. Election shall be by voice or by show of hands. However, if there is more than one candidate for any office, then voting for that office shall be by secret ballot.

Section 4. Newly elected Officers and Directors shall assume office effective January 1. Officers and Directors may be re-elected.

ARTICLE IX STANDING COMMITTEES

Section 1. The Directors shall serve as chairman of standing committees as appointed by the President. The Standing Committees and their duties shall be:

a. Event Chairman shall:

Plan and conduct activities and events approved by the Board of Directors for residents of Lake of the Pines and specifically, take charge of the 4th of July holiday activities.

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b. The Event Co-Chairman shall:

Provide support to all activities and specifically support the 4th of July chairman and coordinate the craft fair, the parade, parking, raffle ticket sales and all other activities as directed by the Event Chairman.

c. The Membership Chairman shall:

Recruit and register new members; keep a file of all members, including their telephone numbers; collect dues and turn said dues over to the Treasurer; keep a file of dues status of all members. Contact members prior to regular meetings to encourage attendance. Record dinner reservations and convey any special information to LOP Food and Beverage, as appropriate.

d. The Publicity Chairman shall:

Report news of Pinesmen activities to the L.O.P. News, the Pines Times, and any other news media. Publicize Pinesmen activities on banners, signs, websites, social media and email as appropriate.

e. The Directors at Large shall:

Provide support and coordinate activities as deemed necessary by the President or the Board.

ARTICLE X SPECIAL COMMITTEES

Section 1. Special committees such as the Nominating Committee may be appointed by the President as needed.

ARTICLE XI ORDER OF MEMBERSHIP BUSINESS

Section 1. Roberts Rules of Order Revised shall govern the proceedings of all meetings.

Section 2. The Board of Directors may change the order of business at its discretion.

Section 3. The regular order of business meetings shall be:

Call to order
Pledge of Allegiance
Invocation
Welcome guests and new members
Treasurer's report

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Special reports
Unfinished business
New Business
Adjournment

ARTICLE XII DONATIONS

Section 1. Donations will not be made to replace moneys already appropriated or included in the LOP annual budget.

Section 2. Moneys donated by the Pinesmen will be used only for the purpose specified-any excess to be returned to the Pinesmen treasury.

Section 3. Pinesmen will not contribute labor when such labor infringes upon projects normally considered to be routine maintenance.

Section 4. All requests should be detailed in written form to the Board of Directors. It is desirable that an authorized individual attend a Pinesmen Board of Directors meeting to present the project of donation request.

ARTICLE XIII AMENDMENTS

Section 1. Any and all amendments may be adopted at any meeting by a majority vote of the members present, provided the amendment is proposed at a regular meeting and posted at the Clubhouse, posted on the website or communicated to the membership via email for (14) days. Voting on amendments shall be at the next regular meeting.

Section 2. Any and all changes to the Charter and Bylaws shall become effective immediately on adoption unless the motion to adopt specifies and effective date.

ARTICLE XIV QUORUM

Section 1. Twenty-five percent (25%) of the membership shall constitute a quorum for transacting business.

END