

Revised August 2004

SWANN KEYS SPORTS CLUB, INC.  
BY-LAWS

Signed 2004

ARTICLE I - NAME AND LOCATION

1. The organization shall be known as "Swann Keys Sports Club", Inc.
2. The location of the Club is in the Swann Keys Clubhouse/Community Center with address in care of the Swann Keys Association, Sussex County, State of Delaware.

ARTICLE II - PURPOSE

1. Provide sporting and social functions for its members and guests, and to work with the Swann Keys Civic Association's Board of Directors and Ladies Auxiliary for the betterment of Swann Keys.
2. Provide volunteers and raise funds as needed to assist the Swann Keys Community.

ARTICLE III - OFFICERS

1. Prior to April 1<sup>st</sup> of each year, an Annual Meeting shall be held to elect the officers of the Club; namely, President, Vice President, Secretary and Treasurer. Those elected officers shall serve for a term of one (1) year, beginning the first meeting in April of the year when elected.
2. Any elected officer can serve consecutively in same office for an indefinite period of time.
3. Officers may NOT serve on any other board in Swann Keys as this may cause conflict of interest.

ARTICLE IV - DUTIES OF OFFICERS

1. PRESIDENT

- A. Must be a full time resident.
- B. Presides at all meetings of the Sports Club in accordance with Robert's Rules of Order.
- C. Appoints members to the Standing Committees and all other committees as required.
- D. President will sign all checks and savings account of Club in absence of

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Treasurer.

E. In the event an elected officer is unable to complete a term, the President may appoint a replacement to serve the remaining term of office, subject to approval by the members and voted upon at the next scheduled meeting.

## 2. VICE PRESIDENT

The Vice President may be a full time or part time resident of the community and shall act in the absence of the President and assume the office of President in the event that the President becomes incapacitated or unable to serve his/her full term to which elected.

## 3. SECRETARY

A. Records minutes of all regular and special meeting of the Sports Club and have available prior to the next meeting.

B. Records notes taken on all motions or other matters brought before the membership.

C. Maintains all records in a timely and orderly manner. All records shall be open for inspection by any member in good standing or by Swann Keys Board of Directors upon reasonable notice. Copy of minutes available in Swann Keys Office.

D. Maintains a current membership list for reference.

## 4. TREASURER

A. Receives all monies of the Sports and deposits the funds in the proper accounts set up for the club.

B. Disburses the Club's funds as approved by the members.

C. Signs all checking and savings accounts of the Club.

D. Prepares financial reports and tax returns as required.

E. Prepares a Final Statement of all funds collected and disbursed during the term of office to which elected for which an audit may be conducted.

F. Keeps an identifiable record of income and disbursements of all items of goods and Club affairs, Happy Hours, etc.

G. Must be full time resident.

## ARTICLE V

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1. Activities Committee

Plans and organizes events for the benefit of the Swann Keys Sports Club, Inc. and the community in conjunction with Swann Keys Civic Association Board of Directors.

Assists in carrying out projects as proposed by the members for the needs and betterment of Swann Keys.

3. Club Goals

Propose and oversee projects and goals initiated for the good of the Club.

4. Good Neighbor

Determines the needs of any resident of Swann Keys who may require assistance for which the Sports Club can be of humanitarian service; and reports to the membership appropriate action agreed upon.

ARTICLE VI -- MEMBERSHIP

1. The membership of the Club shall consist of Charter, Regular and Life Time Members.

2. All members must be bona fide owners/residents in good standing in Swann Keys.

3. To remain a Charter Member individual must pay annual dues of \$10.00. If this policy is not followed individual must rejoin the Club as a Regular member.

4. DUES -- Annual dues shall be established by current members until the membership votes for a change. Dues are payable April 1<sup>st</sup> and those members not paid by June 1<sup>st</sup> will be assessed a penalty fee.

5. Set dues will remain constant. Late fee will be assessed after June 1<sup>st</sup>.

6. Members may pay a one time payment of \$500.00 and become a Life Time Member with the understanding that money will be disbursed as determined by the Club.

ARTICLE VII -- GUESTS

1. No guests are allowed at any meetings of the Sports Club unless approved by an officer.

2. No guests under the age of twenty-one (21) years may attend any function unless in

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the company of a parent or legal guardian.

3. Members are responsible for their guests and are not permitted to leave any guest unescorted.

4. Each member shall be responsible for any damage caused by guest(s) and any damage caused by the member him/herself.

#### ARTICLE VIII - MEETINGS

1. All regular and special meetings of the Sports Club shall be held in the Swann Keys Clubhouse/Community Center unless changed by a vote of the membership.

2. Times and place of all regular and special meetings shall be determined by the Rules and Regulations of the Club.

3. The President, at the request of any member, may call a special Meeting when in the best interest of the Club upon timely notice given to the membership.

#### ARTICLE IX - QUORUM

To constitute a Quorum for the purpose of conducting Club business, at least 25% of all members in good standing, or 20 members, whichever is less, must be present.

#### ARTICLE X - FISCAL YEAR

The Fiscal Year of the Sports Club shall commence on the first day of April of each year and end on the last day of March of the following year.

#### ARTICLE XI - AMENDMENTS

These By-Laws may be amended, at any time, by a full majority of members (in good standing) voting by special ballot, mailed to the members, for this purpose.

APPROVED by majority vote of the members, and so ADOPTED as By-Laws of the Swann Keys Sports Club, Inc. on the 26<sup>th</sup> Day of Nov. 2004.

ATTEST Philip V. Booth SECRETARY Caroleen J. F. Farris  
President Secretary

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