

SWANN KEYS SPORTS CLUB INC.  
BY-LAWS

Revised October, 2023

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, in care of the Swann Keys Civic Association, located at 37689 Swann Drive, Selbyville, DE 19975.

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. Nominations will open at the January meeting and close at the February meeting each year for officers of the Club: namely, President, Vice President, Secretary and Treasurer, with the election of said officers conducted at the March meeting. Those elected officers shall serve for a term of one (1) year beginning with the first meeting in April of the year elected.
2. Every paid member in good standing has a right to vote at the March meeting.
3. Any elected officer can serve consecutively in the same office for an indefinite period of time.
4. Officers may serve on any other board in Swann Keys, as long as that officer abstains from voting on any issue that may cause a conflict of interest.
5. Election of three (3) Directors will be held at the March meeting after the new officers have been announced.
6. The four (4) officers and three (3) directors will comprise the Executive Board.

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. President will sign all checks and savings account in absence of Treasurer.
- D. In the event an elected officer is unable to complete a term, the President may appoint a replacement to serve the remaining term of the office, subject to the approval of the Executive Board.
- E. The President, with the approval of the Executive Board, has the authority to cancel any future meeting(s) or events at any time.

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F. The President may spend up to \$300 for the good of the club without prior approval of the membership.

## 2. VICE PRESIDENT

The Vice President must be a full-time resident of the community and shall act in the absence of the President and assume the office of the 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 meetings 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 within 10 days upon receiving written notice. Copy of minutes available in Swann Keys office.

## 4. TREASURER

A. Receives all monies of the Sports Club and deposits the funds in the proper accounts set up for the club. Event funds will be deposited within the week following the event.

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

C. Signatory for all bank 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 a full-time resident.

H. Copies of monthly reports available in Swann Keys office.

## 5. DIRECTORS

A. Assist in event planning, creation of meeting agendas, budget, and by-laws review.

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ARTICLE V - Committees

1. Committee Goals – Propose and oversee projects, events and goals initiated for the good of the Club and benefit of the Swann Keys Community.
2. Cards/Billiards and Bingo Committees notify Club members and community regarding dates and times of upcoming events open to all.
3. Sunshine Committee sends cards on behalf of the Club upon notification of illness or death of a member of the Swann Keys Community.

ARTICLE VI MEMBERSHIP

1. The membership of the Club shall consist of Charter members (original members from the beginning of the Club) and Regular members.
2. All members must be bona fide owners/residents in good standing in Swann Keys.
3. Annual dues shall be established by current members until the membership votes for a change. Dues are payable April 1<sup>st</sup> through July 31<sup>st</sup>. Dues paid after July 31<sup>st</sup> will be assessed a \$10.00 late fee except for new residents.

ARTICLE VII – FUNCTIONS

1. All functions of the Sports Club will be limited to occupancy limits posted by the Fire Marshall in the Clubhouse/Community Center.
2. At special club functions designated by the President to be free or at a minimal cost for club members only, each member is entitled to bring his/her spouse/significant other. The cost will be determined by the President and/or committee chairperson. If both husband and wife are members of the club, there will be no guests permitted.
3. Non-members are not allowed at any meetings of the Sports Club unless approved by the President.
4. No guests under the age of twenty-one (21) years may attend any function unless in the company of a parent or legal guardian.
5. Members are responsible for their guests and are not permitted to leave any guest unescorted.
6. 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.

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2. Monthly meetings will be held on the third Saturday of each month at 10:00 AM unless modified by membership at a previous regular meeting.
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.
4. 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.
5. The Executive Board consists of the 4 officers and 3 directors. Meetings of the board will take place at the Clubhouse/Community Center prior to club meetings to discuss subjects pertinent to forthcoming meetings. They will also meet anytime there is an emergency between regular meetings. In the absence of the President, the meeting may be chaired by the Vice-President. The President may voice his opinion but will vote only if there is a tie.

ARTICLE IX – FISCAL YEAR

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

ARTICLE X – AMENDMENTS

1. 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.