

Revised April 14, 2025

PENNELOAFER ASSOCIATION BYLAWS

I. NAME

The name of the organization shall be the Pennelofer Association (Association).

II. PENNELOAFER MISSION

A neighborhood club open to residents of the Pennecamp Loop (1602 to 1799 Pennecamp Drive) and open to prior members of the Association, who currently live elsewhere in the Villages, supported by an elected Council, established to provide the membership with recreation and entertainment activities.

III. THE COUNCIL

1. The Council shall serve without remuneration and consist of 8 Members.
2. Members shall serve renewable two-year terms with a maximum of 6 consecutive years of serving. All nominations for Council membership are to be approved by a simple vocal majority vote of the Association membership in attendance at the Membership Business Meeting (MBM) held in November of each year. Prior to the vote, the positions to be filled will be identified and the responsibilities described.
3. A mid-term vacancy shall be filled by a vote of the Council at the recommendation of any member. A vacancy can also occur as a resignation if a member has 3 or more unexcused absences from Council meetings.

IV. COUNCIL POSITIONS

1. The leadership shall consist of a President, Vice President, Secretary, and Treasurer and shall be elected by a majority vote of the Council at a meeting immediately following the MBM.
2. In addition to the leadership, members shall also include a Membership Chair, Logistics Chair and 2 Members-at-Large. All members shall have full voting rights.
3. Council Member Responsibilities

A. The President:

- Leadership by developing the agenda for Council meetings and other Association meetings as applicable and distributing the agenda at least **3** days before a meeting;
- Leadership by scheduling and presiding at all Council meetings;
- Leadership by communicating and soliciting input from all Council members;
- Renewing the annual permit for usage of a recreation center;
- Carrying out other duties typically associated with the Office; and

- Membership engagement by communicating with and soliciting feedback from Association members to ensure their interests and concerns are represented.

B. The Vice President:

- Leadership support by assuming all duties of the President. In the absence of the President to maintain continuity in Association leadership;
- Advisory role by providing advice and assistance to the President on an ongoing basis to support Association initiatives and decision-making;
- Event coordination liaison serving as the primary contact between the Council and the monthly event organizer (Event Chair) by contacting he/her to provide guidance on event planning; distributing and assisting in completing the event planning form as needed; and offering additional support to the Event Chair to ensure successful event execution;
- Carrying out other duties typically associated with the Office; and
- Membership engagement by communicating with and soliciting feedback from Association members to ensure their interests and concerns are represented.

C. The Secretary:

- Submitting draft Council meeting minutes to all members for their input prior to finalizing;-
- Posting Council approved minutes and amendments to these Bylaws to the Association's website;
- Carrying out other duties typically associated with the Office; and
- Membership engagement by communicating with and soliciting feedback from Association members to ensure their interests and concerns are represented.

D. The Treasurer:

- Depositing event fees, Association member dues and other revenues, paying bills, and keeping records of the Association's financial reports;
- Posting Council approved financial reports to the Association's website;
- Handling all financial transactions regarding the administration of any specifically designated fund;
- Carrying out other duties typically associated with the Office; and
- Membership engagement by communicating with and soliciting feedback from Association members to ensure their interests and concerns are represented.

E. The Membership Chair:

- Meeting with new residents of the Loop and providing them with The PenneLoafer Welcome Packet along with a copy of upcoming meeting events, times and locations;
- Encouraging new residents to become members of the Association and collecting their initial dues if they join;

- Informing new members of the Association's nametags and placing their orders with the Council's chosen vendor;

- **Reporting updates to the Council on paid memberships;**

- Updating and maintaining the membership roster and periodically post on the Association Website; and

- Membership engagement by communicating with and soliciting feedback from Association members to ensure their interests and concerns are represented.

F. The Logistics Coordinator:

- Purchasing, inventorying and storing supplies for all Council approved events;

- Providing needed supplies to the next Event Chair or event location;

- Storing and delivering the drop box to the next Event Chair;

- Membership engagement by communicating with and soliciting feedback from Association members to insure their interests and concerns are represented.

G. The Members at Large (2 positions):

- At the direction of the President and Vice President, leading/assisting as needed in ongoing Council events or projects, and with ad hoc assignments.

- Membership engagement by contributing alternative views and suggestions of the activities of the Council.

V. EVENT COMMITTEE AND OTHER COMMITTEES

1. The Council will meet as needed with the Event Chair responsible for a monthly event.

2. The Event Chair will provide to the Council the proposal for their event including, but not limited to, the event function, member and guest charges, an itemized event budget, and menu for the event if applicable.

3. The Council can formulate permanent and ad-hoc Committees to address Association matters as needed. At Council direction, such Committees can include both Council members and Association members.

VI. CONDUCTING MEETINGS

1. Council meetings shall be held monthly (provided there is business to discuss) at least 10 days prior to a scheduled Association event.

2. A quorum for purposes of taking action is at least 5 Council members in attendance with passage of a motion requiring a majority vote in favor. In the absence of a quorum, information only can be presented. An action can also occur between Council meetings when at least 5 Council members write via email they are in favor of a proposed action.

3. A Special Association meeting or a Special Council meeting may be held when either called by the President or either called by 5 or more other Council members. The meeting will take place at least 5 days after it is called. Action(s) at Special Association meetings are to be approved by a simple vocal majority

of the Association members in attendance. Action(s) at Special Council meetings are to be approved by a majority vote when at least 5 Council members are in attendance.

4. Permanent and ad hoc Committee meetings shall follow to the extent practicable the above provisions of this Article.

VII. FISCAL POLICIES

1. The fiscal year of the Association shall be the calendar year.

2. Annual Association membership dues are determined by the Council. Members' dues collection shall be conducted beginning at the annual MBM. All dues must be paid by December 31 of the current calendar year.

3. Any member who has not paid their dues by December 31 shall be charged guest or non-member rates for future events until those dues are collected.

4. If a member or guest signs up for an event and subsequently cancels their attendance by the cut-off date, they may receive a full refund. If a member or guest cancels an event past the cut-off date due to an emergency or other extenuating circumstance, the case will be reviewed by the Council to determine whether they will receive a refund.

5. The Sunshine Fund is designated for funding the sending of bereavement cards to those who lived on the Loop. The Fund is also used for Association members only to send a monetary donation as determined by the Council to a charity designated by the family (if available). In the absence of a designated charity, the Council will determine the recipient and inform the deceased's family of the action.

The Council as a whole may at its discretion on a case-by-case exception basis approve sending a monetary donation to a charity in memory of a non Association member who lived on the Loop.

The sending of bereavement cards and communicating with family members regarding a designated charity is handled by a Coordinator. The Coordinator **is** an Association member appointed by the Council, or in the absence thereof, a Council member.

VIII. AMENDING

The Association Bylaws may be amended at a Council meeting by a vote of 6 or more in favor, provided a copy of the proposed amendment(s) is provided to each Council member at least 7 days prior to the meeting.