

COLLEGE CLUB IN LAGUNA WOODS VILLAGE

BYLAWS

2025 REVISION

ARTICLE I – NAME

The name of this organization shall be COLLEGE CLUB IN LAGUNA WOODS VILLAGE (hereinafter “the Club” or “Club”).

ARTICLE II – PURPOSE

1. To promote and stimulate the educational, cultural, civic, and social interests of its members.
2. To accomplish the aforementioned purpose on a non-partisan, non-sectarian basis without lending its influence to or participating in the election or appointment of any candidate for public office.
3. To accomplish the aforementioned purpose without financial gain or profit to any of its members, officers, committee chairs, and/or directors.

ARTICLE III – MEMBERSHIP

Section 1. Any person residing in Laguna Woods Village who has at least an associate or higher degree from an accredited degree-granting college or university is eligible for membership.

Section 2. The Club’s mailing address shall be printed on the membership application form.

Section 3. No more than ten percent (10%) of the total membership may live in communities outside of Laguna Woods Village.

Section 4. To apply for membership, an eligible person shall complete a current Club membership application form and send it with a check made payable to College Club for the the required amount of annual dues that is indicated on the application form. The completed membership application form and check shall be mailed to the Club address on the application, ATTN: First Vice President (Membership), or given directly to the first vice president (membership) at a regular Club meeting.

Section 5. The board of directors shall determine in individual cases what foreign degree or certificate shall qualify the holder for membership in the Club.

Section 6. A member is any person who has met the eligibility requirements, been accepted for membership by the first vice president membership and/or the board of directors, and whose annual dues have been paid. [NOTE: “members” may also be referred to herein as “members in good standing,” “voting members,” or “active members.”]

Section 7. Newly admitted members will be presented at their first general meeting.

ARTICLE IV – OFFICERS AND ELECTIONS

Section 1. The offices held shall be: President, First Vice President (Membership), Second Vice President (Programs), Third Vice President (Reservations), Treasurer, Recording Secretary, and Corresponding Secretary. The executive committee shall consist of these elected officers plus the immediate past president, who shall serve on the executive committee for at least one year. The board of directors shall consist of the executive committee and the committee chairs, to be appointed by the incoming president.

Section 2. The nominating committee shall consist of three members appointed by the president in May of the year of an election. This committee shall include one member of the board of directors, who shall serve as the chairperson, and two members from the general membership.

Section 3. Members in good standing may submit a request to be considered for an office to the nominating committee by August 31 of each year in which an election is held. The nominating committee shall present a slate of potential officers to the board of directors for approval in September of each election year. The approved slate shall be presented to the general membership at the October meeting of an election year, and shall be voted upon at the November general membership meeting of an election year. A quorum of at least twenty percent (20%) of the members in good standing shall be required to be in attendance at the November general membership meeting before a vote can proceed. Once a quorum is established, a majority vote of those present shall decide the election for each candidate. In the event that Laguna Woods Village closes its clubhouses or cancels club meetings for whatever reason, elections shall be conducted by email using the Club’s email address.

Section 4. The newly elected president shall preside at the December general membership meeting and shall have designated a person to conduct the installation ceremony and to administer the oath of office to the new board of directors.

Section 5. The incoming president shall preside at the December joint board of directors' meeting, at which the outgoing board members shall meet to share information with the incoming board members about the the position, and turn over all relevant paperwork, procedures, and historical documents.

Section 6. Term of Office: Except by recommendation of the board of directors, a term of office shall be one year, with a limit of one successive term.

Section 7. The board of directors shall have the power to transact all business of the Club.

Section 8. The board of directors shall authorize a yearly payment to the Laguna Woods History Center to archive the Club's historic items in any media whatsoever, including, but not limited to, photographs, documents, videos, and objects.

ARTICLE V – DUTIES OF OFFICERS

Section 1. The president shall prepare an agenda for the monthly board of directors' meetings. The president shall preside at all Club meetings. The president shall be an ex-officio member of all committees except the nominating committee. The incoming president shall appoint the new chairs to the following committees: Publicity, Historian, Webmaster. The president shall have the authority, after consulting with the executive committee or after the passage of motion by the board of directors, to remove an officer who fails to perform their assigned duties. The president shall be the primary contact between the Club and the Laguna Woods Village Recreation Department.

Section 2. In the absence of the president, the first vice president (membership) shall preside at all Club meetings. The first vice president shall keep all current submitted membership applications, and maintain and update as needed the following items: a) A roster of current members listing their contact information, and the amount and date each paid their dues; b) the current membership directory (address/phone book); c) email and email blast contact lists; d) members' name badges; and e) any other member lists as required. At each general Club meeting, the first vice president shall welcome and introduce new members, stating each one's alma mater(s), degree(s), and major(s). The first vice president shall keep a record of the dues paid by each member, and thus determine who is a member in good standing. The first vice president shall cause to be turned over or delivered to the treasurer all the collected membership application checks, along with a a list of new members, if any, and the amounts and dates paid. The first vice president shall

report the number of active members at each board of directors meeting. The first vice president shall arrange for the Club directory to be printed at the appropriate time. The first vice president shall be responsible for distributing the membership directory to each member.

Section 3. In the absence of both the president and the first vice president, the second vice president shall preside at all Club meetings. The second vice president shall schedule all speakers, presentations, and other programs for the Club's general meetings. The second vice president shall provide the publicity chair with the pertinent information needed for fliers, newspaper articles, and any other relevant publicity. The second vice president shall inform potential and scheduled speakers and program participants of any Club rules and/or restrictions that may affect and/or pertain to them.

Section 4. In the absence of the president, the first vice president, and the second vice president, the third vice president shall preside at all Club meetings. The third vice president shall collect all luncheon reservation payments, whether from the club's designated brick and mortar mailbox, from any other board member who collects such payments, and from any "walk-in" luncheon attendees," and subsequently submit all said payments to the treasurer. For each luncheon, the third vice president shall create a list of attendees, and submit said list to the president and first vice president one to two days prior to each luncheon. The first vice president, after checking the attendees list against the membership roster, shall notify the third vice president of any discrepancies. The third vice president subsequently shall notify any luncheon attendee whose reservation payment is insufficient that said attendee must pay whatever funds are owed at check-in on the day of the luncheon. The third vice president shall check in each attendee on the day of the luncheon at the designated check-in time, which is determined by the board of directors. The third vice president shall be the primary contact to the caterer, informing him/her of the number of attendees and tables needed for each luncheon. The third vice president shall respond to all inquiries regarding each luncheon from potential attendees.

Section 5. The recording secretary shall take minutes of all board of directors' and general meetings when Club business is conducted, and shall distribute a draft of said minutes to each board member and committee chair. Upon receipt of any edits, the recording secretary shall incorporate them into the minutes. Unless moved and passed otherwise, the recording secretary will read the minutes of the prior board meeting at the next board meeting. The recording secretary shall archive the adopted board meeting minutes in the recording secretary's notebook. The recording secretary shall maintain a copy of all approved Club forms, such as membership applications, verification forms, waivers of liability, and nomination forms.

Section 6. The corresponding secretary shall author and distribute Club correspondence such as thank you notes, get well cards, and any other relevant correspondence as directed by the president. The corresponding secretary shall communicate by telephone to those members who do not have access to email and/or the Internet. In the absence of the recording secretary, the corresponding secretary shall a) take the board meeting minutes and, if necessary, general meeting minutes; b) distribute a draft of such minutes to the board members and committee chairs asking for their feedback and edits; and c) continue with the approval process until the recording secretary is able to assume their assigned duties.

Section 7. The treasurer or one of the other two authorized officers shall deposit all dues and other accrued monies in a bank of the executive committee's choosing. There shall be three authorized signers on any of the Club's financial accounts, namely the president, first vice president, and treasurer. In addition to the first vice president providing the treasurer a monthly list of new members and the dates and amounts paid, the reservations chair shall provide the treasurer a monthly list of all luncheon attendees and the dates and amounts paid. The treasurer shall pay all Club bills and outstanding debts. All checks shall be signed by one of the three authorized officers, namely, the president, first vice president, or treasurer. The treasurer shall perform monthly reconciliations of the Club's bank account(s), as well as keep accurate records of the said account(s). The treasurer shall present financial reports at the the monthly board of directors' meetings, and present an annual report to the general membership at the December meeting.

ARTICLE VI – MEETINGS

Section 1. Regular Club meetings (also “general meetings” or “luncheon meetings” herein), as scheduled by the board of directors, shall be held each month from January through December, with the exception of July and August when regular club meetings are paused for the summer break.

Section 2. Since the Club's luncheon meetings are catered, all those wishing to attend must RSVP and pre-pay the determined amount for their meal prior to the meeting. Checks for luncheon meetings shall be made payable to College Club, and mailed to the Club's mailbox, ATTN: Reservations. The Club's mailbox address shall be posted on the Club's website (see lagunawoodsvillage.com > Clubs > College Club > View Website), and shall be included in the Club's publicity fliers and articles. Payment for luncheon meetings must be received by the reservations chair no later than the Friday preceding the luncheon date. To request a refund or request that a reservation check apply to the subsequently scheduled luncheon, a reservation must be cancelled no later than the Saturday prior to the current month's luncheon date. No refunds will be made if cancellation requests are made after the Saturday prior to the current month's luncheon date.

Section 3. Regular board of directors' meetings shall be held each month as scheduled by the board of directors, with the exception of July and August.

Section 4. A quorum of forty percent plus one (40% + 1) of the total number of people serving on the board of directors shall be required to convene a board of directors' meeting.

Section 5. Board of directors' meetings shall be open to members in good standing.

ARTICLE VII – SPECIAL INTEREST GROUPS

Section 1. With approval by the board of directors, any member may form a special interest group.

Section 2. Each special interest group shall choose its own chair.

ARTICLE VIII – DUES

Section 1. The Club's calendar year shall be from January 1 through December 31.

Section 2. Dues shall be collected at any time during a current calendar year. However, to ensure a member's inclusion in the Club's directory that is published in the subsequent calendar year, annual dues collected during September, October, November, or December of any year shall apply to the current as well as the subsequent calendar year.

Section 3. Current members whose contact information has changed shall submit a corrected membership application along with a check for dues if dues are owing.

Section 4. All new and non-current (i.e., past) members shall submit a membership application along with a check for their annual dues.

Section 5. All checks for dues shall be made payable to College Club and submitted to the first vice president (membership), either in person or mailed to the Club's address that is printed on the membership application.

Section 6. The amount of annual dues shall be set by the board of directors.

ARTICLE IX – EXTRAORDINARY INDEBTEDNESS

The Club, its board of directors, or any single or group of board members shall not ever incur any extraordinary debt.

ARTICLE X – PARLIAMENTARY AUTHORITY

The rules contained in *Robert's Rules of Order* shall govern the Club in all cases in which they are applicable.

ARTICLE XI – AMENDMENTS

Section 1. The herein bylaws may be amended, added to, or replaced at any regular meeting of the Club, provided that a text of the proposed change(s) or amendment(s) has been (1) presented to the board of directors, and (2) also presented to the membership at least one month before the meeting at which the general membership shall vote on the amended or replaced bylaws.

Section 2. Amending the Club's bylaws requires a majority vote by the members present at the meeting at which the vote is taken.

END OF BYLAWS

Revisions of the original (1992) College Club Bylaws were done in 1994, 1998, 2002, 2006, 2008, 2011, 2014, 2015, 2017, 2022, 2023, 2024, and 2025.