

**THE LEISURE VILLAGE WEST**

**BINGO CLUB**

**BYLAWS**

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## **ARTICLE I**

### **NAME**

#### **Section 1.**

The name of this organization shall be:

**The Leisure Village West Bingo Club.**

## **ARTICLE II**

### **PURPOSES**

#### **Section 1.**

The Objective of this club shall be:

To study, review and make recommendations to the Board of Trustees concerning the operation of Bingo.

To operate the Bingo games and provide the residents with an enjoyable activity.

To establish and maintain a New Jersey Bingo License as required to operate bingo gaming within Leisure Village West.

To establish and maintain Bingo games which may be held twice monthly throughout the year

**ARTICLE III**  
**MEMBERSHIP**

**Section 1.**

The active membership of this club shall consist of all residents of Leisure Village West.

**ARTICLE IV**  
**OFFICERS**

**Section 1.**

The elected officers of the club shall consist of the following:

- (1) President
- (1) Vice-President
- (1) Secretary
- (1) Treasurer
- (1) Assistant Treasurer

**Section 2.**

These elected officers are to serve at least one (1) year terms Elections to be held the first Wednesday in September.

**Section 3.**

The elected officers shall perform their duties as prescribed in these Bylaws and by the parliamentary authority adopted by the club.

**Section 4.**

Vacancies in any office shall be filled for the unexpired term by appointment of the *Executive Board*.

**ARTICLE V**  
**EXECUTIVE BOARD**

**Section 1.**

The elected officers shall constitute the Executive Board.

**Section 2.**

At any meeting of the Executive Board, a majority of its members attending shall constitute a quorum.

**Section 3.**

Each Board member of the LVW Bingo Club shall be entitled to one vote at any Board meeting.

**Section 4.**

The duty of the Executive Board shall be to conduct the business of the club.

**Section 5.**

The Executive Board of the LVW Bingo Club can approve any one expenditure of up to Five Hundred Dollars (\$500) per session. Amounts above that must be for expenditures proposed by the Executive Board and accepted by the Leisure Village West Board of Trustees. No funds will be expended to any Leisure Village West club for a club's use in their club's name. All *funds* collected will be used in accordance with Article II.

**Section 6.**

No spouse and/or partner of any unit may serve on the executive Board simultaneously.

## ARTICLE VI

### DUTIES OF THE OFFICERS

#### **Section 1.**

The President shall be the chief executive officer of the club, and shall preside at all meetings of the membership and the Executive Board. The President shall perform such other duties as are prescribed *In* the Bylaws and by the parliamentary authority adopted by the club.

#### **Section 2.**

The Vice-President, In the absence of the President, presides and performs the duties of the President and shall, *in* general, aid the President in his/her duties.

#### **Section 3.**

The Secretary shall keep the minutes of the meetings of the club and the Executive Board, and shall read such minutes at the meetings. The Secretary shall be custodian of all documents belonging to the club, and shall notify all committees of their appointments and the duties of these committees. The Secretary shall maintain a list of all members.

#### **Section 4.**

The Treasurer shall open a checking account in a Federally insured banking Institution as directed by the Executive Board. Treasurer will receive and bank all funds of the club, maintain records for such funds, pay the bills of the club and disburse all funds as directed by the Executive Board. These disbursements shall only be by check which must be signed by two (2) elected Officers of the club. Treasurer shall file state and federal taxes, if required, apply for state and municipal licenses. The Treasurer shall give a statement of income and expenditures and submit a financial report after each session to the Recreation Director who shall submit the same to the Board of Trustees.

#### **Section 5.**

The Assistant Treasurer, in the absence of the Treasurer, performs the duties of the Treasurer and shall, *in* general, aid the Treasurer in his/her duties.

*No officer or member shall gain directly or indirectly from the funds generated by this club.*



## **ARTICLE VII**

### **GENERAL AND SPECIAL MEETINGS**

#### **Section 1.**

##### *Annual Meeting*

The Annual Election meeting shall coincide and be conducted prior to the first Bingo session in September each year at which time the officers of the Executive Board will be elected and installed for the new fiscal year. Committee members will be appointed.

All attendees of the Annual Election Meeting are entitled to one vote

#### **Section 2.**

##### *Special Meetings*

Special meetings may *be* called by the President, or shall be called by the President upon the written request of Ten (10) or more members, or for any impasse of the Board or failure to act. The purpose of special meetings shall be stated in the call with at least five (5) days' notice of such special meeting shall be given where practical. No business other than the stipulated reason for calling the special meeting shall be transacted at this meeting.

## **ARTICLE VIII**

### **ELECTION OF OFFICERS**

#### **Section 1.**

At the Executive Board meeting held three months prior to annual meeting, a nominating chairperson shall be appointed by the President. This chairperson shall appoint two (2) others to assist him/her *in* nominating candidates for all offices to be filled at the September meeting. This committee shall present a slate prior to the September meeting. Additional nominations from the floor shall be permitted. In the event that a nominee is not present, written acceptance consent of such nominee must be presented at that time.

#### **Section 2.**

Removal of an Officer. The executive Board may propose the removal of one or more officers by an affirmative vote of 2/3 of the Executive Board.

## ARTICLE IX

### COMMITTEES

#### **Section 1:**

The President may appoint such ad hoc committees as he/she deems necessary.

#### **Section 2:**

The designated Vice President shall be ex-officio member of all committees and may serve as Chairperson of a committee as covered in these bylaws.

## ARTICLE X

### GENERAL

#### **Section 1.**

When a special event or project is proposed to the club, the proposal must be presented in writing to the Executive Board, stating the purpose of the project, the date, time scheduled, any costs involved and list the benefits to the committee and/or residents of the village.

#### **Section 2.**

The President's signature plus the signature of an additional Executive Board member, as directed by the Executive Board, shall be required on any form to be signed in the name of the club. No other parties are allowed to obligate the *club in any manner* or form.

## ARTICLE XI

### AMENDMENTS

#### **Section 1.**

Any amendment to the Bylaws shall be presented, in writing, by the Executive Board to the Recreation Director who will submit the same to the Board of Trustees for approval.

**ARTICLE XII**  
**DISSOLUTION**

**Section 1.**

In the event the club dissolves either voluntarily or by direction of the Board of Trustees of Leisure Village West, all funds will be dispersed back to the members of the community.

  
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BOARD SECRETARY, THOMAS HARDMAN

**APPROVED:** August 15, 2011

**AMENDED:** June 5, 2019

**AMENDED:** November 3, 2021