

## **RULES OF OPERATION**

### **DACUSVILLE COMMUNITY CLUB OF SOUTH CAROLINA**

#### **DACUSVILLE, SOUTH CAROLINA**

##### **ARTICLE I - NAME**

Section 1. The name of this organization shall be Dacusville Community Club of South Carolina hereinafter called DCC.

Section 2. The principal office of DCC shall be located at 2671 Earls Bridge Road, Easley, South Carolina, but the DCC may maintain offices and places of business at such other places within the State of South Carolina as the members may determine.

##### **ARTICLE II - PURPOSE**

Section 1. Dacusville Community Center is owned by Pickens County. The DCC of South Carolina is an organization formed for the purpose of establishing and maintaining a center for use by the citizens of Dacusville, South Carolina and surrounding area. Use of the center will be for recreation, leisure, health, welfare, counseling, and other activities beneficial to the community.

Section 2. The activities of the organization include the planning and staging of various fund-raising events to provide monies for use in accomplishing its stated purpose, including the rental of the Cafeteria, Pavilion and Classroom.

Section 3. The DCC has use of the historic building located in the community to be a center for use in the stated organizational purpose. The building will require funds for use in its restoration and maintenance to make it functional as a community center. DCC's plans are that its activities will be supported and carried out wholly by volunteers. It envisions no or only limited compensation for use in oversight and accomplishment of the fund-raising activities.

##### **ARTICLE III – FISCAL YEAR**

Section 1. The fiscal year of the DCC shall begin on the first day of January and end on the last day of December. The term of office for all officers shall commence on the first day of January of each year.

Section 2. The Rules of Operation/Bylaws shall be read by a Board member at the January meeting. If there are no changes, the Rules of Operation/Bylaws will be voted on at next month's meeting.

Section 2a. Any changes or revisions must be submitted to the Secretary prior to next month's meeting. Approval of the Rules of Operation/Bylaws will be voted on for approval at least 30 days after the first reading.

## ARTICLE IV - MEMBERSHIP

Section 1. Membership in the DCC shall be open to any applicant or applicant's spouse who is a resident of Pickens County, South Carolina. Membership applications will be made available at the end of each monthly meeting.

Section 2. Membership to the DCC is outlined as such:

Section 2a. **Member** – those who have filled out the application but who do not meet the requirements for an active member. Members may attend meetings, offer suggestions, and volunteer for events.

Section 2b. **Active Member** - those who have attended at least two meetings in previous six months, may participate in the motions to the members on spending of funds, donations to other organizations, community events, and participate in election of officers.

Section 3. A Membership Committee will be formed and will be responsible for keeping track of membership. The Secretary will be a member of this Committee and will be responsible for holding these records. The information will be given to the President, who will include the information in a monthly report of new members at the following meeting.

Section 4. Each member shall be given a copy of the Rules of Operation upon becoming a member of the DCC in either digital or print form as requested by the member.

## ARTICLE V – MEETING OF MEMBERS

Section 1. A monthly meeting will be held on the first Tuesday of each month for the members of the DCC. If the first Tuesday should fall on a legal holiday, it will be held the following Tuesday. A notice will be posted on the social media sites used by the DCC as well as on the bulletin boards at each main entrance to the building and the sign outside the building.

At such-monthly meeting, the President, the Secretary and the Treasurer shall each make a detailed report of the business affairs of the club covering the preceding month.

Section 2. The Secretary will email the minutes of the previous meeting to all active members and the minutes will be approved as written or corrected at the next monthly meeting.

Section 3. At this meeting, the Treasurer shall give a full report on the income and expenditures of the DCC.

Section 4. Special meetings of the members may be called at any time by the action of the officers upon five (5) days written notice to each member. Members may waive such notice.

Section 5. A majority of the voting members present shall constitute a quorum.

## **ARTICLE VI – OFFICERS AND ELECTIONS**

The President, Vice President, Secretary and Treasury will be considered the Board of the DCC and will be referred to as “The Board”, from this point forward.

Section 1. The members shall elect a President, Vice President, Secretary, Treasurer, and other officers as deemed necessary, each of whom shall hold office for one (1) year or until their successors have been elected.

Section 1a. At the regular meeting in October, the president shall announce the offices that are to be filled, any requirements for holding offices, and describe the proper procedure for nominating member for office.

Section 1b. Nominations in writing are to be submitted to the President or Secretary at least one week prior to the regular meeting in November to be added to the ballot. An Active Member may nominate themselves for any office. Any nominations made by a member for another member must have prior written approval from the second member attached to the nomination.

Section 1c. At the November meeting, there shall be furnished to the entire membership present and those in Active Member status, a ballot containing the names received for the respective offices, upon which each member shall indicate his/her choice. These ballots shall be turned in to the Secretary by the end of this meeting.

Section 1d. The person receiving the largest number of votes shall be declared elected. The announcement of the new officers will be at the December meeting. The term of offices commences January 1 following the election.

Section 2. No two members from the same household or family shall be allowed to be a sitting member of the Board at the same time.

Section 3. If the office of any officer becomes vacant for any reason, the members shall choose a successor by majority vote.

Section 4. No officer shall hold office consecutively for more than six (6) years.

Section 5. The Board shall create and maintain a Policy Manual for those who currently have a room at the Community Center and those who may have a room in the

future. The Board will review this Policy Manual with the Members of the Club for input and approval.

Section 6. To run for an officer position, you must have attended 6 of the last 12 monthly meetings held.

## **ARTICLE VII – DUTIES OF OFFICERS OF THE BOARD**

Section 1. Duties of President. The President shall preside over all meetings of the members and call special meetings of the members, perform all acts and duties usually performed by and exercised by a presiding officer and shall execute all documents as may be authorized and directed by members.

The President shall be in direct communication with the County in reference to maintenance, repair and needs of the DCC.

Section 2. Duties of Vice President. In the absence or disability of the President, the Vice President shall perform the duties of the President; provided, however, that in case of death, resignation or disability of the President, the members may declare the office of President vacant and elect a successor.

Section 3. Duties of Secretary. The Secretary shall keep a complete record of all meetings of the members and shall have general charge and supervision of the books and records of the DCC. The Secretary shall sign all papers pertaining to the club as they may be authorized or directed to do by the members. The Secretary shall serve all notices required by law and by these Rules of Operation and shall make a full report of all matters and business pertaining to the office to the members at each meeting. The Secretary shall keep membership applications on record, showing the name of each member of the DCC and their address.

Section 3a. The Secretary shall be responsible for the scheduling and renting of the pavilion and cafeteria and collection of monies for such rental for events. The Secretary shall give a report of the events to the Treasurer to be included in the Treasurer's monthly report.

Section 3b. The Secretary shall keep record of all those holding rooms at the Dacusville Community Center with the name and contact information.

Section 4. Duties of Treasurer. The Treasurer shall keep a complete and accurate accounting of the finances of the DCC and shall submit a report at each meeting. The Treasurer shall sign all checks of the DCC. The Treasurer shall at all times be bonded.

Section 4a. Reports that shall be provided by the Treasurer shall include, but not be limited to, the following items:

- Line item for the Fitness Center listing monthly Revenue and Expenditures. Included as an attachment to the Financial Report shall be a report for the Fitness Center listing the number of current members and members that have joined that month and the monies that have been collected for membership.
- Line item for use of the facility listing monthly Revenue and Expenditures. Also included as an attachment to the monthly Financial Statement shall be a report listing the activities of the DCC and the monies that have been collected.

The financial Statement and attachments shall be made available to the members of the DCC upon request.

All invoices or reimbursements must be submitted to the Treasurer seven (7) days prior to the monthly meeting with explanation. The treasurer will request approval for such requests for payment from membership.

Section 5 – The Rules of Operation/Bylaws, shall be reviewed by the Board and any changes brought before the members of DCC to approve except for general housekeeping.

## **ARTICLE VIII – DUTIES OF MEMBERS**

Section 1. Obligations may be imposed by a provision of the Rules of Operation resolution adopted at the meeting of the members.

Section 2. No member shall partake of alcoholic beverages, liquor, beer, wine, spirits, drugs or permit any guest of said member to partake thereof and shall always conduct himself or herself in a proper manner and shall be responsible for the conduct of guests. It shall be the duty of the President to request any person on premises which he or she suspects of having partaken of alcoholic beverages or drugs to immediately leave the premises and it shall be grounds for expulsion of a member from the DCC upon action by the members.

## **ARTICLE IX – COMMITTEE**

The President and the members shall have power to establish such committees as are deemed necessary to carry out the duties and functions of the DCC. The President shall serve as ex-officio member of all committees.

## **ARTICLE X – FUNDRAISING**

Section 1. Various fundraising ideas will be decided by the members and an ad-hoc committee formed for each event in order to conduct such fundraisers. Fundraising programs may include mail and personal solicitations. The DCC may also apply for

government and foundation grants associated with restoration and preservation of historical buildings.

Section 2. Fundraising will be conducted in the State of South Carolina in the counties of Pickens, Oconee, Anderson and Greenville. The DCC has no plans to subcontract for the services of fundraising providers. The activities associated with fundraising will be conducted by volunteers of DCC.

### **ARTICLE XI – QUORUM**

At the monthly meeting, a majority vote by those present and entitled to vote shall constitute a quorum. At any “Special Meeting”, a vote by a majority of members will constitute a quorum.

### **ARTICLE XII – DISSOLUTION**

The existence of DCC shall be in perpetuity. In the event that it should be dissolved or terminated, the last members shall distribute all of the remaining funds and property of DCC to its successors, or to some other charitable, tax-exempt organization, which holds a tax-exempt rating in accordance with the Internal Revenue Code 501(c)(3) of the Internal Revenue of 1954, or the corresponding provisions of any prior or future Internal Revenue Code, or the Federal, State or Local Government for exclusive public use.

### **ARTICLE XIII – AMENDMENTS**

The Rules of Operation may be amended at any regular or “special meeting” by a majority of members in attendance, after the proposed amendment has been considered by DCC and provided such amendment has been given to the DCC in writing seven (7) days prior to the meeting.

## ARTICLE XIV – RULES OF ORDER

Robert's Rules of Order shall be observed in the conducting of the meetings of the members unless otherwise provided in the Rules of Operation.

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President (Printed Name)

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President (Signed Name)

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Secretary (Printed Name)

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Secretary (Signed Name)

***Good governance establishes a foundation for good work.***