

**THE LADIES OF CARISBROOKE (TLC)**  
**BY-LAWS**  
**REVISED 2018**

**ARTICLE I. NAME**

This organization shall be known as The Ladies of Carisbrooke (TLC)

**ARTICLE II. MISSION**

The mission of this club shall be to encourage intelligent participation in the civic, cultural, educational, and social welfare of the community.

**ARTICLE III. MEMBERSHIP**

Section 1: Any woman who is a current resident of Carisbrooke shall be eligible for membership.

a) A non-resident woman may join the TLC if:

- Nominated by a TLC member of good standing
- Eligibility will be considered based on the non-resident applicant's active participation in the planning and execution of Carisbrooke Community Associations (CCA) and/or TLC fundraisers and activities
- Membership will be determined by a majority vote of the TLC members of good standing

Section 2: Any member of the club who has paid the current annual dues is eligible to vote.

## **ARTICLE IV. OFFICERS & ELECTION**

- Section 1: The officers of the TLC shall be the President, Vice President, Secretary, and Treasurer. No person may hold more than one officer position at one time without majority approval of all TLC members.
- Section 2: The nominations committee shall compile a slate of officers to be presented at the June TLC meeting. Nominations may be made from the floor. Nominees must be paid members of the TLC and must have accepted nomination.
- Section 3: The officers shall be elected by ballot at the June meeting. If there is only one nominee for an office, she may be elected by a voice vote.
- Section 4: Officer terms are for one (1) year. The term of the office begins at the September monthly meeting.
- Section 5: In the case of a vacancy occurring during the club year, the Executive Board shall appoint a member to fill the remaining term, except the President, in which case the Vice-President automatically becomes President.

## **ARTICLE V. EXECUTIVE BOARD**

- Section 1: There shall be an Executive Board that shall consist of the elected officers of the club.
- Section 2: The purpose of the Executive Board shall be to act upon emergencies as they arise and other business. The president may call Executive Board meetings at any time she feels a need. Whenever possible, the full TLC membership will be made aware of the calling of an emergency meeting via email or phone call. At the conclusion of any emergency meeting, the President or her designee shall email the full TLC membership a report of actions taken at the meeting in a timely manner.

Section 3: Three-fourths (3/4) of the Executive Board shall constitute a quorum.

#### **ARTICLE VI. DUTIES OF OFFICERS**

Section 1: President. She shall preside over all meetings and shall exercise general supervision over the affairs of the club; if insufficient volunteers are recruited, shall appoint all committees and committee chairs except the nomination committee; shall be ex-officio member of all committees, except the nomination committee; shall report pertinent TLC activities to CCA Board of Directors; and shall be chairperson of the Executive Board; shall authorize mass communications and maintain the TLC email database.

Section 2: Vice President. She shall serve as programming coordinator, managing speakers and events for monthly meetings; shall serve as fundraising coordinator, maintaining policies and procedures for all TLC fundraising efforts; shall assume all duties of the President in the latter's absence.

Section 3: Secretary. She shall keep an accurate record of all business meetings and Executive Board meetings of the club and she shall supply the *Swatter* editor with the TLC news; shall update and maintain current copies of the TLC Bylaws and TLC Policies documents; shall maintain updated copies of Standard Operating Procedures.

Section 4: Treasurer. She shall collect dues and provide receipts, as requested, for the same, revenue from door prizes chances, and monies received from fundraising activities; shall provide accurate accounting of all club revenues and expenses; shall arrange for a triennial audit of the TLC books and submit an audit report for the President and the TLC members; shall coordinate the rental of the TLC canopy; shall provide a monthly account of the active TLC memberships for the determination of a quorum; shall maintain access to any TLC

scholarship funds and be responsible for their distribution.

Section 5: In case of the extended absences any officers except the President an acting officer is appointed, the acting officer attendance at a regular or Executive Board meeting will satisfy the officers quorum requirements.

#### **ARTICLE VII. REGULAR MONTHLY MEETING**

In months when the TLC meets, the regular monthly meeting shall fall during the first week of the month; members shall vote during the June meeting to determine the day of the week the meeting will be held during the following year. Meeting dates may change at the President's discretion, with at least two weeks' prior notice to the full TLC membership. Regular meetings shall begin at 7:30 p.m. unless otherwise publicized. The place of the regular meeting shall be announced at the previous meeting and by written notification in the Swatter by the Secretary.

#### **ARTICLE VIII. QUORUM**

A quorum shall consist of one-half plus one (1) of the paid members, including at least two (2) officers and is necessary to hold a vote.

Section 1: Voting may occur outside of regular meetings at the President's discretion via email or paper ballot, with a deadline for responses specified in the call for a vote. Whenever possible, the President shall make reasonable efforts to collect votes from all members in good standing for any votes held outside of regular meetings.

#### **ARTICLE IX. DUES AND FEES**

Section 1: The annual membership shall run from November to October with dues payable annually at the September meeting. For new members, membership shall be contingent on payment of the annual TLC dues by the third meeting they attend.

Section 2: The annual membership dues amount will be voted on at the June meeting.

## ARTICLE X. COMMITTEES

Section 1: The Standing Committees shall consist of the following and the President shall appoint members as needed:

- A) Thanksgiving Basket
- B) Christmas Events
- C) Easter Egg Hunt
- D) Smithfield Nursing Home June Birthday Party
- E) July 4th Events
- F) Yard Of The Month
- G) Hospitality
- H) Communications
- I) Nominations
- J) Scholarship

Section 2: The standing committee's descriptions of responsibilities are as follows. Each committee chair shall be responsible for maintaining a Standard Operating Procedures document with details about the hosting of event(s).

- A) Thanksgiving Basket: This committee is responsible for the coordination and activities associated with this charitable project.
- B) Christmas Events: This committee is responsible for the coordination and activities associated with Christmas events of Carisbrooke including the community party, mailbox bows, community decorations, caroling, and decoration contest.
- C) Easter Egg Hunt: This committee is responsible for the coordination and activities associated with annual Easter Egg Hunt.
- D) Smithfield Nursing Home June Birthday Party: This committee is responsible for the coordination and activities

associated with this charitable event.

- E) July 4th Events: This committee is responsible for the coordination and activities associated with annual July 4th events including the parade and games.
- F) Yard of the Month: This committee is responsible for the monthly judging of Carisbrooke residents' yard to promote community pride and beautification of Carisbrooke
- G) Hospitality: This committee is responsible for welcoming new residents of the community, and extending condolences and congratulations.
  - 1. Welcome New Neighbors Subcommittee: This subcommittee is responsible for contacting new neighbors and providing them with Carisbrooke welcome packages.
  - 2. Hospitality Subcommittee: This subcommittee is responsible for TLC correspondence of condolences, get wells, and congratulations and for associated arrangements- flowers, meals, etc.
- H) Communications: This committee is responsible for immediate communication to TLC members and/or the community either by telephone or email of issues that require immediate notification. This committee is chaired by the President due to her responsibility to authorize mass communication and access to TLC email addresses
- I) Nominations: This committee shall consist of the most previous past officers and the current past president shall serve as chair. The nominations committee shall compile a slate of officers to be presented at the June TLC meeting
- J) Scholarship: This committee shall administer the scholarship selection process, including the development, maintenance, and distribution of the application; review

of applications; and selection of 3rd party judges.

- Section 3: Ad hoc committees may be formed for a specific purpose; formation of ad hoc committees shall require a majority vote of TLC membership.
- a) The TLC President shall appoint a chairperson for any ad hoc committee formed, as outlined in Article VI, Section 1.
  - b) The ad hoc committee shall be responsible for recruiting additional members as needed, either to assist in completion of the committee's work or to fill vacancies after the committee's work has begun.

#### **ARTICLE XI. AMENDMENTS TO BY-LAWS & POLICIES**

- Section 1: The By-Laws may be amended by a two-thirds (2/3) vote of the eligible members present in person or by emailed or written ballot at a regular monthly meeting, provided the proposed amendments have been formally communicated to the membership at least 10 days prior to the meeting in which the amendments shall be voted upon.
- Section 2: TLC Policies may be amended or added by a majority vote of the eligible members present in person or by emailed or written ballot at a regular monthly meeting.

#### **ARTICLE XII. DISSOLUTION**

In the event that the TLC dissolves, all monies after expenses shall be donated to a tax-exempt charitable organization to be designated by the TLC membership.

**TLC POLICIES**  
**rev. FEBRUARY 2018**

~~5/2008 — At the September meeting, set the monetary amount for memorial donations for the loss of an immediate family member (spouse, child) of an active TLC member.~~

**2/2006-** Added traditional category for Christmas decorating contest. Winner of any of the Decoration categories shall be ineligible for 2 years for consideration of Christmas decorating contest

**9/2010-** Illnesses and death announcements in Swatter, only if affected person/family agrees.

**4/2011-** Canopy Rental-amended

- TLC member of good standing- no rental fee
- \$20/day CCA members & nonresident pool members
- \$40/day- Carisbrooke residents that have not paid CCA dues
- \$100 refundable deposit, subject to the return condition of the canopy & completed rental form
- TLC Treasurer is contact person
- Check made out to TLC

**9/2011-** Yard of the Month shall only be awarded to residents who have paid their annual CCA dues “members of good standing”. Yard of the Month committee should check previous month Swatter and/or contact CCA Treasurer for most recent listing.

- Fundraising events in the name of CCA or Carisbrooke need CCA approval. TLC ONLY fundraisers do not need CCA approval but CCA should be informed of initiative for insurance liability.

**2/2018-** Christmas decoration prizes shall only be awarded to residents who have paid their annual CCA dues (member of good standing); the judges assigned to awarding prizes shall be provided with a list of currently eligible residents

**POLICY ON MEMORIALS**

**Section 1: For the loss of an immediate family member of an active TLC member, the TLC will send a sympathy card and make a monetary donation to the designated charity listed in the obituary or of the family’s choice.**



>> In the event of a TLC member's death, should we specify a planting in the memorial garden? Should we add language that we'll discuss appropriate donations at the meeting following death and make decision on a per member basis?<<

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- a) If there is not a designated charity, a monetary donation will be made to the Carrollton Volunteer Fire and Rescue Squad in the memory of the deceased
  - b) Annually the TLC will determine the monetary amount for memorial donation at its September meeting.
  - c) Immediate loss is defined as either spouse or children

Section 2: For the loss of a family member other than an immediate family member of an active TLC member or any Carisbrooke resident who experiences a family member's death, the TLC will send a sympathy card to the family.