

# **BIRD KEY WOMEN'S ASSOCIATION OPERATING GUIDELINES**

## **ARTICLE I Name**

The name of the organization is the Bird Key Women's Association ("BKWA"), a non-profit social club.

## **ARTICLE II Mission**

BKWA provides Bird Key women residents the opportunity to meet and interact through a variety of activities, social gatherings and service opportunities. BKWA welcomes newcomers to Bird Key and embraces long-time residents while promoting awareness of the social and cultural offerings of Sarasota.

## **ARTICLE III Membership**

**Section 3.1** BKWA is open to all women residents of Bird Key upon payment of membership dues, including renters.

**Section 3.2** Any BKWA member who relocates from Bird Key is entitled to retain her membership for a one-year transition period, provided her dues are paid in full. If such member relocates within a one-mile radius of Bird Key, she may retain her membership beyond the transition period so long as she continues to pay dues without interruption.

**Section 3.3** The Executive Committee will determine the amount of annual membership dues for the upcoming year by December 31 of the current year and will notify the membership. Payment is due by January 31.

**Section 3.4** Any female resident of Bird Key may join BKWA at any time during the year; dues shall not be pro-rated. However, if a new member joins after October 31<sup>st</sup>, her dues will be deemed paid in full for the following year.

**Section 3.5** The Membership Director will notify any member who has not paid her dues by February 1st. Non-payment of dues within 15 days of such notice will result in termination of membership and removal from the membership database.

**Section 3.6** Prospective members may attend two BKWA events before being required to join. Members may bring non-residents of Bird Key as guests to events if the event invitation permits guests.

**Section 3.7** The Executive Committee has the right to limit the total number of BKWA members at any time.

**ARTICLE IV** Executive Committee; Leadership Team

**Section 4.1** The Executive Committee will consist of a President, Vice-President/Secretary and Vice-President/Communications. The Executive Committee, together with a Membership Director, Treasurer and Programming Director, will constitute the Leadership Team. The Executive Committee may add or remove members from the Leadership Team at any time.

**Section 4.2** The Executive Committee will meet regularly at the discretion of the President and will include members of the Leadership Team as necessary. The annual membership meeting will be held in February (the “Annual Meeting”). The President has the right to call additional membership meetings.

**Section 4.3** The term of all Leadership Team members will be three years. Terms will begin March 1<sup>st</sup>, following the Annual Meeting. Two-thirds of the Executive Committee will be full-time residents of Bird Key. The Membership Director and Treasurer will also be full-time residents.

**Section 4.4** The Executive Team will evaluate nominations from current members for open positions. The Executive Team will prepare a slate of nominees to be approved by the membership at the Annual Meeting. A simple majority (51%) of votes cast is required for approval.

**Section 4.5** The Executive Committee will fill any vacancy on the Leadership Team for the unexpired term.

**Section 4.6** A majority of the Executive Committee will constitute a quorum for conducting business.

**ARTICLE V** Duties of Leadership Team

**Section 5.1** The President will preside at all meetings of BKWA, the Leadership Team and the Executive Committee. She appoints all committees and assigns special duties to officers as needed. She reviews the preparation of the budget with the Treasurer and oversees the budget throughout the year. She is authorized to make purchases on behalf of BKWA.

**Section 5.2** The Treasurer collects and receives all monies and disburses funds upon direction of the President or Executive Committee. She prepares the annual budget together with the President, maintains an updated financial statement showing all revenues and expenses, and prepares financial reports for

Leadership Team meetings. She, along with the President, is authorized to sign checks, and ensures that the signature of the President and Treasurer are kept on file at the bank. The Treasurer monitors the BKWA Zelle (or other on-line account), and cross-checks all deposits made by the Membership Director.

**Section 5.3** The Vice-President/Secretary is responsible for taking minutes at all Executive Committee, Leadership Team and membership meetings, and manages all written correspondence on behalf of BKWA (annual calendar of events, thank you notes, etc.)

**Section 5.4** The Vice-President/Communications manages BKWA website content, newsletters and invitations, and is responsible for additional tasks assigned by the President relating to communications.

**Section 5.5** The Membership Director is responsible for tasks assigned by the President relating to membership, including verifying that members are residents of Bird Key, and preparing and updating the membership directory. The Membership Director collects new membership applications and payments for dues and deposits those funds. She maintains a database of paid members, orders name badges for new members, and provides sign-in sheets for all events.

**Section 5.6** The Programming Director plans, organizes and implements activities that support BKWA's mission. The Programming Director works closely with the Leadership Team and BKWA member volunteers as necessary.

## **ARTICLE VI** Policies

**Section 6.1** Data collected from members is used to create membership directories which are distributed only to BKWA members. Members may not use this information for solicitations or any other business purpose, or give any information contained in the directory to a third party. Any violation of this section will result in immediate termination of BKWA membership.

**Section 6.2** The purpose of BKWA is social; members are prohibited from promoting or advertising business ventures or soliciting business at BKWA events.

**Section 6.3** Membership dues support BKWA operations and programs, including social events, communications, the directory and charitable contributions. The Executive Committee has the right to charge a fee for any BKWA event. The Executive Committee is responsible for the management of

all BKWA funds.

**ARTICLE VII Limitation of Liability**

No Leadership Team member, or any other person authorized to represent BKWA for any BKWA purpose shall be personally liable for the debts or obligations of BKWA of any nature whatsoever, nor shall any property of such persons be subject to the payment or obligations of BKWA.

**ARTICLE VIII Amendment**

**Section 8.1** These Guidelines may be amended by the Executive Committee. Any amendment will be approved by a simple majority (51%) of votes cast.

**Section 8.2** These Guidelines will be posted on the BKWA portion of the Bird Key Homeowner's Association website (BKHA.org/BKWA).