

**Constitution of the
On Top of the World Shuffleboard Club
OTOW SBC**

ARTICLE I NAME :

Section I *The name of the CLUB will be known as the ON TOP OF THE
WORLD SHUFFLEBOARD CLUB.

ARTICLE II PURPOSE AND OBJECTIVES :

Section I *To promote the game of shuffleboard within the OTOW community.

 *To create a wholesome and congenial atmosphere in which all
 residents can enjoy the game.

 *To encourage fellowship within the CLUB.

Section II *Annual membership dues will be assessed by the Executive
and Board of the CLUB. These dues will be used to replenish material

 supplies needed to play shuffleboard, maintain all equipment, and
 pay any reasonable expenses incurred in the pursuit of Section I of
 Article II.

Section III *To work with the OTOW management in all modifications of and
 Improvements to the entire shuffleboard facility.

Section IV *The CLUB will use the rules of the FLORIDA SHUFFLEBOARD
ASSOCIATION as guidelines. The Executive Board of the CLUB
may modify any of these rules in order to suit the stated
PURPOSE and OBJECTIVES of Article II Section I of the CLUB
CONSTITUTION.

ARTICLE III MEMBERSHIP :

Section I *Any resident of an ON TOP OF THE WORLD Community will have the privilege of joining the OTOW SBC and participating in organized team play, providing an opening is available.

*A resident will be allowed to play on multiple teams at the discretion of the team Captains, but pay annual dues to only one team (their home team). All of this assumes the resident agrees to abide by the CONSTITUTION, BY LAWS, and CLUB rules.

ARTICLE IV PLAYING SEASON :

Section I *The season for organized team play will commence with the first week of September and terminate at the completion of the last week of April the following year.

ARTICLE V OFFICERS :

Section I *Prior to the March General Membership meeting, the President will appoint a Nominating Committee Chair-Person. The members of the Nominating Committee will automatically be the Captains of the teams in play at the time. Should any Captain decline to serve on the committee, the opening will be offered to the Co-Captain of that team. Should both decline to serve, that team will have no voice in the selection of the nominees.

At the March General Membership meeting, this committee will present a slate of candidates consisting of a President, Vice-President, Secretary, and

Treasurer to be approved and voted on. All positions will be open for nominations from the floor.

*Newly elected Officers will take office after the adjournment of the May Executive Board meeting and will serve for a one year term.

ARTICLE VI EXECUTIVE BOARD :

Section I *The Executive Board will consist of the elected Officers, Captains or Co-Captains of each current team.

*The immediate Past President will be an “ex-officio” member of the Executive Board for one year following his/her term of office. The immediate Past President will not be a voting member of the Executive Board.

ARTICLE VII MEETINGS :

Section I *The Executive Board will meet September through June on the first Tuesday of each month or as designated by the President.

*The General Membership will meet annually each year in March. The time and place are to be designated by the President.

*The President has the authority to call Special Meetings of the General Membership or the Executive Board when pertaining to essential business associated with the CLUB.

ARTICLE VIII QUORUMS :

Section I *Business will not be transacted at the Executive Board meeting or General Membership meeting unless a quorum is present. A quorum is defined as one-half plus one more of the elected Officers and either the Captain or Co-Captain of each team.

ARTICLE IX AMENDMENTS :

Section I *The Constitution and By-Laws may be altered or amended by two-thirds of the votes of the members present at a General Membership meeting or by proxy with two-thirds of the votes of the members voting.

ARTICLE X VOTING PROCEDURES :

Section I *When voting at General Membership or Executive Board meetings or by proxy, a majority is more than half (50%) of the votes cast by legal voters present. (ONE PERSON=ONE VOTE)

ARTICLE XI AMENDED DATES:

- Amended 11/08/86
- Amended 10/01/87
- Amended 09/07/89
- Amended 01/10/91
- Amended 01/09/92
- Amended 01/06/94

Amended 05/03/94
Amended 03/09/95
Amended 12/19/97
Amended 06/14/02
Amended 11/02/02
Amended 03/05/09
Amended 05/03/2011
Amended 05/06/2014
Amended 03/04/2016
Amended 03/06/2017
Amended 07/23/2018

**BY-LAWS OF THE
ON TOP OF THE WORLD SHUFFLEBOARD CLUB
OTOW SBC**

ARTICLE I DUES :

Section I *Annual membership dues, payable by cash or check, will

be collected by the Captain or Co-Captain of the team season play (the first week of September) or when a player starts to play each year.

*The checks or cash will be given to the Treasurer of the OTOW SBC for deposit. In addition, the accompanying original membership list will be presented to the treasurer.

*At the same time the dues are collected, a Release And Hold Harmless Agreement will be signed by each player and kept by the Captain of each team.

ARTICLE II TEAM ORGANIZATION:

Section I *Team Captains and Co-Captains will be elected by members of their respective teams prior to the end of the month of April, and they will assume their duties after the adjournment of the May Executive Board meeting.

*The number of members on an organized team will be limited to thirty-two (32) members or at the discretion of the Captains.

*All members of the OTOW Club play at their own risk.

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ARTICLE III MONTHLY WINNERS :

Section I *Captains will record the wins and losses of each week's play into monthly and annual totals.

*The men and women from each team with the highest win totals for the month will be declared the "Monthly Team Winner."

*The Captains will submit these names to the Historian/Writer by the seventh of each month by written notification, email, or phone call. These names will be included in the Shuffleboard Club article written for the OTOW monthly Newspaper.

ARTICLE IV DUTIES OF THE OFFICERS :

Section I (See the individual job descriptions for a more complete list job duties.)

*The President, the principal elected officer of the OTOW SBC, will preside at all regular and called meetings of the Club and will enforce strict observance of the Constitution and By-Laws.

*The President will be responsible for the appointment of all Committee Chairpersons and may remove them when it is in the best interest of the Club. When a present Committee Chairperson resigns, a new Chairperson must be appointed within a reasonable period of time.

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Section II *The Vice President will assume the duties of the President in case of absence or disability of the President and will perform special assignments as requested by the President.

*If for any reason the office of the President is declared vacant by the Executive Board, the Vice President will assume the office of President until the next scheduled election of officers.

*If for any reason the office of the Vice President is declared vacant by the Executive Board, the vacancy will be filled by Presidential appointment.

*The Vice President will be Chairperson of the Budget Development Committee including the Treasurer and President. This proposed Annual Budget will be submitted to the Executive Board at the June meeting for its approval and acceptance.

Section III

*The Treasurer will receive all dues and monies paid to the Club in an Ocala bank under the name of On Top of the World Shuffleboard Club, pay all approved bills by check, keep a record of all financial transactions, and submit a monthly statement of finances.

*The Treasurer's accounts will be audited annually by an Auditing Committee. This committee will consist of a Chairperson appointed by the President at the March General Meeting and two other members of the Club selected by the Nominating Committee.

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*The audit will be approved by the current President and turned over to the incoming President before taking office.

Section IV

*The Secretary will keep the minutes of all meetings, will handle all correspondence of the Club, will keep a copy of the Constitution and By-Laws and all amendments including dates of meetings at which amendments were adopted, and retain original file copies of all essential correspondence and any other items deemed necessary in the club files. The Secretary may appoint an assistant.

*The minutes will be written or recorded by the Secretary or a designee at each meeting. After this the Secretary will transpose and type the minutes. These minutes will be read at the next meeting by the Secretary, Assistant, or Board Member as designated by the President.

*The Secretary will give to the Historian/Writer each month a copy of the minutes from all of the meetings, and a copy of the Constitutions and By-Laws when changes and/or amendments are made, to keep for future reference in the Historian's files.

*The Secretary will distribute a copy of the minutes of each meeting to the Executive Board and to any Committee Chairperson as designated by the President. Minutes should be sent out within one week of the meeting.

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ARTICLE V DUTIES OF THE EXECUTIVE BOARD :

Section I *The Executive Board is given the authority to carry out the purposes and objectives of the OTOW SBC.

*The Executive Board will operate the Club as a non-profit entity.

*The Executive Board will have the power to act for OTOW SBC.

*Any expenditure more than \$100.00 and up to \$1000.00, not included in the approved Annual Budget, must be presented to and approved by the Executive Board prior to

committed to spend. Any expenditures more than \$1000.00, not included in the approved Annual Budget, must be submitted to and approved by the membership at a scheduled or special General Membership meeting prior to commitment to spend.

*In the event an elected Officer of the Club resigns or fails to satisfactorily perform his/her duties, the Executive Board may, in the best interest of the Club, replace the Officer. A majority vote of the Executive Board will be required to initiate removal or replacement.

*The immediate Past President will be an "ex-officio" member of the Executive Board for one year following his/her term of office.

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ARTICLE VI ORDER OF BUSINESS
GENERAL MEMBERSHIP MEETING :

Call meeting to order
Pledge of Allegiance to the American Flag
Invocation/Prayer
Roll call of the Executive Board
Establish a quorum
Reading of the minutes from previous year's General Membership Meeting
Treasurer's current report
President's report
Committee's report
Captain's reports
Continuation of old business from previous year's General Membership Meeting
New business

Adjournment

ARTICLE VII COURT SAFETY :

Section I *No activity or substance is to be introduced to the shuffleboard courts that may constitute a hazard or create an unsafe condition.

ARTICLE VIII ROBERT'S RULES OF ORDER :

Section I *The rules contained in the current edition of Roberts Rules of Order will govern in all cases to which they are applicable and in which they are consistent with the Constitution and By-Laws and any special rules the Club may adopt.

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ARTICLE IX AUTHORITY :

Section I *Final authority in the affairs of the OTOW SBC will be vested in the President provided there is no conflict with the Constitution, By-Laws or Club rules.

ARTICLE X MEETINGS :

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(One person=One vote)

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Amended 01/10/1991	Amended 06/14/2002	Amended 03/06/2017
Amended 01/09/1992	Amended 11/02/2002	Amended 07/23/2018
Amended 01/06/1994	Amended 03/05/2009	