

# **PLANTATION LADIES ASSOCIATION**

## **BY LAWS**

### **ARTICLE I: ORGANIZATION**

Section 1. Name: The name of the organization shall be the Plantation Ladies Association of Amelia Island, hereinafter referred to as PLA and shall be a non-profit, unincorporated organization. PLA was approved as Tax Exempt Organization under IRS 501 (c) (7) Social Club effective date August 29, 2018.

\*Checks written to PLA are not tax deductible.

Section 2. Purpose: The purpose of the organization shall be to provide recreational and social activities that do not generate profit nor sell goods and services, provide informative programs for our members and their guests; encourage and support community nonprofit organizations that enhance and advance the wellbeing of Nassau County's natural resources; history preservation; culture; the arts; health and education and human and animal welfare.

### **ARTICLE II: MEMBERSHIP/DUES**

Section 1. Membership: PLA membership is open to all women who are or have been property owners or spouses/significant others of property owners on Amelia Island Plantation or associated properties (for example: Brady Point, The Residence, The Sanctuary, The Retreat) and to members or spouses/significant others of members of the Amelia Island Equity Club.

Section 2. Annual Dues: The annual dues shall be determined by the PLA Executive Board. Annual dues shall be payable in advance on or before May 31<sup>st</sup> of each year. Dues will cover occasional honoraria for luncheon speakers as well as contributions to organizations on and off the island that benefit children, families, the sick and aging, was well as school programs and cultural institutions. There is an additional charge for each luncheon and for the annual or additional special events.

### **ARTICLE III. EXECUTIVE BOARD**

Section 1. Board Membership: The PLA Executive Board shall consist of the elected officers. The incoming President may use her discretion to extend the privileges of the Executive Board to the Committee Chairs and the immediate Past President if she desires.

Section 2. Board Duties: The Executive Board shall be responsible for the affairs of the association between meetings.

Section 3. Power to Delegate: The Executive Board may delegate specific duties and responsibilities to the Executive Committee consisting of the President, First and Second Vice Presidents, Corresponding and Recording Secretaries, Treasurer and Assistant Treasurer/Membership.

## ARTICLE IV: OFFICERS

Section 1. Elected Officers: The elected Officers of this organization shall be President, First Vice President, Second Vice President, Corresponding Secretary, Recording Secretary, Treasurer and Assistant Treasurer/Membership.

Section 2. Nominations: The Nominating Committee shall consist of five members, three of whom are appointed by the President at the February meeting. One of the appointees will be the current First Vice President if she is going to be the incoming President. Two members of the committee shall be elected through nominations by the Executive Committee. The nominees must have given advance notice of willingness to serve. Nominees shall be elected by majority vote of members present. The Nominating Committee shall meet at the close of this meeting to select a chair.

Section 3. Election of Officers: The election of officers shall take place at the May meeting. The President will open the official annual business meeting and present the Nominees for the incoming Executive Board. The President shall ask for a vote to be taken by a show of hands. A majority vote will elect. Newly elected officers shall take office upon completion of the election. The Recording Secretary shall document this meeting and prepare minutes of the official business meeting to reflect this vote. The Recording Secretary shall provide the incoming President and Treasurer a copy of this document. All Officers will serve for one year.

Section 4. Vacancies: In case of a vacancy occurring between elections, the Officers of the Board shall have the power to appoint an Officer until a special election is held. A special election may be held to fill a vacancy at any general meeting of the Association.

Section 5. Officer Qualifications: Elected Officers must have been a PLA member for at least one year. The nominee for the office of President must have served on the Executive Board for at least one year.

## ARTICLE V: DUTIES OF OFFICERS

Section 1. President: The President shall preside at all general meetings and meetings of the PLA Executive board. She is the chief executive officer and shall appoint all committee chairs. She shall, with the support from the Board, determine organizations to receive charitable donations at the luncheons. She shall be the ex-officio member of all committees except the nominating committee.

Section 2. First Vice President: The First Vice President shall assume the duties of the President if she is unable to perform her duties. She shall serve as the coordinator of programs for each of the PLA luncheons and coordinate the needs of the speakers. Other responsibilities of the First Vice President include ensuring a gift is given to the President at the end of her term. The gift is not to exceed \$100 value and may be a donation to the President's charity of choice. She is the President-elect.

Section 3. Second vice President: The Second Vice President shall coordinate special interest groups approved by the Executive Board. She shall organize any Special events and field trips.

Section 4. Corresponding Secretary: The Corresponding Secretary shall conduct all official correspondence upon request.

Section 5. Recording Secretary: The Recording Secretary shall maintain all records of PLA meetings, serve as parliamentarian and be responsible for the official minutes and distribution of minutes to members of the PLA and the PLA Executive Board.

Section 6. Treasurer: The Treasurer shall receive all monies, pay all bills, and disburse monies at the direction of the PLA Executive Board. A financial statement shall be presented at each meeting. She shall prepare and present a tentative budget for each year at the first board meeting. She is responsible for all membership forms collected during the year. She shall present the list of luncheon attendees whose checks have been received for each luncheon to the hospitality chair. She shall indicate the number of attendees to the caterer and other luncheon set-up personnel. In addition, the Treasurer is responsible for filing Form 990-N (e-Postcard) with the IRS. This is an electronic filing completed within five months after the end of the fiscal year which is May 31<sup>st</sup>. The Form 990-N can be filed any time after June 15<sup>th</sup> but must be filed before October 15<sup>th</sup> of the same year.

Section 7. Assistant Treasurer/Membership: The Assistant Treasurer/Membership shall perform the duties of the Treasurer if the Treasurer is not able. She shall maintain a current roll of the membership. She is responsible for producing the PLA membership directory and taking it to press.

## ARTICLE VI. COMMITTEES

Section 1. Executive Committee: The Executive Committee shall consist of the Officers of the PLA Executive Board. The purpose of this committee is to conduct necessary unanticipated PLA business.

Section 2. Standing Committees: Standing committees of the Association shall be Communications, Community Outreach, Historian/Publicist, Hospitality/Welcoming, and Luncheons.

Section 3. Ad Hoc Committee: Ad Hoc committees may be appointed by the president for specific purposes not within the purview of any other committee.

## ARTICLE VII. MEETINGS

Section 1. Regular Meeting: Meetings of the PLA shall be held during the months of October, December, March, and May. A quorum for conducting PLA business shall be the majority of the members present at the meeting.

Section 2. Executive Board Meeting: The Executive Board shall meet quarterly at a time and place determined by the President. A quorum for conducting PLA business shall be a majority of the Executive Board membership.

Section 3. Executive Committee Meetings: Members of the Executive Committee (Officers of the Executive Board) shall be subject to call. A quorum for conducting PLA business shall be a majority of the Officers.

Section 4. Special Activities: Special events and/or field trips may be planned in addition to regular meetings.

#### ARTICLE VIII: FINANCIAL STUCTURE

Section 1. Fiscal Year: The fiscal year shall be June 1 – May 31.

Section 2. Dues: Membership dues shall be established by the Executive Board. The Treasurer should receive the dues before May 31<sup>st</sup>. Membership dues shall be ½ of yearly dues for first time members only of the PLA joining after December 31<sup>st</sup>. Membership ends on May 31<sup>st</sup> and will have to be renewed at the regular dues rate thereafter.

Section 3. Audit: The Treasurer's book shall be audited annually by a non-board member.

Revised May 9, 2023