

# By-Laws

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## Article I. Organization

### *Section 1. Name:*

The name of the organization shall be the Plantation Ladies Association of Amelia Island.

This shall be a non-profit, unincorporated organization.

### *Section 1. Purpose:*

The purpose of the organization shall be to provide programs for members and their guests, to encourage civic projects that benefit the community; and to help preserve the natural and cultural resources of Amelia Island.

## Article II. Membership

Membership in the Plantation Ladies Association 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, etc.) and to members or spouses/significant others of members of The Amelia Island Equity Club.

Annual dues are \$35, and cover honorariums for luncheon speakers and generous contributions to organizations on and off the island that benefit children, families, the sick and aging, as well as school programs and cultural institutions. There is an additional charge for each luncheon and for the annual special event.

## Article III. Executive Board

### *Section 1. Board Membership:*

The Plantation Ladies Association Executive Board shall consist of the elected officers and the committee chairs.

*Section 2. Board Duties:*

The Executive Board shall have the general supervision of the affairs of the association between meetings.

*Section 3. Power to Delegate:*

The PLA Executive Board may delegate specific duties and responsibilities to the Executive Committee, consisting of the President, First and Second Vice Presidents, Corresponding and Recording Secretary, Treasurer and Assistant Treasurer/Membership and Immediate Past President.

## Article IV. Officers:

*Section 1. Elected Officers:*

The elected Officers of the Association shall be President, First Vice President, Second Vice President, Corresponding Secretary, Recording Secretary, Treasurer and Assistant Treasurer, and Immediate Past President.

*Section 2. Nominations:*

The nominating committee shall consist of five members, of which three are appointed by the President at the February meeting. One of the appointees will be the current First Vice President. Two members of the committee shall be elected through nominations from the floor. The nominees must have given advance notice of willingness to serve. Nominees shall be elected by majority hand vote of members present.

*Section 3. Election of Officers:*

The election of officers shall take place at the Annual Meeting in May. Newly elected officers shall take office upon the completion of the election. 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:*

Before becoming President, a member shall have served one year on the Board, as a member of the Executive Committee or as a Standing Committee Chair.

## Article V. Duties of Officers:

*Section 1. President:*

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

*Section 2. First Vice President:*

The First Vice President shall assume the duties of the President if the President is unable to perform her duties. She shall serve as the coordinator of programs for the four luncheons during the year. 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. She shall be responsible for production (including inserts) and mailing of luncheon invitations. She shall mail the annual Membership Directory and Handbook.

*Section 5. Recording Secretary:*

The Recording Secretary shall maintain all records of Plantation Ladies Association meetings, serve as parliamentarian, and be responsible for the official minutes and distribution of minutes to members of the Association and the PLA Executive Board. She shall make minutes available to the members of the Association upon request.

*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.

*Section 7. Assistant Treasurer/Membership*

The Assistant Treasurer/ Membership shall perform the duties of the Treasurer in the Treasurer's absence. She shall maintain a current roll of the membership and distribute

information to prospective members throughout the year. She is responsible for producing the membership directory and handbook and taking it to press.

*Section 8. Immediate Past President:*

The Immediate Past President shall continue on the Executive Committee as an Advisor.

## 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 Association business.

*Section 2. Standing Committee:*

Standing committees of the Association shall be Communications, Community Outreach, Hospitality/Welcoming, and Publicity/Historian.

*Section 3. Ad Hoc Committee:*

The President may appoint Ad hoc committees for specific purposes not within the purview of any other committee.

## Article VII. Meetings:

*Section 1. Regular Meeting:*

Meetings of the Association shall be held during the months of October, December, March, and May. A quorum for conducting Association 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 Association 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 Association 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 Structure:**

*Section 1. Fiscal Years:*

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 31st. Membership dues shall be one-half of yearly dues for first time members of the Association joining after December 31st.

*Section 3. Audit:*

A non-board member shall audit the Treasurer's book annually.

