

The election will be held in the 4th Quarter, but prior to December 1st. The Board will report the election results to the Activities Department and the Lifestyle Committee liaison by December 1<sup>st</sup>.

#### **D. Vacancies of Executive Board**

A Director who resigns or otherwise does not complete the full term of office will be replaced by appointment by the Board. At the completion of the term, the replacement Director will have the opportunity to be re-elected for two full consecutive terms.

### **ARTICLE IV**

#### **OPERATIONS**

##### **A. Type and Frequency of Meetings**

Board of Directors shall meet every month, or on an as-needed basis. All members in good standing may attend and participate without voting rights.

General Membership Meetings shall be held every quarter.

An Annual General Membership Meeting will be held each October or November at a time and place to be announced not less than 30 days prior to the meeting. All members in good standing are eligible to attend and vote for the election of Board Directors.

The Board has the authority to set the frequency and times of its meetings and other general membership meetings as needed.

##### **B. Conduct of Meetings/Parliamentary Procedures**

Robert's Rules of Order shall govern the conduct of business at all General Membership and Board of Directors meetings.

##### **C. Meeting Quorum and Voting Procedures**

A quorum for the General Membership Meeting is defined as the number of members in good standing who attend the meeting. Each attending member will have one vote by show of hands or secret ballot. A simple majority vote shall determine the passage of a motion.

A quorum for the Board of Directors meeting is defined as one-half of the members in good standing who are in attendance at the meeting, plus one. Each Board Director shall have one vote by show of hands or secret ballot. A simple majority vote shall determine the passage of a motion.

### **ARTICLE V**

#### **FINANCIAL**

A. Financial records shall be maintained by the Club for a period of three years.

B. The Executive Board shall authorize all expenditures. Checks can be signed by any two Directors. The individual amount club officers are authorized to spend without