

THE PGI FLORIDIANS PURPOSE AND ORGANIZATIONAL STRUCTURE (Revised January 2, 2012)

Description: A social club for active members of the Punta Gorda Isles Civic Association

A. Mission:

Provide Social Opportunities

B. Goals:

1. Make Friends
2. Participate
3. Learn
4. Enjoy Life

C. Organization: The club activities are coordinated by a Board, made up of five officers and all of the activity coordinators.

Terms: The term of each position shall be from January through December. Any individual may be re-nominated and re-elected to the same or different position when his/her current term has expired. Any officer or activity coordinator may hold more than one position on the Board. An individual cannot hold two officer positions. In the event that positions remain vacant after the elections or become vacant during the term, the Board may fill vacancies by appointment.

Board Positions:

1. President

- a. Represents the club at the PGICA.
- b. Oversees and provides leadership to the board members.
- c. Presides at the monthly membership meetings and board meetings.

2. Vice President

- a. Represents the President in the event that the elected person is unavailable.
- b. The individual serving as Vice-President will be given first consideration for accepting the nomination for President if and when the incumbent is not re-nominated for office.

3. Immediate Past-President

- a. The Immediate Past-President will be a member of the board and will chair the nominations committee.

4. Treasurer

- a. Records dues, deposits funds, disperses funds, keeps club's financial records, and reports financial position to the members each month.
- b. Acts as head of the budget committee.
- c. Prepares quarterly financial reports for the Civic Association as required.

5. Secretary

- a. Records minutes from board meetings.
- b. Archives minutes and club history.
- c. Coordinates information with the web-master and Commentator editor to assure that the information is current and accurate.

6. Membership Coordinator

- a. Records and maintains membership roster.
- b. Promotes membership through public relations efforts to active members of PGICA.
- c. Assists new members of the PGI Floridians with orientation.
- d. Verifies that members are in good standing with the PGI Floridians and the Civic Association (current dues paid).
- e. Notifies members when dues are delinquent.
- f. When requested, provides the Director of PGICA Groups the roster of PGI Floridians.
- g. Procures members' name tags as requested.

7. Communications Coordinator

- a. The coordinator is responsible for over seeing the distribution of Pineapplegrams and other official communications and announcements to members.

8. Commentator Article Coordinator

- a. The coordinator is responsible for the monthly article which appears in the PGI Commentator.

9. Website Coordinator

- a. The Coordinator is responsible for keeping the club website updated, expanded, or modified as needed.

10. Book Groups Coordinator

There can be as many Book Groups as interest warrants. Group members must be active members of Floridians.

11. Out and About Coordinator

Monthly day trips with an emphasis on environmental, historical, and civic interest are planned to local destinations. Occasionally, more extensive trips may be planned that require more commitment financially and in time from participating members.

12. Movie time Coordinator

This activity consists of members attending a movie once a month, which is usually followed with dinner at a local restaurant.

13. Lunch Bunch Coordinator

Regularly scheduled luncheons which occur in members homes. The hosting member will determine the number of attendees and will coordinate the menu.

14. Special Events Coordinator

On occasion an opportunity will arise where the Club may elect to plan or participate in a special event. (eg The Holiday Party) A Special Event Coordinator will be appointed to handle such activity.

15. Food and Friends Coordinator

Regularly scheduled dinners which occur in the homes of members. The hosting member will determine the number of attendees and will coordinate the menu.

16. Dine Around Coordinator

Monthly visits to a wide selection of local restaurants designed to give the diners exposure to a variety of different cuisines, ambiances and locations. Entertainment venues may also be included in this activity.

17. Meet n Greet Coordinator

Monthly social gatherings scheduled for 5:00 pm at a local restaurant where members may meet for libation and social interaction.

18. Florida Repertory Theater Coordinator

An opportunity to attend live professional theater. A group rate has been arranged for certain performances at the theater in Fort Meyers. Tickets must be paid for in advance.

19. Monthly Meeting Programs Coordinator

Each membership meeting shall have a program/activity which has been planned in advance, presented to and approved by the Committee.

D. GUIDELINES:

- 1. Election Process:** The Board will appoint a three-member nominating committee each September. The Immediate Past President will chair the committee. The other two members must not also be Board members. The committee recruits volunteers, organizes the ballot, and oversees the election. Anyone planning on being nominated should not serve on the nominating committee. A slate of nominees for the Board positions is presented to the

membership in October. Members elect the Board at the November business/membership meeting (only contested positions require a closed ballot vote).

- 2. Dues:** Dues are \$25 per household & \$15.00 per individual. Dues are to be paid by January 1st of each year. The amount of dues may be adjusted if recommended by the board and presented to the membership by December 1 for the following dues year. Club-wide dues collection coincides with the club membership year which is January 1 through December 31. Members who have not paid by the February General Meeting will be dropped from all Floridians activities. The Floridians club will allow anyone eligible for membership to join at any time of the year; however, a full year's dues will be charged. Members who join after October 1 of a calendar year will pay a full year's dues but will be entitled to membership for the remainder of that year and the whole of the following year.
- 3. Membership:** To be a member of PGI Floridians the person(s) must also be an active member of the PGI Civic Association. Persons who have been members and move out of PGI can continue to maintain membership in PGI Floridians if they maintain membership in PGICA. The club limits membership to 250 people. This is subject to review by the Board to determine if the membership count should be raised or to advise the PGICA that a new club should be formed. Prospective members may be invited to attend a Club function before deciding to join the club and pay dues.
- 4. Participation Requirements:** While there is no minimum participation requirement, members are encouraged to participate by being involved in or supporting at least one activity each year. In addition, any member attending on-going activities involving individuals homes are expected to be available to as host in their home when so requested by the Activity Coordinator.
- 5. Calendar and Budget:** A calendar of events is developed by each Activity Coordinator to be published on the web-site as they are developed. At the time the calendar is developed, each coordinator is requested to develop a budget requesting funds and/or setting admission prices as necessary for any planned activities. The calendar is intended to give members an idea of what activities are planned and is not expected to be conclusive. The budgets are intended to give the Board a clear understanding of planned expenditures by Activity Coordinators.

- 6. Monthly Meeting:** The club has activities and meetings throughout the year. Currently, there is a monthly membership meeting on the second Monday of each month. The regularly scheduled meeting place is the PGICA. The regularly scheduled meeting time is 7:00 PM. The meeting agendas may include a briefing to the membership of Board activities and financial status report as well as other club activities as planned. In order to assure that meetings remain interesting and draw a majority of club members each month, the Committee may occasionally change the location, format, date, and time of the meeting with appropriate notification to the membership. Following the business and information part of the meeting, there may be a program of activities or a special presentation, followed by a social hour. Members may be asked to bring desserts or other appropriate snacks and the beverage of their choice.
- 7. Guest Policy:** Due to limited space in members' homes, members are requested to not invite non-members to Food and Friends, Ladies Lunch and Book club. This includes out-of-town visitors, friends and neighbors. The host of an activity may include a visiting house guest in a function which is being held in their home. Out-of-town guests may be welcome to attend other activities including General Meetings, Meet and Greet, Dine Around, Movie Time and other functions.
- 8. Revision of Procedures:** Revisions may be recommended by any member to the Board. The Board will review the recommendation and decide whether to include it in the procedures.

End of Operations Procedures