

THE PGI FLORIDIANS OPERATIONS PROCEDURES (Revised March, 2009)

A. Mission:

The mission of the PGI Floridians is to provide a social organization for active, paid members of the Punta Gorda Isles Civic Association.

B. Goals:

1. Organize activities that promote camaraderie with other PGI residents.
2. Foster and maintain membership in the PGI Civic Association.
3. Organize educational activities concerning our community and state.
4. Through our meeting programs, encourage members to participate in community organizations.
5. Enhance the quality of life for PGI residents.

C. Organization: The club is led by an elected board of nine members.

Terms: The term of each board position should be from January through December. An individual may hold any particular office for a one year term. Any individual may be nominated and elected to a different board position when his/her current term has expired. The Website Chairman may serve more than one consecutive term. In the event that offices remain vacant after the elections or become vacant during the term, the board may fill vacancies by appointment. In this event, an incumbent may be appointed to serve in his/her current position for another term.

Votes: Each position has one vote on board issues. When a board position is held by two individuals (co-chairs for example) there is only one vote between them. When both co-chairs are present for a vote, each has ½ vote. When only one of the co-chairs represents the position at a meeting, he/she has one vote. When a board member or both co-chairs are absent for a vote, they forfeit their vote.

1. President:

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

2. Vice President:

- a. Assists Chairpersons of the Activities Committees as needed.
- b. Represents the President in the event that the elected President is unavailable.
- c. It is hoped that the individual serving as Vice President will be nominated and
- d. elected to the position of President when the President's term has ended.

3. 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.

4. Secretary

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

5. Membership:

- a. Records and maintains membership roster.
- b. Promotes membership through public relations efforts in the Newcomers Club.
- 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. g. Broadcasts messages to members via e-mail concerning membership issues or on behalf of other Floridians requesting broadcast assistance.
- h. Provides current member list of e-mail addresses for board members to broadcast messages.
- i. Procures members' name tags as requested.

6. Outreach and Website Chairpersons:

- a. The Outreach Chairman is responsible for the editing and submission of the monthly article for the Commentator.
- b. Arranges for community speakers to address members at some of the monthly general meetings upon request from the board..
- c. The Website Chairman is responsible for the Floridians Web Site which shall include a calendar of events.

7. Fun n Sun Chairperson/s:

- a. Chairs the Fun n Sun Committee.
- b. The committee develops and leads activities to educate participants, provide opportunities for shared experiences, and peak interest about living in, and enjoying, our community and state, such as:

Book Groups: There can be as many Book Groups as interest warrants. Members may come from Newcomers and Floridians. The reading groups are encouraged to include in their planned

reading lists some books by Florida authors and/or a focus on Florida locations.

Out and About: Monthly trips with an emphasis on environmental, historical, and civic interest are planned to local destinations. Occasionally, more adventurous trips are planned that require more commitment financially and in time from participating members.

Dine Around: Monthly visits to a wide selection of local restaurants designed to give the diners exposure to a variety of different cuisines, ambiances and locations.

Movie time: The group attends a movie once a month, which is usually followed with dinner at a local restaurant.

Meet n Greet: Monthly social gatherings for cocktails at a local restaurant.

8. Sports and Games Chairperson/s:

- a. Chairs the Sports and Games Committee.
- b. Some of the types of activities that would fall under the Sports and Games Committee are hikes, boating events, races, bike trips and gaming events. Men and Ladies Golf groups currently have members participating from Newcomers and Floridian's. Other groups such as biking may be formed as interest warrant. Social activities such as card games, dominos, bingo, trivia and similar games are occasionally planned for the regular Floridian meeting.

9. Eat, Drink And Be Merry Chairperson/s:

- a. Chairs the Pot Luck Committee.
- b. Organizes all food related activities in which participants supply all or part of the food. **Food and Friends and Ladies Lunch Bunch**(regularly scheduled lunches/dinners held in members' homes) are planned and coordinated by this committee, as well as picnics and meals shared by all members of the club when held in one location.

C. GUIDELINES:

1. **Election Process:** A three-member nominating committee is formed by September. The nominating 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 nine board positions is presented to the membership in October. Members elect the Board at the November business meeting (only contested positions require a closed ballot vote).

The spouse of the nominated President may not be nominated as Vice President on the Board.

2. **Dues:** Dues are currently \$25 per household & \$15.00 per individual households. 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:** 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. New members will be requested to complete a **Floridian Membership Application** (attached) in order to obtain interests and experiences.

Membership applicants who have lived in PGI for less than one year should be directed towards the PGI Newcomers Club.

4. **Building Membership:** To facilitate continual interest in joining the Floridians club, some activities are planned to interact with the PGICA Newcomers Club. These may be on-going events such as golf or special events planned by committees.

Prospective members are invited to attend up to two General Meetings , two Meet n Greets or one of each before joining the club.

5. **Participation Requirements:** While there is no minimum participation requirement, members are encouraged to participate by serving on at least one committee per year. In addition, any member attending on-going activities involving individuals homes are expected to act as host in their home at least once in the year.
6. **Calendar and Budget:** A calendar of events is developed by each committee to be published on the web-site as they are developed At the time the calendar is developed, each committee is requested to develop a budget requesting funds 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 activities committees.

7. **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 Board 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 is a social hour. Members are encouraged to bring desserts or other appropriate snacks and the beverage of their choice.

8. **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. Out-of-town guests may be welcome to attend other activities including General Meetings, Meet and Greet, Fun & Sun, Dine Around, Movie Time and Sports and Games. Playing in Golf groups will be on a space available basis.

End of Operations Procedures