

Article I: Name

These by-laws apply to the organization known as "The Highlands at Scotland Yards Social Committee". The accepted abbreviated name is simply "Social Committee".

Article II: Purpose

The purpose of the Social Committee is to organize social activities/events for the benefit & pleasure of the Highlands Community residents at a fair value.

Article III: Members

Section 1.

There are to be only twelve (12) members of the Social Committee. Members must be residents of the Highlands at Scotland Yards either (full-time or part-time). Only one household member can serve at the same time.

Section 2.

Community residents elect the members of the Social Committee. There is no compensation nor are dues and fees collected from the members-

Section 3.

Each member/officer of the Social Committee has the right to be treated with courtesy and respect. All members are required to uphold all sections of the By-laws as they are currently in use.

Section 4.

Resignation from the Social Committee must be given in writing to the Chair. A member must notify the Chair as soon as possible if they will not be able to attend a meeting. Failure to notify an absence for two (2) consecutive meetings will be considered a resignation from the Committee. Vacancies must be filled as soon as possible.

Article IV: Executive Officers

Section 1.

There shall be four (4) executive officers, as follows:

Chair	Comptroller
Vice Chair	Secretary

Social Committee will elect its Executive Officers at the first regular meeting in June.

Section 2. Duties

Chair shall schedule meetings, set agenda, preside at all meetings, determine if a quorum is present. The Chair shall solicit and appoint committee member vacancies as needed to fill any unexpired term. Any new member will then need to be approved, with majority vote, by committee members. The Chair votes only when necessary to break a tie.

Vice Chair shall, in the absence of the Chair perform the duties and exercise the functions of the Chair. The Vice-Chair shall succeed the Chair in the event of a vacancy of the Chair

Secretary shall be responsible for sending prior months minutes along with giving notice of all meetings, take attendance, record the minutes of meetings, keep documents presented at meetings and perform such duties as are incident of office or duly assigned by the Chair or other Social Committee members. In the absence of a Chair or Vice Chair the Secretary will perform their duties. The Secretary makes the minutes available to the Hometown community Manager, in writing.

Comptroller shall keep full and accurate records of Social Committee receipts and disbursements. Requests for advance funds for Social Committee events must be made to the Comptroller. The Comptroller only, will request advance funds from the Community Treasurer for Social Committee activities/events. Unused funds/proceeds are returned to the Community. Comptroller will co-sign all contracts for activities/events. The Comptroller is responsible for forming a committee to prepare a yearly budget and schedule, which is an itemized summary of anticipated income and expenses for the upcoming year based on experience and data as recorded in the financial records. The budget is adopted by the Social Committee and presented to the Community Treasurer for its information. The Comptroller will advise the Hometown Americas' Community Manager of the calendar of scheduled events sponsored by the Social Committee.

Section 3. Term of Office

The "Term of Office" for all Social Committee members is two (2) years, commencing at the June meeting in odd numbered years. The committee then selects its Chair by majority vote to serve for a single year at its June meeting. A single individual may not serve as Chair more than two (2) consecutive years.

Section 4. Nominations and Elections

The election for Social Committee Members will take place every two (2) years, commencing in odd numbered years.

A Nominating Committee consisting of three to five (3-5) non Social Committee members from the Highlands Residents will be formed in January. Nominating forms will be in the February and March newsletters. Nominations will be accepted for 6 weeks beginning February 1.

The slate of nominees will be offered to the community at the April meeting. Five to seven (5-7) days will be designated in April as voting days to include two (2) evenings and one (1) Saturday.

Residents of the community will be asked to select twelve (12) names to be on the Social Committee. The top twelve (12) nominees will be the members of the Social Committee of which at least ten (10) must be considered full time residents.

In the event that only twelve (12) names are offered for nominations, the nominating committee will request that the slate be accepted by acclamation at the April Community Business meeting.

Section 5. Transition

Once the new members have been elected, the current members will work to make the transition a smooth one, transferring records as necessary.

Article V: Meetings

Section 1. Regular Meetings

Meetings are held once a month. A quorum of five (5) members must be present in order to conduct business. When the Chair has been notified that a quorum will not be present, the Chair, at its discretion, may cancel and reschedule.

Section 2. Annual Meeting

There will not be a scheduled annual meeting

Section 3. Special Meeting

Special meetings can be called by any Social Committee member. All Social Committee members will be informed of the issue to be discussed before the meeting is to take place and only that topic will be discussed.

Section 4. Quorum

A Quorum is five (5) members of the Social Committee. Motions will be passed by majority vote of members present.

Section 5. Attendance by residents

Meetings will be open to all Highlands residents. If a resident wishes to present a proposal to the Social Committee, they must contact the Chair in writing at least 48 hours prior, to be placed on the agenda. A time limit of no more than 8 minutes will be allowed to each speaker at the end of New Business. At the end of the meeting there will be time allowed for resident inquiry of the Social Committee.

Article VI: Committees

Committees may be created or dissolved, as necessary, by a majority vote of the Social Committee. Committee Chairmen will be appointed by mutual consent of the Social Committee members. Not all members will hold a Chairmanship, but are expected to assist whenever possible.

Event dates and pricing will be voted on by Social Committee members.

Committee Chairmen request advance funds from the Comptroller and must provide all receipts for event expenses (and return any unused funds) to the Comptroller within forty-eight (48) hours after the event/function.

All Committee Chairmen will co-ordinate and work with one another for each event/activity. Any Chairmanship vacancy will be filled immediately by majority vote.

Entertainment shall find and procure entertainment for the community at a fair value. Will arrange for advertising, and co-sign contracts pertaining to entertainment.

Tickets shall be responsible for obtaining the tickets for each event, set ticket sell dates, conduct ticket sales and collect monies. Shall be present (or have a representative) at the function to collect tickets. After the event, be responsible for turning in the event proceeds to the Community Treasurer and providing a recap to the Comptroller.

Catering shall plan event date menu, meal preparation, and estimate the price for the cost of the meal. Shall also arrange for volunteers to assist in hall set-up and kitchen clean up.

Decorating shall be responsible for decorating the community center for all holidays and events.

Publicity Shall provide Social Committee information to the editor of the Newsletter for publication and inform the Highlands residents, via email and announcement at the Community monthly meetings.

Article VII: Parliamentary Authority

- Robert's Rules of Order, Newly Revised may be used for meeting procedures.
- The Guidelines for Living, Article 12, Sections A-H

Article VIII: Adoption and Amendment of the By-Laws

The adoption of the by-laws shall be by a roll-call vote of the Social Committee members. The secretary will record the individual votes.

To amend the by-laws, prior written notice of proposed amendment must be given to each Social Committee member 14 days in advance.

By-laws may be amended by a 2/3 vote at a regular scheduled meeting and take effect immediately.

Adopted 11/20/2009

Amended 3/18/2010 - to coincide with the Community By-laws

Amended January 2011

Amended January 2012

Amended January 2013

Amended, November, 2016 - effective January 2017