

PARADISE MANOR COMMUNITY CLUB, INC. BY-LAWS

This document represents the By-laws of Paradise Manor Community Club, Inc.,

4. Inactive members and persons, who own stock but have resigned or are otherwise not in good standing, are not entitled to vote.
5. Gratuitous members are not entitled to vote.

Part C. Participation in assets:

SECTION 3 - NOTICE OF ANNUAL MEETING

1. Notice of the annual meeting, stating the time and place thereof shall be mailed to each member not less than ten (10) days prior to the date of such meeting.

SECTION 4 - CALLING OF SPECIAL MEETINGS

5. No Member, Officer, or Director shall use Club funds or resources to solicit proxies for any purpose.
6. The Board of Directors may, in its discretion, solicit proxies from the general membership using Club funds, provided that the proxies obtained in such manner are voted by majority vote of the Board of Directors.

SECTION 9 - ELIGIBILITY TO VOTE

ARTICLE V - NOMINATIONS AND ELECTIONS

SECTION 1 - REQUIREMENTS FOR ELECTION

1. In order to be elected to the Board of

authorize in advance or approve expenditures or commitments of a routine or emergency nature.

7.

SECTION 4 – RECALL

1. Any member of the Board of Directors may be recalled and removed from office upon the affirmative vote of two-thirds (2/3

18. Shall be responsible for obtaining and delivering to the First Vice-President both the Jefferson Parish Sales Tax Clearance Certificate and the Louisiana State Sales Tax Clearance Certificate needed for filing of Renewal Application for Louisiana Class AR Beer Outside Permit (AR B) and the

Financial Reporting:

1. Reconcile bank statements.
2. Keep or cause to be kept regular books of accounts and submit at the monthly board meetings the following:
 - (a) Monthly profit and loss statements;
 - (b) Listing of Accounts Receivable by name, amount and age;
 - (c) Listing of bills outstanding and cash on hand.
3. Shall prepare before the annual meeting in October for Board approval and publication to members the following:
 - (a) An operating Budget, which shall reflect projected revenues and expenses for January through December of the following year.
 - (b) A profit/loss statement, which shall reflect actual revenues and expenditures for January through September of the current year and

4. Shall maintain a record of stockholders and keep an accurate list of all stock certificates outstanding.
5. Shall determine if proper procedures follo

23. Shall solicit volunteers from Membership to phone all members prior to schedule tennis social functions.
- 24.

8. Shall report to the Board monthly regarding each scheduled event and net profits earned.
9. Shall strive to schedule at least one tennis related social function per month throughout the year.

SECTION 7 – NEWSLETTER/WEBSITE/RENTAL COMMITTEE

1. Shall coordinate the development, publica

SECTION 9 – FOOD & BEVERAGE COMMITTEE

1. Shall implement internal control procedures for safeguarding food & beverage items.
2. Shall implement inventory procedures to insure that proper levels of inventory are always on-hand.
3. Shall implement cash control procedures.
4. Shall develop food ticket control procedures to ensure that all food purchases are paid and accounted.
5. Shall revise snack bar menu and set pricing to ensure that snack bar operates at a profit, as the Snack Bar is an important income generator for the Club.
- 6.

SECTION 2 – AMENDMENTS

1. The By-laws or any part thereof may be amended, modified, or repealed by the Board of Directors provided that such action is in accordance with and does not conflict with the Articles of Incorporation of the Club.
2. All amendments, modifications or changes shall require a favorable vote by two-thirds (2/3) of the members of the Board.

SECTION 3 - RETROACTIVE AMENDMENTS