

**TANGLEWOOD AT SUN N LAKE MASTER ACTIVITIES COMMITTEE INC.
RULES & REGULATIONS**

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INTRODUCTION

The Tanglewood Master Activities Committee (TMAC) was incorporated to coordinate, centralize, and monitor its social activities.

This Corporation is governed by the TMAC Articles of Incorporation, TMAC Bylaws, Rules and Regulations, the State of Florida non-profit corporate laws and governed by Florida Bingo and Gaming laws. TMAC is registered with the state of Florida to charge and remit to the state all appropriate sales tax. In addition, TMAC is governed by the 501 (C) (7) Federal Income Tax Exemption of the Internal Revenue Code.

The success of TMAC and its various committees relies solely upon the support of its volunteer residents who provide their efforts and services free of charge to the community. Elected officers, appointed officers and volunteers are to receive no cash payments. Officers and Members may be eligible for reimbursements for expenses incurred in preparing for or performing these services. The reimbursed expenses need to be documented by receipts turned into the TMAC treasurer. Officers and Members may also be entitled to nominal value rewards such as but not limited to free tee shirts, meals, end of season parties, free or reduced rate entry into events that Members actively participate in. This may not apply to all the Committees and the rewards vary by Committee. It is up to each Committee to establish and enforce their own guidelines or rules related to rewards.

The Master Activities Committee is a vehicle designed to help make Tanglewood an entertaining and satisfying place to live, allowing its residents to plan, organize and promote their own activities. All Volunteers associated with The Master Activities Committee while participating in TMAC sponsored events are protected from liability by both Florida and Federal Law. Florida Statute 768.1355, The Florida Volunteer Protection Act, as well as the federal Volunteer Protection Act of 1997. These statutes apply directly to volunteers who are working on behalf of registered nonprofit organizations such as TMAC, which is an IRS designated 501(C) (7).

In addition, TMAC has secured both Director and Officers insurance and General Liability insurance. The Directors and Officers insurance protects our officers from personal liability associated with the performance of their duties. General Liability insurance protects participants of TMAC events, should they be injured, as well as the assets of the corporation.

Activity committees all have fundraising capabilities.

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ELECTION OF TMAC OFFICERS

- A. If more than one Chair is running for an office, voting must be by written ballot.
- B. Only the office of President and Vice President will be elected.
- C. Appointments will be made by the President for the following positions.
 - 1 Secretary
 - 2 Assist Secretary (Optional)
 - 3 Treasurer
 - 4 Assist Treasurer (Optional)
- D. Votes will be counted by the Activities Director and Treasurer or an unaffiliated individual.
- E. The Assistant Secretary and Assistant Treasurer assume all responsibilities and authority of the Secretary and Treasurer in their absence.
- F. No two (2) members of the same household shall serve as Officers.

ELECTION OF COMMITTEE OFFICERS

- A. All volunteers who register with a committee during the December 15th signup period agree to actively participate in that committee's activities.
- B. For committees that require dues: Members must have paid their annual dues by January 1st prior to the election. The committee Secretary will supply a list of all paid members to the Activities Director prior to the 3rd Monday in January.
- C. Only a volunteer who has registered on the committee sign-up sheet prior to their collection by the Activities Director for the election of the officers on the 3rd Monday in January, will be allowed to attend and vote in that election. Voting by proxy is not allowed.
- D. Any volunteer who wishes to be considered for an officer position on any Committee but is unable to be present at the time of the election meeting, may submit a signed written letter prior to the scheduled election meeting to the Activities Director stating their intention. Volunteers must be registered on the committee sign-up sheet. Electronic means of communication will be permitted.
- E. Either the Chairperson or the Vice Chairperson shall be a year-round resident.
- F. Residents of the same household cannot be officers of the same committee.
- G. Residency in Tanglewood is required to be a member of a TMAC committee

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- H. The Activities Director shall post the date and time of each committee's election meeting at least one week prior to the election day.

INDIVIDUAL COMMITTEE MEETINGS

- A. Each committee shall set a monthly time and place to meet for the purpose of planning events of their individual activities and confirm with the Activities Director any changes.
- B. Voting at Individual Committee Meetings
 - a. **Quorum:** Quorum shall be one-half of the number of active voting members in the individual committees currently in residence plus one (1) who shall be an officer.
 - b. **Motions:** Motions must be approved by a simple majority of those members present.
 - c. All actions taken by an Activity Committee are subject to the review and approval of the TMAC Board of Directors.
 - d. Only active working members of the committee will be entitled to vote on any action.
- C. The Secretary or Secretary/Treasurer shall take minutes. These minutes will be retained for a period of not less than five (5) years.
- D. Committee Chairperson, or in the Chairperson's absence, the Vice Chairperson, or their designee may present needs, progress, complaints, etc. at any TMAC meeting and shall be entitled to vote.

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- E. Any officer of an Activity Committee may be removed with or without cause, at any time, by vote of three-quarters (3/4) of the members of the Board of Directors if in their judgment the best interest of the Corporation would be served. Each member of the Board of Directors must receive written notice of the proposed removal at least ten (10) days in advance of the proposed action.
- F. The committees shall meet privately with the Committee Member setting forth the reason for the removal from the Committee. If the Committee Member challenges the removal the Committee with the concurrence of three fourths (3/4) of the members voting at the meeting may remove any Member of the Committee with or without cause, at any time. No Member of the Committee shall be expelled without the opportunity to be heard and notice of such motion of expulsion shall be given to the member in writing ten (10) days prior to the meeting at which motion shall be presented, setting forth the reasons of the Committee for such expulsion. Committee Member expulsions shall remain in effect for the remainder of the fiscal year.
- G. Any committee whose officers miss three (3) consecutive TMAC monthly meetings, (Chairperson and Vice Chairperson), shall be removed from their officer responsibilities by TMAC. An individual may be named to represent a committee at the monthly meeting. The TMAC president shall be notified in writing prior to the meeting of the committee's intention.
- H. Members of an Activity Committee who are removed for failure to meet the minimum requirements in Paragraph F. of this Article in these rules and regulations automatically forfeit their positions on the Committee and are not entitled to the removal procedure outlined in Paragraph E. of this Article.

FORMATION OF A NEW COMMITTEE

- A. The formation of a new committee is to be submitted to TMAC in writing.
- B. The following information must be provided:
 - a. Name of Committee
 - b. Purpose for the Committee
- C. A newly formed Committee will have at least (5) five members for the first year only, after which it must have at least seven (7) members.

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STAFFING OF ACTIVITY COMMITTEES

- A. Requests for committee volunteers should appear in the December and January newsletter.
- B. Sign-up sheets for committees will appear in the Recreation Hall on December 15th.
- C. The committee shall be comprised of a Chairperson, Vice Chairperson, Secretary and Treasurer. If the committee does not collect money, the Secretary and Treasurer positions may be combined (Secretary/Treasurer). A body of at least seven members will make up a complete committee. A committee that does not meet the above criteria may be removed by the Board.
- D. A person may serve as a committee chairperson of only one committee.
- E. A chairperson vacancy occurring on an activity committee shall be filled by the Vice Chairperson and a new Vice Chairperson shall be elected by the committee. If both the Chairperson and Vice Chairperson posts become vacant, the Board President shall call a special meeting of that activity committee to elect new officers as soon as possible.
- F. All individual committees for next season shall be formed before the third Monday of January from park resident volunteers. Additional active voting committee members may be added throughout the year.
- G. Committees shall meet on the 3rd Monday of January to elect their officers (Chairperson, Vice Chairperson, Secretary and Treasurer). The Chairperson of each individual committee becomes a member of the Board for the coming season.
 - a. The Activity Director will ask each Chairperson at this meeting if they are interested in serving as an officer (President, Vice President) of TMAC. All interested Chairpersons will have their names posted on the Craft Room Bulletin Board following completion of all committee meetings. The names will be removed from the bulletin board following the TMAC Elections.
 - b. No two (2) committees shall hold election meetings at the same time.
 - c. The Activity Director shall schedule these election meetings and no other business is to be conducted at this time.
 - d. If more than one committee member is running for an office, voting must be by written ballot.

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DUTIES OF ACTIVITY COMMITTEE OFFICERS

A. The Role of the Activity Committee Chairman

The Chair is responsible for the smooth and fair running of their activity committee. Their main job is to chair the meetings of the committee.

- a. The Activity Committee Chairman shall serve as a director of the Tanglewood Master Activities Committee.
- b. The Chair shall serve on various committees when asked to further the interests of the Master Activities Committee.

B. Activity Committee Vice Chairman

The Vice Chair is responsible for supporting the Chair, undertaking specific Assignments and can be part of the committee's leadership succession plan. The following are the key roles and responsibilities of the Vice Chair.

- a. The Vice Chairman shall assume the duties of the Activity Committee Chair in their absence.
- b. To provide advice to the Chair on governance and other topics as requested by the Chair or felt by the Vice Chair to be appropriate.
- c. To attend Committee meetings and any assigned meetings as required.
- d. To undertake other tasks and or leadership roles as assigned by the Chair and/or the Board.

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C. Secretary

The Secretary is an officer on their assigned Activity Committee who compiles and maintains all the committee's records. This includes minutes, correspondence, and legal documents, such as contracts. Serving as part administrator and part librarian, the secretary tracks all the committee's votes and policy changes.

- a. The secretary shall keep all records of the committee's business.
- b. Take minutes in meetings. Keep files of past minutes and reports.
- c. Inform committee members of time, place, and topic of next meeting.
- d. Help to prepare agendas for meetings.
- e. Write and receive letters on behalf of the committee.
- f. Keep members informed of what correspondence has been sent out and received.
- g. Keep a record of membership.

D. Treasurer

The Treasurer is responsible for overseeing finances on behalf of the committee, and reports to the committee directly. The key roles and responsibilities are:

- a To attend committee meetings and assigned meetings as required.
- b To provide monthly an account of all transactions and of the financial position of the committee.
- c To undertake other tasks and/or leadership roles as assigned.

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FINANCIAL ACTIVITIES

The primary function of TMAC shall be the collection and disbursement of money resulting from TMAC activities. All money shall be promptly deposited from all Activity Committees in a bank account established for this purpose.

A. FINANCIAL RECORDS & REPORTING

- a. The balance of all monies remaining in each committee's account at the end of the fiscal year shall be carried over to the following year's budget.
- b. Each Committee Treasurer shall submit to the TMAC Treasurer a breakdown of all income and expenses on an approved reporting form in duplicate.
 - i. All forms will be signed by a committee officer.
 - ii. One copy is to be retained by the committee Treasurer or Chairperson and initialed by the TMAC Treasurer.
 - iii. One copy is to be retained by the TMAC Treasurer.
- c. The TMAC Treasurer will have an individual record of income and disbursements for each committee.
 - i. The disbursement of any funds must be supported by paid invoices and receipts.
 - ii. Monies for monthly, weekly, or special one-time events must be submitted to the TMAC Treasurer on the nearest day following an event in accordance with the TMAC Treasurer's specified schedule.
 - iii. The TMAC Treasurer will submit a monthly financial report electronically to all Board Members not later than the 15th day of each month. Copies will be supplied to each Director along with a monthly financial report for their specific committee.

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B. PURCHASES

- a. No equipment that requires installation is to be purchased without prior written approval from Management.
- b. Budgeted expenditures which have been previously approved by the Board require no further approval.

C. ACTIVITY COMMITTEE BUDGETS

- a. The Board President will appoint a financial committee to review and assist in recommendations for budget requests.
- b. For planning purposes, all committees will submit a budget to the TMAC Treasurer prior to the February Board meeting. The board must approve the committee budgets.
- c. All committee expenditures must be within budget and any increases to the budget must be resubmitted for approval.

D. DISBURSEMENT OF TMAC FUNDS BY THE BOARD TREASURER

- a. Any funds disbursed by the Treasurer will have two signatures. The preferred signatures are the Treasurer and one (1) of the below. If the Treasurer is not available any two (2) of the below is allowable.
 - i. President of the Board
 - ii. Vice President of the Board
 - iii. Secretary of the Board

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E. TMAC FINANCIAL AUDIT

- a. A financial review report of the Board Treasurer's records shall be done during the month of February of each fiscal year by a firm or an individual approved by the Board.
- b. A written report of such a review shall be distributed in writing to the Board. The report will be available on request.
- c. In the event of a change of the Board Treasurer, a review shall be performed immediately by an independent firm or individual approved by the Board for an audit.

F. FISCAL YEAR

The fiscal year is February 1st to January 31st.

DISSOLUTION OF AN ACTIVITIES COMMITTEE

An Activity Committee may be dissolved at any time at the discretion of Board members with a 2/3 vote of the Board.

CHANGES TO RULES AND REGULATIONS

- A. Changes may be made to the Rules and Regulations as the Board feels appropriate.
- B. Proposed changes must be presented in writing at a regularly scheduled meeting for discussion and voting. Motion shall require a simple majority for approval.

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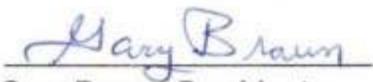
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ADOPTION OF RULES AND REGULATIONS

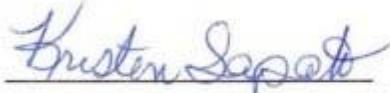
We, the undersigned, consent to, and hereby adopt the foregoing Rules and Regulations consisting of the twelve (12) pages, as the Rules and Regulations of this corporation.

ADOPTED AND APPROVED by the Board of Directors on this 20th day of November 2024.



Gary Braun, President -

Tanglewood at Sun N Lake Master Activity Committee, Inc.



Kristen Sapato, Vice-President -

Tanglewood at Sun N Lake Master Activity Committee, Inc.



Kathi Flyte, Secretary -

Tanglewood at Sun N Lake Master Activity Committee, Inc.