

St Catherine AED Program By-laws

ARTICLE I – NAME

Section 1: The name of the organization shall be St Catherine AED Program (“SCAED”)

ARTICLE II – OBJECTIVE

Section 1: The object of the St Catherine AED Program shall be to install and maintain AED devices in various locations in the Village of St Catherine, The Villages, Florida, to arrange training of first responders, to arrange a first responder notification system, and to collect amounts (primarily dues and contributions) sufficient to cover program costs.

Section 2: SCAED is a non-profit organization; operating as a social club under IRS 501(c)(7). No part of the net earnings shall be used for the benefit of any member; no member shall be entitled to share in distribution of any of the assets upon the dissolution of this organization. In the event of dissolution of the organization, assets shall be transferred to other non-profit organizations, at the discretion of the presiding officers.

ARTICLE III – MEMBERSHIP

Section 1: The membership of the SCAED shall be composed of residents and homeowners of the Village of St Catherine. Any Village of St Catherine resident or homeowner, upon payment of dues or performance of volunteer activity, shall be admitted to membership.

Section 2: Membership will be terminated at the time a member is no longer a resident or owner in the Village of St Catherine - except if the member continues to be active as a volunteer, at the discretion of the President.

Section 3: All residents of The Village of St Catherine will benefit from the AED Program whether or not they have paid dues or contributed to the program.

ARTICLE IV – OFFICERS

Section 1: The officers of SCAED shall be President, Vice-President, Secretary, and Treasurer.

ARTICLE V - NOMINATIONS AND ELECTIONS of OFFICERS

Section 1: The Officers are volunteers and receive no compensation to serve on the committee.

Section 2: The President shall appoint three or more members to form a Nominating Committee, at least one month before a general member meeting or online officer election.

Section 3: This committee shall nominate a candidate for each office.

Section 4: Nominations will be presented at a general member meeting. At the general members meeting, additional nominations may be made from the floor, with consent of the nominee.

When there is only one candidate for office, the candidate election may be made by acclamation. If two or more candidates are nominated for one office, the President may conduct the election by show of hands, or by voice vote, or by written secret ballot.

Section 4: An alternate election method may be used (replacing Sections 3) at the discretion of the President – online methods may be used to receive nominations and to conduct the election of officers.

Section 5: The term of office for each officer shall be for one year, except that the initial officers' terms shall be for two years.

Section 6: In the event an Officer resigns or is for any reason unable to perform their duties, the President may appoint a member to temporarily perform the duties of that office, until a member is elected to the office..

ARTICLE VI – DUTIES OF ELECTED OFFICERS

Section 1: The President shall preside at all meetings of the St Catherine AED Program and shall perform such other duties as the office shall require.

The President may organize committees and appoint members to such committees to perform specific activities.

The President may appoint members to perform specific activities and roles, including Zone Captain.

Section 2: The Vice-President shall preside at meetings during the absence of the President. The Vice-President replaces the President in case the President vacates the chair.

Section 3: The Secretary will keep a record of all proceedings at each meeting assisting the President when needed. Meeting records may also be produced by the President, or Vice-President. When the President and Vice-President are absent it is the Secretary's duty to call the meeting to order and preside until a temporary Chair is appointed.

Section 4: The Treasurer shall oversee SCAED funds from whatever source received, oversee payment of obligations, oversee keeping of accurate records, and periodically (at least annually, or when requested by the President) report cash balances and use of funds.

Section 5: Leadership Committee:

The President will appoint members to a Leadership Committee ("LC") to advise and assist in achieving objectives of the St Catherine AED Program. That committee will include all officers, and others appointed by the President - generally including key volunteers and chairpersons of committees.

Regular meetings of the Leadership Committee shall be held at dates, times and locations chosen by the President, with at least seven (7) days notice. Committee members may attend virtually, if the means to do that are practical.

ARTICLE VII – MEETINGS

Section 1: A general members meeting will be conducted annually. Members will be notified at least fifteen (15) days in advance. Notice may be made by posting on the SCAED website, by email, mail, or other communication.

Section 2: Order of Business - Call to order; Reading of minutes of previous meeting by the Secretary and approval of the minutes; Treasurer's report; President's report of overall status of the program; Brief presentation of committee reports; Unfinished business; New business; (Optional: Officer nominations and elections).

Section 3: The President may call special meetings of members by posting the place, date and time of such meetings on the SCAED website with at least fifteen (15) days notice.

ARTICLE XIII – DUES (and Contributions)

Section 1: Dues (or "Contributions") shall be set by the Officers and approved by the Leadership Committee. (This may be zero unless funds are needed, for example to buy equipment.

Section 2: The plan and method to collect, record, and manage receipt of dues will be determined by Officers, with consultation of the Leadership Committee.

ARTICLE IX – CHANGE IN BY-LAWS

Section 1: These By-Laws, and Article or Section of Article may be amended by a two-thirds vote at any general meeting of the St Catherine AED PROGRAM, provided that a draft of such changes have been posted on the website fifteen (15) days in advance, or read at a previous general meeting, stating that changes to the By-Laws will be voted on and stating the date and place.

Initial By-laws will be reviewed and adopted by agreement of the founding members of the leadership committee.

Officers: (Founders, two year terms)

Paula Love - President

Teresa Hilburn- Vice President/Co-Treasurer

Bill Skinner- Treasurer


Dan Klipp - Secretary

Signature President: 

Date: 5-1-2023

Signature Vice-President: 

Date: 5/1/2023

Signature Treasurer: 

Date: 01 May 23

Signature Secretary: 

Date: May 2 2023