

BYLAWS OF THE VILLAGES WEBMASTERS GUILD

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ARTICLE 1. NAME

The name of this organization shall be The Villages Webmasters Guild (“Guild”).

ARTICLE 2. PURPOSE

Nonprofit

This unincorporated association is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Mission

Create a pool of webmaster talent available to support Villages volunteer organizations and each other, and to provide shared services to lower the cost and complexity of such organization’s website.

Objectives

1. Promote the creation and use of websites and online tools by Villages volunteer organizations in support of their operations.
2. Train those interested in becoming webmasters for their volunteer organization and provide migration assistance for such organizations who have lost their webmasters.
3. Provide website templates and design guidelines for a common “look and feel” for Villages volunteer organization’s websites making it easy for Villagers to navigate and use those websites.
4. Provide on-going support and training for Villages volunteer webmasters into both basic and advanced web technologies.
5. Provide a core team of webmasters to support a shared web server and services for lower cost web hosting for all Villages volunteer organizations.

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6. To invite outside speakers, provide links to training webinars, and other training opportunities. .

ARTICLE 3. MEMBERSHIP

1. Membership and participation in the Guild is limited to residents (owners and renters) of The Villages Golf and Country Club. Each member shall have one vote.
2. Members will abide by the Villages Golf and Country Club Governing Documents, including Rules, and actively support and participate in Guild functions. Membership will be terminated by voluntary withdrawal, nonpayment of dues, violation of the provisions of these bylaws, or violation of published rules, as per guidelines and regulations directed by the Villages Golf & Country Club.
3. Residents attending more than three Guild meetings or events must join the Guild.

ARTICLE 4. BOARD OF DIRECTORS (“Board”)

1. The Villages Webmasters Guild Board shall consist of the elected officers (President, Vice-President, Secretary, Treasurer), the immediate past President, and from zero to three additional elected board members.
2. Terms of office shall be two years, beginning with the next Board meeting scheduled after the Guild’s Annual Meeting. Vacancies in any office may be filled by the President but then ratified by a majority of the Board members at the next scheduled meeting.
3. Duties of Officers

3.1. President:

Shall:

- provide Guild leadership,
- preside at all meetings,
- appoint chairs of committees,
- call special meetings as needed,
- be a spokesperson for the Guild.
- be responsible for coordination with Villages officials and other organizations as needed.

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- be responsible for issuing Guidelines & Rules for the organization's activities when there are requirements not covered elsewhere in these bylaws.

The President may appoint special committees as needed (such as membership, fund raising, etc.).

3.2. Vice-President: Shall assume the duties of the President in his/her absence. She/he shall generally assist the Guild in all functions as needed.

3.3. Secretary:

Shall:

- take minutes of Guild meetings, is responsible for determining if a quorum exists,
- notify the Villages officials of changes in Guild officers,
- submit the Master Calendar
- assume the duties of the President in the absence of both the President and Vice-President
- assist the Guild in all functions as needed.

3.4. Treasurer: Shall maintain the membership list, collect dues, disburse all funds, and provide at least quarterly and annual financial reports.

ARTICLE 5. ELECTION OF BOARD MEMBERS

1. Election of board members shall take place on an annual basis, at the Guild's Annual Meeting.
2. The President shall appoint a Nominating Committee at least sixty days prior to the Annual Meeting. The committee shall consist of at least three Guild members and present a nomination for each office to be filled thirty days prior to the Annual Meeting. The list shall be posted on the Guild's website. A Guild member in good standing may self-nominate himself or herself or nominate a candidate for any Board position to be voted on at the Annual Meeting.

ARTICLE 6. MEETINGS

1. There will be a minimum of four (4) Board meetings per year. Notification shall be given at least four days in advance to Board members via email or otherwise and include agenda, date, time, and location. The quorum for Board meetings is a majority of the Board members. All meetings shall be conducted in accordance with a recognized system of parliamentary procedure or such parliamentary procedures as the

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Guild may adopt. Date, location, and meeting times shall be posted on the Guild's website in November and maintained throughout the year.

2. Special Meetings of the Board or of Guild membership may be called by the President, or upon request of at least three Board members. Such meetings shall have at least seven (7) days' notice given to Board and Guild members regarding time, place, and agenda.
3. The Guild's Annual Meeting shall be held in the month of December each year, for the purpose of electing officers and any other business placed on the agenda by the Board. Notification shall be given at least seven days in advance to Board and Guild members via email and include agenda, date, time, and location. Notification will also be posted on the Guild's website.
4. A quorum for Board meetings shall consist of a majority of the Guild's Board members. Quorums for member meetings (Annual or Special Meetings) where business will be conducted shall consist of 10% of the Guild membership.
5. Online or hybrid (online and in-person) meetings are authorized when deemed appropriate by the President. Voting by electronic ballot is authorized.

ARTICLE 7. DUES & ASSESSMENTS

1. Payment of annual dues shall be required to be eligible for participation as a member of this Guild.
2. Dues or other Guild billings are normally billed to member accounts, but alternatively may be paid directly to the Guild by other methods approved by the Board.
3. Guild Dues are listed on the Guild Membership form on the website.
4. Any Guild-supported Villages volunteer organization shall have their designated webmaster and backup webmaster dues waived.

ARTICLE 8. FISCAL YEAR

The fiscal year for the Guild is January 1 through December 31.

ARTICLE 9. STANDING COMMITTEES

There is one Standing Committee – the IT Management Committee which is responsible for the maintenance of the Guild's website, any shared website services provided to other volunteer organizations and recommending website standards to the Board.

ARTICLE 10. AMENDMENTS

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The bylaws may be amended by majority vote of the Guild members at the Annual or a Special Meeting after an explanation and discussion of the proposed changes.

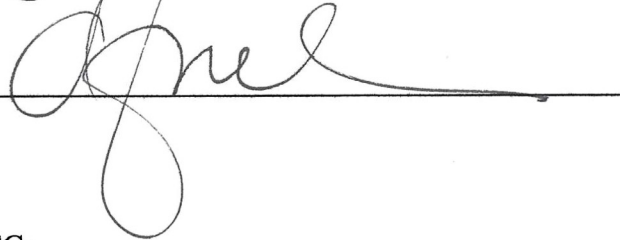
ARTICLE 11. CONFLICTS OF DOCUMENTS

In the case of any conflict between any part of these bylaws with The Villages Golf & Country Club rules and regulations, that portion of the bylaws shall be null and void.

The Villages Webmasters Guild Board of Directors adopted the foregoing Bylaws on

May 5 2025

Secretary



Revision 2.0

Approved by VGCC: