

“ETown Epicureans”
By-laws
(07/01/26)

Revision Date	Involved Parties	Description
4/18/2024	Epicurean Board	Clarification of Membership dues and editorial correction for vacancies and removal of officers.
3/20/2025	Epicurean Board	Changes relating to changing the Club's fiscal year
3/20/2025	Epicurean Board	Article VI, Section B - Increasing the individual expense to $1,000
3/20/2025	Epicurean Board	Deleting Article VI, Section D, 1 - (Petty Cash) and reformatting numbering for remaining Paragraphs.
3/20/2025	Epicurean Board	Clarifying Article VI, Section D, 1 - (previously D, 2) with check dollar limit requiring two (2) authorized signatures
11/20/2025	Epicurean Board	Update Article II, Section D, 1 and D 4 - remove "etched wine glass or tumbler".
11/20/2025	Epicurean Board	Update Article II, Section D, 1, correct dues payment to January versus October.
11/20/2025	Epicurean Board	Update Article II, Section D, 3, - corrected the dates for discounted membership fee to reflect our revised fiscal year which was approved in March 2025
07/01/26	Epicurean Board	Cleaned up Article IV, section E laying out the nominations, voting and board installation time line.

[1]**ARTICLE I - GENERAL**:

A. The name of this Club is: ETown Epicureans.

B. The purpose of this Club is to: Learn about wines, spirits and food from different regions of the United States and the World, in a social setting.

C. These bylaws willfully comply with the Association's Governing Documents. In the event of a conflict between these By-laws and the Documents, the Documents shall prevail.

D. This organization shall be operated as a not-for-profit association in accordance with Florida statutes and the Documents.

ARTICLE II - MEMBERSHIP and DUES:

A. Membership shall be open to all Association members in good standing without discrimination as to race, religion, color, ethnic culture, national heritage, or sexual orientation.

B. There shall be no precondition for membership, nor will members be required to join any national, state or regionally affiliated organization.

C. All members and guests shall be of legal drinking age as prescribed by applicable state and local laws and ordinances.

D. Dues

1. The amount of dues will be determined annually upon the recommendation of the Club Officers and approved by the majority vote of the Club's members in attendance at a duly called meeting. Such a meeting shall require a 30-day public notice to the members. The initial amount shall be $100.00 annually per person. Dues shall be paid between January 1 and January 15 each year. The dues shall be used to: (i) cover the costs of the monthly social meetings, e.g., decorations, utensils, plates, cups, food & beverages; (ii) to pay for the attendance of experts' in wine, spirits and/or food to educate the membership: (iii) access to the Club's Facebook page and newsletter; (iv) Club membership name tag; (vi) access to budgeted Club events and right of first refusal to Club excursions; (v) any rental fees

[1]

incurred by the Club for Club activities; (vi) such other Club items, events or activities as approved by the Officers or Membership.

2. Dues for renewing members will be reduced to $85 since the expense of name tags are not recurring to the club. Replacement name tags will be provided at cost to any member needing one.

3. Dues for new and renewing members joining after **June 1** shall be prorated and **will be reduced by 25%** and prorated and reduced again **September 1** and **will be reduced by 50%.**

4. Member benefits shall be temporarily suspended on January 1st of each year if not paid by January 15 and shall remain suspended until the dues are paid in full.

5. Membership transfers are subject to the approval of the board. These transfers can only be "gifts", no monetary remunerations are allowed. If a club member is permanently leaving Del Webb Etown on or before July 1 they can "gift" the remainder of their paid dues to another community resident member. Gifted members will not be "renewing members" in the following year but will be subject to the membership dues as outlined in Article II Section D. The exception to this will be former members who become "gifted members" will be charged as "renewing members" as outlined in Article II Section D. Other extenuating circumstances may be considered at the Board's discretion for membership transfers.

E. Proper behavior and decorum is expected from all members and guests at Club events. Members, who are abusive, project an undesirable or inappropriate image, or who unnecessarily and blatantly create turmoil, disruption or dissension among Club members, other Clubs, or the Association in general, may have their membership temporarily suspended by a majority vote of the Club Officers. Proper behavior includes following Club By-Laws and other applicable policies and procedures, including safety rules when in existence. The following are the recommended steps for Club disciplinary action:

1. First offense- verbal warning by two (2) Club Officers. Verbal warning must be documented.

2. Second offense- written warning with a 30-day suspension from the Club. Clubs and Activities Committee (CAC) should be notified in writing.

3. Third offense- written warning with a 60-day suspension from the Club. The CAC should be notified in writing.

4. Fourth offense- Proper conduct and decorum is essential to preserve the active adult lifestyle that has been created within the community. Club members who become abusive, project an undesirable or inappropriate image, or who blatantly create turmoil, disruption, or dissension among Club members, other Clubs, or the Association in general, may have their Club memberships suspended. Suspension may occur following a recommendation from the Club's Officers and approval by the CAC. In severe cases, the Association Board of Directors may recommend a suspension or termination of Association privileges, subject to the Compliance Committee approval.

ARTICLE III - GUEST PRIVILEGES:

A. Definitions of a Guest: *[the Club may not change this language]*

1. Resident Member – person who owns property in Del Webb ETown (DWET), pays HOA dues, and lives on property plus they have joined a specific DWET fitness or lifestyle club (includes future owners under contract).

2. Resident Guest – DWET resident who has the same characteristics as described above but is not currently a member of a specific DWET fitness or lifestyle club.

3. Renter – person renting property from a DWET resident inherits that resident's privileges for DWET amenity and/or facility access and is eligible to join DWET fitness and lifestyle clubs.

4. Non-Resident on Property Guest – person who is staying with a DWET resident or in a Pulte sales rental unit overnight or multiple nights.

5. Resident Caretaker- a caretaker who lives within the residence of a DWET resident with the purpose of taking care of the resident on a daily basis. This person may be a family member or an employee of the resident. This person is considered a non-resident on property guest. This person has the same privileges as a non-resident on property guest as long as the resident accompanies the caretaker when they are using the amenities. The caretaker may not bring guests to use the HOA amenities.

6. Non-Resident – anyone who fails to qualify within the definitions above (1-5).

B. Guest Policies

1. Resident Guests may participate in club activities for **up to 3 times per year** before they are required to join that club or forfeit their club guest privileges.

2. Non-Resident on property guests may participate as a club guest for the duration of their stay.

    a. Prior to using any HOA amenity, they must first register with the clubhouse desk. When using any of the HOA amenities they must be accompanied by a resident member in the same room and/or amenity.

    b. Residents receive priority to any HOA amenity.

    c. All other rules and regulations as stated in Section 7 of the Del Webb eTown Rules and Regulations (Conduct, Guests and Identification) are to be followed by all residents and their guests when using the HOA amenities.

3. Non-Residents may not participate in regular club activities. However, they may participate in an approved competitive event as long as they comply with the Del Webb eTown Rules and Regulations Section7.C.

    a. Users of a Resident Guest community ID badge and other guests participating in a Fitness or Lifestyle Director (or his/her designate) approved competitive or instructional event with DWET Residents, may participate in Club and Group programs. Otherwise, guests may not participate in club or group programs.

    b. Competitive and/or instructional events must be submitted for approval no less than five (5) business days before the event. These events may take place during or after club hours.

    c. As a resident's guest, non-residents may attend club sponsored ticketed events.

4. Guests may participate in a monthly social gathering if registered and each submits a $10.00 fee.

ARTICLE IV - OFFICERS / MEETINGS OF THE BOARD

A. The Club Officers shall consist of (at a minimum) a President, Vice-president, Secretary and Treasurer.

B. Only one (1) member from the same household may serve as a Club Officer in the same Club during the same term.

C. All Club Officers shall be elected by a vote of the general membership at the Club's annual meeting by a majority vote of those members present or who are represented by a properly completed and submitted "Absentee Ballot for Election of Officers" (Form CC-11a) after a minimum of thirty (30) days' notice has been given. An "Absentee Ballot" (Form CC-11) is to be used when there is an issue to be voted upon. An Absentee vote may only be used when a two-thirds (2/3) vote of the entire membership is required. Club Officers shall serve without compensation.

D. Club Officer Terms and Responsibilities

1. Club Officers shall serve for one calendar year (January 1 through December 31) and shall not exceed three consecutive terms in any Officer position in a single club. Annually, the Club must follow the Nomination and Election Procedures stated in Article IV (E) of this document.

2. Initial Elections – the Officers elected upon the initial approval of a Chartered Club shall serve the following terms:

   a. While the Chartered Club's fiscal year is January 1 through December 31, the Officers initial term shall expire December 31 of the same year and shall count as the initial Officers' first term.

   b. An officer's term is considered a full year when elected 60 days - 2 months within the fiscal year.

E. Nomination and Election Procedures – a Nominating Committee will be appointed by the President and will solicit nominations during the month of August & September. Nominations will be announced to the general membership during the month of October. Elections will be held during the

month of November. Installation of officers will be at the first meeting of December effective 1 January.

F. Proper behavior and decorum is expected from all Club Officers. Officers who are abusive, project an undesirable or inappropriate image, or who unnecessarily and blatantly create turmoil, disruption or dissension among other Officers, Club members, other Clubs, or the Association in general, may be temporarily suspended from Office by a majority vote of the remaining Club Officers. Additionally, Club Officers that are not fulfilling their duties or are continually absent and prohibiting Club business may be temporarily suspended from Office. Proper behavior includes following Club policies and procedures including safety rules when in existence. The following are recommended steps for Club disciplinary action:

1. First Offense – verbal warning by two (2) Club Officers. Verbal warning must be documented.

2. Second offense – written warning with a 30-day suspension from the Officers. The CAC should be notified in writing.

3. Third offense – written warning with a 60-day suspension from the Officers. The CAC should be notified in writing.

4. Fourth offense - Proper conduct and decorum is essential to preserve the active adult lifestyle that has been created within the community. Club Officers who become abusive, project an undesirable or inappropriate image, or who blatantly create turmoil, disruption, or dissension among Club members, other Clubs, or the Association in general, may be removed from office and/or have their Club memberships suspended. Suspension may occur following a recommendation from the Club's officers and approval by the CAC. In severe cases, the CAC may recommend a suspension or termination of Association privileges, subject to the Compliance Committee approval.

G. Vacancies and Removal of Club Officers - In the event an Officer is not able to perform his/her duties, a replacement will be appointed by the remaining Club Officers. In the event two or more Club Officers are not able to perform their duties, then the Club shall utilize the Nominating Committee and Election Procedures as stated in Article IV (C) of this document to fill vacant Officer positions.

H. Newly elected or appointed Club Officers shall, within fourteen (14) days of taking office, read and understand the Club's By-Laws, Charter Application and any Club commitments and submit form CC-5 listing new Club Officers to the Chartered Club Designated Representative.

I. List the Club Officers and define each Club Officer's responsibilities.

1. **President:** The President shall preside at all meetings of the General Membership and Executive Board, address issues as they arise, interact with the Lifestyle Director, and assist the Vice President with Club communications. The President will be responsible for completing any Contract for Services for the Club and submit a copy of the same for approval by the Lifestyle Director.

2. **Vice President:** The Vice President shall assume all duties of the President when the President is not available, manage communications through the Club website, and perform other duties as requested by the President. needed.

3. **Secretary:** The Secretary will maintain Club records, such as minutes, attendance records and will submit requested reports to the Lifestyle Director.

4. **Treasurer:** The Treasurer will maintain all financial records of the Club and submit required reports to the Lifestyle Director.

J. Club Officer Meetings

1. Frequency

___ /Weekly XXX /Monthly ____/Quarterly ___ /Yearly

2. Parliamentary Procedure

a. Roberts Rules of Order shall be used as a guide for parliamentary procedure in conducting all meetings. However, the Club By-laws will take precedence over Roberts Rules, anything not stated in the By-laws shall be referred to Robert Rules of Order Newly Revised.

3. A quorum will be a minimum of 51% of the Club Officers.

ARTICLE V - MEETINGS OF THE FULL CLUB MEMBERSHIP:

A. Types and Frequencies of Meetings

1. Monthly social gatherings where Club members bring wines, spirits and/or foods based on the monthly theme to share with all attendees. However, no Member or guest is required to bring such items.
2. General membership meetings to discuss business matters are intended to be held quarterly.
3. Annual membership meeting to vote on officers and other business matters.

Note: Each Club has the right to schedule up to a maximum of two (2) special events at The Gallery annually on a no-charge basis. These special events must be scheduled through the Lifestyle/Fitness Director and scheduled utilizing form CC-7. More than two special events are permitted at The Gallery; however, a room rental fee may apply. Room rental rates are posted on the community portal. At least one member of the Charter Club must take the kitchen training prior to using the kitchen at the Clubhouse and that member must be present the entire time the kitchen is used.

B. Parliamentary Procedure

1. Roberts Rules of Order shall be used as a guide for parliamentary procedure in conducting all meetings. However, the Club By-laws will take precedence over Roberts Rules, anything not stated in the By-laws shall be referred to Robert Rules of Order Newly Revised.

C. Quorum: A quorum for a General Membership Meeting will be a minimum of twenty (20) percent of the General Membership.

D. Voting Procedures

1. Voting will be by a show of hands or written or absentee ballot.

2. Absentee voting must use Form CC-11 or CC-11a and the guidelines for collecting and counting the absentee ballots must be followed.

ARTICLE VI - FINANCIAL:

A. Financial records shall be maintained for a period of seven (7) years.

B. Individual expenditures in excess of $1,000.00 (not to exceed $1,000.00 and does not include event expenses) shall require a majority approval by vote of the General Membership in accordance with the voting and quorum procedures

defined in Article IV of the Chartered Club's By-laws. The results of the vote by the General Membership shall be duly recorded in the applicable minutes of the meeting at which the vote is taken.

C. Financial records should be audited on an annual basis, by an individual(s) other than those elected to Club Officers. The results of the audit will be presented to the general membership and duly recorded in the applicable minutes of the meeting at which presented.

D. Cash and Inventory Control Procedures

1. All expenses in excess of $1,000 will require the use of two (2) authorized signatures on the check.

2. Management provides the Club with a letter of authorization to open a bank account which includes the Association's Federal Tax Identification number. The Club must deposit all revenues in a bank account established in the Club's name and maintain the Club account through succeeding Club administrations. Disbursements should not be made from cash that has not been deposited in the Club's account. All disbursements should be made by check, or from an approved petty cash fund, with purchase receipt or invoice retained with documentation.

3. A Club's fiscal year shall be January 1 – December 31 officer term.

4. All transactions shall be recorded in Club financial records. All financial records must be preserved for a period of seven (7) years.

5. As part of regular Club membership meetings, the Treasurer should provide the members with a financial report showing revenues and disbursements, and bank account balances or this information may be posted online prior to the meeting. This presentation should be recorded in the minutes of the meeting.

ARTICLE VII - COMMITTEES:

A. Permanent (standing) committees will include Finance. The Officers shall serve as the initial Finance Committee.

B. The Club Officers may appoint additional standing committees with a minimum of 3 members.

C. Committee chairpersons may be appointed by the Club Officers.

D. All committees will have written mission statements assigned prior to committee appointment.

ARTICLE VIII - AMENDMENTS:

A. A two-thirds (2/3) vote of the entire membership is required to amend the bylaws of this Club.

B. Proposed By-law changes must be made available to all members a minimum of thirty (30) days prior to voting by notification of the changes using the Portal, email and/or notification during at least one scheduled meeting. Written ballots are required for Club By-law changes and the reason for the vote must be clearly stated on the ballot or appropriately attached. Voting will take place at a scheduled meeting and at least two Club members (not serving as Club Officers) will be used to count the ballots.

C. When designated by the Club Officers, absentee voting must use Form CC-11 and the guidelines for collecting and counting the absentee ballots must be followed.

D. Should the Club adopt Policies and Procedures specific to this Club; any proposed changes to such Club Policy and Procedures will require agreement by the majority of the Club Officers and Club members present at any duly called Club meeting.

E. **ARTICLE IX - DISSOLUTION**:

Prior to Club dissolution, and after all debts are satisfied, all property and assets shall be turned over to the Association.

FOR THE CLUB:	**FOR THE ASSOCIATION:**
_____	_____
Position	*Position*
_____	_____
Name	*Name*
_____	_____
Signature/Date	*Signature/Date*

APPROVAL

The foregoing application and the attached By-laws are hereby approved, and the Charter is hereby granted, subject to the Documents.

Dated this 1st day of July, 2026.

Del Webb eTown by Del Webb Community Association, Inc.

Melissa Schwartz, President	Melissa Schwartz
Printed Name	*Signature*