

MARCO MEN'S CLUB

BY-LAWS AND CONSTITUTION

(Revised 11/09/06)

ARTICLE I: NAME

MARCO MEN'S CLUB

ARTICLE II: OBJECT

The purpose of the Marco Men's Club is to bring together men residents of the area so that they may meet and make new friends for social purposes.

ARTICLE III: MEMBERSHIP

SECTION 1:

Membership shall be extended to men who are legal residents of Marco Island or Goodland.

SECTION 1-A:

Approval for membership requires that applicant submit a membership application with proof of residency.

SECTION 2:

Club membership is limited to 600 members who are legal residents of Marco Island, Goodland, or The Isles of Capri. All current limited resident members are grand-fathered into the club. Any man who has been a member of Marco Men's Club who moves, but remains in Collier County shall, if he requests in writing, be grand-fathered into the club as a non-resident member.

SECTION 3:

Membership shall be for an extended period beginning from the month membership is effective through June 30th of that fiscal year.

SECTION 4:

Resignations of Officers, Committee Chairmen, and members shall be in writing.

ARTICLE IV: DUES

SECTION 1:

An active member is one who pays yearly dues. Membership dues are renewable yearly. Dues run from the date of application through June 30th, renewal year is then July 1 through June 30th. There are no partial dues. For applications dated after April 1st, the membership fee will be credited to annual dues for the following year.

SECTION 2:

A member shall become delinquent after his dues remain unpaid for two weeks. He shall be considered to have resigned at that time.

ARTICLE V: OFFICERS

SECTION 1:

The officers of the Club shall be President, Vice Presidents of Activities, of which there shall be a minimum of three (3) to a maximum of five (5), Secretary and Treasurer. These Officers, with the immediate Past President and the Chairman of the standing committees, as provided for by ARTICLE X herein, shall constitute the Board of Directors. The Vice President of Activities shall designate the Senior Vice President of Activities at a meeting called by the President within one week of the general election.

SECTION 2:

The Officers shall be elected for a term of one year. To be eligible, an Officer must be a paid member, a full time resident, and shall have signified his willingness to serve a full term.

SECTION 3:

The Chairman of the Nominating Committee shall present the nominees for Club Officers for the coming year to the Board of Directors for Board approval at the March Board meeting.

SECTION 4:

The approved slate of nominees shall be announced in the April Newsletter and presented to the general membership at the April meeting. Nominations from the floor will be accepted at the April Meeting. Nominations will be closed at the close of business of the April meeting.

SECTION 5:

Election shall be by simple majority of votes cast by the members present at the May Annual Meeting. New Officers and Board members will be installed and begin their term of office at the June general meeting.

SECTION 6:

When a vacancy occurs among the Officers, such vacancy shall be filled by an appointee of the Board of Directors. Any Officer who holds office for more than six months shall be deemed to have served a full term.

SECTION 7:

To encourage general participation of the members and also to gain the advantages of experience, neither the President nor the Treasurer shall hold the same position for more than two consecutive terms. No Board member shall serve more than four consecutive terms in the same elected position on the Board.

SECTION 8:

All candidates for Vice President of Activities must have been an event chairman for at least one (1) event or have been a member of the Board of Directors.

SECTION 9:

All candidates for President or Senior Vice President of Activities must have served on the Board Of Directors for at least one (1) term.

ARTICLE VI: DUTIES OF OFFICERS AND DIRECTORS

SECTION 1:

The President shall be general executive head of the Club and the Board of Directors, and shall be ex officio member of all activity groups and committees. He shall appoint all standing committee and special committee chairman. He shall preside at the meetings of the Club and the Board of Directors, and may call special meetings at his discretion. He shall vote only in the case of a tie.

SECTION 2:

The Senior Vice President of Activities shall assist the President in general supervision of the Club, and shall perform all the duties of the President on any occasion when the President cannot officiate.

SECTION 3:

The Secretary shall take the minutes of the Board and General Meetings and be responsible for general correspondence of the Club and shall file the Annual Report to the State of Florida. The Secretary shall preside over General and Board Meetings in the absence of both the President and the Senior Vice President of Activities.

SECTION 4:

The Treasurer shall receive all monies, pay all bills, subject to the approval of the Board of Directors and be responsible for sending notices to members of dues payable. He shall prepare and maintain a budget, keep an account of all receipts and expenditures and furnish a monthly financial report to the Board of Directors as well as an annual financial report to the general membership at the May meeting. He shall file the appropriate IRS returns in November. The Treasurer shall preside over General and Board of Directors meetings in the absence of the President, Senior Vice President of Activities, and Secretary.

SECTION 5:

Committee Chairmen shall appoint their own committee members.

SECTION 6:

The nominating committee shall consist of five members. The Chairman and one member of the committee shall be appointed by the President from the Board. The remaining three members shall be appointed by chairman from the general membership.

SECTION 7:

The June Board meeting shall be joint with new and current Officers and Committee Chairmen who shall turn over their completed notebooks and financial records, including a written report of the past years activities to their successors.

ARTICLE VII: BOARD OF DIRECTORS

The Board of Directors shall be responsible for the general supervision of the affairs of the Club. They shall by simple majority of the Board, approve an annual budget and the commitment of funds over \$50.00.

ARTICLE VIII: MEETINGS

SECTION 1:

Meetings shall be held monthly, or as determined by the Board.

SECTION 2:

The Board of Directors meetings shall be held monthly and at other such times as the President deems necessary.

SECTION 3:

The Annual meeting shall be held in May unless otherwise set by the Board of Directors, with notification given to all members.

ARTICLE IX: BY-LAWS

These By-Laws may be amended at the November General Meeting or the May Annual Meeting by a two-thirds vote of members present, providing the proposed written amendment has been submitted at a Board of Directors meeting within the previous three months. Amendments shall become effective upon adjournment of the meeting at which adopted.

ARTICLE X: COMMITTEES

The work of the Club shall be carried on through the following standing committees plus any other committees the Board of Directors may feel necessary; Newsletter, Membership, Member-At-Large, and General Meeting.

ARTICLE XI: ACTIVITIES

Activities of the Club are varied and are the outgrowth and desires of the wishes of its members. Due to limited facilities and instructors, activities are available to members only, unless otherwise designated by the Board of Directors.

ARTICLE XII: QUORUM

For the transaction of business, two-thirds of the membership present or two-thirds of the Board of Directors shall constitute a quorum.

**MARCO MEN'S CLUB POLICIES AND
PROCEDURES MANUAL
(Revised) February 2008**

PREAMBLE

The Marco Men's Club is governed by a Board of Directors. Policies and Procedures passed by the Board have been codified and listed below.

1. ACTIVITY GROUP FUNDS

Money collected by a club activity group shall be turned in to the club treasurer. These funds shall be accounted for separately in escrow accounts and reported in the treasurer's report. Adopted Nov. 1993

2. NAME TAGS

Members are required to wear a name tag or a club shirt with their name embroidered on it to monthly meetings. Those not wearing name tags will be assessed \$1.00. Adopted July 2002

3. ACTIVITY BUDGETS

Men's club activities shall be self supporting. Extra mailings necessitated by an event shall be paid for by that event. The Board of Directors may approve subsidizing an event. Adopted Nov. 1993

4. SOLICITATION OF FUNDS

The Marco Men's Club is not a forum for the solicitation of funds for any charitable or commercial cause except at the establishment or venue where an event is held and that particular event contracted for. Collection of such funds at meetings is not permitted. Adopted Jan. 1994 and Amended Feb. 2008

5. MEN'S CLUB SMOKING POLICY

To best promote the health, welfare, pleasure, and comfort of all Marco Men's Club members and guests, the Board has adopted the following smoking policy for all its club functions: **NO SMOKING**. Adopted Feb.1994

6. FISCAL YEAR

The fiscal year of the Marco Men's Club is July 1 through June 30. Adopted July 1994

7. ADVERTISING IN NEWSLETTER

Neither personal want ads nor commercial advertisements are permitted in the Marco Men's Club Newsletter or website, with the exception of normal newsletter items of interest to the Club on the whole, pictures of past events, etc., all special requested content must be approved by the current Club President on a limited and individual basis. Adopted Sept. 1995 and Amended Feb. 2008

8. BEREAVMENT NOTICES

Notice of serious illness or death of members, their spouses and children, and parents of members or spouses may be placed in the Newsletter. Adopted Sept.1996 and amended Mar. 1998.

9. POLITICAL ENDORSEMEMENTS

The Marco Men's Club is a non-political organization. Endorsement of any political cause or candidate for public office at any club function is prohibited. Political materials, signs, or badges may not be distributed at, on, or near any Men's Club function. Adopted Sept. 1998

10. AUDIT OF BOOKS

The Men's Club books shall be reviewed annually in April by a panel of three members selected from the general membership. A formal audit is not required. Adopted Sept. 1998 and amended Sept. 2002

11. CHECK SIGNATURES

Checks written for more than \$3,500.00 require two signatures and may not be pre-signed in blank. Bonding is not required. Adopted Feb 2007

12. MEMBERSHIP LISTS

The membership list of the Marco Men's Club is the property of the Marco Men's Club. The use of the membership list is restricted to members. It may not be given to nonmembers. It may not be used for solicitation purposes by members or nonmembers. It may neither be sold nor given away.

Adopted Jan. 1994 and amended Sept. 1998

13. ACTIVITY CHAIRMAN REIMBURSEMENT

The chairman of an activity shall be reimbursed for his ticket up to \$100.00 of the published cost. January 2007

14. POLICY ON REFUNDS FOR ACTIVITY CANCELLATIONS

If the club must pay, there will be no refunds. If the club does not pay, it will, upon request, issue a refund. Adopted Feb. 2000

15. NOTICE OF DUES DELINQUENCY

Elimination of this notice was adopted November 2004

16. DUES INVOICING

An invoice form notifying members to pay their annual dues, and also to provide a method to update addresses and other information shall be sent to each member by first class mail in May. Adopted November 2004

17. MEMBER MOVING OUT OF COLLIER COUNTY

If a member moves out of Collier County during the club year, July 1 to June 30, this will be construed as an available opening for membership to the next person on the waiting list. The moving member may partake of the club's activities as long as he has paid his dues, only until the end of the current fiscal year.

Adopted April 2003.

18. PUBLIC RELATIONS

All public communications must be approved by a committee consisting of:

- 1) The current club President.
- 2) The current club Senior Vice President.
- 3) A current member of the club Board of Directors who is selected by a majority of the Board. Adopted Feb. 2008.

19. CODE OF CONDUCT:

Members of the Marco Men's Club shall conduct themselves in a manner consistent with an orderly society at all MMC events. Conduct must not damage the goodwill or reputation of the club. Violations of appropriate conduct will be investigated by the Board of Directors and may result in club sanctions which may include dismissal from the club. Adopted Feb. 2008.