MARCO MEN'S CLUB
POLICIES AND PROCEDURES MANUAL

REVISED & APPROVED DECEMBER 11, 2024

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 and reported in the treasurer's report. Every event chairman/host must provide an Activity Expense Report to the President, Treasurer and Senior VP of Activities promptly after an event is concluded. (Approved 12/6/18)

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. New members' name tags shall be mailed to the new members if they are not picked up by the new members at the next general meeting after the name tags become available. (Amended 6/6/19)

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 sponsoring an event. If an event requires a deposit or other commitment of Club funds in excess of $500.00, then the event chairman/host must notify the Treasurer, President, and Senior Vice President, and must obtain approval of the Treasurer and either the President or Senior Vice President before agreeing to said deposit or commitment of Club funds. (Approved 12/6/18)

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 July1 through June 30. (Adopted Jul. 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 an individual basis.
(Adopted Sep. 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 Sep. 1996 and Amended Mar. 1998)

9. POLITICAL ENDORSEMENTS

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 or near any Men's Club function. Political support of any kind shall not be solicited at any club function by any person whatsoever. (Modified September 6, 2018)

10. AUDIT OF BOOKS

The Men's club books shall be reviewed annually in July by a panel of three members selected from the general membership. A formal audit is not required.
(Adopted Sep. 1998, Amended Sep. 2002 and September 2018)

11. CHECK SIGNATURES

Checks written for more than five thousand dollars ($5,000.00) require two signatures and may not be pre-signed in blank. Bonding is not required.
(Adopted Feb 2007, Amended May 6, 2010)

12. MEMBERSHIP LISTS

The Membership Chairman manages the Membership List and associated personal information provided on applications in digital form. The Membership List is used in the functioning of the club by the Board, Chairmen, Committees, hosts, web master, and other contracted third parties in an Excel, Word and other digital formats. The Membership Chairman may provide a Regular Member with the Membership List in PDF format upon request. **Club members can**

request that the Membership Chairman remove their email addresses and phone numbers from Membership Lists provided to Regular Members. The Membership List may not be given or sold to non-members, or used in a solicitation of membership for non-club or non-social reasons. A list of names of club members and spouses/significant others is public information and is posted on the club website. (Approved 1/17/21)

13. ACTIVITY CHAIRMAN (HOST) REIMBURSEMENT

The chairman (host) of an activity and his spouse, wife, or significant other shall be reimbursed for his ticket(s), or meal cost up to one hundred dollars ($100.00) of the published cost. (Adopted May. 2016)

14. POLICY ON REFUND 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 Nov. 2004)

16. DUES INVOICING

New Members: Applicants will be required to pay $60 (1 yr. dues) upon making application to the club at any time during the calendar year. New members who join the Marco Men's club during the months of September through December, will be exempt from paying the dues for the following calendar year.

Existing Members: Members of the club will be notified of payment due for $60 (1 yr. dues) during the months of November and December (in 2021 and thereafter). Dues are payable by December 31st. Payment of that sum by a member is full payment for dues for the following calendar year.

A member who has not paid his dues by December 31st shall be considered delinquent and will have his membership terminated. Such members will be removed from the club's membership list upon direction of the board of directors. (Approved 12/14/19)

17. MEMBERS 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 Apr. 2003)

18. PUBLIC RELATIONS

All public communications must be approved by:

1. The current Club President, or
2. The current Club Public Relations Chairman.

(Approved 12/6/18)

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)

20. Non-Member Event Policy

Club events are conducted for club members and their spouses or significant others, who have priority in reservations for an event. If capacity limitations allow for other non-member guests at an event, such non-members may reserve and attend if sponsored/hosted by a club member.
(Approved 12/6/18)

21. Non-Member Golf Policy

Guests that reside outside the club's membership residency requirement may play golf if invited by a member in good standing. Members have first priority for open slots, if there is an opening that cannot be filled by a current member, then guest will be welcome to take the open slot. MMC no longer offers golf-only membership. (approved on 12/11/2024)

22. Access Credentials to Online Records

The President, Senior Vice-President, Treasurer, Secretary, and Web-master shall be provided with access credentials for the club's cloud record storage account. The President, Treasurer, Membership Chairman and Web-master shall be provided access credentials for the club's bank transaction gateway. Said credentials are to be kept confidential and shall be surrendered at the conclusion of said officers' terms of office. (Approved on 7/2/19)

23. Records Storage and Retention

The Treasurer shall place the club's financial/business records and tax returns for each fiscal year into standard letter/legal sized (12x15x10) covered banker's boxes, each of which shall be clearly marked so as to identify the fiscal year for which it was created. Each banker's box shall also state "Destroy on 12/31/(*here insert current year + 3*)". The boxes of records shall be stored in a location as determined by the board of directors. A box of records shall be destroyed promptly after the destruction date indicated upon the box. The Treasurer may also store all the club's financial/business records in a secure cloud location or storage device. All electronic data will be held by the Treasurer until such a time, when a new Treasurer takes over. (approved 12/11/2024)

END OF POLICY AND PROCEEDURES MANUAL