

# **BYLAWS TIMBER GREENS VETERANS GROUP, INC.**

**(A non-profit 501 (C) (3) organization formed in the State of Florida)**

## **ARTICLE I – NAME**

**The** name of the organization shall be the Timber Greens Veterans Group, Inc. also referred to as TGVG.

## **ARTICLE II – OBJECTIVES**

### **SECTION I - MISSION**

**To** stand committed to our fellow Timber Greens Veterans.

**To** serve these Veterans, our Timber Greens Community, and to support Other Military Organizations.

**To** recognize our Veterans for their personal sacrifices, and to praise their loved ones for all they endured while they were away from them in defense of the nation. .

**To** keep the Residents of Timber Greens informed as to the functions of the various Veterans organizations in the counties that surround the New Port Richey, Florida area.

**To** maintain a list of all veterans in Timber Greens including all pertinent and available information.

**To** ensure the holidays that are associated with the Veterans are observed.

**We**, the Timber Greens Veterans Group, promise to promote patriotism and to honor our community's Veterans for their service to the United States of America.

### **SECTION II – OBJECTIVES**

**The** Timber Greens Veterans Group is organized exclusively for charitable purposes, including, for such purposes, the making of distribution to organizations described under Section 501 (c) 3 of the Internal Revenue Code, or corresponding section of any future federal tax code.

- To** maintain a high level of patriotism, cooperation, friendship and morale among veterans that reside in the Timber Greens Community.
- To** recognize and reward outstanding accomplishment of our veterans.
- To** stimulate the exchange of information by means of publications, meetings and socials.
- To** cooperate with other clubs and activities, which are mutually beneficial to all.
- To** establish, administer and accept voluntary contributions to accomplish the purpose of any approved program of the organization.
- To** support other Veterans groups that strive to make a difference in a veteran's life.

### **SECTION III – DISSOLUTION**

**Upon** the dissolution of the Timber Greens Veterans Group, assets shall be distributed for one or more exempt purposes within the meaning of Section 501 (c) 3 of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government or to a state or local government, for public purpose.

## **ARTICLE III – CONSTRAINTS**

### **SECTION I**

**The** powers of the organization reside in its members. An elected Board of Directors will exercise the powers on behalf of the members.

### **SECTION II**

**The** organization is a registered non-profit, non-sectarian and non-partisan. It cannot endorse or disparage a commercial enterprise, a political platform or a candidate for political office. No part of any funds collected or received from any source shall inure to the benefit of any member or individual or Officer of the organization. No officer shall receive any compensation for service as an Officer.

**All** collected funds, with the exception of member's paid dues, are to be disbursed to qualified veterans and Veterans organizations each year with a maximum of \$2000 to be maintained by the Timber Greens Veterans Group as well as all funds related to the Veterans and First Responders Memorial as of 31 December of each year. Funds related to the Veterans and First Responders Memorial are to be maintained expressly for use in

maintenance, improvement, and upkeep of the memorial, not disbursement for any other purpose.

### **SECTION III**

**Only** persons authorized by the Board of Directors and only for organizational purposes, singularly or in combination, may use the organization's name and seal.

### **SECTION IV**

**The** private property or funds of any member of the organization shall not be liable for the debts of the organization but shall be wholly exempt there from.

### **SECTION V**

**No** member of the organization, including Officers, shall make a contract, commitment or expend organizational funds more than \$100.00 without the approval of the membership with the exception of authorizing the annual Veterans Dinner.

**However**, in the event of an emergency, the Officers of the Board of Directors are authorized to expend up to \$500.00 of organizational funds if there is unanimous agreement of the Board of Directors.

### **SECTION VI**

**No** Officer may use a "title," "name," or any other assumed title in any communication letter or memoranda other than that bestowed by the organization.

### **SECTION VII**

**Any** Board Member or Officer, upon leaving office, shall immediately turn over to the new officers all records, reports, monies, property or any other memorabilia connected to such office and to assist the new officer in becoming familiar with the office and its functions.

## **ARTICLE IV – MEMBERSHIP**

## **SECTION I – ELIGIBILITY**

**Any** person who was or is now a member of the armed forces of the United States of America and resides in The Timber Greens Community may become a member of the organization.

**Other** interested residents that reside within Timber Greens may be a member.

**Current** dues paying members in good standing who move out of the Timbers Greens Community may retain their membership by paying the annual dues on time but will be non-voting members.

## **SECTION II – MEMBERSHIP**

**Membership** in TGVG will be on an annual basis from January 1<sup>st</sup> to December 31<sup>st</sup>. Dues will be paid upon joining TGVG then will be due on January 1<sup>st</sup> each year thereafter.

**Membership** costs will be \$30.00 a year and can be changed by a majority vote of the Board of Directors.

**Members** who have not paid their dues by the first day of the third month of the calendar year will forfeit their membership until such time as the dues are paid and up to date.

**Membership** dues for World War II Veterans will be waived.

**Membership** for widows or widowers of former members will be waived.

**Membership** allows member one (1) vote in all organizational matters.

## **ARTICLE V – OFFICERS**

### **SECTION I – BOARD OF DIRECTORS**

**The** Board of Directors shall be the governing body of the Timber Greens Veterans Group organization. Board members serve at the discretion of the membership. The Board shall consist of the following officers:

- President
- Vice President
- Secretary
- Treasurer
- Immediate Past President

### **SECTION II – DUTIES**

**The** Board members shall use their energy, experience and knowledge for the benefit of the organization. These attributes are to be utilized for the

positive direction of the organization, in concert and cooperation of the membership. An Officer is expected to assist all committees, participate in meetings, and assist in the recruiting of additional members in the Timber Greens Community.

### **SECTION III – TERMS**

**Officers** serve for a term of one (1) year at which time the membership shall elect a new officer for that position. Any officer may be elected to any other office or position on the Board, provided he/she is properly nominated and elected according to the BYLAWS.

**Elections** will be held at the December meeting for the following term.

### **SECTION IV – ACTIONS**

**Officers'** actions shall be subject to all BYLAWS and none of its actions shall be in conflict with actions taken by the general voting membership. A member of the Board of Directors must be in good standing with the membership.

### **SECTION V – INSTALLATION**

**The** new Officers shall be installed in January.

### **SECTION VI – RESPONSIBILITIES**

**The** duties and responsibilities of the Officers shall be as follows:

#### PRESIDENT

- Shall be the senior Officer of the TGVG.
- Conduct all business meetings.
- Receive and maintain all monthly reports for all other Officers as to the activities of the secretary and treasurer.

#### VICE PRESIDENT

- Perform duties of the President in his/her absence or incapacity.
- Supervise activities of the committees.

#### SECRETARY

- Keep minutes of all meetings attended, including annual meeting and submit for publication on the website.
- Maintain a file on all organization correspondence.

- Maintain a MASTER file on all members current, delinquent, and deceased, designated by an asterisk following the name.
- Maintain a record of banks and addresses where organizational documents and bank account numbers.

### **TREASURER**

- Is custodian of all funds and accounts of the organization.
- Responsible for the collection of all dues and recording of same.
- Keeps full and accurate accounts of all receipts and disbursements in the organizational books for the calendar year.
- Prepares membership cards for each paid up member and forwarding to that member, with notification to the Secretary.
- Makes payment of any and all approved bills of the organization.
- Submits a detailed monthly report to the membership of the finances.
- Maintains a MASTER file of all dues paying members, which will include name, address, telephone number and email, as well as a file on delinquent members (those that have not paid dues by March 1<sup>st</sup> of the current year). Treasurer will follow up with these members regarding payment of dues.

### **SECTION VII – VACANCY**

**In** the event of a vacancy in any of the elected offices, the board shall choose a successor to complete the vacant term of office.

## **ARTICLE VI – COMMITTEES**

### **SECTION I - RESPONSIBILITIES**

**The** Board of Directors may establish or abolish committees as it deems desirable for the good of TGVG.

**The** Vice-President shall have supervisory responsibility for all committees but shall exercise such responsibility only through the designated elected Officer, if any, to oversee or supervise a committee.

## **ARTICLE VII – MEETINGS**

### **SECTION I**

A monthly meeting of the organization shall be held on dates as determined by the TGVG Board of Directors. A quorum of the general meeting shall be a minimum of fifteen (15) members in good standing.

## **SECTION II**

**The** President shall conduct all meetings of the organization. In the event of absence or inability of the President, the Vice President will perform these duties. In the event of either Officers being unable to conduct these required meeting, the Secretary and then the Treasurer shall conduct that meeting.

## **SECTION III**

**The** Board of Directors shall hold meetings at such time and place as determined by the Board. All Board meetings shall be open to any member of TGVG. A quorum of the TGVG Board of Director's will be three (3). Each Board member shall have one (1) vote.

# **ARTICLE VIII – RECEIPTS AND DISBURSEMENTS**

## **SECTION I – RECEIPTS**

**Receipts** of monies will primarily come from the payment of dues, fund raising activities and donations.

## **SECTION II – DISBURSEMENTS**

**Disbursements** of funds will be primarily for:

- Payment of bills incurred in support of fund-raising activities (i.e. meals, raffle prizes, golf fees, etc.).
- Contributions as determined by the Disbursement Committee that have been voted and approved by the membership.
- The annual membership dinner.
- As otherwise determined by the membership (special needs, etc.).

# **ARTICLE IX – HOLD HARMLESS**

## **SECTION I**

**Members** of the Timber Greens Veterans Group, guests of members, and unescorted TGVG guests, agree to hold harmless and without fault and free from damages, the , Timber Greens Veterans Group and members of the Board of Directors, the General Board and the Executive Board in the event of any

accident, injury or harm which may occur at or during or traveling to/from a Timber Greens Veterans Group activity or event.

## **ARTICLE X - AMENDMENTS**

### **SECTION I**

**These** BYLAWS or any part thereof may be replaced, repealed, amended, altered or added to by submitting the proposition, in writing and signed by any member, in good standing with the organization, for consideration. Such proposition shall, if deemed valid by the membership shall be voted on by a two-thirds vote of the members, in attendance, in good standing. Such proposition to take effect immediately upon approval.

## **ARTICLE XI – PARLIAMENTARY PROCEDURE**

### **SECTION I**

**The** rules contained in the most recent revision of ROBERT’S RULES OF ORDER shall govern all meetings on the Timber Greens Veterans Group organization in all cases in which they are applicable and which they are not inconsistent with these BYLAWS.

**Amended, revised and adopted on March 28, 2025 at the Monthly General Meeting.**

**Amended on May 3, 2019 at the Monthly General Meeting.**

**Amended on February 28, 2020 at the Monthly General Meeting.**

**Amended on October 23, 2020 at the Monthly General Meeting.**

**Amended on November 20, 2020 at the Monthly General Meeting.**

**Amended on February 26, 2021 at the Monthly General Meeting.**

**Amended on August 27, 2021 at the Monthly General Meeting.**

**Amended on October 22, 2021 501(C)(3) at the Monthly General Meeting.**

**Amended on February 25, 2022 at the Monthly General Meeting.**