



## **BYLAWS – ACKNOWLEDGING ACTS OF KINDNESS**

### **PURPOSE**

The Purpose of the Acknowledging Acts of Kindness (“AAOK”) Club is to promote a culture of kindness in The Villages and our greater community. Our goal is to recognize and reward those who have gone above and beyond in showing kindness to others. People who help others are the best role models, and recognizing their acts of kindness helps to encourage this behavior in our community by promoting a “culture of kindness.”

### **GENERAL MEMBERSHIP**

Membership is open to all residents of The Villages. Meetings of the AAOK Club take place the 2<sup>nd</sup> Thursday of each month at a Recreation Center in The Villages, FL. There are currently no membership dues. Our activities are supported by money raised at annual fundraisers.

Our members are dedicated to supporting our Purpose. We request that members attend monthly meetings, share ideas, participate in our Acknowledging Acts of Kindness events and in the AAOK Club activities including but not limited to fundraising events, kindness acknowledgment presentations, and volunteering as needed at special events throughout the year.

### **THE BOARD OF DIRECTORS**

#### **TERM OF OFFICE**

1. The affairs of the organization shall be managed by the Board of Directors (“The Board”).
2. The Board shall consist of President, Vice President, Secretary, Membership Director, Treasurer, and Outreach Director. The duties of each shall be those pertaining to their positions, including but not limited to, the bullet points to follow. The Board may appoint other officers as needed.
3. The Board of Directors shall consist of no less than 5 and no more than 7 positions. Board members shall serve a term of 2 years, however the term may be extended until a successor has been elected. The term of office shall be considered to begin January 1st until December 31st of the same year.
4. Directors may be elected at any Board meeting by majority vote of the existing Board of Directors.
5. To be elected to The Board, members must reside in The Villages on a permanent basis.

## **BOARD MEETING REQUIREMENTS**

1. The Board of Directors will meet monthly in person (preferred) or virtually. Pertinent matters affecting the organization shall be done either at a meeting or by email.
2. Special meetings may be called by the President.
3. Regular monthly meetings of the organization will be held, except during the months of July and August for summer break.
4. If a Board member is unable to attend a Board meeting they need to give notice to The Board members no less than 3 days prior to the meeting date.
5. If a Board member is unable to attend a Board meeting, they must provide a report of their responsibilities to the President to be discussed at The Board meeting.
6. Board members are expected to attend 9 monthly Board meetings per year.
7. Members of The Board shall receive no compensation for their service as a Board member.

## **DISPOSITION OF PROPERTY**

Upon the dissolution or termination of Acknowledging Acts of Kindness Club, any assets lawfully available for distribution shall be distributed to one or more organizations of a similar nature to the AAOK Club. Such organizations shall be selected by the AAOK Board of Directors and shall have purposes that are consistent with the charitable purposes of the AAOK Club.

## **INDEMNIFICATION OF LIABILITY**

No individual Member, Officer, or Director of the AAOK Club shall be personally responsible for any debts, liabilities, or obligations incurred by or on behalf of the AAOK Club. All such debts, liabilities, and obligations shall be the sole responsibility of the organization, to the extent permitted by law.

## **ROLES AND RESPONSIBILITIES OF BOARD MEMBERS**

### **President**

- Oversees other Board positions, focus groups, support positions, & club meetings.
- Creates an agenda for Board meetings and for monthly membership meetings.
- Recruits speakers for monthly meetings.
- Attends speaking engagements to promote AAOK club.
- Authorizes purchases, and writes checks.
- Maintains relationships with media journalists.
- Acts as the Newsletter Editor when position is vacant.
- Sends email to all current members a list of future meeting dates, location, and time.
- Keeps The Board's current and signed AAOK Bylaws.

### **Vice President**

- Provides advice to the President and The Board.
- Is available to lead monthly meetings and provide support if the President is unavailable.
- Attends Club activities.
- Aids in publicity by monitoring the relationship with the media.
- Holds check writing privileges.

### **Treasurer**

- Maintains the integrity and accurate recording of AAOK Club's financial position.
- Holds check writing privileges.
- Pays bills.
- Reimburses purchases made on behalf of AAOK Club.
- Keeps up-to-date records of all financial transactions.
- Ensures all cash and checks are promptly deposited into the AAOK Club's account.
- Reports monthly to The Board on the financial position of the AAOK Club.
- Prepares and presents an end-of-year financial statement to The Board.

### **Secretary**

- Manages, processes, and maintains a record of all incoming and outgoing correspondence.
- Records discussions and outcome of voting on financial and other matters.
- Responsible for the accurate recordkeeping and circulations of the Minutes from Board meetings.
- Distributes Minutes via email to Board members one week prior to the next scheduled Board meeting for review.
- Takes notes at the monthly member meeting and provides them to the President.

### **Membership Director**

- Sets up and manages the table at the meeting entrance and sets out Kindness cards.
- Records attendance of current members, and new member's names, phone numbers, email, and the Village they reside in.
- Maintains current member contact information, and distributes quarterly reports to The Board, Support positions, and Program leads.
- Sends a welcome letter to the new members after they attend their first AAOK meeting.

### **Outreach Director**

- Conducts research to find organizations within the local area that require volunteer help. This is generally a one-time request.
- Attends events held by other kindness-focused clubs in The Villages to investigate whether their events would benefit by our membership getting involved.
- Communicates all opportunities to The Board to get feedback, consent, and buy-in.
- Communicates kindness-focused events, dates, times, and expectations to our members at monthly meetings, via the Club's website, and with emails.
- Creates a sign-up list with names, email addresses, and phone numbers for volunteers.
- Sends out reminder emails with location, day, date and time of the volunteer commitment, including event expectations.
- Brings additional opportunities to membership on how to show Kindness, including, but not limited to: Kindness card making, monetary collections for special projects, food and clothing drives, "Kindness Rocks" rock painting, collecting supplies for special kindness projects, etc.
- Adds events to the website via a Gmail calendar.

## **FOCUS GROUPS**

Small groups that meet as needed to research areas that AAOK would like to explore; themes or topics the members or The Board would like to pursue in the future, or new goals for The Club.

## **PROGRAMS**

### **Educational Outreach**

- Share the knowledge and lessons of how important it is to be kind to others and yourself to students of all ages.
- Provide advice specifically to 2<sup>nd</sup> grade students on creative ways to promote kindness via the “Bee Kind” Program.
- Contact local elementary schools, communicate our mission, complete necessary forms and in-person meeting to gain access to the school grounds and classrooms.
- Set-up meeting times, coordinate with other volunteers, prepare and rehearse presentation.
- Share the “Bee Kind” lesson plan with as many 2nd graders as possible.
- Explain the AAOK card and its importance, and provide them to the classes.
- Continue to provide the “Bee Kind” lessons on a yearly basis.
- Update and enhance the “Bee Kind” Program as needed.
- Report back to The Board and monthly meeting attendees.

### **Acknowledgements of Kindness Candidate Selection/Vetting, and Acknowledgement Event Coordination**

- Review and vet kindness nominations.
- Select, validate, decline, or place on hold nominations.
- Coordinate a month, date, time, and place for the Acknowledgment.
- Purchase gift cards, flowers, chocolates, or other gifts as needed and submit receipts to the Treasurer.
- Print a personalized certificate for the Nominee and place in a frame.
- Invite AAOK members to attend the Acknowledgement.
- Plan and execute individual Acknowledgments.
- Provide a short write-up and a photo to the Website Manager via email.

## **SUPPORT POSITIONS**

### **Website Manager**

- Manages the functionality of the Club website.
- Ensures the security of the Club website.
- Works closely with the President and Board to update the website with upcoming fundraising events, special community events, posts photos/videos of acknowledgements and kindness stories from members.
- Website maintenance as required.
- Provides a quarterly report to The Board via email on March 1, June 1, Sept. 1, and Dec. 1. Or may attend the scheduled monthly Board meeting to present a quarterly report.

### **Newsletter Editor**

- Sends a monthly informational email with photos of events to the current membership list.
- Sends information and flyers out to membership for fundraising, social events, and other special events.
- Provides a quarterly report to The Board via email on March 1, June 1, Sept. 1, and Dec. 1. Or may attend the scheduled monthly Board meeting to present a quarterly report.

### **Social Chair**

- Plans for, purchases, and sets up refreshments at monthly meetings as needed.
- Engages members in a fun “Warm Up” activity for monthly meeting as time permits.
- Supports the Outreach Director as needed.
- Provides a quarterly report to The Board via email on March 1, June 1, Sept. 1, and Dec. 1. Or may attend the scheduled monthly Board meeting to present a quarterly report.

### **Fundraising Chair**

- Plans and organizes fundraising events.
- Researches themes, ideas, performers, and companies.
- Researches and recommends appropriate recreation center to be reserved for event(s)
- Works with recreation center on set-up of tables, a/v equipment, and any special set-up.
- Requests electronic bulletin board posting from The Villages activities/entertainment.
- Creates a flyer to promote the event(s).
- Submits fundraising information to *The Daily Sun* and social media websites.
- Requests member’s assistance in collecting prizes as needed for bingo and raffles, and for selling 50/50 tickets, and raffle tickets at events.
- Distributes flyers via email to other Villages clubs to promote fundraising events.
- Provides a quarterly report to The Board via email on March 1, June 1, Sept. 1, and Dec. 1. Or may attend the scheduled monthly Board meeting to present a quarterly report.

## **AMENDMENTS**

These Bylaws may be amended by vote of the current Board.

### **APPROVAL BY SIGNATURES OF THE BOARD OF DIRECTORS**

We the undersigned are Directors of the AAOK Club, and we consent to and hereby adopt these Bylaws on this day, the \_\_\_\_ day of \_\_\_\_\_, 2025.

President: Lindsay Collier \_\_\_\_\_

Vice President: Cathi Coy \_\_\_\_\_

Treasurer: Barbara Bickley \_\_\_\_\_

Secretary: Peggy Cunningham \_\_\_\_\_

Membership Director: Carol Zagrosh \_\_\_\_\_

Outreach Director: Jen Smith \_\_\_\_\_