



## **Gold Leaf Cigar Club – Bylaws**

*Version 2.2 (January 2023)*

The Gold Leaf Cigar Club (GLCC) is a private membership organization incorporated in the State of Texas. GLCC membership is comprised of individuals that enjoy premium hand-rolled cigars. GLCC sponsors membership-only events, encourages community outreach, and supports opportunities to network with ‘Lovers of the Leaf’.

### **ARTICLE I – GENERAL**

Section A. NAME: Gold Leaf Cigar Club, LLC

Section B. PURPOSE: To operate a private membership organization that supports premium hand-rolled cigar enthusiasts, charity organizations, and community outreach.

Section C. COMPLIANCE: These Bylaws willfully comply with the governing documents (e.g., State of Texas Business Organizations Code, Internal Revenue Service tax classification, etc.). In the event of a conflict between these Bylaws and the governing documents, the governing documents will prevail.

Section D. INDEMNITY: Gold Leaf Cigar Club, LLC is not responsible nor liable for any accidents, injuries, or actions of its members. All members will use their best judgement to act responsibly and adhere to the Standards of Conduct (see Appendix A).

### **ARTICLE II – MEMBERSHIP**

Section A. Membership shall be open to individuals vetted, 21 years of age and over, and regardless of sex, religion, race, ethnic origin, occupation and/or sexual orientation. GLCC believes its strength and success comes from diversity. GLCC does not condone unlawful discrimination of any kind.

Section B. Membership levels and dues are determined by the elected officers, in consultation with the appointed advisory board members, and voted on by the general membership. All newly accepted members into the Club will serve a 6-month probationary period.

Section C. Membership levels and dues are as follows:

- Original Founding Members (Founding Fathers) – In 2013, the following individuals established the Helotes Cigar Club, which later became the GLCC:
  - Carl Forbes
  - Rick Rodriguez
  - Raul Morales
  - Patrick Plott
  - Diana Davila
  - Doug Scalf
  - Rodolfo “Rudy” Ledesema (deceased)
  - Daniel Gresham
  - Kansas City Rich Ruiz
- This membership level is closed permanently. These individuals have full voting rights per the Bylaws and paid \$300 to the Treasurer. **This level of membership does NOT allow for unlimited clubhouse/lounge access. These members get access to the lounge each month for club business meetings, pot luck, poker night and club sponsored events (i.e., Oktoberfest, Superbowl, and Annual Membership Meeting). No annual dues are paid by these members, however, they are highly encouraged to pay the Full Club Member dues to support and sustain the clubhouse/lounge with unlimited access.**
- NOTE: These Founding Fathers may use gold thread and color for their embroidery, etc., for clothing and merchandise. Other membership levels are prohibited of using gold thread and color. The color “gold” is reserved for the Founding Fathers.
- Founding Members (all “grandfathered” into this membership level as of March 8, 2023) – **This membership level is closed permanently.** It was reserved for a vetted individual that demonstrated their extensive commitment to the GLCC and has at least one (1) year of service to the Club. No more than 50 individuals will be awarded membership at this level. This individual will have full voting rights per the Bylaws and paid \$300 to the Treasurer. **This level of membership does NOT allow for unlimited clubhouse/lounge access. These members get access to the lounge each month for club business meetings, pot luck, poker night and club sponsored events (i.e., Oktoberfest, Superbowl, and Annual Membership Meeting). No annual dues are paid by these members, however, they are highly encouraged to pay the Full Club Member dues to support and sustain the clubhouse/lounge with unlimited access.**
- Charter Members (effective March 9, 2023) – **This membership level is closed permanently.** It was reserved for a vetted individual that demonstrated their extensive commitment to the GLCC and has at least one (1) year of service to the Club. No more than 10 individuals will be awarded membership at this level.

This individual will have full voting rights per the Bylaws and paid \$400 to the Treasurer. **This level of membership does NOT allow for unlimited clubhouse/lounge access. These members get access to the lounge each month for club business meetings, pot luck, poker night and club sponsored events (i.e., Octoberfest, Superbowl, and Annual Membership Meeting). No annual dues are paid by these members, however, they are highly encouraged to pay the Full Club Member dues to support and sustain the clubhouse/lounge with unlimited access.**

- Lifetime Member – **This membership level is closed permanently.** This membership was reserved for a vetted individual that attested their commitment to the GLCC. No more than 75 individuals will be awarded membership at this level. This individual will have full voting rights per the Bylaws, and paid an initial \$200 to the Treasurer and maintain annual dues of \$25, not subject to increase (if membership occurred before January 1, 2022). Memberships at this level after January 1, 2022, will pay and maintain \$40 in annual dues. **This level of membership does NOT allow for unlimited clubhouse/lounge access. These members get access to the lounge each month for club business meetings, pot luck, poker night and club sponsored events (i.e., Octoberfest, Superbowl, and Annual Membership Meeting). Although annual dues are locked, they are highly encouraged to pay the Full Club Member dues to support and sustain the clubhouse/lounge with unlimited access.**
- General Member (**effective January 1, 2023**) – Reserved for a vetted individual that attested their commitment to the GLCC. There is no limit to the number of memberships awarded at this level. **This individual will have full voting rights per the Bylaws, and pay \$120 per year to the Treasurer. This amount is due each year on the anniversary date of membership. This level of membership is a “social membership” and does NOT allow for full and/or unlimited access to the lounge. These members get access to the lounge each month for club business meetings, pot luck, poker night and events (i.e., Octoberfest, Superbowl, and Annual Membership Meeting). These individuals are encouraged to pay the Full Club Membership dues to support and sustain the clubhouse/lounge with unlimited access.**
- Full GLCC Club Membership (**effective March 1, 2023**) – Reserved for a vetted individual that attested their commitment to the GLCC. There is no limit to the number of memberships awarded at this level. These individuals have full voting rights per the Bylaws, and pay \$55 per month to the Treasurer or \$600 per year. These individuals do not pay annual membership dues. These members make a commitment to pay a minimum one-year dues to support and sustain the clubhouse/lounge.
- Honorary Member – Reserved for an individual who has demonstrated exceptional support to the GLCC. This individual will have no voting rights, and

no annual dues. These honorees will be considered and approved by the Executive Leadership Team.

Section D. Vetting Policy (see Appendix B)

Section E. Annual membership dues must be paid in-full not later than the last day of the anniversary month that the individual joined the GLCC.

Section F. Delinquent annual dues paying members **and lounge members** will be assessed individually by the Vice President of Membership and Sergeant-at-Arms to determine necessary additional grace period, suspension, or expulsion from the GLCC.

### **ARTICLE III – OFFICERS AND ADVISORY BOARD (EXECUTIVE LEADERSHIP TEAM)**

Section A. The officer positions are: President, Executive Vice-President, Vice-President of Communications, Vice-President of Events, Vice-President of Membership, Secretary, Treasurer, and Sergeant-at-Arms.

Section B. An officer is a member in good standing and elected by simple majority vote at the annual membership meeting, and shall serve without compensation.

Section C. An advisory board member is a member in good standing, chosen by the President, and appointed with a simple majority vote by all the elected officers. The number of advisory board members shall not exceed 20 members, and shall serve without compensation.

Section D. Officer and Advisory Board Responsibilities

- See Position Descriptions in Appendix C.

Section E. Officer Terms and Limits

The elected officer term is 2 years, and the limit is 2 terms for any elected position.

Section F. Advisory Board Member Terms and Limits

An advisory board member term is 2 years and coincides with the newly appointed administration. There is no term limit.

Section G. Officer Nomination

A nominating committee will be appointed by the President and shall solicit nominations during the month of May. Nominations will be announced and accepted via the Discord application to the membership from May 1<sup>st</sup> to May 31<sup>st</sup>.

Section I. Officer Election

Election will be held the first week of June at the annual membership meeting every two years. Members must be present to vote. Officers' terms will become effective immediately following the final vote count.

#### Section J. Vacancies and Recall of Officers

In the event that an officer(s) is unable to perform their duties, or determined to have violated the GLCC Standards of Conduct resulting in suspension or expulsion, the remaining elected officers, in consultation with the advisory board, will seek a replacement from the membership. This individual shall be appointed and installed, as soon as possible, during the monthly business meeting or annual membership meeting, whichever is sooner.

### **ARTICLE IV – MEETINGS**

Section A. The annual membership meeting shall be at such location, date and hour, set by the President, each year in the month of June. The meeting shall be no later than the last day of June for the purpose of the officer's election held every two years.

Section B. The monthly business meeting shall be held on the second Wednesday of each month at such location and hour set by the President, and shall only be rescheduled from the second Wednesday to the third Wednesday due to an extenuating circumstance.

Section C. Special Meetings. A special meeting may be called by the President, by filing with the Secretary a verbal call for such meeting, stating the location, date, time, and subject thereof, and at such meeting only the specific business mentioned in the verbal call shall be acted upon. *A special meeting may also be called by filing with the Secretary a written request sponsored by at least 50% of the membership, and the request shall be brought forth during a monthly business meeting or annual membership meeting, specifying the purpose of the special meeting and suggested location, date and time.*

Section D. Quorums. At the annual membership meeting, a quorum is defined as a simple majority of the members present. At the monthly business meeting, a quorum is defined as 5 officers present.

Section E. Notices. Notwithstanding anything to the contrary in these Bylaws, all Notices required in these Bylaws shall be provided by communication via the Discord application. In the event the Discord application is unavailable, e-mail will be used.

Section F. Voting. The Sergeant-at-Arms will only allow members in good standing to enter and attend a meeting, and vote. Voting will be by show of hands or voice counted by the Sergeant-at-Arms. At the monthly business meeting, only elected officers and appointed advisory board members shall vote. Other members in

attendance will only observe the voting. Elected Officers may give their proxy to another Officer. No other proxy voting is permitted.

Section G. Succession at Meetings. In the event the President is unable to attend a meeting, the Executive Vice-President shall preside. If the Executive Vice-President is unable to attend, the remaining Vice-Presidents will determine the best course of action with consultation from the advisory board, to include postponing or suspending a meeting, until the President or Executive Vice-President become available.

## **ARTICLE V – FINANCIAL OPERATIONS**

Section A: The fiscal year runs from June to May each year. An annual budget for the upcoming fiscal year shall be submitted for approval at the annual membership meeting. **Per unanimous club vote, the fiscal and financial priority of the GLCC is funding the lounge or clubhouse.**

Section B. All checks, drafts or other orders for the payment of money issued in the name of the GLCC shall be signed by such Treasurer.

Section C. Both the President and Executive Vice-President, jointly, may enter into contract or execute and deliver any instrument on behalf of the Club, and such authority may be general or confined to specific instances.

Section D. No loans shall be contracted on behalf of the Club, and no evidence of indebtedness shall be issued in its name unless authorized by a resolution of the Officers, in consultation with the Advisory Board. Such authority may be general or confined to specific instances.

Section E. No officer or advisory board member shall be personally liable for the debts, liabilities, or other obligations of the Club.

Section F. No member, or immediate family member of a member, shall benefit financially or personally from earnings and/or expenditures of the GLCC. Professional goods and services provided by a Club member or family member of a member, may be considered and approved by the officers and advisory board.

Section G. Non-traditional business activities are prohibited.

## **ARTICLE VI – AMENDMENT OF BYLAWS**

Any amendment of the Bylaws shall be considered and approved following a simple majority vote held at the annual membership meeting. If an amendment is needed before the annual membership meeting, a special meeting shall be called by the President. (See Article IV – Meetings, Section C)

## **ARTICLE VII – DISSOLUTION**

Should the GLCC ever be dissolved, any and all monies remaining in the bank account(s) after all debts and obligations have been satisfied and all assets sold shall be given to a charitable organization.

**CERTIFICATE OF THE SECRETARY  
GOLD LEAF CIGAR CLUB**

I hereby certify that I am the duly elected Secretary and that the foregoing Bylaws were duly adopted at an appropriate meeting held on September 8, 2021, March 9, 2022, **and again on January 4, 2023.**

Dated: January 4, 2023

*///electronically signed///*

---

Eric Kinsey, Secretary

Appendix:

- A – GLCC Standards of Conduct
- B – Vetting Policy
- C – Position Descriptions for GLCC Leadership



# **Gold Leaf Cigar Club**

## **Standards of Conduct**

### **Appendix A**

Purpose: To provide expectations and policy, referred to as the “Standards of Conduct.” These standards apply to all members of the Gold Leaf Cigar Club (GLCC). By applying for and accepting membership into the GLCC, all members are acknowledging full understanding and receipt of these Standards of Conduct. This policy serves as a general guideline for expectations of conduct and is not inclusive of all examples and potential violations. In general, GLCC expects its members to conduct themselves in such a manner that their conduct and/or activities do not discredit the Club.

The expected results of this policy are:

- Membership will conduct themselves in a manner that fosters respect for the GLCC at all times and in all locations or venues.
- Members who fail to conduct themselves in accordance with these standards will be subject to appropriate sanctions, up to and including removal from the Club.

This GLCC Standards of Conduct has been approved by GLCC Executive Leadership and can be found at [www.goldleafcigarclub.com](http://www.goldleafcigarclub.com) and on the Club’s Discord server. The Standards of Conduct are included as part of the GLCC’s Bylaws.

Standards of Conduct:

All GLCC Members must:

- Act with professionalism, integrity and honesty at all times.
- Treat everyone with respect and courtesy.
- Not engage in harassment or mistreatment of others. GLCC Members are protected from bullying, including all forms of illegal harassment (sexual, discrimination, physical/psychological abuse etc.).
- Comply with all applicable City, State and Federal laws.
- Comply with lawful and reasonable directions given by GLCC Leadership.
- Not accept personal benefits from third parties, because of transactions of GLCC, unless disclosed and approved by leadership.
- At all times, uphold GLCC values, reputation and principles.



- Be responsible for the conduct of their guests at events, etc.
- Promote a positive, harmonious, and professional atmosphere.

**Disciplinary Enforcement.** GLCC reserves the right to review any and/or all violations committed by members, guests, or vendors, etc. Violations will be handled and reviewed by leadership on a case-by-case basis. The level of disciplinary action or sanctions enforced will be based on the seriousness of the offense and reviewed of available evidence. Decisions will be made by the Leadership Team and enforcement of penalties, etc., will be instantaneous and will be known to the person(s). Expulsions or removals are final, dues forfeited, and the person will be ineligible for future reinstatement of GLCC membership.

Disclosure: Standards of Conduct is subject to be amended at any time by simple majority of officers.

**By applying for and accepting membership into the GLCC, all members are acknowledging that they have read and fully understand the expectations of the Standards of Conduct.**

Appendix A



## **Gold Leaf Cigar Club**

### **Vetting Policy**

### **Appendix B**

Purpose: To provide policy and procedures, referred to as the “Vetting Policy.” These procedures apply to all new applicants of the Gold Leaf Cigar Club (GLCC). By applying for and accepting membership into the GLCC, all new members are acknowledging full understanding of this policy and how it affects them.

The expected results of this policy are:

- To establish procedures and protocols for the vetting and review of all new applicants.
- Ensure qualified and suitable members enter the Club, which maintain the professionalism, reputation and dignity of the GLCC.
- Ensure unsuitable members are NOT admitted into the Club.
- All newly accepted members must serve a 6-month probationary period and are subject to removal at GLCC’s discretion.

This GLCC Vetting Policy has been approved by GLCC Executive Leadership and is a part of the Club’s Bylaws.

GLCC is a private social cigar club and we reserve the right to determine the suitability and admission of our membership. GLCC also reserves the right to terminate membership at any given time during the probationary period. GLCC members who are beyond their probationary period are subject to disciplinary action, up to and including removal, based on violations of our Standards of Conduct.

Procedures:

- Vetting Committee (VC) is under the leadership and chairmanship of the Sergeant-at-Arms. The committee will include the Vice-President Membership and two (2) additional Advisory Board Members, who are appointed by the President.
- All applicants must fill out the Club Application for Admission, located on the Club website [www.goldleafcigarclub.com](http://www.goldleafcigarclub.com). Applicants will NOT be able to pay for their respective dues until cleared and approved by the VC.

- Once the application is submitted electronically, it will be automatically directed to the Sergeant-at-Arms and the other members of the committee for review.
- VC will review and verify all information contained in the application. The committee will conduct a free public information access search to verify sex offender and police records.
- VC may elect to meet with an applicant face-to-face to conduct an interview should they deem that necessary.
- VC makes the final determination as to eligibility and suitability of all applicants. VC will make a concerted effort to finalize all applicant suitability decisions within five (5) business days.
- If the VC's decision for Club entry is favorable, the committee will contact the Vice-President of Membership and share the contact information from the first page of the application so that the membership database can be populated.
- VC's designated committee member will also contact the applicant and provide them with the information required to access the electronic payment application to make their annual dues submission.
- If the VC's decision is unfavorable, the Sergeant-at-Arms will contact the applicant and inform them of their decision and thank them for their interest.
- VC will ensure that the application material and any notes collected during the course of the suitability inquiry is destroyed and NOT kept on record. The only information kept on record will be stored in the Club's membership database, which is limited to contact information.

## Appendix B

**GOLD LEAF CIGAR CLUB  
APPLICATION FOR ADMISSION**

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Nickname

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Date of Birth (MM/DD/YYYY) (year optional)

Veteran? Branch?

First Responder? Unit?

Current Employment Information:

If you own a business...please share that information with us:

Emergency Contact (EC) First Name

EC Last Name

EC Cell Phone

Note: GLCC will conduct a limited background check on the information provided.

## Admissions Questions:

1. Thank you for your interest in GLCC! How did you find out about us? Are you being referred to the Club by anyone specific?
2. The GLCC has a variety of subcommittees and subgroups. Volunteers assist in event planning and other activities, etc. Subgroups include; motorcycle, bourbon, golf, gun, and investment groups.
  - 2a. Would you be willing to serve on any subcommittees or subgroups?
  - 2b. How do you feel you could make a positive contribution to our Club?
3. Please explain your level of interest in volunteering in Club activities (i.e., participating in committees, subcommittees, etc.). What do you have to offer and how are you willing to contribute? Note: The Club has a number of subcommittees that meet regularly such as; motorcycle, bourbon, investment, and golf groups, etc.
4. Please confirm that you have read the Club's Standards of Conduct and fully understand the Club's expectations. *Note: If you do not have access to the Standards of Conduct, please contact a Club Officer, who will provide a copy for you. All applicants must first read and acknowledge understanding of the Standards of Conduct prior to consideration for admission.*

Note: Aside from the membership data, which is maintained in the Club's database, the questionnaire information will be reviewed by the Club's Vetting Committee and will NOT be kept in Club records. The questionnaire information is only used for application procedures and Club admission and then it will be destroyed.

5. Have you been convicted of any of the following (all public information):

Felony or misdemeanor in the last five (5) years? Yes or No.

Convicted/registered sex offender? Yes or No.

Crime involving a weapon, violence, abuse or sexual misconduct? Yes or No.

6. Aside from our questions, is there anything you wish to disclose during the application process that might cause concern during your admission process?

7. If you are admitted to the Club, you will serve a 6-month probationary period. Do you understand this? Yes or No.

8. Do you have any questions that you would like to ask of the Club's leadership team?

When you submit this application, you are certifying that the answers and information you provided is true, accurate and correct. You are also certifying that you have read our Standards of Conduct and fully understand the expectations therein.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# **President**

## **Position Description**

### **Appendix C**

The GLCC President is elected by a majority of the Membership during the first week of June.

The President serves as the Club's Chief Executive Officer (CEO) and is responsible for the ultimate achievement of the strategic ambitions of the Club, as well as the overall management of its operational activities. The President provides oversight and leadership to the following elected Officers and appointed Advisory Board Members:

- Executive Vice-President
- Vice-President (Membership)
- Vice-President (Communications)
- Vice-President (Events)
- Treasurer
- Secretary
- Sergeant-at-Arms
- Advisory Board Members (appointed)

The GLCC President will Chair meetings and make decisions whenever the need arises, in consultation with other Officers and Advisory Board Members. The President will attend meetings in such a capacity that enables the group to have a meaningful discussion. Provides direction for the Club by effective leadership and management. Monitors and evaluates the progress of agreed actions – both short term and strategic. Ensures that succession and forward planning are integral and ongoing in the Club.

Constitutes and resources any special working groups or subcommittees and ensure that their activities are reported to the Membership. Manages other Club Officers and appointees to ensure the delivery of their responsibilities. Ensures that the Club structure and responsibilities are transparent and available to the Membership. The President must work in close liaison with the Officers and Advisory Board Members. The President must also set the agenda for meetings and ensure it is in line with the Club policies and strategic goals.

If necessary, acts as a mediator in the event that disagreements arise between particular subcommittees or sections.

Most Club members will help the President and Board succeed, if the tasks and expectations are clearly defined, reasonable, and the Members share appropriate interests. The President must remember that proper planning and preparation count, and enthusiasm is contagious.

#### Duties and Responsibilities:

- **Appointing and delegating.** President must take great care in his/her appointments and in the delegating of tasks. After appointing persons to perform tasks, it is the President's responsibility to ensure that the tasks are done correctly and completely.

- **Attending meetings.** The President should attend as many subcommittee meetings as possible, but it is not their job to run the meetings. On the other hand, the President serves as a role model; so his/her attendance and leadership at regular monthly Club meetings, and all Club activities is crucial.

- **Evaluating on-going analysis of Club meetings and operations** leads to continuous improvement in the Club. The President will take feedback from fellow Officers, Advisory Board Members, appointees, and Club Members to develop ways to improve meetings, projects, and attendance.

- **Goal setting for results.** Strategic or operational plans must be clear and attainable.

- **Monitoring.** The President will continuously monitor the Club's progress towards goal accomplishment and the activities and responsibilities of all Officers and appointees.

- **Motivating.** The President will establish a climate of enthusiasm, openness, and fellowship. The President will follow up, congratulate, and listen.

- **Presiding.** The President will make certain that each meeting is well planned and organized, flows smoothly, ends on time, and that each member has fun and experiences fellowship and success of the Club. The President is responsible for agenda setting and for preparing the Vice-President(s) to preside in their absence, if necessary.

- **Problem solving.** The President will seek input and explore alternatives before making important decisions and/or putting agenda items to a vote.

- **Recruiting and retaining.** The President will make certain all Club members are active and involved throughout the year to the best of their ability. New membership is the lifeblood of the Club and its level of service. The President will have an aggressive membership campaign with goals to be achieved. The President will make certain new members understand the Club before acceptance.

- **Reporting.** The President bears ultimate responsibility for meeting the reporting requirements of the Club. The President will ensure that the Secretary records and publishes the meeting minutes for each meeting.



- Succession. The President will oversee an organization that is ready for succession of the Club's next CEO when that time arises. The President will be observant of those they think can do well in leadership positions and encourage such members to run for positions.

- Training. The President must ensure that Officers, Advisory Board Members and appointees clearly understand and carry out their responsibilities throughout the year.

- Lead the entire membership in a well-rounded program of activities and projects.

- Keep a file of all correspondence. The President will ensure that the Secretary maintains both a hardcopy and electronic database of Club's historic and current records.

- Appoint an Election Nominating Committee to conduct elections per the Bylaws.

- Verify with the Club Treasurer that each member paid his/her dues and received a membership card (electronic) in return.



## **Executive Vice-President**

### **Position Description**

### **Appendix C**

The GLCC Executive Vice-President is elected by a majority of the Membership during the first week of June.

The Executive Vice-President serves as the full Deputy to the President & Chief Executive Officer (CEO). He/she assists the President and is responsible for the ultimate achievement of the strategic ambitions of the Club, as well as the overall management of its operational activities. The Executive Vice-President provides oversight and leadership to the following elected Officers and appointed Advisory Board Members:

- Vice-President (Membership)
- Vice-President (Communications)
- Vice-President (Events)
- Treasurer
- Secretary
- Sergeant-at-Arms
- Advisory Board Members (appointed)

The GLCC Executive Vice-President will Chair meetings in the absence of the President and make decisions whenever the need arises, in consultation with other Officers as appropriate. The Executive Vice-President will attend meetings in such a capacity that enables the group to have a meaningful discussion. Provides direction for the Club by effective leadership and management. Monitors and evaluates the progress of agreed actions – both short term and strategic. Ensures that succession and forward planning are integral and ongoing in the Club.

#### **Duties and Responsibilities:**

- Assisting the President as necessary and taking charge in his/her absence.
- Attending meetings. The Executive Vice-President should attend as many subcommittee meetings as possible, but it is not their job to run the meetings. On the other hand, the Executive Vice-President serves as a role model; so his/her attendance and leadership at regular monthly Club meetings, and all Club activities is crucial.
- Evaluating on-going analysis of Club meetings and operations leads to continuous improvement in the Club. The Executive Vice-President will take feedback from fellow

Officers, Advisory Board Members, appointees, and Club Members to develop ways to improve meetings, projects, and attendance.

- **Monitoring.** The Executive Vice-President will continuously monitor the Club's progress towards goal accomplishment and the activities and responsibilities of all Officers and appointees.

- **Motivating.** The Executive Vice-President will assist the President in the establishment of a climate of enthusiasm, openness, and fellowship.

- **Presiding.** In the absence of the President, the Executive Vice-President will make certain that each meeting is well planned and organized, flows smoothly, ends on time, and that each member has fun and experiences fellowship and success of the Club.

- **Recruiting and retaining.** The Executive Vice-President will make certain all Club members are active and involved throughout the year to the best of their ability. New membership is the lifeblood of the Club and its level of service.

- **Training.** The Executive Vice-President must ensure that Officers, Advisory Board Members and appointees clearly understand and carry out their responsibilities throughout the year.

- Lead the entire membership in a well-rounded program of activities and projects.

- Verify with the Club Treasurer that each member paid his/her dues and received a membership card (electronic) in return.



## **Vice-President (Communications)**

### **Position Description**

## **Appendix C**

The GLCC Vice-President (Communications) is elected by a majority of the Membership during the first week of June.

The Vice-President Communications serves as one (1) of four (4) Deputies to the President & Chief Executive Officer (CEO). He/she assists the President and is responsible for the ultimate achievement of the strategic ambitions of the Club, as well as the overall management of its operational activities. The Vice-President Communications provides oversight and leadership to the following elected Officers and appointed Advisory Board Members:

- Treasurer
- Secretary
- Advisory Board Members (appointed)

The GLCC Vice-President Communications will attend meetings in such a capacity that enables the group to have a meaningful discussion. Provides direction for the Club by effective leadership and management. Monitors and evaluates the progress of agreed actions – both short term and strategic.

#### **Duties and Responsibilities:**

- Assisting the President and Executive Vice-President as necessary and taking charge in his/her absence.

- Attending meetings. The Vice-President Communications should attend as many subcommittee meetings as possible, but it is not their job to run the meetings, unless deemed the Chair of the subcommittee. On the other hand, the Vice-President Communications serves as a role model; so his/her attendance and leadership at regular monthly Club meetings, and all Club activities is crucial.

- Evaluating on-going analysis of Club meetings and operations leads to continuous improvement in the Club. The Vice-President Communications will take feedback from fellow Officers, Advisory Board Members, appointees, and Club Members to develop ways to improve meetings, projects, and attendance.

- Communications. The Vice-President Communications is the primary point of contact for the following critical GLCC activities and functions:

- Discord Administrator
- Facebook Page Coordinator
- Webmaster for GLCC website
- Director GLCC Podcast
- Editor and Publisher of the GLCC Newsletter

- **Motivating.** The Vice-President Communications will assist the President in the establishment of a climate of enthusiasm, openness, and fellowship.

- **Recruiting and retaining.** The Vice-President Communications will make certain all Club members are active and involved throughout the year to the best of their ability.

- The Vice-President Communications will perform all other duties as properly assigned by the Executive Vice-President and President.



## **Vice-President (Membership)**

### **Position Description**

## **Appendix C**

The GLCC Vice-President (Membership) is elected by a majority of the Membership during the first week of June.

The Vice-President Membership serves as one (1) of four (4) Deputies to the President & Chief Executive Officer (CEO). He/she assists the President and is responsible for the ultimate achievement of the strategic ambitions of the Club, as well as the overall management of its operational activities. The Vice-President MA provides oversight and leadership to the following elected Officers and appointed Advisory Board Members:

- Treasurer
- Secretary
- Advisory Board Members (appointed)

The GLCC Vice-President Membership will attend meetings in such a capacity that enables the group to have a meaningful discussion. Provides direction for the Club by effective leadership and management. Monitors and evaluates the progress of agreed actions – both short term and strategic.

#### **Duties and Responsibilities:**

- Assisting the President and Executive Vice-President as necessary and taking charge in his/her absence.

- Attending meetings. The Vice-President Membership should attend as many subcommittee meetings as possible, but it is not their job to run the meetings, unless deemed the Chair of the subcommittee. On the other hand, the Vice-President serves as a role model; so his/her attendance and leadership at regular monthly Club meetings, and all Club activities is crucial.

- Evaluating on-going analysis of Club meetings and operations leads to continuous improvement in the Club. The Vice-President Membership will take feedback from fellow Officers, Advisory Board Members, appointees, and Club Members to develop ways to improve meetings, projects, and attendance.

- Membership. The Vice-President will maintain the Club's ACCESS database and ensure that it is accurate at all times. The Vice-President is responsible to ensure that all

members in good standing have an ID card. He/she will actively participate in the recruitment of new members and ensure that these new members received a proper orientation and welcome packet to the Club. Vice-President will coordinate with Treasurer to ensure new membership dues are accounted for and deposited. In addition, he/she will actively spearhead annual due renewal periods with other Officers and Advisory Board Members. The Vice-President will properly maintain the Club's ID badge printer. He/she will assist in all areas outside of their normal duties and responsibilities as necessary. The Vice-President Membership will work closely with the Vice-President Communications on the Club's newsletter and provide membership information as needed.

- **Motivating.** The Vice-President will assist the President in the establishment of a climate of enthusiasm, openness, and fellowship.

- **Recruiting and retaining.** The Vice-President will make certain all Club members are active and involved throughout the year to the best of their ability. New membership is the lifeblood of the Club and its level of service.

- **The Vice-President Membership will perform all other duties as properly assigned by the Executive Vice-President and President.**



## **Vice-President (Events)**

### **Position Description**

## **Appendix C**

The GLCC Vice-President (Events) is elected by a majority of the Membership during the first week of June.

The Vice-President Events serves as one (1) of four (4) Deputies to the President & Chief Executive Officer (CEO). He/she assists the President and is responsible for the ultimate achievement of the strategic ambitions of the Club, as well as the overall management of its operational activities. The Vice-President Events provides oversight and leadership to the following elected Officers and appointed Advisory Board Members:

- Treasurer
- Secretary
- Advisory Board Members (appointed)

The GLCC Vice-President Events will attend meetings in such a capacity that enables the group to have a meaningful discussion. Provides direction for the Club by effective leadership and management. Monitors and evaluates the progress of agreed actions – both short term and strategic.

#### **Duties and Responsibilities:**

- Assisting the President and Executive Vice-President as necessary and taking charge in his/her absence.
- Attending meetings. The Vice-President Events should attend as many subcommittee meetings as possible, but it is not their job to run the meetings, unless deemed the Chair of the subcommittee. On the other hand, the Vice-President Events serves as a role model; so his/her attendance and leadership at regular monthly Club meetings, and all Club activities is crucial.
- Evaluating on-going analysis of Club meetings and operations leads to continuous improvement in the Club. The Vice-President Events will take feedback from fellow Officers, Advisory Board Members, appointees, and Club Members to develop ways to improve meetings, projects, and attendance.
- Events and Activities. The Vice-President is the primary point of contact for the coordination and planning of all GLCC events. Typically, along with the President and Executive Vice-President, the Vice-President Events will Chair and form subcommittees



comprised of Club's members to executive GLCC events and activities. The Vice-President Events spearheads Club fundraising efforts and maintains any and all GLCC merchandise that requires distribution and/or sales. He/she will assist in all areas outside of their normal duties and responsibilities as necessary. The Vice-President Events will work closely with the Vice-President Communications on the Club's newsletter and provide events information as needed.

- **Motivating.** The Vice-President Events will assist the President in the establishment of a climate of enthusiasm, openness, and fellowship.

- **Recruiting and retaining.** The Vice-President Events will make certain all Club members are active and involved throughout the year to the best of their ability.

- The Vice-President Events will perform all other duties as properly assigned by the Executive Vice-President and President.



## **Treasurer**

### **Position Description**

## **Appendix C**

The GLCC Treasurer is elected by a majority of the Membership during the first week of June.

The Treasurer serves as one of the elected Officers and serves at the direction of the Vice-Presidents and President & Chief Executive Officer (CEO). He/she reports directly to the Executive Vice-President and assists the President in the ultimate achievement of the strategic ambitions of the Club, as well as the overall management of its operational activities.

The Treasurer will attend meetings in such a capacity that enables the group to have a meaningful discussion, etc., regarding Club financial activities.

#### **Duties and Responsibilities:**

- Assisting the President and Vice-Presidents as necessary and taking charge as needed.
- Attending meetings. The Treasurer should attend as many subcommittee meetings as possible, but it is not their job to run the meetings, unless deemed the Chair of the subcommittee. On the other hand, the Treasurer serves as a role model; so his/her attendance and leadership at regular monthly Club meetings, and all Club activities is crucial.
- Evaluating on-going analysis of Club meetings and operations leads to continuous improvement in the Club. The Treasurer will take feedback from fellow Officers, Advisory Board Members, appointees, and Club Members to develop ways to improve financial operations and strategies.
- Finance Program. The Treasurer is the primary person responsible for the management and security of Club funds. The Treasurer will maintain accurate and timely records regarding Club financial status and transactions. Treasurer will provide a detailed financial report of the Club's finances each month at the business meeting. The report will be accurate, descriptive and inclusive of all financial activities and transactions. Treasurer is the archivist and controller of all financial records and documents associated with the Club. These records must be expertly kept and maintained and be available for review at all times with little to no notice. Treasurer is responsible for establishing, monitoring and controlling Club's bank accounts, which include electronic payment opportunities such as PayPal, etc. Finally, Treasurer is responsible for being the point person and filing the Club's tax forms each year. Treasurer will also maintain excellent tax records for review and storage. Leadership team will review and approve all tax filings each year before submission.

Finance Records. The Treasurer will maintain detailed and accurate records justifying all transactions and movements of funding in the Club. Absolutely no funding or monies will be moved without approval and all finance transactions will be recorded and documented by receipt or other means as appropriate.

- Motivating. The Treasurer will assist the President in the establishment of a climate of enthusiasm, openness, and fellowship.

- The Treasurer will perform all other duties as properly assigned by the Vice-Presidents and President.



## **Secretary**

### **Position Description**

## **Appendix C**

The GLCC Secretary is elected by a majority of the Membership during the first week of June.

The Secretary serves as one of the elected Officers and serves at the direction of the Vice-Presidents and President. He/she reports directly to the Vice-President of Communications and assists the President in the ultimate achievement of the strategic ambitions of the Club, as well as the overall management of its operational activities.

The Secretary will attend meetings in such a capacity that enables the group to have a meaningful discussion, etc., regarding Club financial activities.

#### **Duties and Responsibilities:**

- Assisting the President and Vice-Presidents as necessary and taking charge as needed.
  - Attending meetings. The Secretary serves as a role model; so his/her attendance and leadership at regular monthly Club meetings, and all Club activities is crucial.
  - Evaluating on-going analysis of Club meetings and operations leads to continuous improvement in the Club. The Secretary will take feedback from fellow Officers, Advisory Board Members, appointees, and Club Members to develop ways to improve Club operations.
  - Archivist and Keeper of Records. The Secretary is the primary person responsible for the management and security of Club records and documents. The Secretary will maintain accurate and timely records regarding Club activities and meetings, etc. Secretary will take and record meeting minutes at each business meeting and publish those minutes after review and approval. Secretary will archive and store important Club documents such as Bylaws, minutes, historic records, etc.
- Fund Raising. Secretary is involved in monthly fund raisers and provide leadership during those activities.
- Motivating. The Secretary will assist the President in the establishment of a climate of enthusiasm, openness, and fellowship.
  - The Secretary will perform all other duties as properly assigned by the Vice-Presidents and President.



## **Sergeant-at-Arms**

### **Position Description**

### **Appendix C**

The Sergeant-at-Arms is elected by the majority of the membership in June.

The Sergeant-at-Arms has various duties, but is primarily responsible for organizing meetings, ensuring protocols are followed and keeping order during meetings.

The Sergeant-at-Arms typically sets up the venue before the meeting starts and checks that everything is in order before members arrive. He/she may organize equipment and set up refreshments, as necessary. If new members are attending their first meeting, the Sergeant-at-Arms greets them and briefs them on protocol and procedures; he also welcomes any guests. The Sergeant-at-Arms administers the sign-in roster and ensures that the meeting starts on time and checks that only authorized members are present.

During meetings, the Sergeant-at-Arms keeps order. If other board members or meeting attendees are disruptive, the Sergeant may choose to warn them and, in extreme cases, eject them from the meeting. The role may involve some administrative tasks such as collecting ballots, verifying votes, tallying votes and recording attendance. In addition to Sergeant-at-Arms duties, this incumbent also has to meet his/her responsibilities to the President, Officers and Board during meetings.

The Sergeant-at-Arms oversees the cleanup process after meetings, with the help of other Officers and Board Members. As required, he/she packs up equipment and materials, and restores the room or hall to its original state after the meeting. The Sergeant is typically responsible for the safe storage of any equipment, supplies and property owned by the organization, inventorying them after each meeting and coordinating with the Treasurer the reordering supplies when needed.

Importantly, the Sergeant-at-Arms serves as the Chair of the Club's Vetting Committee and is responsible for carrying out those responsibilities per the Bylaws, Appendix B.

The incumbent will perform all other duties as assigned as deemed appropriate by the President and Executive Vice-President.



## **Advisory Board Members**

### **Position Description**

## **Appendix C**

The GLCC Advisory Board are “appointed” by the President and Executive Leadership Team during the first week of June. They serve the same term as the appointing leadership team.

The Advisory Board is an important part of the Executive Leadership Team and serve as full advisors with full voting power and decision-making. They assist the President the other elected Officers and are responsible for the achievement of the strategic ambitions of the Club.

#### **Duties and Responsibilities:**

- Assisting the President as necessary.
- Attending meetings. Advisory Board Members should attend as many meetings as possible. Their attendance and leadership at regular monthly Club meetings, and all Club activities is very important.
- Provide feedback, advice, opinion and guidance to the leadership team.
- Monitoring. Advisory Board Members will monitor the Club’s progress towards goal accomplishment and the activities and responsibilities of all Officers and appointees.
- Motivating. Advisory Board Members will assist the President in the establishment of a climate of enthusiasm, openness, and fellowship.
- Volunteer and provide leadership in Club’s subcommittees for the planning and execution of activities, programs and events.
- Other duties as assigned by the President.