



## **BAND OF BROTHERS BY-LAWS**

MAY 28, 2019

## **Amendments to By-Laws**

### **Vice-President**

The Vice President shall assist the President in supervising the activities of the Club and shall fulfill the duties of the President when the President is away or unable to perform the duties as President.

- The Vice-President shall be made aware of all personnel, financial and scheduling to maintain continuity
- Affect the annual audit of all BoB financial transactions in January of each year for the previous year prior to be presented at the Quarterly General Membership meeting.
- If requested by a member, require the member to provide reason(s) for need for an additional audit. Once the Executive Board has reviewed and an audit is deemed necessary, direct an audit per this request.
- Perform other activities as may be requested by the President or the Executive Board

### **Audit Committee**

The Audit Committee is removed from a Standing Committee to an Ad Hoc Committee.

### **Fund Raising Committee**

The Fund Raising Committee is removed from a Standing Committee to an Ad Hoc Committee.

### **Committees**

There shall be Standing Committees to include, but not be limited to, the following: Publicity Committee (headed by the Public Affairs Officer), Preservation Committee (headed by the Sergeant at Arms), Membership Committee, Sick Call/Bereavement Committee and Quartermaster Committee. All duties and responsibilities of the Standing Committees shall be as outlined in the By-Laws. The below listed Standing Committee position descriptions, duties and responsibilities are accepted upon the approval of these By-Laws. Committee Chairpersons are required to adhere to these job requirements or face possible removal from office.

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## **Preamble/Mission Statement**

The Band of Brothers (BoB) is an organization made up of Veterans who served honorably in the United States Military at any time; either Active Duty, Reserve, or National Guard. Our primary goal is to provide a non-threatening environment for military veterans to come together socially and provide a venue to assist each other and other Veterans in the community with a vast array of needs.

Band of Brothers mission is to assist military members and their families in obtaining benefits from both the Veterans Administration and local entities. Additionally, to work with other Veteran's organizations that provide for and support Veterans and also work with the community.

## **General**

At no time shall The Band of Brothers discriminate against any individual or group of individuals.

At no time will the Band of Brothers release any privacy information of its members. Any release of information must be approved the Executive Board.

Band of Brothers shall assist its members in emergencies situations when a request, in writing, is received. These requests must be verified and approved by the Executive Board. The request shall be kept on file by the Secretary.

The By-Laws of the Band of Brothers shall be approved by the general membership of the Club. Any additional Standing Committees will be approved by the Executive Board.

## **Membership**

There are three categories of members; Regular members, honorary members and participating members. Regular members must be Military Veterans who were either retired or honorably discharged from active duty, Reserves or National Guard. Honorary members are spouses or family member of a Military Veteran. Participant members are those who participate regularly in our Club activities. Honorary and Participant members are not allowed to hold any elective office within the Band of Brothers or to vote in elections or in a membership meeting vote. They are, however, invited to participate in any other Club activity, such as Christmas Party, Cruises, etc.

## **Meetings**

Meetings are held on Tuesday's at the City Fire, at the outside bar, Lake Sumter Landing, The Villages, Florida. Thursdays are gatherings for BoB support activities. At the Tuesday meeting a 50/50 raffle drawing will be held at 4PM. Fifty percent of the 50/50 proceeds will go back into the Club's treasury and 50% will be divided into three (3) prizes. Other types of activities of the

BoB are Golf, Barbecue's, Picnics, and other social outings, which are held at other locations and announced via email.

A General membership meeting shall be held quarterly on the second (2nd) Wednesday of the month. The General membership meeting will take place in January, April, July and October of each year. Proper notification shall be sent out via email by the Secretary. All members are invited to attend.

Special meetings may be called by the President to inform the membership of activities, as necessary.

## **Members**

Membership is open to all Veterans of the Armed Forces who served honorably in the United States Military at any time; either Active Duty, Reserve, or National Guard and obtained a DD-214, or equivalent record of honorable service. There shall never be any membership dues collected. Band of Brothers reserves the right to check an applicant's DD-214, or equivalent discharge paperwork, if their honorable discharge is in question.

Members must maintain decorum both in the weekly gatherings, other activities and in the community. All members must be respectful of each other and maintain restraint in all discussions. The Sergeant at Arms, or his or her designated representative, shall remove any member from the premises if they do not maintain proper behavior. A member who does not maintain proper behavior will be given a warning, after which they will be asked to leave the premises.

Members may be removed as a member from the Band of Brothers for any of the following reasons:

- If the improper behavior persists over a three month period
- Caught stealing or any other dishonorable acts
- Any act that would discredit or bring negative light on the Band of Brothers

Removal as a member of the Band of Brothers will be administered by the Executive Board. The Executive Board can call any witness to assist them in their deliberation. The affected member may have opportunity to present mitigating or extenuating information, with Executive Board stipulations, in support the member's desire to remain a member.

A membership roster shall be maintained by the Secretary and shall be treated as privacy information. The roster will not be used for anything other than official Band of Brothers business. The roster will be distributed to the Officers upon request. Members, who wish to have a copy of the roster, must formally request, in writing, a copy of the roster from the Secretary. The request for a copy of the roster must meet the following requirements:

- Have a valid reason for needing the roster
- Affirm that you will not share the roster with anyone without President's approval
- Destroy or return the roster once the need is complete

Members are required to check their email regularly, as this is the main means of communications about Band of Brothers activities

## **Election of Officers**

Officers include: President, Vice-President, Secretary, and Treasurer.

Officers shall serve for a period of two (2) years starting from the first of January following the date of election. Any Officer may run for the same office only once after being elected to that office. Officers will serve in their respective roles until December 31<sup>st</sup> two (2) years after taking office. Elections shall be held at the quarterly General membership meeting in October. Request for nominees will be published forty-five (45) days prior to the election. Nomination will close thirty (30) days prior to the election and a formal email will be sent to the membership announcing the candidates.

All Officers must perform their duties as designated by the By-Laws. The below listed Officers position descriptions are accepted upon the approval of these By-Laws. Officers are required to adhere to these job requirements or face possible removal from office.

No Officer shall receive compensation for their position at any time.

An elected officer wishing to resign their position must do so, in writing, to the Executive Board. The Executive Board shall have the responsibility and have the authority to appoint an interim or acting Officer to that position to assure continuity and the efficient operation of the Club until a new Officer is elected at the next General membership meeting.

### **President**

The President shall preside over all meetings of the Club and its Executive Board, appoint all Committee Chairpersons with the concurrence of the Executive Board, and exercise general supervision over all activities.

The President shall communicate the BoB goals to the membership and ensure those goals are carried out successfully. The President with the assistance of the Executive Board shall appoint interim Officers to fulfil a term in case an officer resigns, becomes incapacitated or is unable to fulfill the duties of the office. In which case, the President shall appoint a Nominating Committee to seek nominees from the membership prior to selection.

### **Vice-President**

The Vice President shall assist the President in supervising the activities of the Club and shall

fulfill the duties of the President when the President is away or unable to perform the duties as President.

- The Vice-President shall be made aware of all personnel, financial and scheduling to maintain continuity
- Affect the annual audit of all financial transactions
- Perform other activities as may be requested by the President or the Executive Board

## **Secretary**

The Secretary shall be the recording officer of the BoB, including General membership meetings, Executive Board, and any Special meetings called by the President. The Secretary shall keep a record of the minutes of all such meetings, making those minutes available to the general membership and maintain all official records of the Club, By-Laws, Treasurer Reports, and financial audit reports. All Official documents must be maintained in accordance with 501(c)(3) guidelines.

The Secretary is responsible for:

- Maintaining all official files and shall make them available to members upon request. All official documents sent out by the BoB must be reviewed by the Secretary and signed by the President.
- Disbursing meeting minutes to the Officers, Executive Board or to the members, as required.
- Acting as the Club Membership person and maintaining the official BoB roster
- Receiving and maintaining request for copies of the roster and forward a copy of the roster once approved by the President or Vice President to the requester.
- Performing other activities as may be requested by the President or the Executive Board.

## **Treasurer**

Band of Brothers is a 501(c)(3) tax exempt organization and must comply with all 501(c)(3) regulations brought forth by the Internal Revenue Service. A non-profit tax form shall be filed every year by either the Treasurer or President. The Treasurer shall collect all funds paid to the Club or any of its committees, and deposit same in accounts designated by the Club. The Treasurer shall be responsible for making all authorized expenditures and provide at each regular meeting a report of receipts and expenditures and the financial status of the Band of Brothers. Further the Treasurer will be responsible for reporting and compliance with all statutory requirements. The President and Treasurer shall be jointly accountable for the funds of the Club

and jointly liable for their proper expenditure.

The Treasurer is responsible for:

- Ensuring that the correct percentage of the total funds in the checking account be donated to a charity in accordance with 501(c) (3) guidelines. This could be accomplished through a direct donation to a needy Veteran, Veteran's Organization, Veteran's family members, or in the form of an academic scholarship to a worthy recipient (preferably a Veteran's family)
- Sending thank you letters and/or tax receipts to any donation made to the Band of Brothers from an individual or organization
- Maintaining a written log on all financial transactions of the BoB in accordance with Federal and State of Florida 501(c)(3) guidelines and must be made available to any member wishing to review it.
- Presenting verbally finance report at each quarterly meeting.
- Maintaining a log of recurring expenditures such as storage unit and Post Office Box. The Board should be notified of these expenditures and informed of any price increases.
- The Treasurer may maintain a "petty-cash" fund to cover small reimbursements such as ink, paper and 50/50 tickets. They must maintain an accurate log when these disbursements are expended.
- All financial transactions individually greater than \$250.00 must be approved by the Executive Board.
- All financial transactions individually less than \$250.00 must be approved jointly by the President and Treasurer.
- Performing other activities as may be requested by the President or the Executive Board.

## **Removal of Club Officers from Office**

Any Officer may be removed from office for actions unbecoming of the Office, other causes, upon a recommendation from the Executive Board and a majority vote at any General membership meeting, or a special meeting called for that purpose.

- The Executive Board shall advise the Officer, in writing, of the intent for removal from office, stating the cause or reason thereof, and offering the opportunity to voluntarily resign the Office without any further action.
- Upon the Officer's failure to resign within ten (10) days of the date of the notice of intent, the Executive Board shall schedule a Special Executive Board meeting to affect removal.



This action shall be considered an appeal by the Officer to overrule the action desired by the Club.

- The affected Officer shall have opportunity to present mitigating or extenuating information in support of the Officer's desire to remain in office. The Officer shall be allowed to have witnesses in support of retaining his or her position from the general membership.
- A member of the Executive Board shall then make the motion to remove from Office, followed by debate of the voting members present, after which a vote shall be taken.
- If the action is successful, the removed Officer shall deliver all Club owned property and all documents pertinent to the continuity and the efficient operation of the BoB to a designated member of the Executive Board within five (5) business days
- In the event of any Officer vacancy, except President, for whatever reason or cause; the Executive Board shall have the responsibility and authority to appoint an interim or acting Officer to that position to assure continuity and the efficient operation of the BoB until a new Officer is elected at the next general election. After the vacancy becomes known, the membership will be advised of the vacancy and the interim or acting Officer introduced. Qualified candidates will be identified and a vote for the vacant Officer position will be conducted at the next general election.
- In the event the office of President becomes vacant, the Vice President shall temporarily assume the duties of the Office of the President until a new President is elected at the next general election. After the vacancy becomes known, the membership will be advised of the vacancy. Qualified candidates will be identified and a vote for the vacant Officer position will be conducted at the next general election. By the Vice President assuming the duties of the President, the Vice President position will be considered vacated.

## **Executive Board**

The Officers and all Standing Committee Chairpersons shall constitute the Executive Board of the BoB; no person shall occupy more than one titled position on the Board. A majority of the Executive Board shall constitute a quorum. A majority of the Board present and voting shall be sufficient to effect business; however, a unanimous vote of all Officers shall otherwise effect the final Board decision.

The Executive Board shall have general supervision of the affairs of the Club between General membership meetings. The Executive Board is responsible for the overall operation of the Band of Brothers. The Executive Board shall be subject to the direction set by vote of the Active members of the BoB, and none of its acts shall conflict with the orders and actions taken by the members of the BoB.

## **Committees**

There shall be Standing Committees to include, but not be limited to, the following: Publicity Committee (headed by the Public Affairs Officer), Preservation Committee (headed by the Sergeant at Arms) and the Audit Committee. All duties and responsibilities of the Standing Committees shall be as outlined in the By-Laws. The below listed Standing Committee position descriptions, duties and responsibilities are accepted upon the approval of these By-Laws. Committee Chairpersons are required to adhere to these job requirements or face possible removal from office.

The President, with the concurrence of the Executive Board, shall establish such Temporary and/or Ad Hoc Committees as are required to conduct the business of the Club. The duties and responsibilities of Temporary and/or Ad Hoc Committees shall be as defined by Executive Board and shall have a specifically defined term. Additionally, shall be reported to the membership at the next General membership meeting. The President, with the concurrence of the Executive Board, shall appoint Chairpersons for all Standing, Temporary or Ad Hoc Committees.

No Committee Chairperson shall receive compensation for their position at any time.

A Committee Chairpersons wishing to resign their position must do so, in writing, to the President 30 days prior to their vacating the position. The President, with the concurrence of the Executive Board, shall appoint a new Chairperson for the vacate Standing Committee.

### **Publicity Committee (Headed by the Public Affairs Officer (PAO))**

The Public Affairs Officer (PAO) serves as the liaison between the community and the BoB. Communicate with the public at-large via newspaper, other related print media, other media such as radio, television, etc., and social media regarding upcoming meetings and events. All communications with outside organizations should go through the Public Affairs Officer.

The PAO is responsible for:

- All requests that come in from organizations outside the BoB. This includes media requests, requests for information, and interviews
- Maintaining the presence and activity on the internet in coordination with other organizations, as appropriate
- Advising the President and Executive Board regarding additional means and methods of effectively communicating with members and the public at large about activities and educational opportunities
- Overseeing the Club website and Facebook Page
- Working directly with the President on all requests and documentation released by the

BoB to the public

- Issuing the weekly newsletter to the membership through email communications
- Oversight of the 50/50 drawing and ensures the 50/50 money is dispersed properly and the ticket sales team is properly staffed on Tuesdays
- Performing other activities as may be requested by the President or the Executive Board.

## **Preservation Committee (Headed by the Sergeant at Arms)**

The Sergeant at Arms is responsible for:

- Maintaining proper order and decorum
- Maintaining the American flag, POW flag, and the Band of Brothers flag and Banner
- Posting the flags and Banner and ensuring they are placed in the proper positions at all BoB functions
- Maintaining a key control log for a storage unit and Post Office Box.
- Performing other activities as may be requested by the President or the Executive Board.

## **Audit Committee**

~~The Audit Committee will be made up of three individuals from the membership of the Band of Brothers to ensure that the policies and procedures, operations and financial health is reviewed and continues to be a viable organization for the future.~~

~~Audit Committee is responsible for:~~

- ~~• Perform periodic financial audits to insure adherence to 501(c)3 compliance~~
- ~~• Performing other activities as may be requested by the President or the Executive Board~~

## **Membership Committee**

The Membership Committee will serves as the liaison to the membership of the BoB. Communicate with the membership at large regarding upcoming meetings and events will be communicated through the Membership Committee via email. All communications with the members should go through the Membership Committee.

The Membership Committee is responsible for:

- Communicating with the Band of Brothers membership via email all Club information
- Providing a monthly Newsletter to the membership to keep the membership informed about activities of the organization
- Providing and collecting membership forms to/from new members and having them

- completed with a sponsor's signature
- Provide these forms each week to the BoB Secretary for inclusion into the Club official roster
- Performing other activities as may be requested by the President or the Executive Board.

## **Fund Raising Committee**

~~The Fund Raising Committee will serve as the Band of Brothers committee to raise funds for events sponsored and hosted by the Club.~~

~~The Fund Raising Committee is responsible for:~~

- ~~• Bring to the Executive Board methods or events in which the BoB can raise money for its mission and goals~~
- ~~• Coordinating the events with necessary organizations, localities or other Veteran's groups~~
- ~~• Coordinating with area businesses to obtain the funding for the events~~
- ~~• Working with the PAO to ensure media coverage of the events are widely covered in all media avenues, such as print, radio, television and fliers.~~
- ~~• Performing other activities as may be requested by the President or the Executive Board~~

## **Sick Call/Bereavement Committee**

The Sick Call/Bereavement Committee will be the primary liaison for the Band of Brothers to the members and/or families of members who are hospitalized, sick, recovering at home or have passed.

The Sick Call/Bereavement Committee is responsible for:

- Calling and/or visiting the Member or assist family members to include but not limited to, visitation, helping the member with transportation, and helping to insure their needs are satisfied
- Providing information to the President and the Executive Board about members that are sick or recovering at home, hospitalized or has passed
- Provide assistance to the Member and Member's family as necessary
- Send cards and/or Flowers to the Member or the Member's family, as required
- Performing other activities as may be requested by the President or the Executive Board

## **Quartermaster Committee**

The Quartermaster Committee will be the primary purchaser for the Band of Brothers.

The Quartermaster Committee is responsible for:

- Coordinating the need for items for purchase, such as, Coins, Hats, Stickers, Patches, etc.
- Determining best pricing of required items
- Purchasing or ordering items
- Reporting ordered items arrival date(s)
- Performing other activities as may be requested by the President or the Executive Board

## **Removal of Committee Chair from Office**

Committee Chairpersons may be removed from office for actions unbecoming of the Office. A formal discussion will take place between the Executive Board members and charges will be outlined. Once the Committee Chairperson has a chance to answer to the charges, a formal vote of the Executive Board will take place and a two-thirds majority is required to remove the Committee Chair from their position.

- The President shall advise the Committee Chair, in writing, of the intent for removal from office, stating the cause or reason thereof, and offering the opportunity to voluntarily resign the office without any further action.
- Upon the Chair's failure to resign within ten (10) days of the date of the notice of intent, the President shall schedule a Special Executive Board meeting to affect removal. This action shall be considered an appeal by the Committee Chair to overrule the action desired by the President.
- As an item of business at the next scheduled Executive Board meeting, the President shall present the cause or reason for the proposed removal from office.
- The affected Chair shall have an opportunity to present mitigating or extenuating information in support of the Chair's desire to remain in office. The Chair shall be allowed to have witnesses in support of retaining his or her position from the general membership.
- The President shall make the motion to remove the Chair from office, followed by debate of the voting members present, after which a vote shall be taken.
- If the action is successful, the removed Chair shall deliver all owned property and all documents pertinent to the continuity and the efficient operation of the BoB to a designated member of the Executive Board within five (5) business days.

President: \_\_\_\_\_  
Typed Name: Jimmy Hill

Secretary: \_\_\_\_\_  
Typed Name: Don Smith