**VETERAN’S CLUB-DEL WEBB NAPLES, INC.**

**POLICIES AND PROCEDURES**

 DATE December 1, 2021

**ARTICLE I – Non- Profit Charitable Organization**

 The Club operates as a non- profit Corporation under IRS Code 501(c) (3) and 509 (a) (2).

**ARTICLE II – Operations and Mission**

1. The Club will promote and support patriotism and patriotic activities.
2. The Club will aid and assist homeless and disadvantaged veterans and their dependents in partnership with government Veteran organizations and local community agencies and organizations.
3. The club operates with Bylaws, Policies, Mission Statement, and Vision statement
4. All activities and events must align with those guidelines
5. The Club will not express or support a Political Affiliation.
6. All appearances by Veterans Affairs staff, individuals representing Veteran Support Businesses, Political Candidates and Elected Officials must be pre-approved by the Board of Directors.

**ARTICLE III – Membership and Dues**

1. Membership is available to all residents of the Del Webb Naples Community.
2. January through December dues will be established annually by the Club Officers prior to September of the preceding year.

**ARTICLE IV – Grants and Awards**

1. The Club may provide an educational grant or award to Veterans, their dependents and JROTC Cadets with the approval of 75% of members in attendance.
2. The Club may provide non-educational grants to organizations or individuals that align with the Club’s mission with the approval of 75% of members in attendance.

**ARTICLE V MEETINGS**

1. Monthly meetings are regularly scheduled for the First Saturday of each month at 10:00am to be held in the Grand Hall.
2. The Board of Directors may cancel meetings in summer months with membership approval.
3. The Board of Directors may call for an unscheduled meeting if there is a need.
4. The Board of Directors and the Advisors meet monthly prior to the regular schedule meeting. Additional meetings may be scheduled as necessary.
5. The standard agenda for club meetings is as follows:
6. Meeting call to order
7. Pledge Allegiance
8. Welcome new members and guests
9. Treasurer report
10. Guest Speakers, if applicable
11. Old Business
12. New Business
13. Open forum
14. Adjournment

**ARTICLE VI ELECTION OF OFFICERS AND ADVISORS**

 **Position Term Eligible for Re-election Comments**

 President 1 year Yes, one time (Total 2 years) Eligible for other

 Officer/Advisor Positions

Vice President’s (1&2) 1 year Yes, twice (Total 3 years) Same as above

Treasurer 1 year Yes, twice (Total 3 years) Same as above

Secretary 1 year Yes, no limit Same as above

Advisor’s 1 year Yes, no Limit Same as above

**ARTICLE VIII OFFICER AND ADVISOR ROLES AND RESPONSIBILITIES**

**President**

* Ensures compliance with Club’s Mission, Bylaws and Policies
* Supervises members of the Board of Directors and Advisors. Addresses issues and concerns as necessary
* Works to maintain a camaraderie among members and promotes active participation by all members
* Assigns projects to the Board of Directors
* Reviews monthly bank statements
* Presides over Club Meetings
* Oversees development and distribution of Club Meeting agendas and minutes
* Serves as Public Relations Officer to assist in requesting grants or recruiting sponsors for club activities

**Vice President #1**

* Performs duties of the President in the absence of the President
* Responsible for the ongoing support of the Mission to care for Homeless and Disadvantaged Veterans
* Responsible for the Website Manager and the contents of the website
* Liaison with “Voluntary Service Specialist” of Lee County and all Accredited State and Federal Veteran Agencies and Non-Profit Veteran Support Groups
* Organizes and conducts the yearly club elections

**Vice President # 2**

* Responsible for Club Advisors and their projects and activities
* Liaison to the Golf Tournament Committee
* Coordinates the annual review of Club Bylaws and Policies
* Oversight of fundraising events and activities
* Liaison to Pulte and Hampton Golf Staff

**Treasurer**

* Collect all fees and dues and deposit funds in club account. Issue checks in accordance with policy
* Provide a financial report at each meeting outlining beginning balance, collections, expenses and ending monthly balance
* Maintain a set of records that records revenue and disbursements on a monthly basis. Also, responsible for monthly bank reconciliations
* Prepare Annual Budget for review by Executive Officers in December
* Provide 501.C.3 receipts for donations where requested
* Assure that all Federal, State, and local tax forms are filed in a timely fashion, outside Vendors maybe used for completion of said forms and filings
* Maintain membership listing and order name tags for new members

**Secretary**

* Attends all Board and General Membership Meetings
* Takes Minutes of General Membership Meetings and related meetings as requested
* Types Minutes, revises minutes as amended and provides copies of agenda and minutes for Board and General Membership
* Maintains effective records and administration
* Represents the Club at activities as requested
* Provides secretarial support to Board and Advisors as requested
* Communicates timely with all communication and correspondence with the Board and Advisors
* Responsible for get well cards, sympathy cards and thank you cards when needed

**Advisors (Non-Voting Members of the Board)**

* Provides assistance and guidance to the Board of Directors
* Completes assigned duties in a timely manner
* Serves as a project lead for Club Events and Activities
* Assists with Club events and activities
* Acts as liaison from Club Members to Officers and vice versa

**ARTICLE IX FINANCIAL**

1. The Club will utilize GAAP (Generally Accepted Accounting Practices).
2. All Fundraising Activities will be in compliance with State and Federal Laws applicable to 501(c)(3) and 509(a)(2) organizations.
3. The Board of Directors may authorize a non-budgeted disbursement of up to $500.00 without prior membership approval. The disbursement will be reported by the Treasurer at the next Club meeting.
4. All check disbursements exceeding $500 require the signatures of two officers. The disbursement must have been approved by a majority of Club Members.
5. The Treasurer will deliver a monthly financial report club meetings and by email in months when a Club meeting does not occur.
6. Annual review of financial records will be conducted prior to February 15th by designees approved by the Officers. Findings will be reported to the membership at a Club Meeting and recorded in the Meeting Minutes. Financial records will be available on demand by any Club Member for their review.
7. Financial records and reviews will be retained for 7 years.
8. Federal Tax Filings (990 or 990EZ) must be completed and submitted by May 1 and Florida State Tax Filing by May 15. The Treasurer may engage a Certified Tax Firm to complete and submit the filings.

**ARTICLE X FUNDS AND BUDGETING**

The outgoing treasurer in conjunction with the incoming Board of Directors will prepare the upcoming year’s budget for all anticipated expenses exceeding $1,000.00 to include funding of the Golf Tournament, Nursing Home Visits, Grants and Awards, Etc. and the ongoing support of Homeless and Disadvantaged Veterans.

The January meeting agenda will focus on the review, discussion, and revisions to the proposed Budget. Final approval of the Budget by Club members will occur during the February meeting.

**ARTICLE XI DISBURSEMENT OF FUNDS**

Voting on approved motions to disburse funds will be scheduled for the following Club meeting to allow for member discussion. If that timeline does not meet the needs of a specific disbursement, the President will ask for immediate member discussion and then request a vote of all attending members. Members can approve the request with a 75% “Yes” vote of those members in attendance.

.

**ARTICLE XII BY LAW REVIEW**

By-Laws will be reviewed at least annually or as deemed necessary by the Executive Committee. In addition, changes to Florida Laws relating to 501(c)(3) and 509(a)(2) organizations may require revisions to Club Bylaws.