

# CELEBRATION VETERANS CLUB, INC.

## BY-LAWS



12 September 2024

## ARTICLE I

### NAME

The name of the organization shall be the Celebration Veterans Club, Inc. (hereinafter referred to as the “CVC”).

## ARTICLE II

### OBJECTIVE

The objective of the CVC is to promote awareness and interests in veterans affairs and to participate in community and civic activities.

## ARTICLE III

### TYPES OF MEMBERSHIP

A Veteran Membership in the CVC is open to any veteran who has served honorably in any branch of the United States military, National Guard or Reserve Forces, regardless of race, color, creed, gender, gender expression, sexual orientation or ethnic background.

An Auxiliary Membership is open to any spouse, widow/widower, partner, parent or adult child of any active duty or honorably discharged United States military veteran, regardless of race, creed, gender, gender expression, sexual orientation, or ethnic background.

## ARTICLE IV

### CODE OF CONDUCT

The CVC Code of Conduct is intended to help everyone comply with all applicable laws, rules and regulations and applies to every member.

Violations of our Code of Conduct, policies or the law may lead to termination of club membership.

1. **Positive Environment.** We are committed to building and maintaining a positive, safe, diverse and inclusive environment. We have expectations about the way we deal with one another, and certain types of behavior are not acceptable.
  - We do not tolerate harassment. This applies whether the person being harassed or doing the harassing is a member or non-member.
  - Harassment involves a pattern of abusive and degrading conduct (such as, among other things, verbal abuse, sexually explicit or derogatory comments or images, mimicry, unwanted touching, or lewd or offensive gestures or jokes) that someone did not solicit or invite and which the harassed person reasonably regards as

undesirable or offensive. Harassment also may take the form of bullying, as when an individual or group seeks to intimidate, degrade, humiliate or undermine others.

**2. Personal Identifiable Information (PII).** We are committed to handling personal data responsibly and in compliance with all applicable laws. Personal data includes, any data that could be used to identify or locate individuals, such as names, dates and places of birth, addresses, email addresses or other government identification numbers, etc. This means that we as a club and as individuals where our duties involve the use of such data, are required to:

- Understand and adhere to the privacy laws and regulations that apply to any personal data
- Collect and use personal data only for appropriate club purposes
- Limit access to personal data to individuals who need it for legitimate club purposes

## **ARTICLE V**

### **THE BOARD OF TRUSTEES**

#### **Section 1 - Members and Term**

With the exception of events detailed in “Section 2” herein, the Board of Trustees (hereinafter referred to as the “BOT”) shall consist of six (6) Officers, including the Commander, Vice Commander, Secretary, Treasurer, Sergeant at Arms and the Auxiliary Committee Leader. Officers shall be elected in accordance with “Article X – Voting” herein. The positions of Chaplain, Public Information Officer and the Recruiting Officer shall be appointed by the BOT. All Officers either elected or appointed, shall serve a one-year term commencing 1 January and ending 31 December of the calendar year.

#### **Section 2 - Vacancy and Replacement**

In the event that a BOT Officer, either voluntarily or involuntarily, is unable to complete his/her tenure, for any reason whatsoever, the BOT shall, except for the Commander’s position, select a successor to fulfill the obligations and responsibilities of the vacated office for the remainder of the unexpired term.

In the event that the Commander, either voluntarily or involuntarily, is unable to complete his/her tenure, for any reason whatsoever, the incumbent Vice Commander shall assume the obligations and responsibilities of the vacated Commander’s office for the remainder of the unexpired term and the BOT shall appoint a new Vice Commander.

#### **Section 3 - Termination of BOT**

BOT status by any member thereof, may be terminated, with or without cause, as determined by a quorum vote of the CVC membership that is duly assembled specifically for the purpose of the

termination proceedings. A quorum for termination proceedings shall consist of a minimum of 50% plus one of the CVC members who have paid their current membership dues and are present.

#### **Section 4 – Compensation**

All CVC membership and activities, and service by Officers, on behalf of the CVC, shall be voluntary and therefore ineligible for monetary compensation of any nature, except for reimbursement of actual and reasonable authorized costs and expenses incurred by members or officers in the performance of CVC requirements. Nothing inferred herein, shall create, or otherwise indicate an employer/employee relationship.

### **ARTICLE VI**

#### **OFFICERS AND THEIR DUTIES – BOT**

**A. Commander:** The Commander shall serve as the senior Officer of the CVC. The Commander shall, unless otherwise delegated, in whole or in part, supervise all activities of the CVC, serve as an ex-officio member of all committees and act as the official spokesperson on all matters of public interest concerning the CVC.

**B. Vice Commander:** The Vice Commander shall serve as a proxy for the Commander, as needed, and perform such other duties, on behalf of the CVC, as may be required. The Vice Commander shall, with the Sergeant at Arms, conduct the POW/MIA Ceremony.

**C. Secretary:** The Secretary shall serve as the primary recorder and archivist of CVC activities, including voting tabulations and the preparation and distribution of minutes of pertinent meetings and other proceedings. The Secretary shall assure that all legally required documents are properly prepared and executed in a timely manner and will forward such documents to the appropriate regulatory or governmental authorities.

**D. Treasurer:** The Treasurer shall as the principal financial officer of the CVC, receive and deposit in the appropriate bank account(s), all funds, of any nature received by the CVC, assure that all payments are made in a timely manner, maintain account records and prepare a statement of income and expenditures for presentation to the general membership at regularly scheduled meetings. Additionally, the Treasurer shall assure that all legally required documents are properly prepared and executed in a timely manner and will forward such documents to the appropriate regulatory or governmental authorities. The Treasurer may from time to time, utilize CVC funds, for necessary CVC costs and expenses without prior BOT approval, provided that such costs and expenses do not exceed one-hundred fifty dollars (\$150.00). All expenditures in excess of the aforementioned amount shall be approved by the BOT prior to such expense(s) being incurred.

In the event that the CVC, be dissolved for any reason whatsoever, the assets of the CVC shall, under the direction of the BOT, be distributed by the Treasurer to one or more tax exempt organizations in or in close proximity to the Celebration, Florida area that promotes similar purposes of the CVC, as stated herein.

**E. Sergeant At Arms:** The Sergeant at Arm's duties shall include assuring that the CVC's meeting space is properly prepared, maintained and dismantled for meetings and other activities, including any special accommodations required by guest speakers. The Sergeant at Arms shall call the Color Guard to order, assure that the Nation, State and CVC's Colors or banners are properly displayed, stored, and protected at all times and that good order and discipline are adhered to by attendees, during all CVC activities. Additionally, the Sergeant at Arms shall oversee the Color Guard and all of its activities.

**F. Auxiliary Committee Leader:** Auxiliary members shall comprise the Auxiliary Committee and will elect a committee leader. The Auxiliary Committee shall maintain a separate account of funds and distribute as deemed by the Auxiliary Committee.

## ARTICLE VII

### NON-BOT POSITIONS

**A. Public Information Officer (PIO):** The PIO shall act as the primary liaison for BOT approved communications and coordination between the CVC and the general public, other organizations and the media.

**B. Former Commanders:** Former Commanders are encouraged to serve in an emeritus capacity to mentor the current Commander and Board of Trustees. Former Commanders are eligible to vote on BOT issues when applicable.

**C. Chaplain:** The chaplain shall provide appropriate pastoral, spiritual and emotional support to the membership. The Chaplain will conduct a short ecumenical prayer at the opening of CVC meetings and events and provide comments regarding updated information on the status of recently discovered remains of MIA veterans of all wars and conflicts. The Chaplain shall provide salient information regarding significant health issues of members suffering from illnesses and provide appropriate, general, and spiritual guidance in the event of a member's death.

**D. Recruiting Officer:** The Recruiting Officer is responsible for finding potential new club members, developing relationships with local organizations, social media, etc., to promote interest and awareness of the club.

## ARTICLE VIII

### MEETINGS

#### Section 1 - Time and Location

Monthly Meetings: Unless otherwise stated, CVC Meetings shall be held on the second Thursday of each month, at 1830 hours, at a place to be determined by the BOT. Monthly meetings of the Auxiliary Committee shall be held on the third Thursday of each month at a place and time to be determined by the Committee Leader. The Secretary will distribute minutes of all meetings to members via email as requested.

## **Section 2 - Special Meetings**

Special meetings may be conducted to address imminent or critical matters, from time to time, be scheduled for purposes of covering topics outside the normal scope or scheduling constraints of the regular monthly meetings. Special meetings shall, when circumstances warrant such action, be convened by the BOT, via e-mail notification to the membership, at least 48 hours prior to the meeting. The date, time, location, and purpose of the special meeting shall be included in the notification. When practical, Special Meetings may be incorporated into regularly scheduled monthly meetings.

## **ARTICLE IX**

### **VOTING**

Each member and officer in good standing shall be entitled to one (1) vote on each issue and/or candidate(s) for BOT membership position(s) that require a vote by the CVC's general membership. Each Officer, regardless of the number of board positions held by such Officer, shall be entitled to one (1) vote on each issue requiring a vote by the BOT.

Votes by the membership may be cast in person or by an absentee member, by a written or electronic proxy that has been transmitted to [celebrationvets@outlook.com](mailto:celebrationvets@outlook.com) prior to the voting meeting being called-to-order.

## **ARTICLE X**

### **Nominations**

Nominations for BOT positions may be submitted, by any member in good standing, during the time period when nominations are being accepted, either in person during CVC meetings or via email to [celebrationvets@outlook.com](mailto:celebrationvets@outlook.com). Electronically submitted nominations must be received at the above stated e-mail address no later than one (1) day prior to the call-to-order of the scheduled voting meeting.

## **ARTICLE XI**

### **Parliamentary Procedures**

The order of business conducted at all meetings shall follow "Robert's Rules of Order" (latest revision).

## **ARTICLE XII**

### **Minutes**

Minutes of all meetings, as formatted, distributed as requested and archived by the Secretary, shall be kept in a businesslike manner and available for review by the membership and the BOT at all reasonable times.

## **ARTICLE XIII**

### **Committees**

A. Standing Committee: Auxiliary members shall comprise the Auxiliary Committee and shall elect a committee leader. The Auxiliary Committee shall maintain a separate account of funds and distribute as deemed by the Auxiliary Committee. The committee leader shall provide reports during monthly meetings, to the BOT and the CVC membership, regarding its activities.

B. Ad Hoc Committee(s) shall be appointed by the BOT and shall remain intact and operational, until the objective of the committee is carried out. Committees shall select a committee leader and provide timely progress reports during monthly meetings, to the BOT and the membership, regarding its activities.

## **ARTICLE XIV**

### **Activities and Dues**

Members are encouraged to suggest appropriate civic, educational, or recreational activities to the BOT for consideration, at any reasonable time. Allocation of CVC funds related to expenditures for such approved activities shall require the written approval of a minimum of-three (3) Officers.

Membership dues will be assessed annually on a calendar year basis. Annual dues for new members joining the club subsequent to January of a calendar year shall be prorated at the rate of one dollar (\$1.00) per month for each remaining month(s) of a calendar year.

Optional lifetime membership dues in the amount of one-hundred-dollars (\$100.00) may be paid in lieu of annual dues at the discretion of individual members. Lifetime dues are not transferable as a right of survivorship. Members on active duty and members 85 years old and older are exempt from paying dues.

Recurring member dues shall be collected in January and new member dues within thirty (30) days of the commencement of their membership in the club. The Treasurer will as necessary, announce to the general membership that current or delinquent dues are outstanding. The Treasurer shall not, however, be obligated to collect dues that become delinquent on an individual member basis. Non-payment or delinquent dues may, at the sole discretion of the Board, be grounds for denying such affected members, "member-in-good-standing" status, including but not limited to, club voting rights and privileges. The BOT shall have the right, but not the obligation, to waive the payment of annual membership dues for individuals that could suffer unnecessary hardship because of such payment of dues.

## **ARTICLE XV**

### **Amendments to the By-Laws**

The Bylaws may, upon a two-thirds majority vote by the membership in attendance, be amended at any special meeting in compliance with Article VIII, Section 2, herein. The foregoing Bylaws were approved by the Members of the Organization in a meeting on September 12, 2024.