



BAND OF BROTHERS BY-LAWS
EFFECTIVE: JULY 1, 2021

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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 or are currently on Active Duty. 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 four categories of members; Regular members, Associate Members, Honorary members and Support members.

- Regular members must be Military Veterans who were either retired or honorably discharged from active duty, Reserves or National Guard. These members must have permanent/full-time residency within a 50 mile radius of The Villages. This category may also include active duty military personnel. Regular members have voting rights.
- Associate Members must be Military Veterans who were either retired or honorably discharged from active duty, Reserves or National Guard. These members do not reside within a 50 mile radius of The Villages. This category may also include active duty military personnel. Associate members do not have voting rights.

- Honorary members are spouses or family members of a Military Veteran.
- Support members are those who participate regularly in our Club activities. Honorary and Support members are not allowed to hold any elective office within the Band of Brothers, with the exception of the position of Secretary, or to vote in elections or in a membership meeting vote. They are, however, invited to participate in any other Club activity, such as the Annual Winter Party, Cruises, etc.

Meetings

Social meetings are held on Tuesday at City Fire, at the outside bar, Lake Sumter Landing, The Villages, Florida. 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, Barbecues, Picnics, and other social outings, which are held at other locations and announced via email.

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 Active Duty Military and 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. A member who does not maintain proper behavior will be given a warning, after which they will be asked to leave the premises by the Sergeant-at-Arms.

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 31st 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.

The President, along with the Treasurer, shall each retain a copy of keys for the Post Office. The Storage Shed keys shall be retained by the President, the Quartermaster and the Sergeant-at-Arms.

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
- 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

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.
- 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.
- 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.
- Performing other activities as may be requested by the President or the Executive Board.
- The office of the Secretary may come from the Members or Honorary membership of the Band of Brothers.

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.
- All financial transactions individually less than \$250.00 must be approved jointly by the President and Treasurer.
- All financial transactions individually greater than \$250.00 must be approved by the Membership.
- The Treasurer, along with the President shall each retain a copy of keys for the Post Office.
- 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 Directors 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.

Standing and Ad Hoc Committees

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

Ad Hoc Committees shall include the Audit Committee, the Fundraising Committee and others as determined by the President with the concurrence of the Board. Chairpersons are required to adhere to these job requirements or face possible removal from office.

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

A Committee Director 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 Director for the vacated position.

Public Affairs Director (PAD)

The Public Affairs Director (PAD) 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 Director.

The PAD is responsible for:

- All requests that come in from organizations outside the BoB. This includes media requests, requests for information, and interviews.
- 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.
- Working directly with the President on all requests and documentation released by the BoB to the public.
- Performing other activities as may be requested by the President or the Executive Board.

Sergeant-at-Arms

The Sergeant at Arms is responsible for:

- 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.
- 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.
- The Storage Shed keys shall be retained by the President, the Quartermaster and the Sergeant-at-Arms.
- Performing other activities as may be requested by the President or the Executive Board.

Membership Director

The Membership Director will be responsible for representing the organization in signing up new membership and serves as the liaison to the membership of the BoB. This Director, or in his absence a representative such as an E-Board Member or Presidential Designee, will be present at Tuesday's social gatherings to recruit potential members and assist with the registration process. This individual will also be responsible for the BoB Challenge Coin sales along with submitting new registrants to the Secretary.

- 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.

Sick Call/Bereavement Director

The Sick Call/Bereavement Director 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. Flowers and cards will be sent to the immediate family of the member which includes the husband, wife and children (only if they live at home and are under the care of the parents).

The Sick Call/Bereavement Director 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 ensure their needs are satisfied.
- Providing information to the President and the Executive Board about members that are sick or recovering at home, hospitalized or have 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 Director

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

The Quartermaster Director 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).
- The Storage Shed keys shall be retained by the President, the Quartermaster and the Sergeant-at-Arms.
- Performing other activities as may be requested by the President or the Executive Board.

Removal of a Committee Director from Office

Committee Directors 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 Director is given the opportunity to defend him/herself of the charges, The Executive Board will conduct a formal vote. Two-thirds majority vote is required to remove the Committee Director from their position.

Business discussed at Officers and E-Board monthly meetings are considered confidential and should not be discussed outside meetings. This is a violation of proprietary information and subject to non-disclosure of information. Sharing of this information is grounds for immediate removal from Office by the President.

Also, a Director can be removed for continuous "unexcused absences".

(a) A Band of Brothers Executive Board member who is absent for

- two (2) consecutive meetings or

- three (3) regular meetings in a calendar year,

without a valid excused absence, shall be removed from the Executive Board as of the date of the final occurrence.

(b) Prior to missing such second consecutive or third regular meeting in a calendar year, said member may request, in writing, that an absence may be excused indicating the reason for such absence.

(c) Excused absences may be granted by the President.

- The President shall advise the Committee Director, in writing, of the intent for removal from office, stating the cause or reason thereof, and offering the opportunity to rectify his/her situation or voluntarily resign the office without any further action.
- Upon the Director'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 Director 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 Director shall have an opportunity to present mitigating or extenuating information in support of the Director's desire to remain in office. The Director 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 Director from office, followed by debate of the voting members present, after which a vote shall be taken.
- If the action is successful, the removed Director 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: _____
Benjamin S. Vasquez, President

Secretary: _____
Dolores Wilson, Secretary

DW: 7/1/2021