PREAMBLE

The Marco Men's Club is governed by a Board of Directors. Policies and Procedures passed by the Board have been codified and listed below.

1. ACTIVITY GROUP FUNDS
Money collected by a Club activity group shall be turned in to the Club treasurer. These funds shall be accounted for separately in escrow accounts and reported in the treasurer's report. (Adopted Nov. 1993)

2. NAME TAGS
Members are required to wear a name tag or a Club shirt with their name embroidered on it to monthly meetings. Those not wearing name tags will be assessed $1.00. (Adopted Jul. 2002)

3. ACTIVITY BUDGETS
Men's Club activities shall be self supporting. Extra mailings necessitated by an event shall be paid for by that event. The Board of Directors may approve subsidizing an event. (Adopted Nov. 1993)

4. SOLICITATION OF FUNDS
The Marco Men's Club is not a forum for the solicitation of funds for any charitable or commercial cause except at the establishment or venue where an event is held and that particular event contracted for. Collection of such funds at meetings is not permitted. (Adopted Jan. 1994 and Amended Feb. 2008)

5. MEN'S CLUB SMOKING POLICY
To best promote the health, welfare, pleasure, and comfort of all Marco Men's Club members and guests, the Board has adopted the following smoking policy for all its Club functions: NO SMOKING. (Adopted Feb. 1994)

6. FISCAL YEAR
The fiscal year of the Marco Men's Club is July 1 through June 30. (Adopted Jul. 1994)

7. ADVERTISING IN NEWSLETTER
Neither personal want ads nor commercial advertisements are permitted in the Marco Men's Club Newsletter or website, with the exception of normal newsletter items of interest to the Club on the whole, pictures of past events, etc., all special requested content must be approved by the current Club President on a limited an individual basis. (Adopted Sep. 1995 and Amended Feb. 2008)
8. BEREAVEMENT NOTICES
Notice of serious illness or death of members, their spouses and children, and parents of members or spouses may be placed in the Newsletter. (Adopted Sep. 1996 and Amended Mar. 1998)

9. POLITICAL ENDORSEMENTS
The Marco Men's Club is a non-political organization. Endorsement of any political cause or candidate for public office at any club function is prohibited. Political materials, signs or badges may not be distributed at, on, or near any Men's Club function. (Adopted Sep. 1998)

10. AUDIT OF BOOKS
The Men's club books shall be reviewed annually in April by a panel of three members selected from the general membership. A formal audit is not required. (Adopted Sep. 1998 and Amended Sep. 2002)

11. CHECK SIGNATURES
Checks written for more than five thousand dollars ($5,000.00) require two signatures and may not be pre-signed in blank. Bonding is not required. (Adopted Feb 2007, Amended May 6, 2010)

12. MEMBERSHIP LISTS
The membership list of the Marco Men's Club is the property of the Marco Men's Club. The use of the membership list is restricted to members. It may not be given to nonmembers. It may not be used for solicitation purposes by members or nonmembers. It may neither be sold nor given away. (Adopted Jan. 1994 and Amended Sep. 1998)

13. ACTIVITY CHAIRMAN (HOST) REIMBURSEMENT
The chairman (host) of an activity and his spouse, wife, or significant other shall be reimbursed for his ticket(s), or meal cost up to one hundred dollars ($100.00) of the published cost. (Adopted May. 2016)

14. POLICY ON REFUND FOR ACTIVITY CANCELLATIONS
If the Club must pay, there will be no refunds. If the Club does not pay, it will, upon request, issue a refund. (Adopted Feb. 2000)

15. NOTICE OF DUES DELINQUENCY
Elimination of this notice was adopted Nov. 2004

Approved May, 2014
16. **DUES INVOICING**

An invoice form notifying members to pay their annual dues and also to provide a method to update addresses and other information shall be sent to each member with the April, May, and June Newsletter. New members who join the Marco Men’s Club after March 1st will be exempt from paying the following years dues as their application fee will be applied as payment for that year’s dues. A follow-up notice may be sent by e-mail or by first class mail. *(Adopted Nov. 2004, Amended Jan. 2011 and July 2012)*

17. **MEMBERS MOVING OUT OF COLLIER COUNTY**

If a member moves out of Collier County during the Club year, July 1 to June 30, this will be construed as an available opening for membership to the next person on the waiting list. The moving member may partake of the Club’s activities as long as he has paid his dues, only until the end of the current fiscal year. *(Adopted Apr. 2003)*

18. **PUBLIC RELATIONS**

All public communications must be approved by a committee consisting of:
1. The current Club President.
2. The current Club Senior Vice President
3. A current member of the Club Board of directors who is selected by a majority of the Board. *(ADOPTED FEB. 2008)*

19. **CODE OF CONDUCT**

Members of the Marco Men's Club shall conduct themselves in a manner consistent with an orderly society at all MMC events. Conduct must not damage the goodwill or reputation of the Club. Violations of appropriate conduct will be investigated by the Board of Directors and may result in Club sanctions which may include dismissal from the Club. *(Adopted Feb. 2008)*

20. **Non-Member Event Policy**

Because club members have been unable to attend functions due to many non-member attendees being invited by members, the following policy will take effect on June 1, 2014: When members send in an event flyer reservation with checks, names of all attendees will be on the reservation. All names will be checked against the MMC membership list by the host. A member and his spouse or significant other will be placed on the event attendance list. Guests listed will be placed on a wait list arranged chronologically for the event until the deadline date, at which time the host will fill the event attendee list from the wait list as space permits. *(Adopted Jan 2014)*

Approved May, 2014