



UNIVERSITY CLUB OF WINTER PARK

POLICIES AND PROCEDURES MANUAL

May 1, 2019

These policies and procedures are intended to serve as guidelines in managing the affairs of the Club, and to provide consistency from year to year as Board members come and go.

Elements are constantly being added and revised. The manual is organized in sections, with the last revision date of the section printed on the top of each page in the section. Whenever any revision is made to a section, the date is changed, and all the pages in that section are replaced.

The latest versions of the sections are maintained digitally, and hard copies are compiled in a master notebook kept in the office, where it may be perused by members.

Before the new Board convenes in May of each year a bound copy is made of the current version of the manual for use by the President. A second copy is placed in the Club Library.

University Club of Winter Park

Operations Manual

Job Descriptions, Policies, Procedures, Forms

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Section 1 – President and Appointees

1.1 Job Descriptions

1.11 General

The President of the Club serves as its Chief Executive Officer and General Manager. The President performs these responsibilities under the policies governing the Club's operations as outlined in the Club Charter and Bylaws.

The President handles routine as well as long-term matters in accordance with the policies of the Executive Board. The President may delegate responsibilities to the Executive Vice President, the Vice Presidents, and others.

The President oversees the daily operations of the Club and is ultimately responsible for the work of all officers and committees.

1.12 Fiduciary Responsibility

The President is responsible for insuring the implementation of financial policies adopted by the Executive Board, and for the management of all financial aspects of Club operations, including income, expenditures, and investments.

1.13 General Management

The President shall:

- a. Assure that the resolutions of the Executive Board and the members at the Annual Meeting are carried out.
- b. Assure that the Vice Presidents, Appointees, and Committee Chairs fulfill their responsibilities. In this capacity the President may attend any meeting ex officio.
- c. In consultation with the Chair of the Nominating Committee, make appointments to fill vacancies on the Board.
- d. Keep abreast of any Club problems through involvement with the Executive Board, Committees, and Club employees.
- e. Keep the members informed of Club issues by periodically publishing a "letter from the President" in the Club Times.
- f. At the end of the fiscal year, submit a "state of the Club" report to the Executive Board and the membership.
- g. Represent the Club in relationships with the community.
- h. Serve as a non-voting member of the Nominating Committee.
- i. Assure an orderly transfer of the office after the President-elect has been chosen at the Annual Meeting. Meet with the President-elect to discuss the duties of the President and the current issues before the Club, as well as advising on the recruitment of Executive Board members and committee chairs and members.
- j. Invite the President-elect and Board Members-elect to attend the meetings of the retiring Board.

- k. Serve on the Executive Board as Immediate Past President after term is completed. Serve as a non-voting member of the Nominating Committee as Immediate Past President after term is completed.

1.14 Employee Management

The President is responsible for the supervision and direction of all the employees of the Club, either directly or through delegation. Specific duties in this area include the following:

- a. Maintenance of job descriptions
- b. Supervision of activities and performance
- c. Relationships between employees and members
- d. Formal performance reviews at least annually
- e. Recommendations to the Executive Board regarding wages and benefits
- f. Approval of vacation, sick leave, and overtime
- g. Termination procedures when necessary
- h. Directing the search process for new employees

1.15 Presiding over Meetings

The President presides over the following meetings:

- a. The Annual Meeting, including preparation of the agenda
- b. Executive Board Meetings, including preparation of the agenda. Board meetings occur regularly on the second Monday of each month.
- c. Dinner, luncheon, and special meetings.

In the absence of the President, the Executive Vice President, a Past President, or other person delegated by the President shall preside at these meetings.

1.16 Parliamentarian

The President shall recruit a qualified person to serve as Club Parliamentarian. This appointment requires Board approval.

- a. General Responsibility

The Parliamentarian is custodian of the charter and By-laws, and is responsible for advising the President, the Executive Board and all Club committees on the conduct of Club business. In general, the Parliamentarian will follow Roberts Rules of Order in all matters not covered by the By-laws.

- b. Specific duties:

1. Interpretation of the by-laws
2. Order of business
3. Quorum
4. Dealing with motions
5. Procedures for bringing business before a member's meeting
6. Recognition of members who wish to speak at a member's meeting
7. Voting procedures
8. The role of the chairman at a meeting
9. Coping with controversial issues

c. Tax Exemption

The Parliamentarian is responsible for making all Board members aware of the importance of ensuring that no Club activities prejudice the tax-exempt status of the Club.

1.17 Other Appointments

The President shall recruit and appoint persons and special committees to serve as necessary to perform tasks not otherwise provided for. These persons may operate individually, or may form subcommittees to aid them. In the past these appointments have included the following.

a. Editor of the Club Times

The Editor of the Club Times oversees the publication of the monthly newsletter, and is responsible for its accuracy and timely issue.

b. Editor of the Club Directory and Year Book

The Editor of the Club Directory is responsible for both the online and printed versions of the Club Directory and Year Book.

c. Web Master

The Web Master is responsible for keeping the Website up to date and fresh, including working with the photographer to obtain new photographs/videos for the website.

d. Information Technology (IT) Manager

The IT Manager provides technical support in the computer and A-V operations of the Club.

e. Photographer

The photographer is responsible for obtaining pictures of new members at orientation events, and for delivering those pictures to the Staff Financial Officer in proper format for inclusion in the data base. Also, the photographer is charged with obtaining pictures of old member whose images are not in the data base, and with providing the Webmaster with photos for the website.

f. Archivist

The responsibility of the Archivist is to store records of Club activities in such a way that they do not deteriorate over time. Newer records will be in digital form, and will be stored on a Club computer that is backed up online automatically. These records include Club Times, newspapers and the Yearbook, as well as histories of Club activities that have been prepared over the years. Photographs of Club activities will also be stored. Newspaper clippings that are sent in by Club members are also included. In addition, the Archivist is responsible for collecting and storing documents which are designated as permanent by the Records Retention Policy.

Wherever possible, older records that are critical will be scanned so that they may be retained in digital form.

g. Public Relations Committee

The Public Relations Committee's job is to make the community aware of the activities of the Club, with the goals of obtaining new members, increasing rental income, and in general enhancing the public's favorable perception of the Club as an attractive asset to the community.

h. Insurance and Contracts Review Committee

The Insurance and Contracts Review Committee advises the President and Board on the details of insurance and other contracts. Insurance policies/coverage for the building, building contents, automobiles, officer/director liability, and worker's comp are reviewed annually. Periodically, the Committee arranges to obtain competitive quotations.

i. Office Assistant Committee

The Office Assistance Committee arranges for volunteer help in the office when needed.

j. Auditor

The auditor is a non-member CPA paid to audit the Club's books once a year and provide a report and recommendations to the Board.

1.2 Policies

1.21 Records Retention Policy

1.211 Digital records backed up online nightly

- a) QuickBooks financial data capable of producing income statements, budgets, balance sheets, and check registers going back to May 1, 2001 (financial records older than this date need not be retained).
- b) Member records capable of producing reports of member names, addresses, status, dues payments, and contributions going back to May 1, 2014.
- c) Club Times and email blasts going back to May 1, 2014
- d) Board meeting minutes and reports going back to May, 2015
- e) Annual meeting minutes and reports going back to March, 2015
- f) Detailed Finance Committee reports going back to March, 2015
- g) Inventory reports going back to March, 2015

h) Scanned copies of all documents relating to grants to the Club and additions to our endowment accounts.

1.212 A combination of hard copy and/or digital records maintained in the office

- a) Insurance contracts and claims going back at least 5 years
- b) Tax, employment, accident and other government reports going back at least 7 years
- c) Board meeting minutes for the past 6 years
- d) Audit reports going back at 7 years
- e) Personnel records, including w-2 and w-4 forms, going back to hire dates and 5 years after termination
- f) Community and education grants going back as far as possible.
- g) Vendor contracts, leases, proposals, invoices, etc. going back 7 years.
- h) Form 990's and tax exempt documents going back as far as possible.

1.213 Hard copy records to be maintained in the archive file cabinets and boxes

- a) Originals of bequest documents
- b) Year books going back as far as possible
- c) Binder containing history data on our "New York Bay" mural.
- d) "Scrap book" items that may be of use to researchers, including group pictures, Club Times, facility pictures, newspaper articles, obituaries, etc. (not including pictures of individual members)

1.22 Makeup of the Board and Committees

Every effort should be made to involve as many members as possible on the Board and committees of the Club. However, in general spouses, life partners, or close relatives should not serve on the same Board or committee at the same time. Exemptions shall be subject to Board review and approval as may be required.

1.23 Access to Checking and Investment Accounts

Access to investment accounts should be given to the VP Finance, Treasurer, Assistant Treasurer, and President. Signing authority on the checking account should be given to the same group, plus the VP House and Grounds, plus other current or past officers as needed to make it easy to obtain two signatures on checks.

1.3 Procedures

1.31 Annual Procedures of the Executive Board

The President shall preside over the following annual procedures:

May/June Board Meetings

Discuss policies and procedures with new Board members, including charging VP's with enforcing policies in the committees and groups in their areas of responsibility.

Specify expenditure limit without Board approval

Establish check signing authorities and update online access authorizations for checking and investment accounts.

Select Chair and 5 members for the Nominating Committee

Approve appointments for:

Members (6 At Large) recruited by the Finance Committee
Parliamentarian

July Board Meeting

Verify the composition of the Nominating Committee chair and members

Approve designation of auditor

November Board Meeting

VP's submit draft budgets to Treasurer

December Board Meeting

Budget approved for the following fiscal year

1.32 Procedure for Selecting Nominating Committee Chair and Members

Board members shall nominate individuals for the positions, and the names written on a flip chart. After the nominations are closed, the President shall pass voting slips to the members and ask them to vote from the list of nominees for the chair and 5 members. The President shall collect these secret ballots and enter the total number of votes by each name. The individuals with the most votes will be asked to accept the positions. If they decline, the person with the next highest number of votes will be asked. In the event two or more individuals have the same number of votes, and runoff vote will be held.

Section 2 -- Executive Vice President

2.1 Job Description

2.11 General

The Executive Vice President shall assist the President as requested by the President, and fill in for the President when the President is unavailable.

2.12 Succession

In general, the position of Executive Vice President is considered to be a transition position to possible future presidency. In this capacity the Executive Vice President is expected to learn the duties of the President.

Section 3 – Secretary

3.1 Job Description

3.11 Minutes

The Secretary shall keep Minutes of the Annual Meeting, and all meetings of the Executive Board. If the Secretary cannot be present, the Secretary shall recruit another Board member to take notes that the Secretary can utilize in publishing the Minutes.

3.111 Content of the Minutes of the Annual Meeting

- a. The date and time of the meeting.
- b. The approximate number of attendees, with reference to quorum requirements.
- c. The names of Board Members present, and the person presiding.
- d. Copies of all documents presented.
- e. A brief summary of items discussed.
- f. Details of motions presented and the results of voting.

3.112 Content of the Minutes of meetings of the Executive Board

- a. The date and time of the meeting.
- b. The names of Board Members present, and the person presiding.
- c. A summary of the regular reports of the Vice Presidents.
- d. Copies of all documents presented.
- e. A brief summary of items discussed.
- f. Details of motions presented and the results of voting.

3.113 Archives of Minutes

All Minutes and related documents shall be in digital form, and archived by date in the central computer in the Club office, where they will be backed up on an outside server. If an important document is presented in written form at a meeting, the Secretary shall scan the document to convert it to digital form.

3.12 Facilitating Meetings of the Executive Board

The Secretary shall receive electronic copies of reports from the Vice Presidents in advance of the Board meetings and a to project those reports on the screen in the meeting room. These reports will be in WORD or EXCEL format, and will be emailed as attachments to the Secretary.

3.13 Operations Manual

The Secretary shall be responsible for the maintenance of the Operations Manual.

3.2 Policies

3.21 Organization and revision control of the Operations Manual

- a) The Operations Manual is organized by operational area, so that members can find all the documents related to a particular area such as Membership, Development, Programs, etc. in one place.
- b) Each area (section) is a separate WORD file, with a header that contains the date of the latest revision.
- c) A cover page lists the sections and the date that section was last revised.
- d) Most sections are broken down into 4 categories: job descriptions, policies, procedures, and forms.
- e) Topics are numbered and an index is maintained allowing users to go to the page of interest.

3.22 Changes to the Operations Manual

All additions and revisions to the manual must be approved by the President, and significant changes must be voted by the Board.

3.23 Availability of the Operations Manual

The Secretary will maintain a notebook containing a print out of the current manual. This notebook will be brought to Board meetings and kept in the Office, where it may be accessed by members and staff.

3.3 Procedures

3.31 Maintaining the Operations Manual

The Secretary maintains the master WORD files that comprise the manual. These files may be on a computer in the Club office, or on the backed-up personal computer of the Secretary. Revised sections are sent via email to the President for approval, and the President shall keep copies for reference and as additional backup.

Section 4 – Nominating Committee

4.1 Job Description

4.11 General

The Nominating Committee shall present a slate of candidates to be voted on at the annual meeting to fill all the elective positions on the Executive Board for the coming year.

4.12 Formation of the Nominating Committee

In May of every year the Executive Board shall appoint the Chair and five members of the Nominating Committee. The Committee shall then submit one to five additional members to the Board for approval

4.13 Elective Executive Board Positions

The Nominating Committee shall recommend members for the following positions: President, Executive Vice President, Secretary, Treasurer, Assistant Treasurer, VP-Finance, VP-Development, VP-Membership, VP-Intellectual Activities, VP-Programs, VP-House and Grounds, and Directors-at-Large (3).

4.12 Publication of Names of Candidates

The Nominating Committee shall publish the names and biographical sketches of the candidates in the February Club Times.

4.13 File of Potential Officers

The Nominating Committee shall maintain and pass on to the next Nominating Committee a file of names of members considered for leadership positions in the Club.

4.2 Policies

4.21 Terms of Office

Executive Board members are elected for one year. However, subject to the Term Limits policy outlined below, they may be re-elected to serve beyond one year.

4.22 Term Limits

The terms of all positions on the Executive Board are limited to two years, with the exception of the Directors-at-Large, who are limited to three years. However, the Nominating Committee may petition the Executive Board to extend the terms of the Treasurer and VP Finance beyond two years.

4.23 Re-election to another Position

At the end of their term, Board members may be elected to fill a different position on the Board.

4.24 Directors-at-large

These Directors are selected based on their ability to contribute to Board deliberations and their willingness to serve in leadership positions in the future.

4.25 Majority Vote

Nominations require a majority vote of the Nominating Committee, but are not subject to the approval of the Executive Board.

4.3 Procedures**4.31 Nominee for President**

The Nominating Committee shall first nominate the President for the coming year, who shall then become a non-voting member of the Committee. The committee should start meeting in early August.

4.32 Notification of Nominees

The Nominating Committee shall provide the names of the candidates to the Executive Board by January 1.

Section 5 – Treasurer

5.1 Job Descriptions

5.11 Records

With the support of the Club Office, the Treasurer shall oversee the maintenance of the financial records of the Club, including records of income, expense, payroll, dues, donations, and bequests.

5.12 Supervision

The Treasurer shall supervise the financial work of the Club Office to ensure that proper procedures are followed.

5.13 Reports

a. Government reports

The Treasurer shall, as needed, consult with the Staff Financial Officer regarding the timely filing of all necessary financial and tax reports. The Staff Financial Officer has the responsibility for the preparation and timely filing of all tax returns.

b. Monthly reports

The Treasurer shall submit current financial reports at the monthly meetings of the Executive Board, and at the Annual Meeting. If a Club officer requests a special, detailed report, the Treasurer shall work with the office personnel to provide the information.

c. Reserves/Endowment report

The Treasurer shall produce an annual report of transactions against the reserves and endowment accounts.

c. Auditor's report

The Treasurer shall work with the Club Auditor in the preparation of the annual financial statements and the preparation of Form 990 for submission to the IRS.

5.14 Budgets

The Treasurer shall work with the Vice Presidents to compile and present the annual operating and capital budgets.

5.15 Analysis

The Treasurer shall review the financial performance of the Club with the President every month before the Board Meeting.

5.16 Investments

The Treasurer shall consult with the VP Finance on matters related to investments, and serve as an ex-officio member of the Finance Committee.

5.17 Role of the Staff Financial Officer

a. General

The Staff Financial Officer is the employee responsible for all accounting-related matters as described below.

The Treasurer serves as a consultant to and is a resource for the Staff Financial Officer on all matters related to the financial functions. The Staff Financial Officer shall be in communication with the Treasurer on all major accounting and financial issues, and shall be available to discuss, on a timely basis, at the choice of the requesting Officer, financial matters as reasonably requested by the President, Treasurer, and/ or Assistant Treasurer.

The Treasurer shall rely upon a notification from the Staff Financial Officer when all transactions have been recorded on the accounting records of the Club for each month. The Staff Financial Officer shall not make this notification to the Treasurer until after the Balance Sheet and Income Statement have been reviewed him/her. It is essential that all transactions be recorded before the Staff Financial Officer prepares a draft of the financial reports designated by the Treasurer. The Treasurer shall review the reports and make whatever changes necessary before presenting the reports to the Board.

b. Regular Duties

The Staff Financial Officer:

- Inputs financial data to the Club's accounting program and generates checks and reports.
- Prepares the payroll after receiving approved time sheets.
- Maintains personnel records of vacation and paid time off.
- Pays vendors subject to having an approved invoice or other documentation.
- Transfers funds as needed among the club's bank accounts.
- Processes credit card payments after determining the validity of each charge.
- Makes bank deposits.
- Processes monthly payroll tax payments before the due date and prepares and timely files the tax returns.
- Processes monthly sales tax payments before the due date and prepares and timely files the tax returns.
- Processes quarterly unemployment tax payments before the due date and prepares and timely files the tax returns.
- Processes quarterly worker's comp tax payments before the due date and timely prepares the reports.

- Processes promptly receipts for dues and donations. Amounts received shall be recorded on the accounting records as of the date received, regardless of the date the funds are deposited in the bank account.
- Maintains records of Member Dues billed and posts payments to the proper Members' accounts.
- Maintains a record of Member Unpaid Dues Balances for request by the President, Treasurer, Assistant Treasurer, and Chairperson of the Membership Committee.
- Tracks the dues payment status of members and advises the Chairperson of the Membership Committee of those amounts unpaid by August 31 of each fiscal year.
- Assists the Assistant Treasurer with the reconciliation of all bank accounts.
- Generates annual W-2, W-3, 1099 and other Tax Information Statements for timely filing with the IRS and/or state or local government.
- Assists the independent CPA in the annual preparation of the Financial Statements and Form 990 Tax Return.
- Other matters as requested by the Treasurer, or in his/her absence, the Assistant Treasurer.

5.2 Policies

5.21 Budget Guidelines

The budget for operations and capital improvements should at least break-even on a cash basis every fiscal year, with a maximum withdrawal from our endowment of 4.5% of the average value of the portfolio for the past 3 years, as reflected on December 31 account statements of those years. However, it is recognized that operating and capital requirements may exceed the 4.5% rule in any given year, and the board may approve an exception in these circumstances.

5.22 Accounting for Ear-Marked Funds

If a contribution is earmarked for a particular purpose, an accounting entry is made to create a Liability until the funds are spent. Subsequent payments shall reduce the Liability, and an additional accounting entry shall be recorded to Debit Other Donation Expenditures and Credit Other Donations Income. If any amounts are not spent by the end of the then-current fiscal year, the balance shall be available for spending in the next fiscal year for that particular purpose (for example, Landscaping).

Within the guidelines of the budget, and subject to Board approval, the Development Committee may advertise fund raising events for specific purposes, and funds raised in this way must be spent for the purpose advertised. The Development Committee will inform the relevant operating committee when special funds are available.

5.3 Procedures

5.31 Managing Reserves/Endowment Accounts

The Club's Endowment Reserves Accounts are segregated and valued as follows. New endowments would be added to the appropriate account as received.

Operations Reserve

Undistributed Income (last fiscal year balance)
Edmunds endowment (original value)
Sprinkle endowment (original value)
Drey endowment (original value)

House and Grounds Reserve

Undistributed Income (last fiscal year balance)
Brereton endowment (original value)

Capital Improvement Reserve

Undistributed Income (last fiscal year balance)

Community Assistance Reserve

Undistributed Income (last fiscal year balance)
Zimmerman endowment (original value)

Education Assistance Reserve

Undistributed Income (last fiscal year balance)
Zimmerman endowment (original value)
Duffy endowment (original value)
Bennett endowment (original value)

At the end of each fiscal year, the Treasurer calculates the unrealized gain or loss in the investment portfolio during the year, and allocates this amount proportionately to the Undistributed Income for each of the Endowment Reserve Accounts.

5.32 Determining the Amounts of Community Assistance and Educational Grants

In February/March of each fiscal year, the Development Committee recommends grants to local community and educational institutions, based on the amounts provided by the Treasurer. The awards are made prior to the end of the fiscal year in April. The funds come from three sources:

- 1) donations received during the past year that were earmarked for such grants
- 2) grants from general operating funds approved by the Board
- 3) transfers from the Community and Education Assistance Endowment Reserves

Grants from operating funds may be approved by the Board to supplement the earmarked donations.

Transfers to the Operating Account from the Endowment Reserve Account for the annual charitable giving for Community and Education are based on the percentages those accounts represent of the Total Endowment Reserves, based on the assumption that our portfolio will earn an average of at least 4.50% over the years. The Board has the authority to modify this percentage on a year-to-year basis depending upon changes in investment returns and changes in budgetary needs.

The amount of these transfers is determined by formula in January of each year. The average of the endowment balances as of December 31 for the past 3 years is multiplied by 4.5% to get the total amount of transfers from the endowment according to this guideline. This total is then multiplied by the percentages of the endowment represented by the reserves for Community and Educational Support.

The specific amounts to be awarded for Community and Educational purposes should be given to the Development Committee Chairperson by January 31 and added to the other sources of charitable giving for the awards to be made by April 30 of each fiscal year.

5.33 Reconciling End-of-Year QuickBooks with Outside Accountant's Report

The outside accountant will produce an income statement and balance sheet using the Club's hybrid cash/accrual procedure, so the reports should match exactly. Any differences will be reconciled and appropriate adjustments made.

Beginning with the Fiscal Year Ending on 04/30/18, change the Reviewed Financial Statements to the Hybrid Accounting Method used for Fiscal Year Ending on 04/30/17 rather than the strict Cash Basis Accounting Method used to prepare and file the 04/30/17 IRS Form 990. Because the Club's Hybrid Accounting Method does not recognize Earmarked Contributions, Lifetime Membership Dues, and Prepaid Annual Dues as Revenues when monies are received, the Independent Accountant's Report may require modification if the amounts become material; if so, language would be added to indicate that "the Club's Financial Statements are not in accordance with accounting principles generally accepted in the United States of America." This "qualification" seems to have no practical effect on the Club because the Reviewed Financial Statements previously have not been nor are anticipated to be requested by or used by any 3rd Party, such as a Lender.

The IRS Form 990 can continue to be prepared using the same Cash Basis of Accounting as in prior years. Adjustments will be made to the internally-prepared QB Financial Statements for consistent income tax reporting. It is common for taxpayers to file tax returns using a different method of accounting than the method used for managerial purposes. Accordingly, adjustments to Management's Financial Statements, regardless of the accounting method, are routinely made by the preparer.

5.4 Forms

5.41 Spreadsheet summarizing endowment withdrawals versus 4.5% guideline

As part of the annual budgeting process, the Treasurer shall update the spreadsheet showing withdrawals from the endowment versus the 4.5% guideline. This form is used to determine the amount of charitable giving to come from the endowment each year.

A copy of the form as of 3-1-19 is shown on the following page. An updated version should be incorporated in this manual every year. The master Excel file is in the office on the flash drive containing the latest version of this Operating Manual.

Section 6 -- Assistant Treasurer

6.1 Job Description

6.11 General

The Assistant Treasurer shall perform tasks as requested by the Treasurer, and fill in for the Treasurer when the Treasurer is unavailable.

6.12 Succession

In general, the position of Assistant Treasurer is considered to be a transition position to possibly becoming the Treasurer in the future. In this capacity, the Assistant Treasurer is expected to learn the duties of the Treasurer.

6.13 Normal Duties

6.131 Payroll Monitoring

The Assistant Treasurer is usually the person who reviews the payroll accounts at the end of each month, comparing the payments to the time sheets, and producing a summary report for the Treasurer and President.

6.132 Bank Account Reconciliation

The Assistant Treasurer is usually the person who reconciles the bank statement to the books at the end of each month, or reviews the reconciliation made by the Staff Financial Officer. Special emphasis should be placed upon the age of the outstanding/uncleared checks and the restoration of those check amounts to the checking account balance after a check is outstanding for 6 months.

6.133 Disbursement Review

The Assistant Treasurer should review the Payee's Name for each check written during the month and become familiar with the purpose of each disbursement and the account coding. Periodically the Asst. Treasurer should review the invoices paid during the month for the purpose of noting any vendor whose name is unfamiliar. For those checks written to unfamiliar vendors, the underlying documentation should be reviewed.

Section 7 – Finance

7.1 Job Descriptions

7.12 General

The **Vice President of Finance** shall be responsible for overseeing and administering the Club's investments in mutual funds, stocks, money market funds, and fixed income instruments, all of which is done in accordance with the written investment policy established by the Executive Board.

7.13 Finance Committee

The VP Finance shall recruit six members to recommend to the Executive Board to serve as Members At Large on the Finance Committee, along with the VP Finance, Treasurer, and Assistant Treasurer. The At Large Members shall serve staggered three year terms, and if possible shall include at least one member who has not served on the Finance Committee in the past.

The committee shall meet periodically to review the portfolio and make adjustments. The Finance Committee also reviews the Club's accounting procedures and the reports of the Club's auditor.

7.13 Reporting of Results

The Finance Committee shall provide to the Board of Directors a monthly report which includes the following:

- a. A portfolio summary showing asset structure for each major class of security.
- b. A report listing all positions by individual security showing market value.
- c. A report listing all cash transactions concerning buys and sells, interest and dividends, and withdrawals and contributions.

7.2 Investment Policies

7.21 General Policy (revised 1/26/2015)

a. Purpose

The purpose of this policy is to set forth the standards and guidelines governing the investment and management of the financial assets of the University Club of Winter Park (UCWP). The policy will provide risk and asset allocation guidelines to meet the Club's longer-term objectives, and establish restrictions on types of investments.

b. Objectives

The assets must be invested with the care, skill and diligence that an ordinarily prudent person acting in the capacity of a trustee, would undertake. All investments shall have the goals of liquidity, diversification and satisfactory total return.

c. Returns

Investments will be made, depending upon market conditions, with the aim of obtaining a net annualized return of at least 4.5 percent. Investment results will be reviewed at least semi-annually.

7.22 Equities

a. Selection

Equity holdings may be maintained in mutual funds, ETFs, closed-end funds or in individual securities listed on the New York, American, NASDAQ, or OTC markets, or on select foreign exchanges.

b. Maximum Investment in Individual Equities

This revision to the investment policy is adopted to expand the existing limitation on investments in pooled equity securities to permit the purchase of individual equity securities. The adoption of this eligibility shall limit any individual equity security to 5% of the portfolio value measured in US Dollars at the time of purchase.

Further, such holdings in the aggregate shall not exceed 10% of the gross value of the portfolio measured in US Dollars.

Such investments shall be made in good faith measured by an ordinarily prudent person requiring prudence in incurring costs and full consideration of the overall resources of UCWP. Such purchased securities shall have a market capitalization of at least \$20 billion. Any such purchase shall require a majority vote of the Finance Committee, and the further majority approval of the members of the Club's Board of Directors.

c. Prohibited Investments

Prohibited investments include private placements, letter stock, uncovered options, short sales, margin transactions or other specialized investment activities. Investments in contracts of financial futures, commodities, and currency exchange are prohibited: except that the use of currency, forward contracts and options to hedge against undesirable currency movements may be taken to guard against currency risk where there is international exposure. Other prohibited investments include securities whose issuers have filed a petition for bankruptcy, which has not been resolved and closed; and Investments that would be classified as a jeopardy investment under the IRS Code and regulations.

7.23 Fixed Income Securities

a. General

Investments in fixed income securities will be managed to pursue opportunities presented by changes in interest rates, credit ratings, and maturity premiums. Short-term and intermediate-term corporate debt securities may be utilized, as well as obligations of the US Government, and those of its agencies.

b. Maturities

Maturities will be selected consistent with opportunities presented by expected changes in interest rates.

c. Maximum Investments

No more than 5.00% of the account's market value may be invested in a single issue with the exception of the US Government and its agencies.

d. Corporates

Investment credit ratings for corporate debt issues must adhere to the policy of meeting eligible investment standards as determined by a specific Mutual and/or Closed-end Fund approved by the Finance Committee.

e. Prohibited Investments

Prohibited investments include speculation in fixed income or interest rate futures as well as investing in private placements and in tax exempt issues

7.24 Cash and Equivalents

a. General

Certificates of deposit, money market funds, repurchase agreements, Treasury Bills, and commercial paper may be utilized to provide income, liquidity, and preservation of the account's principal value.

b. Maturities

The maturity for all such assets must not exceed one year at the time of purchase.

c. Maximum Investments

No more than 5% of the account's market value may be invested in a single issue, with the exception of issues by the US Government and its agencies and money market funds.

d. Uninvested Cash

Except for anticipated near term needs for withdrawals, uninvested cash reserves should be kept to a minimum in the portfolio at all times.

e. Commercial Paper

Commercial paper must be rated A-1/P-1 by Standard & Poor's and/or Moody's and having equity of at least \$500 million. Maximum investment per institution is \$1 million.

f. Certificates of Deposit

Amounts invested in CDs must be limited to such amount per institution as is Federally insured.

g. Repurchase Agreements

Repurchase Agreements must be backed with US Government Securities, segregated, and receipted to the Manager by the financial institution.

h. Money Funds

Money funds must be comprised totally and without exception of securities which meet the criteria set forth in this policy for investment guidelines, administered by major banks or brokerage firms. The average maturities of the underlying assets cannot be greater than 100 days. Total assets in the fund must be at least \$500 million.

i. Restrictions on Banking Institutions

No deposits or accounts shall be maintained in any banking institution unless such banking institutions are federally insured.

j. Prohibited Investments

Investments in short-term speculative financial instruments are prohibited.

7.25 Diversification and Asset Mix

TARGET ASSET MIX TABLE				
Asset Class	Min Weight	Target Weight	Max Weight	Representative Index
Mid and Large Cap Equities	20%	30%	40%	S&P 500
Small Cap Equities	10%	20%	30%	Russell 2000
Other Equities	0%	20%	30%	S&P 500
Fixed Income	0%	30%	60%	Barclays Gov't/Corp. Intermediate Bond Indices
Cash Equivalents	0%	0%	5%	90 -Day Treasury Bills

UCWP expects the asset allocation policies to reflect and be consistent with the investment objectives and risk tolerances expressed throughout this statement. These policies are designed to provide the highest probability of meeting or exceeding the return objectives at the lowest possible **cost**.

Concentration Limits There shall be no concentration of investments in excess of 20% in any one industry segment. Investment pairings with low correlation coefficients should be sought.

Performance Criteria If UCWP funds are not invested in a mutual fund mirroring the representative indices identified in the Target Asset Mix Table, the funds are subject to the following action requirements:

Level of performance less than the Representative Index for five consecutive quarters shall cause the Finance Committee to consider possible corrective action.

Level of performance less than the Representative Index for six or more consecutive quarters shall cause finance Committee to address the situation and issue a report to the Board of Directors specifying what action should or should not be taken.

Section 8 – Development

8.1 Job Description

8.11 General

The Vice President of Development shall be responsible for raising funds to supplement member dues in covering the expenses of the Club and making donations to the community.

8.12 Development Committee

The VP Development shall determine the size of and recruit the members of a committee to plan and implement fund raising programs.

8.14 Community and Education Assistance Committees

The VP Development shall recruit up to six members to recommend to the Executive Board to serve on up to a three year term on each of these committees. Once a year the committees will submit recommendations to the Board for the awarding of available funds. The awards are intended for organizations and educational institutions that are providing needed services, and that are in genuine need of financial assistance.

8.15 Managing the Acknowledgment of Donations

The VP Development shall assure that all donations are acknowledged promptly by working with the office to send a personal letter. In addition a tax statement will be sent by February 15 summarizing all the donations made by the member during the preceding calendar year.

8.2 Policies

8.22 Ear-marked Funds

Donations for particular purposes will be segregated and used only for the specified purpose, unless released by the donor.

8.23 Gifts of Tangible Property

Donors are asked to inquire in advance before delivering such objects to the Club. No gifts are to be accepted by Staff without the express approval of the President. Further, the Club shall make no determination regarding the value of the gift.

Upon receiving an inquiry, the staff is to notify the President. The President will then consult with the Vice President of Development and other appropriate Club members: the Chairman of the House and Grounds Committee and Facility Manager in the case of equipment; a member with design experience concerning paintings and other decorative objects; the Chairman of the Library Committee in regard to books and tapes.

Once a review is made of the gift by the appropriate parties, the President shall personally approve the gift and send a special receipt describing the item in detail will be sent to the donor. The letter of acknowledgment should contain the statement that in accepting the contribution the Club makes no commitment to permanently display or store the object.

8.24 Policy to Recognize Donors

At the end of every calendar year a list will be compiled of the names of people who have made financial contributions to the Club during the year. The donors will be listed alphabetically in two groups: **Sponsors**, those whose cumulative contributions are \$1,000 or more; and **Supporters**, those who have contributed less than \$1,000. The names in each group will be published , in the February Club Times and possibly other ways, but without the details of the actual amounts of the contributions.

Members will be notified in the January Club Times that they may elect to have their names changed to "anonymous" on the lists if they wish. In addition, Sponsors will be contacted personally to ask if they wish their names published.

8.25 Policy Regarding Plaques and Signs

In general the Club does not install signs on plaques to acknowledge financial contributions, either on the building or on the grounds. However, the Board reserves the right to make exceptions.

8.3 Procedures

8.31 Making a Donation Online

1. The first step is to register by creating a **user name** and **password**. Go to www.members.uclubwp.org (note that this address is different from the address of the Club's website). You will be directed to the home page of the Members Site.
2. Click on **register**.
3. Enter your **first** and **last names**.
4. Create a **user name** and **nickname** (they could be the same).
5. Enter the same **email address** that is on record for you at the Club.
6. Scroll down and create a **password** (at least 7 characters).
7. That's it. You have created your Member Profile (the other fields can be filled in if you wish).
8. Now you can go to www.members.uclubwp.org and logon anytime. At the top of the home page, you will see the following tabs:
 - Contributions** (to make donations to the Club)
 - Events** (to make reservations and pay for programs and special events)
 - Membership Info** (to see a record of your activities and payments)
 - Membership Profile** (to see and edit your profile)
 Click on the relevant tab and follow the instructions

8.40 Forms

8.44 Sample Letter Acknowledging a Gift of Stock

Standard Form Letter for Gifts of Stock

Date

Name

Address

Dear

On behalf of the University Club of Winter Park I wish to express appreciation for your of (#) shares of stock in (--) Co. to the (name) fund of the University Club. This fund (use statement from the standard thank you letters for gifts to funds).

The (#) shares of (name) Co. were transferred to the University Club on (date) on which day the high-low prices per share were (\$) for a mean of (\$). This gives a total value of (\$)•

We thank you for this extra commitment to the University Club.

Sincerely,

Vice President, Development

Please retain this document for any Federal Income Tax Deduction. We have not provided you with any goods or services in exchange for this contribution.

Section 9 -- Membership

9.1 Job Descriptions

9.11 General

The Vice President of Membership shall be responsible for increasing the membership of the Club by developing and implementing strategies to attract new members and retain old members.

9.12 The Membership Committee

The Vice President of Membership shall recruit members to be on the Membership Committee and serve as its Chair. This committee shall vote on new member applications and perform such tasks as requested by the VP Membership.

9.13 Approving New Member applications

Applications for membership will be passed to the VP Membership via email, who shall evaluate the application and if necessary confer with the applicant. The VP shall determine the appropriate category of membership, according to the policy in 9.21, Categorization of Members, and post the application on the Club bulletin board for a period of one week. After receiving any comments on the application, the Membership Committee shall vote on a course of action if there are any negative comments. A three-quarters vote is required to pass resolutions. When a new member is approved The VP Membership will confirm the acceptance with a formal letter to the new member. If an application is not approved, personal notification will be made by the VP Membership.

Sponsored applications shall be endorsed by two Club members. If an applicant is not sponsored, two members of the Membership Committee shall meet with the candidate and make a recommendation to the Membership Committee.

9.14 Communications and Conflict Resolution

The Membership Committee shall facilitate communications between existing members, prospective members, and staff, and shall take the lead in resolving conflicts and complaints.

9.15 Collection of Annual Dues

The Membership Committee shall manage the collection of annual dues, working with the office to notify the membership of due dates, and following up with members who are delinquent by personally contacting those members by July 1.

9.16 Reports

The VP Membership shall provide data on membership status at the monthly meetings of the Executive Board and at the Annual Meeting. As a minimum, this data shall include information on the number of members who are active, or in the application process, or terminating, compared with the same period last year. At the end of the year, the report shall include the members' stated reasons for resigning.

9.17 New Member Orientations and Follow Up

The VP Membership shall establish and direct subcommittees as necessary to orient and incorporate new members into the Club. Past subcommittees have included:

a. New Member Orientation Event Committee

To plan and manage events welcoming and educating groups of new members (usually three times per year), including updating the slide show presentation, arranging for someone to take pictures of new members, arranging food and drink for the reception, etc.

b. New Member Activity Committee

To connect new members with the leaders of Club activities of interest.

c. Amigo Committee and/or Mentors

To follow up with new members during their first year of membership to introduce them to activities and existing members.

9.18 Special Situations

The VP Membership shall establish and direct subcommittees as necessary to provide support to members with special needs. Past subcommittees have included:

a. Care Committee

To support members with health problems.

b. Grief Committee

To support members who have had a death in the family, the Office Administrator will work with members who wish to have a memorial service at the Club.

9.19 Role of the Office Administrator

a. Communications

The Office Administrator serves as a central point of contact between the Club and its Members. The Administrator is expected to make an effort to know personally a high percentage of the Members, provide a sympathetic ear, answer questions, and pass information as appropriate to the relevant Club officer.

b. New Member Recruiting

The Office Administrator is often the first person a potential new member meets at the Club, and therefore plays a critical role in working with the Membership Committee to provide information and follow up on contacts.

c. Processing New Member Applications

The Office Administrator receives a copy of all new member application forms, acknowledges them within two days (with a phone call, email, or letter), posts them on the Club bulletin board, and maintains a master file tracking their status (notification of receipt, application fee, posting date, approval date, notification of approval, etc.). When new members are approved, badges are ordered, and information is passed to the Financial Officer for entry in the Club's data base.

d. New Member Orientations

Working with the Membership Committee, the Office Administrator is responsible for all the administrative details involved with new member orientations, including notifications to new members and Club leaders, providing the list of new members expected to attend, etc..

e. Member Status Reporting

The Office Administrator is responsible for providing information to the Financial Officer on resignations, deaths, address changes, mailing list requests, etc., that need to be entered into the Club's data base.

9.2 Policies

9.21 Categorization of Members

Members will be assigned to one of the following categories:

a. Regular Members

Regular members are those who have graduated from an accredited college or university (usually in a four year program), or one of the United States Service Academies, or who has carried on advanced study judged to be the approximate equivalent of such training.

b. Specially Qualified Members

Applicants not possessing the academic qualifications required of regular members may be classified as “specially qualified members.” These applicants may be nominated and approved in the same manner as other applicants, provided that the following conditions are met:

- 1) The Membership Committee obtains for each applicant letters of endorsement from two members that include statements about the length and character of their acquaintance.
- 2) The number of such members does not exceed one fifth of the total number of persons who became members during the previous 12 months. The Membership Committee shall monitor this situation.

c. Spouse Members

Spouses/partners of members receive a significant discount on dues. A Regular or Specially Qualified Member may request a Spouse Membership for a spouse (or partner) who is qualified for membership in either of these two classes. Spouse members shall not be included in the 20% quota for Specially Qualified Members. The Spouse member shall have all membership privileges but only one copy of Club mailings will be sent to the residence. In the event of death, separation, or divorce, each member shall revert to the membership class for which qualified.

d. Gregory Trust Members

When a case of financial need is identified and the member has been active in attending Club functions, the Vice President for Membership may recommend to the Gregory Trust Committee that dues be paid in whole or in part from Gregory Trust income. The Gregory Trust Committee shall consist of the President, the Treasurer, and the Vice President for Membership. In any given fiscal year, dues coverage by the Gregory Trust is limited to the income from the investments in the Gregory Trust. Gregory Trust members have all the privileges of regular members.

e. Corresponding Members

A Corresponding Member is an individual who has been a member for at least one year, and who either resides outside a radius of 50 miles from Winter Park, or who, because of ill health or other good reasons, is not likely to use the Club facilities on a regular basis, but who wishes to retain affiliation with the Club. In these circumstances, upon request, the Vice President for Membership may classify the membership as “corresponding”, with an appropriate adjustment in dues. Corresponding members have all the same privileges of regular members.

f. Life Members

A Life Member is a member who with the approval of the Membership Committee and the Board makes a one-time irrevocable contribution to the Club in lieu of annual dues.

9.22 Spouses of Deceased Members

Spouses of deceased members who are not already Spouse members shall be offered membership without any qualifying requirements or dues for the period of time remaining on the membership of the deceased. At the end of that period, the Spouse may apply to the Membership Committee to continue as a regular member.

9.23 Reinstating a Member

The process for reinstating a Member is the same as that for a new Member, except that an application fee is not required.

9.24 Application Fees

New members are charged a \$25 application fee. Spouses of new members applying at the same time are not charged this fee.

9.25 New Member Pro Rated Dues

New members are charged partial year dues based on the time of year they join, according to the following table:

Approval Month	Percentage of Annual dues
May – July	100%
Aug -- Oct	75%
Nov -- Jan	50%
Feb -- Apr	25%

9.26 Dues Payment Terms

Members may pay dues in 3 monthly installments, provided that the first installment is made by April 30, and the last by August 31.

9.27 Lifetime Memberships

The price of lifetime memberships shall be 10 times the current annual dues.

9.3 Procedures

9.31 Coordinating a New Member Orientation

- a. Set date, time of events (usually on the second Friday of February, July, and October). Notify VP programs and instruct intellectual activities chairs to announce time and date. Include blurb in newsletter. Have the office send email blasts week before the event to remind general membership to attend and welcome new members.

- b. Meet with orientation committee to discuss agenda and schedule volunteers for specific tasks. (greeters, photographer, presenters, leaders at discussion tables, master of ceremonies, hospitality committee.)
- c. Work with the office to invite new members (with RSVP respond date), including those who missed the last orientation, follow up on RSVP's and obtain the number who will attend. Instruct on arrival time, attire and their short 2 minute introduction to general membership to include place of birth, education, career and interest.
- d. Using data base printout provided by the Staff Financial Officer, work with the office to prepare the list of new members with relevant data (sponsors, etc.)
- e. Notify hospitality committee chair of number expected to attend reception to follow orientation program.
- f. Instruct club personnel on pertinent information to be included in new member packets. i.e. list of intellectual activities, meeting times and chairperson's contact information, and information on making reservation for lunches and dinners.
- g. Assist office personnel in preparing new member packets as needed.
- h. Supervise library set up, number of tables required and distribute program agendas.
- i. Day of event, welcome new members and direct to gallery for photographs.
- j. Organize orientation information in library. i.e. President's welcome, PowerPoint program, etc.
- k. Coordinate introduction of new members to general membership in ballroom.
- l. Following introductions, invite new members and general membership to reception

9.32 Procedure for Collecting Dues

- a. Dues are due by April 30 each year, and notices are sent out by the Staff Financial Officer by April 1.
- b. Follow up notices are sent by the Staff Financial Officer on May 30 to those who have not paid.
- c. On June 30, the Staff Financial Officer gives a list of delinquent members to the VP Membership.
- d. The VP Membership works with the Membership Committee to contact delinquent members to inform them of pending cancellation of membership (August 30) unless payment arrangements are made. Changes to Corresponding and/or Gregory Trust Memberships are considered.
- e. If a member has not paid the dues by the deadline, every effort will be made to speak with the member by phone to determine the reason for nonpayment, before the membership is cancelled. In special circumstances the VP Membership may extend the deadline. In the event it is not possible to reach the person by phone, a letter will be send informing the member of the cancellation.

9.33 Subcommittee Procedures

a. The Amigo Committee

The Amigo Committee consists of a chairman and about a dozen people. They wear a red Chili Pepper on their badge so that people can identify them. These people are asked to go out of their way to be friendly, especially to the Red Dot (new) people. They are asked to talk to them, ask if they have any questions and try to interest them in various activities.

Whenever new members attend a dinner for the first time, they are seated with one of our Amigos. The Amigo is asked to follow up with a phone call in two or three weeks to see if they have any questions and to try to interest them in some of our activities.

b. The Care Committee

The Vice President of Membership coordinates the Care Committee as needed. He has frequent conversations with each person on the committee concerning their requirements. When the VP learns of a University Club Member having health problems or is in the hospital, he or she contacts a Care Person who may want to visit and send cards.

c. The Chaplain and Memorials Committee

The principal duties of the Chaplain and Memorials Committee are to inform the Club membership of the death of a Member and to let the spouse (or a family member) of a newly deceased member know that he/she has the sympathy and condolences of the Club. Other duties include attending funerals and memorial services.

The Club Chaplain, if one exists, serves as the Chair of the Memorials Committee. Whenever the Office or a Member learns of a Member's death, they should notify the Chair. The Chair will then determine when it is appropriate to notify the membership via email, and what information to provide relative to a memorial service.

The Chair, or other designated Member, writes a personal letter on Club stationery to the surviving spouse or the family expressing the sympathy of the Club.

The Chair or another member of the committee or several members of the committee attend the memorial service of the deceased, and when signing the register, adds "from The University Club" or some other suitable note.

9.4 Forms

9.41 New Member Application

office use: _____
cat. id no. start date

THE UNIVERSITY CLUB OF WINTER PARK
Membership Application
PLEASE PRINT LEGIBLY

NAME: _____ DATE: _____ D.O.B. _____

MARITAL STATUS: () Married () Widow(er) () Single SPOUSE/PARTNER: _____

TELEPHONE: _____ EMAIL: _____

NAME TO PRINT ON BADGE: _____

HOME ADDRESS: _____

SUMMER ADDRESS: _____

EMERGENCY CONTACTS:

Primary Name _____ Primary Phone _____

Alternate 1 Name _____ Alternate 1 Phone _____

Alternate 2 Name _____ Alternate 2 Phone _____

COLLEGES OR UNIVERSITIES ATTENDED	DEGREE(S) REC'D	YEAR REC'D
(1) _____	_____	_____
(2) _____	_____	_____
(3) _____	_____	_____
(4) _____	_____	_____

FRATERNITIES / SORORITIES, ETC.

PROFESSION OR BUSINESS

NAMES OF SPONSORS (Two Required)
(1) _____ (2) _____

COMMENTS (Outstanding achievements, career path, etc.)

HOW DID YOU LEARN ABOUT THE UNIVERSITY CLUB?

From a member

From a friend

From the website

9.42 Exclude Picture Form

University Club Member Directory

Option to Exclude Picture

Please do not publish my picture in the Club Directory.

signed

date

print name

Verbal instruction received by:

name

date

Placeholder to be used instead of picture in Club Directory



9.43 Sample Letter Offering Membership to Surviving Spouse



THE UNIVERSITY CLUB OF WINTER PARK

Intersection of Park Avenue and Webster
P. O. Box 237, Winter Park, FL 32790
Phone: (407) 644-6149 Fax: (407) 644-6767

DATE:

NAME
STREET
CITY/STATE/ZIP

Dear MR.OR MRS. _____,

First, let me express my sympathy on the death of your husband (OR WIFE) _____.

Second, as is the custom of the University Club, let me offer you as the widow(ER) of a member, a membership in the University Club of Winter Park, which is automatic if you wish to become a member. There is no initiation fee and there are no dues for the remainder of this year as you assume your husbands membership.

If you wish to become a member, please let me know by returning the enclosed application, as we need to have your personal information for our files. Please note however, that it is not necessary to obtain the signatures of sponsors, as your membership acceptance is automatic.

We hope you will become a member and will await your application, which you can return in the enclosed envelope.

Sincerely,

D. Robert Copeland
Vice President, Membership

RDC:hsm

Section 10 – Intellectual Activities

10.1 Job Description

10.11 General

The Vice President of Intellectual Activities shall provide the leadership, encouragement, and guidance for all the intellectual activities of the Club. An Intellectual Activity is defined as any Board-approved event, other than a dinner/luncheon program or rental, that happens on the premises of the Club, or that is promoted in the Club Times or otherwise by the Club office.

10.12 New Activities

The VP Intellectual Activities shall recruit and meet with interested members to create new activities that are in keeping with the Club's mission of education and fellowship, and present written descriptions of proposed new activities to the Board for approval.

10.13 Scheduling of Activities

The VP Intellectual Activities shall coordinate with the Club staff to schedule the time, place, and physical setups for activities, and keep the activity leaders informed (see Form 1 – Event Set up Instructions).

No dinner or luncheon programs shall be scheduled on Good Friday, the first day of Rosh Hashanah (sundown of the day before to sundown of the day), or Yom Kippur (sundown of the day before to sundown of the day).

10.14 Supervising Activity Leaders

The VP Intellectual Activities shall attend at least one meeting of each activity group, and communicate periodically with group leaders to review the functioning of their groups, including subjects covered, level of participation, member feedback, etc.

10.15 Replacing Activity Leaders

In the event of the resignation of the leader of a popular activity, the VP shall endeavor to recruit a new leader.

10.16 Budgets and Expenses

The VP Intellectual Activities shall submit an annual budget to cover the expenses of the various groups, and shall approve all expenditures.

10.17 Publicity

The VP Intellectual Activities shall follow up with the group leaders to make certain Club Times announcements are submitted on time.

10.2 Policies

10.21 Policy Concerning the Scheduling of Intellectual Activities

a. Initial Scheduling

The VP Intellectual Activities will work with the Leader of the activity and the Office Administrator to establish the time and venue for the activity.

b. Setup Instructions

The VP Intellectual Activities will work with the Leader of the activity to prepare written instructions for the normal setup of the meeting room (tables, chairs, A-V equipment, etc.). A copy of these instructions will be given to the Facilities Manager.

c. Changes Initiated by Activity Leader

Whenever a Leader wishes to make a change in the time, venue, or setup for a particular meeting, or all subsequent meetings, the Leader must communicate the request to the VP Intellectual Activities, who will assess the effects of the change on other activities and determine whether the change is workable. If the change is approved, the VP Intellectual Activities will insure that the relevant information is given in writing to the Facilities Manager, the Office Administrator, and the Editor of the Club Times.

d. Changes Initiated by Club Management

On occasion Club management may want to make a change in the time, venue, or setup for a particular meeting. In this case the VP Intellectual Activities will be notified and will consult with the activity Leader before approving the change.

10.22 Policy for Approval of a Club Activity that Involves a Financial Benefit to a Club Member

10.221 Relevant Bylaws:

- a) All new activities must be approved by the Board (6.2.6)
- b) A member, director, or officer shall not recommend at any meeting of the members or the Board of directors any action from which such person would have a financial or other personal interest, directly or indirectly. Whenever a Member, Director, or Officer has such a financial or personal interest in any matter coming before such a meeting, the affected person shall fully disclose the nature of the interest, refrain from influencing action on it, and refrain from voting on the matter. Any transaction or vote involving a potential conflict of interest shall be

approved only when a majority of disinterested directors determine that it is in the best interests of the corporation to do so. (8.0)

10.222 Policy:

- a) A Club activity is defined as any Board-approved event that happens on the premises of the Club, or that is promoted in the Club Times or by emails from the Club office.
- b) A Member may propose an activity in which the Member has a financial interest, provided that the Member discloses the nature of that interest.
- c) The Board may approve the activity only if it is seen as a benefit to the Club as well as to the Member.
- d) In general, a Member who is not regularly engaged in practicing his or her profession will not be paid for supplying related services to the Club.
- e) In general, no person, whether or not a Member, may make a presentation to the Club soliciting customers.

10.223 Examples:

- a) A Member who is also a travel agent may obtain approval for marketing a tour for the Club.
- b) A Member who is an active building contractor may bid on work for the Club and obtain approval.
- c) A Member who is an active, professional teacher of a skill may receive approval to be paid for lessons given at the Club.
- d) A Member who is a retired accountant would not receive approval to be paid to review financial information for the Club.
- e) A Member who is a professional financial adviser would not receive approval to make a presentation to the Club.

8.24 Group Policies and Procedures

Groups are free to establish their own policies and procedures, but are encouraged to make decisions by majority vote.

10.23 Policy Regarding Group Practices, Procedures, and Expenses

Groups are free to establish their own policies and procedures, but are encouraged to make decisions by majority vote. In general the Club does not provide funds to individual groups. Exceptions must be approved by the Board. Groups may collect funds among themselves to pay for activities, provided that the activity has been approved by the Board. The office staff will not be involved in collecting or administering the funds. If a group wishes to use the A-V equipment after hours, they must learn to operate the equipment themselves.

10.24 Policy Concerning Food and Refreshments at Group Meetings

Activity groups may arrange to provide refreshments, but they do so at their own expense. The office staff will not be involved in providing food or collecting funds.

10.25 Policy Regarding Politics and Religion

No activity should be structured or promoted to favor a candidate for political office or a religion.

10.26 Policy for Welcoming Guests at Intellectual Activity events and Board Games

Group chairs are encouraged to formally welcome guests, and where appropriate introduce them to the group. Repeating visitors should be encouraged to consider becoming members or contribute five dollars per visit to help cover the Club's expenses.

Guests who come regularly to play board games, such as Bridge, Canasta, etc., but who do not participate in other Club activities, and who do not wish to become members, should be asked to make an annual contribution of \$50 per person, or \$75 per couple. Game-playing guests over 89 years old will not be asked to make a contribution.

10.27 Policy Regarding Gambling and Raffles at the Club

In general to conform to Florida laws, no gambling of any kind will be permitted on Club premises. Gambling is defined as any activity where a member puts money at risk with the hope of receiving more money, either through chance, or through the application of skills.

Raffles may be held for fund raising purposes provided that the following information is printed on the raffle tickets:

University Club of Winter Park, Florida

Fund-raising Raffle

Date and time of drawing

Funds for prizes come from the operating funds of the University Club

Although a minimum donation for each ticket may be suggested, no donation is required for participation.

Space for name and address of participant.

10.28 Policy Regarding Speakers Promoting Politicians or on Controversial Topics

We do not want the Club to be seen as political or taking positions on controversial topics. Therefore, no person running for public office will be permitted to speak, and all presentations on controversial topics must be staged in a "debate format", with both sides represented.

10.30(A) Club Trips

Club sponsored trips have been discontinued. However, the policy outlined below governing Club trips is being retained in the Policies and Procedures Manual in case the Board decides to reinstate this activity. Also, a past Travel Coordinator's notes and guidelines on how to manage Club trips may be found in Procedures Section 8.32, although they are not binding on a future Travel Coordinator.

1. A Club-sponsored trip is any group excursion involving travel outside of the Central Florida area, is approved by the Board of Directors, and is promoted by the Club through announcements, the Club Times, emails from the office, etc.

2. Club-sponsored trips have been approved as a group activity by the Board. The VP Intellectual Activities will keep the Board informed of plans for particular trips

3. Travel insurance of some type may or may not be included in the price of the trip. In any case, all persons going on a Club-sponsored trip must have or obtain insurance to cover medical emergencies that may arise on the trip. Cancellation insurance is up to the traveler (many credit cards include this type of insurance). Also, travelers must sign a waiver absolving the Club of any liability associated with the tour (see section 8.4, Forms).

4. In general, Club-sponsored trips are managed by the Travel Coordinator. At the Travel Coordinator's discretion, a donation to the Club will be included in the price of Club-sponsored tours. As a guideline, this donation will amount to about 5% of the cost, excluding airfare.

5. In general, non-club members will be quoted a cost that includes a higher contribution to the Club than the one for Members, the amount to be determined by the Travel Coordinator. However, the immediate family of a Club Member will not be required to pay this extra charge (partners, parents, children, grandchildren—and their partners).

6. The Travel Coordinator may organize the tour, or may engage a travel agency.

7. The Travel Coordinator will receive no financial benefit. If a Member who is a professional travel agent is engaged by the Tour Director to manage a tour, that Member may receive a financial benefit, subject to approval by the Board (see Policy for Approval of a Club Activity that Involves a Financial Benefit to a Club Member).

8. Agencies that provide services related to Club trips (tour companies, private busses, etc.) will be asked to provide proof of liability insurance, and if feasible to name the University Club as an additional insured on their policy.

9. If the Travel Coordinator plans, coordinates, and participates in more than one fundraising trip in a calendar year, he or she will be authorized to price those additional trips to absorb or reimburse the Tour Director's non-discretionary, out-of-pocket expenses, including lodging and transportation.

10.30(B) Travel Coordinator's Notes on Previous Trips

History – The Club began group trips in 2013 with a trip to Sicily under the auspices of the Art Exploration group. In 2014 I asked if the position of Travel Coordinator could be officially added as a position on the Development Committee. The intention was to use the trips as fundraisers for the Club. The Board approved this.

Organizational Status – Since the position of Travel Coordinator comes under the aegis of the Development Committee, I got prospective trips approved by the chair of that committee before I publicized them. Technically, the trip organizer should attend Development Committee meetings, but I never did.

Board Requirements – Waivers -The Board of Directors requires that for each Club-sponsored trip all participants sign a waiver (see Forms). This prevents the Club from being held liable for mishaps that might occur on trips. I usually send this to members at the time they express interest in the trip because if they won't sign it (which has happened), they can't travel on the trip. Once all the signed waivers, they should be turned in at the office. Many people already have signed waivers on file. The current waivers became viable in August, 2016, so anyone who has filed a waiver since then does not need to do so again. Anyone who signed the waivers prior to that need to sign the latest version. Holly can tell you where to find the signed waivers in the Club office if you want to check on any particular person.

Club donation – When the Club began these trips, the Board asked me to try to obtain a benefit to the Club of around 5% of the cost of the trip. I've been able to achieve this without much problem. I either add 5% into the cost of the trip when I publicize it or in a situation like we have with Key Tours, I have them calculate their price to us with a 5% commission to be paid at the end. In the case of a Road Scholar trip (we've taken 4 with them), I ask for the Club donation upfront and then let the member pay the balance to Road Scholar directly.

Medical and Cancellation Insurance – The Board requires that when trips are taken outside of the U. S. that medical insurance be purchased on behalf of all participants. This is because Medicare, in general, does not function outside of the U. S. Some supplemental plans, supposedly, cover foreign travel, but to be on the safe side I always purchased medical insurance that covered up to \$50,000 of medical emergencies, evacuation and other events. As part of that insurance, I made sure that trip cancellation (for acceptable reasons) was covered. For almost every trip that I planned, someone dropped out at the last minute due to medical reasons. They could get 100% of their money back (minus the cost of the insurance itself) once they filed the claim. I researched various group insurance plans to get the best deal. The cost per person usually came in between \$150-200. I added this cost into the price of the trip. Airline flights are not covered under this insurance. I expected individuals to buy that (if they want it) when they purchase their airline tickets. I did not buy either medical or cancellation insurance for domestic trips. I did suggest that travelers buy their own cancellation insurance in this case.

Agency Insurance--The other insurance that the Board asks for is an "additional insured" document from any agency we travel through, including bus rentals or other conveyances. Most businesses are accustomed to providing this and can do so without much effort. The "University Club of Winter Park" should be listed as the additional insured party of the company's policy.

Trip Coordinator expenses – The way the position was set up with the Board, I would pay my own way for the first trip of each year. All trips after that would be free to me. This meant that all my expenses had to be estimated ahead of time so I could include them in the trip price. Obviously, my actual personal expenses (flight, trip, tips, food) didn't always match up with the estimate. So this meant that the 5% contribution to the Club was affected slightly, sometimes plus, sometimes minus. Obviously, other expenses you incur promoting the trip (printing costs) get reimbursed.

Publicity – I printed glossy "sell sheets" (made with Publisher) for each trip, placed them in the lobby of the Club and posted one on the bulletin board. I also arranged for the entire sheet to be included as a page in the monthly newsletter. The deadline for the newsletter is one month prior to the

month you want the insert to appear. (i.e. October 31 for December edition.) When I first announced a trip I would have the office send out the flyer as an eblast to all members.

Eligibility--Club trips are open to Club members and their families. I had a policy that if a member wanted to go on a trip and wanted to invite a non-member to room with them, that that was permissible. Otherwise, if, after advertising the trip for a month or six weeks the trip was not filled, it would be opened to the general public.

Communications – I like to communicate via email and avoid phone calls as much as possible. With email you have documentation. There's a lot of back and forth with the travelers. I also held a group meeting before each trip – usually at my home, sometimes at the Club. This gave the group a chance to be introduced to one another and to go over any details that needed to be addressed about the trip. Sometimes we had a get together after the trip to look at photos and share food related to the country we visited.

Money – I tried to handle as little money as possible. Often payments can be made directly to the agency organizing the travel. Still, for every trip there had to be some payments made directly to me to cover the Club donation, trip insurance and my expenses. It was easiest to get this as a first payment and let the balance be paid to the agency.

In the case of three or four trips, there was a large enough profit to give the Club its 5% and refund between \$50 and \$100 to the participants. This was because the amount I allowed for contingencies wasn't entirely needed, or in one case because Road Scholar gave us a discount in the end.

I set up a bank account to handle trip payments and to keep the money separate from my personal account. I have closed that account, which was in my name.

Club contribution – Once the "profit" from the trip is calculated and becomes the donation to the Club, I divide that number by the number of travelers on the trip. This becomes the individual contribution to the Club. I list the names of all of the travelers and keep track of their donations so that the office can send out a statement at the end of the year for tax purposes. I total it up for the entire year since some members go on more than one trip during the year. The office gets that summary in December.

Trip Summary – Once the trip is over and all the accounting is finished, I prepare a report for the President and Treasurer of the Club. This report includes the list of participants, a summary of the trip itself and the contribution to the Club. I also attach the accounting pages that I used to document the flow of money related to the trip.

Airline Tickets – Most people like to plan their own flights. Some use frequent flyer miles, others prefer one airline over another. I found it's easier to let everyone handle their own flights because it removes a layer of complication to the planning. I do remind people that if they want cancellation insurance for their flights, they should buy it when they make their reservations. I always make my flight itinerary known to the travelers because there are always some members who would like to be on the same flight that I'm on.

Road Scholar Trips--If you work with Road Scholar be prepared for a lot of problems with the administration of the trip. I've found them to be difficult to reach and inconsistent in their responses. However, they do offer some great trips and the trips themselves have gone well in all other regards.

Number of Traveler---I set a limit of 25 travelers for any Club trip. We had two trips where there were 25 and it was plenty to handle. A comfortable size, in my opinion, is 15-18. When getting prices for group travel, the price is almost always based on number of travelers, so I often had to present the price on the flyer as "\$xxx if there are 15 participants and \$yyy if there are 20. It should also be clear that if someone drops out later and the group number drops below the specified amount, the price will go up.

Cost of Trips--There was only one trip that I organized that had to be cancelled due to lack of sign-ups. That was a Road Scholar trip through the Canadian Rockies. Its price was around \$4900 plus transportation. I think the lack of interest was at least in part due to the cost. Most trips I planned were between \$1500 (5 day domestic) and \$3500 (10 days Europe), not including airfare.

Past Trips--Here are the destinations we've visited over the past 5 years: Sicily, Danube cruise, Cuba, Savannah, Ireland, Sedona, Florida Keys, France cruise (Paris to Normandy), Southern Spain, Charleston, New Orleans and Croatia. The next place I was going to suggest to the Club was Norway – not a cruise, but a land tour through the center of the country and then down the west coast and the fjords. Key Tours had an itinerary like that that appealed to me. And Norway was the most requested country on my last Club survey.

10.30(C) Forms

10.30(D) Travel Waiver (May, 2016)

GENERAL RELEASE AND WAIVER OF LIABILITY

THIS GENERAL RELEASE AND WAIVER OF LIABILITY is made this _____ day of _____, 201____, by _____ ("Releasor"), in favor of the University Club of Winter Park, Inc., a Florida not-for-profit corporation ("the Club").

WITNESSETH THAT:

WHEREAS the Club is a not-for-profit educational and social entity which on occasion organizes events and travel excursions for its members, including travel (collectively, "the excursions"), and may utilize or engage third-parties to provide services or accommodations which are associated with or required for the events or excursions ("the Travel Services"); and

WHEREAS, the Releasor desires to participate in one or more events and excursions, which have been, or hereafter will be organized by the Club;

NOW, THEREFORE, in consideration of the premises and mutual covenants herein contained, and other considerations, the receipt and sufficiency of are hereby acknowledged, the parties agree as follows:

1. **RELEASE.** As consideration for being permitted to participate in one or more excursions or to utilize Travel Services, Releasor individually and on behalf of Releasor's family members, heirs, successors, assigns, administrators, estate and personal representatives hereby releases, acquits, and forever discharges the Club and its officers, directors, members, employees, agents, representatives and successors in interest (each "a Releasee" and collectively "the Releasees") from any and all rights, liabilities, damages, causes of action, and claims arising from, or related in any way to any aspect of an excursion or Travel Services, including without limitation common property damage, personal injury, sickness, expense, or death, however caused. Releasor individually and on behalf of Releasor's family members, heirs, successors, assigns, administrators, estate and personal representatives hereby waives and relinquishes all rights afforded under any federal, state, or foreign statute the effect of which would reduce or limit the application of these presents for any reason, including a bar to claims not known or recognized at the time of execution hereof.
2. **COVENANT NOT TO SUE: WAIVER.** Releasor individually and on behalf of Releasor's family members, heirs, successors, assigns, administrators, estate and personal representatives waives, discharges, and agrees not to bring any legal, equitable or administrative claim against any Releasee for any claim, now known or unknown, that Releasor may now or hereafter have against any Releasee in connection with or arising from an excursion or Travel Services.
3. **GOVERNING LAW, JURISDICTION AND VENUE.** This General Release and Waiver of Liability shall be governed, construed and applied in accordance with the laws of the State of Florida without regard to conflict of law principles. In the event any action arises which is within the scope of this General Release and Waiver of Liability, the exclusive venue and jurisdiction shall be in the Circuit Court of Florida's 9th Judicial District or the United States District for the Middle District of Florida, and the parties hereto specifically waive any other jurisdiction or venue.
4. **AMENDMENT AND WAIVER.** This document may be amended only in a written instrument signed by the parties hereto. Observance of the provisions hereof may be waived only by such an amendment. Written waiver of any breach or default shall not be construed as waiving any other breach or default. Failure of a party to enforce a provision hereof shall not be construed as a waiver of the right of such party to enforce that provision.
5. **VALIDITY AND ENFORCEABILITY.** If any provision of this General Release and Waiver of Liability is deemed invalid or unenforceable, such provision shall be limited in scope and effect to the minimum extent necessary to render this General Release and Waiver of Liability valid

and enforceable, and if no such limiting construction is possible, such provision shall be deemed severed from this General Release and Waiver of Liability without affecting any other term or provision hereof.

- 6. BINDING EFFECT. Releasor agrees and acknowledges that this instrument shall be binding upon Releasor, all members of Releasor’s family, and his or her heirs, successors, assigns, administrators, estate, and personal representatives.
- 7. ACKNOWLEDGEMENT. Releasor believes and represents that Releasor is in good physical health and has no knowledge of any physical condition or limitation which would place Releasor at risk of illness, injury, illness, or death by participating in an excursion or using the Travel Services. RELEASOR VOLUNTARILY ASSUMES FULL RESPONSIBILITY FOR ANY RISK OF LOSS, PROPERTY DAMAGE OR PERSONAL INJURY, INCLUDING DEATH, THAT RELEASOR MAY SUSTAIN AS A RESULT OF PARTICIPATING IN AN EXCURSION OR USING THE TRAVEL SERVICES, HOWEVER CAUSED. RELEASOR ACKNOWLEDGES AND AGREES THAT RELEASOR IS AGED 18 YEARS OR OLDER AND HAS READ AND FULLY UNDERSTANDS THIS GENERAL RELEASE AND WAIVER OF LIABILITY. RELEASOR IS SIGNING THIS DOCUMENT FREELY AND VOLUNTARILY, AND UNDERSTANDS THAT BY SIGNING THIS GENERAL RELEASE AND WAIVER OF LIABILITY, RELEASOR IS GIVING UP SUBSTANTIAL RIGHTS. Releasor confirms that no minor will be accompanying Releasor on any excursion or utilizing the Travel Services.

IN WITNESS WHEREOF, Releasor has executed these presents on the date first above written with the intent of being fully and legally bound hereby.

WITNESSES:

RELEASOR

10.30(D) Sample Email to Trip Service Provider re Liability Insurance

To: Joe’s Trolley Tours

Subject: Liability Insurance

The University Club of Winter Park, a Florida non-profit corporation, is anticipating engaging, or has engaged, the services of your company in connection with a tour by a group from our Club. In cases like this, our Board of Directors requires that we obtain from you a document that assures us that you carry liability insurance which would cover our travelers. Ideally, we would like a copy of a Certificate of Liability Insurance from your insurance company, with the University Club of Winter Park named as an Additional Insured.

Thank you for your cooperation in this matter.

Sincerely,

Linda Macdonald
Travel Coordinator



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
2/22/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER TIB Transportation Insurance Brokers 425 West Broadway, Suite 400 Glendale CA 91204		CONTACT NAME: Gabby Juncal PHONE (A/C, No, Ext): 818-246-2800 FAX (A/C, No): 818-246-4690 E-MAIL ADDRESS: gjuncal@tibinsurance.com	
INSURED AVALO-6 Avalos Transportation Company Inc 3927 Corveta Ct Orlando FL 32837		INSURER(S) AFFORDING COVERAGE INSURER A: Falls Lake Nat'l Insurane Co. NAIC # 31925 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES **CERTIFICATE NUMBER: 619792128** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			FLP20015800	1/16/2016	1/16/2017	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$Incl. \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			FLP10015800	1/16/2016	1/16/2017	COMBINED SINGLE LIMIT (Ea accident) \$5,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Certificate Holder is included as Additional Insured with respects to their interest in the operations of the named insured.

CERTIFICATE HOLDER University Club of Winter Park 841 N. Park Ave Winter Park FL 32789	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	--

10.31 Procedures

10.4 Forms

10.41 Event Set Up Instruction

Event Set Up Instructions

Name of Event: _____

Leader(s): _____

Date: _____ Time: _____

All Subsequent Events the Same? Yes No

Room: Auditorium Library Board Room Gallery

Lecture Seating: No. Chairs _____

Table Seating: No. Tables _____

Snack/Food Tables No. Tables _____ Location: _____

Audio-Visual Requirements:

Lectern: Wireless mics:

DVD Player: Computer Connection: Use of Club's Laptop:

Special Requirements:

Hi-Top Tables w/Contribution Jars: Room/Door Partitions¹:

¹ *Note: If partitions block exit doors, Activity Leaders must designate Members to remove the partition as necessary to facilitate emergency and/or handicap egress.*

10.42 New Activity Information Form

Form 4

04-19-16

The University Club of Winter Park
Intellectual Activity Group
Information Sheet

Name of Activity Group:
Leader(s):
Email(s):
Contact Number(s):

Meeting Schedule
Day of Week:
Time Meeting Begins:
Time Meeting Ends:
Frequency:
Months your group meets:
Comments:

Room Preference:
Average Number of Attendees:
A/V Needs:

Request Submitted by: Date:

FOR OFFICE USE ONLY
Approved by: Date:

Section 11 - Programs

11.1 Job Description

11.11 General

The Vice President of Programs shall produce periodic dinner, luncheon, and special events, including food catering and entertainment. The VP is urged to write personal notes to be sent through the Club office to members who make special donations earmarked for Programs.

11.12 The Program Committee

The Vice President of Programs shall recruit members to be on the Program Committee and serve as its Chair. The Program Committee will plan and execute the programs.

11.13 Program Subcommittees

The Program Committee shall establish and direct subcommittees as necessary to implement the programs. Past subcommittees have included:

- a. Catering Committee
- b. Seating Committee
- c. Cashiers Committee
- d. After Hours Committee
- e. Hospitality Committee
- f. Greeters Committee
- g. Special Functions Committee

11.2 Policies

11.21 Financial Breakeven

Club Programs are intended to provide exceptional value in terms of food and entertainment for the price, and not expected to make a profit.

11.22 Standard Pricing

In general, luncheon programs will be priced at \$23 per member, and dinner programs at \$30 per member. Guests will pay an extra \$8.

11.23 Politics and Religion

No program should promote the candidacy of a person for political office or a particular religion. Programs at Christmas time should be structured and promoted as "holiday" events.

11.24 Scheduling of Programs

No programs shall be scheduled on Good Friday, the first day of Rosh Hashannah (sundown of the day before to sundown of the day), or Yom Kippur (sundown of the day before to sundown of the day).

11.25 Policy Regarding Gambling at the Club

In general to conform to Florida laws, no gambling of any kind will be permitted on Club premises. Gambling is defined as any activity where a member puts money at risk with the hope of receiving more money, either through chance, or through the application of skills.

11.26 Policy Regarding Speakers Promoting Politicians or on Controversial Topics

We do not want the Club to be seen as political or taking positions on controversial topics. Therefore, no person running for public office will be permitted to speak, and all presentations on controversial topics must be staged in a "debate format", with both sides represented.

11.27 Policy Regarding Children at Dinners and Luncheons

In general, children under 14 are not permitted to attend dinners or luncheons. Exceptions must be approved in advance by the Board.

11.28 Policy Regarding Free Meals for Performers

Up to two people may be invited to sit at the head table at no charge (two Performers or a Performer and guest).

11.29 Policy Regarding Free or Discounted Meals for Guests

Any reduction in list prices for guests must be approved in advance by the President.

11.3 Procedures

11.31 Computer Procedures

a. Entering an Event in the Data Base

1. Select: *Events*
2. Click on: *Add New Event*
3. Event Type: select *Performance*
4. Participant Role: select *Attendee*
5. Participant Listing: select *Name, Status, Register Date*
6. Event Title: enter *name of event* (ex, "Celebrate the Holidays Dinner")
7. Event Summary: enter *reservation period* (ex, "Reservations accepted from Dec. 4 to Dec. 9")
8. Complete Description: enter *details* (ex, "Victorian Christmas singers, black tie optional")
9. Start Date and Time: enter *start date and time of event* (ex, "Dec. 19, 6:00 pm")
10. End Date and Time: enter *end date and time of event* (ex, "Dec. 19, 11:00 pm")
11. Maximum Number of Participants: *leave blank*
12. Select: *public event*, and "*Is this event active?*"
13. Click on: *Continue*

14. Event Location Screen comes up
15. Leave everything blank except the “email from” and “phone number fields”
16. Enter email from: *reservations@uclubwp.org*
17. Enter phone number: *407-644-6149*
18. Leave check mark in: *show location*
19. Click: *Save and Done*

b Signing up for an Event Online

1. The first step is to register by creating a **user name** and **password**. Go to www.members.uclubwp.org (note that this address is different from the address of the Club’s website). You will be directed to the home page of the Members Site.
2. Click on **register**.
3. Enter your **first** and **last names**.
4. Create a **user name** and **nickname** (they could be the same).
5. Enter the same **email address** that is on record for you at the Club.
6. Scroll down and create a **password** (at least 7 characters).
7. That’s it. You have created your Member Profile (the other fields can be filled in if you wish).
8. Now you can go to www.members.uclubwp.org and logon anytime. At the top of the home page, you will see the following tabs:
 - Contributions** (to make donations to the Club)
 - Events** (to make reservations and pay for programs and special events)
 - Membership Info** (to see a record of your activities and payments)
 - Membership Profile** (to see and edit your profile)
9. Click on the relevant tab and follow the instructions

11.32 Subcommittee Procedures

a. After Hours Committee

The After Hours committee consists of three regular committee members, plus two “Host” helpers. After Hours follows one dinner each month—usually the first dinner of the month. It is held in the library immediately after that dinner. Liqueurs, chocolates and coffee are served.

Each month the chair seeks volunteers (one couple or two singles) to host the After Hours. The committee and the hosts decide what liqueurs are needed for the night. The hosts can either buy the liqueur or the committee can buy them and give the hosts the bill. It usually runs between \$50 and \$55. The hosts also supply the chocolates. The coffee is supplied by the Club. The hosts and committee members help to serve the drinks.

Right after the Happy Hour and while members are eating, the Facilities Manager sets up 8 card tables in the library. The hosts and committee members are usually seated in the back so that they get served dinner first.

These tasks should be done between dinner and entertainment. When the committee members and hosts finish eating, they go to the library to finish setting up each of the card tables, with table cloths and battery-powered lights. Then,

- The chocolates are arranged on the end of the liqueurs table

- Make sure coffee is plugged in
- Setup and plug in lamps at the liqueurs table
- Arrange liqueurs, glasses, etc.

Just before the program is over, one of the hosts or committee members hurries to the library to turn off the overhead lights and turn on the lights that are at the tables and by the liqueurs table.

The After Hours ends at approximately 10 pm. About 9:45 committee members and hosts start gathering dirty glasses, etc. As a rule the hosts take the glasses home to wash and bring back to the Club the next week.

b. Cashiers Committee

The Cashiers Committee is responsible for checking attendees of luncheons, brunches, and dinners against the reservation list, and for collecting and processing payments of those who have not already paid online.

The Committee Chair arranges for two members to serve as Cashiers for each event. The cashiers are given copies of the reservation list, which shows which attendees have already paid. Seated at card tables in the entrance hall, the Cashiers collect payments in the form of cash, check, or credit card. Attendees are then directed to the Greeter to get their seat assignments.

If an attendee is not on the reservation list, the person is referred to the Greeter to determine whether there is an extra space. If so, the attendee is then added to the list and pays a Cashier.

When all attendees have been recorded, the Cashiers prepare a bank deposit slip, and the Cashier Form, which reconciles funds collected with the payments due from the reservation list. This form, along with checks, cash, and credit card receipts, is delivered to the Club Office by the morning of the first working day after the event.

Cashiers should arrive by 5:15 pm for dinner meetings and by 11:00 am for the luncheons. When it is time for the activities to begin, a Cashier closes the double doors, takes the money, etc., and sits where he or she can see anyone that might come in late.

c. Greeters Committee

The Greeters Committee is responsible welcoming attendees to Dinners, Luncheons, and other reservation-required events, and directing them to their assigned tables. Attendees who do not have name badges are provided with hand-written name tags. New member application packets are made available on request.

The Committee Chair arranges for one or two members to serve at each event. The Greeter(s) is given the seat assignment list by the Seating Committee. If a seating problem arises, the Greeter will resolve it with assistance from a member of the Seating Committee and/or the President.

Greeters should arrive by 5:15 pm for dinner meetings and by 11:00 am for the luncheons.

d. Seating Committee

The Seating Committee is responsible for assigning attendees to particular tables and places, and for preparing corresponding place cards.

Every Friday that has a dinner, the table assignment committee, which consists of the Chair, and one helper meet at 9:00 a.m. at the Club. This is also when the Chair and helper meet when we have a Sunday buffet. When we have a Friday luncheon, we do the seating at 9:00 a.m. on the Thursday before the Luncheon.

At this time we are given one list that has the name of each guest, how many reservations and the amount due for those reservations. Also, we are given a list of requested seating by the Club members. This list consists of those having special needs (hearing, seeing, wheelchairs, etc.) and those members just wishing to sit with friends. The Chair and the helper are each given a copy of these lists.

The helper first adds the number of reservations to make sure the total is correct, while the Chair makes a diagram of the tables in the room, noting the position of each table, the number of chairs at each table (they sometimes vary), and how many tables are in the back room. The tables each have a number, with the exception of the head table.

The Chair keeps a running list of the people that have been in the back room and the dates they were there. It is very important to rotate the people in the back room as fairly as possible.

We then start listing the guests at each individual table, taking into consideration the special needs, back room rotations, and requested seating, listing their names on an index card, which is then put in the center of each table. The number of the table is also written next to the person's name on the reservation list, so that the host has a copy and can tell the people where they are to sit as they come in.

If there are any empty seats left for unreserved diners, we make a notation so that the office, cashiers and hosts are aware of the location of the empty seats. We then return one of the reservation lists and one of the requested seating lists to the office. The

other copies are kept by the Chair so that she may add the people that are being seated in the back room that night to her back room list.

e. Catering Committee

The job of the Catering Committee is to:

1. Provide liaison between the University Club and the established outside food service.
2. Receive, investigate and document suggestions and complaints regarding the outside food service.
3. Respond to requests regarding meal service from the President and/or the Board.

f. Hospitality Committee

At all of the dinners, luncheons and buffets wine and punch are served. It is the responsibility of the Hospitality Committee members to provide the beverage servers for these dinners, luncheons, and buffets and other functions as appropriate.

The committee also provides food and refreshments for new member orientations.

f. Special Functions Committee

It is the duty of the Special Functions Committee to provide the refreshments for the Annual Meeting, (3) New Members Orientations and the (2) Men's Chorus concerts. The Chairperson recruits Club members to assist providing food, helping with the preparation in the kitchen and serving at the conclusion of the event.

11.33 Standard Operating Procedures (SOP) for Program Leaders

a. Some Considerations in Proposing a Booking

Speeches/Lectures

1. Is the topic of interest to a broad audience of Club members?
2. Is it age appropriate?
3. Has the subject been covered at recent Club events?
4. Is the speaker qualified to speak on the subject?
5. Will the speech challenge and enlighten?
6. Will it meet or exceed our program standards?
7. Can it be less than 45 minutes in length?
8. Will it contain visuals?

9. Is the speaker compelling, vibrant, and interesting?
10. Is it more suitable for a luncheon or a dinner?
11. Will the honorarium generally be a maximum of \$200 for luncheons and \$400 for dinners?

Performance

1. Will the performance be appealing to a broad audience of Club members?
2. Is it educational/informational as well as entertaining?
3. Is it age appropriate?
4. Is the performer(s) at least semi-professional?
5. Will the performer meet or exceed our program standards?
6. Can the performance be 45 minutes in length?
7. Has the Club had a similar performance recently?
8. Will there be any visuals?
9. Will special staging, lighting, or audience seating enhance it?
10. Will special promotion, decorations, food enhance it?
11. Is the performance more suitable for a dinner or luncheon?
12. Will the performance conflict with an After Hours activity?
13. Will the honorarium be less than \$500?

b. Suggested Check List for Luncheon and Dinner Events

1. Fill out "Form 15 - Facilities Request for Programs" and deliver it to the Facilities Manager.
2. Arrange parking and meet speaker/performers, and introduce them to the venue, use the office or board room as dressing room/Green Room, etc.
3. Write and deliver the introduction of the speaker/talent (see enclosed suggestions).
4. Adjust audio, lighting, air/heat as needed by contacting the Facilities Manager. He will be seated in the back of the hall or in his office.
5. Monitor the reception of the audience to the event.
6. At the conclusion, finish with appropriate remarks, a thank you, any announcements and a plug for the next event or the After Hours function that night.
7. Deliver the check to the Speaker/Talent.
8. Write a "Thank You" note if appropriate, and send a copy to the Program Chair.

c. Lighting Options

To accommodate the six common performances/speeches at most Friday night meetings, the following lighting patterns can be used. Please request the appropriate lighting patterns (1, 2, etc.) from the Facilities Manager a week in advance of the program. He will position the lighting according to your request.

- (1) President and/or other speakers at the podium at the kitchen side of the stage.
Spotlight 4 on the podium. No other stage lights
- (2) President and/or other speakers at the podium on center stage
Spotlight 3 on the podium on center stage. No other stage lights

- (3) President and/or other speakers at the podium at the kitchen side of the stage, along with a small group (up to three performers) on stage
 Spotlight 4 on the podium at the kitchen side of the stage
 Spotlight 3 on center stage; Floods 2 and 5 on stage.
- (4) President and/or other speakers at the podium at the kitchen side of the stage along with a large group (more than three performers) on the stage
 Spotlight 4 on the podium at the kitchen side of the stage
 Spotlight 3 on center stage. Floodlights 1,2,5, and 6 on the stage
- (5) President and/or other speakers at the podium at the kitchen side of the stage along with a large group (more than three performers) on the stage.
 Spotlight 4 on the podium at the kitchen side of the stage
 Spotlight 3 on center stage. Floodlights 1,2,5,and 6 on the stage.
- (6) President and/or speakers at the podium at the kitchen side of the stage, along with a solo performance on the grand piano on the foyer side of the front of the stage.
 Spotlight 4 on the podium at the kitchen side of the stage
 Spotlight 3 on the piano. No other stage lights.
- (7) President and/or speakers at the podium at the kitchen side of the stage, along with piano accompaniment from the piano on the foyer side of the front of the stage, supporting a musical group on stage.
 Spotlight 4 on the podium at the kitchen side of the stage
 Spotlight 3 on center stage.
 Floods 1,2,5, and 6 on the stage.
- (8) Luncheon Programs
 It is suggested that the stage lighting not be used at luncheon meetings, unless there are special circumstances. Daylight precludes the use of stage lighting.

11.4 Forms

11.41 Sample Performer Agreement

Form 6 – Sample Performer Agreement
 UNIVERSITY CLUB OF WINTER PARK
 P.O. Box 237, Winter Park, FL 32790-0237
 (407) 644-6149

LETTER OF AGREEMENT

(date)

(name, title)
 (name of group)
 Dear (name):

The UNIVERSITY CLUB OF WINTER PARK is pleased that (you | name of group) (have / has) agreed (to speak / to perform) for the Club members at the (luncheon | dinner | dinner with A/H) on (day, date).

There will be a reception at (11:30 a.m. | 5:45 p.m.), (lunch | dinner) is at (noon | 6:30), and your program begins at (12:45 | 7:30) and is expected to be completed before (1:30 | 8:30). We expect it will run about 45 minutes. The dress code for the audience is (business casual | jacket / coat and tie | black tie optional).

We understand that your fee is (\$); a check will be available at the conclusion of your performance. Please indicate to whom it should be payable. _____

You and your (spouse | guest) are invited to be guests of the Club and will be seated at the main table. (if appropriate) We regret that the Club will not be able to extend dinner invitations to the other members of your group that evening.

A marked parking space is reserved for you near (west of) the Club's main entrance. You may assemble in the (for luncheons) Board Room accessible from the side entrance to the Club. (for dinners) Office accessible from the front entrance to the Club.

We do ask that you use the Club's sound system unless you require your own. And, if you require microphones, stands, chairs, piano, special lighting or audio-visual effects please contact me.

If you do not object, a CD of your program will be made and deposited in the club library to be seen only by Club members who cannot attend.

Please send me a final title for your program, a brief description of it, some background/biographical information suitable for publicity and for my introduction along with one signed copy of this agreement no later than (day, date).

We are looking forward to enjoying a sparkling (evening | afternoon) with (you | name of group) on (day, date). Please call me if you have any questions.

Cordially,

(your name, title), Program Committee
(your email address) (your phone number)

I understand and agree to the arrangements outlined above.

(your name, title), Program Committee
name, title

(performer's

cc: Program Chair, President, Office Manager, Facility Manager

11.42 Sample Speaker's Agreement

UNIVERSITY CLUB OF WINTER PARK

P.O. Box 237, Winter Park, FL 32790-0237
(407) 644-6149

LETTER OF AGREEMENT

May 13, 2016

COPY

Jonathan Matusitz

Dear Jonathan:

The UNIVERSITY CLUB OF WINTER PARK is pleased you have agreed to speak to the Club members at the luncheon scheduled for May 13, 2016.

There will be a reception at **11:30 a.m.**, **lunch is at noon**, and your program begins at **12:40 p.m.** and is expected to be completed before **1:30 p.m.** We expect it will run about 45 minutes. The dress code for the audience is business casual.

We understand that your fee is **\$150**; a check will be available at the conclusion of your performance. Please indicate to whom it should be payable. _____

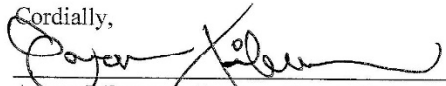
You and your guest are invited to be guests of the Club and will be seated at the main table. We regret that the Club will not be able to extend an invitation to other members of your group that day.

We do ask that you use the Club's sound system unless you require your own. And, if you require microphones, stands, chairs, piano, special lighting or audio-visual effects please contact me.

If you do not object, a CD of your program will be made and deposited in the club library to be seen only by Club members who cannot attend.

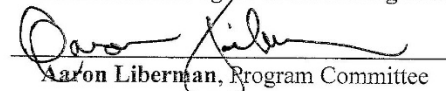
We are looking forward to enjoying a sparkling afternoon with you name of group on May 13, 2016. Please call me if you have any questions.

Cordially,



Aaron Liberman Program Committee
aaron.liberman@ucf.edu 321-945-4069

I understand and agree to the arrangements outlined above.


Aaron Liberman, Program Committee

(performer's name, title)

cc: Program Chair, President, Office Manager, Facility Manager

Form 15

Facilities Request

(to be used for all Program Committee functions except regularly scheduled daytime events)

Date _____

Name of person/event _____

Telephone () _____ E-mail _____

Scheduled for Date _____ Time _____ Length _____

Event (check one) Dinner _____ Lunch _____ Special Event _____

Description of event _____

Room(s) Setup number of chairs _____ tables _____

Location: Main Hall _____ Library _____ Gallery _____

Audio/Lighting needs LIGHTING PATTERN # _____

Description: _____

AUDIO _____

Media needs (slides/power point/CCTV) _____

Special needs _____

(reception tables, Art Gallery use, etc) _____

This form should be completed and submitted two weeks prior to the event to
VP Building and Grounds
Office Manager
Facilities Manager

Section 12 – House and Grounds

12.1 Job Description

12.11 General

The Vice President of House and Grounds shall be responsible for the Club's building, equipment, and grounds. The VP is charged with reviewing the weekly time sheets of all Club employees.

12.12 The House and Grounds Committee

The Vice President of House and Grounds shall recruit members to be on the House and Grounds Committee and serve as its Chair. The Club's paid facility manager will attend meetings of the committee in a non-voting capacity. The committee will assess the needs, submit funds requests to the Board, engage and manage outside contractors, purchase equipment, etc.

12.13 Planning and Budgeting

The House and Grounds Committee shall create and maintain a long range plan for the upkeep of the facility and the addition of new items. This plan shall be updated annually as part of the capital budgeting process.

12.14 Annual Inventory

The House and Grounds Committee shall conduct an annual inventory major items of Club property to verify their presence and condition. The results of this inventory will be basis of the updated capital replacement plan, and will be the record for insurance purposes.

12.15 House and Ground Subcommittees

The House and Grounds Committee shall establish and direct subcommittees as necessary to fulfill its functions. Past subcommittees have included:

12.151 Gallery Arts Committee

The Gallery warmly welcomes local artists from various media- including watercolor, oils, pastels, acrylics, Chinese Brush painting, and photography - to display their work in our Art Gallery. Members who are artists are encouraged to submit their work.

Each month a particular artist is featured in the Art Gallery. Most artists open their exhibit with a Sunday reception from 2 to 4 p.m. As we believe in encouraging and promoting Florida artists, there is no charge for showing or selling their art.

The Gallery Arts Committee duties are as follows:

- a. Select the art to be displayed.
- b. Schedule showings for each month.
- c. Arrange for the hanging and removal of exhibits.
- d. Coordinate artist-hosted receptions.
- e. Assure that a committee member is present during the entire reception.

12.152 Inventory Committee

1. Purpose

The inventory has a twofold purpose:

- a. To assure that Club property has not disappeared.
- b. To provide an inventory for insurance purposes.

2. Schedule

The annual inventory should be conducted during January and February each year. However, the V.P. House and Grounds can grant an extension, if necessary.

The inventory should be scheduled, with the Facilities Manager, for a date/time that the Club will not be in use. The duration of the inventory should be limited to one-half of one day, in order to minimize the impact on Club activities, and for the convenience of the members of the Committee. However, inventories of special areas (see Pt. 3, The Committee, below) may be scheduled for other, mutually convenient times, if necessary. Inventory schedules should permit the Committee Chair and the Facilities Manager to be present at all times.

3. The Committee

The Committee comprises a Chair and as many members as the Chair requires to conduct the inventory expeditiously and effectively. The Chair is named by the V.P. House and Grounds, and the members of the Committee are named/recruited by the Chair. The Chair assigns one or more members of the Committee to inventory each area of the Club. The Committee should be large enough to complete the inventory in one-half day.

In assembling the Committee, the Chair should utilize Club members with specific knowledge of complex areas (i.e., audio visual, the Library) where this will expedite/improve the inventory (if necessary, such areas can be scheduled for different times in order to accommodate the schedules of the "experts"). Committee members from the previous year should be invited to participate if they wish. In filling other vacancies, the Chair should take cognizance of the Club policy to involve new members in Club activities and operations whenever feasible.

4. Scope of the Inventory

Club policy is to know all items it owns: In general, any item with a value of \$100 or more is to be listed individually (however, classes of identical items, i.e., arm chairs) should be enumerated as a group, even if the value of each individual item is greater than \$100. Items of lesser value should be enumerated in groups whenever feasible, even if they are not identical, (i.e., artificial plants). The Board may exclude items (i.e., the Library books) from the purview of the Inventory Committee.

5. Conduct of the Inventory

The Committee works from "property lists" (one for each area of the Club) that describe and enumerate the items in each area. (These may or may not reflect additions and dispositions since the previous inventory.) Each inventory participant verifies the description and count for each item in his/her area; adjustments, additions and deletions should be noted on the property list. The Facilities Manager will be consulted for each area to assure that all additions are discovered and to provide explanations for adjustments and deletions. If an item has been moved from one area to another, this should be noted on the property list for each of the areas.

The Committee Chair and the Facilities Manager review the property list for each area as it is completed, to assure that nothing has been missed and that there are explanations for all changes. At the completion of the inventory, the Committee Chair assembles the marked up property lists, redoes any that are illegible, and submits them to the V.P. House and Grounds for further review and transmittal to the proper individual for further processing.

The member(s) conducting inventory for a complex area (i.e., audio visual) may find it convenient to type a clean copy of the property list. In such a case, the worksheet shall be included in the final report with the clean copy.

6. Video Recording

A video recording of major inventory items should be included if possible.

7. Miscellaneous

The V.P. House and Grounds is the intermediary between the Club and the Committee Chair. This officer provides the property lists before the inventory starts, receives the final report, communicates any special instructions from the Board (i.e., that another committee will inventory the books in the Library), etc. It is possible for one person to inventory several of the smaller areas, but several people may be required for other areas; the kitchen, for example.

12.153 Landscaping Committee

This committee, in conjunction with the Vice President of House and Grounds and the Facility Manager, is responsible for maintenance of the grounds and planning and execution of changes to the landscape. Responsibility includes the care, repair and replacement of equipment used in managing the landscaping and grounds function.

The committee shall monitor providers of lawn service and contract work on the landscape and recommend changes where warranted. Authorization shall extend to ordering and purchasing of landscaping materials within funds in the House and Grounds budget.

The advice and approval of the Vice President of House and Grounds must be obtained prior to the initiation of any new project.

12.154 Library Committee

This committee, in conjunction with the Vice President of House and Grounds and the Facility Manager, is responsible for maintenance of the library, including the selection and display of books, video tapes, etc., setting and enforcing policies, and other related matters.

12.155 Other Committees as Needed

- a. Building Committee
- b. Interior Furnishings Committee
- c. Planning Committee
- d. A-V Support Committee

12.2 Policies**12.21 Consumption of Alcoholic Beverages on the Club Premises**

The Club Bylaws make no reference to the use of alcoholic beverages in the Club. The Executive Board however, has approved suitable regulations.

These regulations apply to the use of alcoholic beverages at Club functions. Separate regulations apply when the facilities are rented or used by members for private parties. (See rental agreement.)

Alcoholic beverages cannot be sold in the Club for cash or credit card or by any other financial means. The Club does not have a liquor license permitting such sales.

Alcoholic beverages may be served at Club functions.

The term "Club functions" includes

- a. Any meeting of the Club that is included in any issue of the *Club Times*, i.e., Club dinners, brunches, luncheons, New Year's Day Reception, etc.
- b. Any gathering sponsored by one of the Club Intellectual Activity groups.
- c. Any special event arranged by the Club that is under Club management.

A Club function that has the approval of the Executive Board (explicitly or implicitly) shall require no other approval.

Any Club member wishing to sponsor an event not covered in item number 6, involving the serving of alcoholic beverages, shall make a formal request in writing to the Executive Board stating the following:

- a. The date
- b. The nature of the event
- c. The nature of the beverages to be served

It shall be the responsibility of any sponsor/leader of any function to ensure that proper standards of behavior are maintained. Failure to exercise this responsibility will be subject to review and appropriate action by the Executive Board.

12.3 Procedures

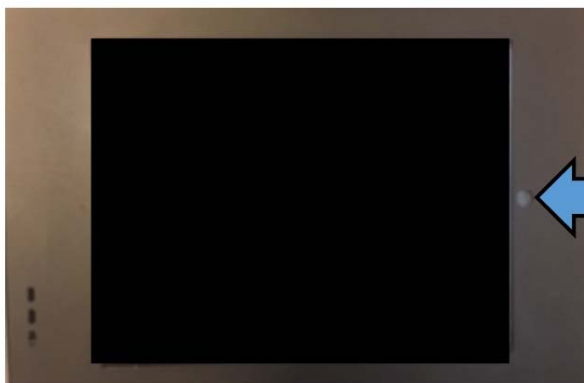
12.30 Vendors to call for repairs

Area	Company	Name(s)	Phone
Internet modem	Century Link		800-786-6272
Internet WIFI	I Help Orlando	Jeff Dobbs	321-895-4357
A-V Systems (library and main room)	FX Communications	Angelo Fialo Dale Robinson	321-388-4962 386-320-2884
TV cable line	Spectrum		407-291-2500
Phone line	Century Link		800-786-6272
Toshiba phone system	STE Communications	Brad	407-331-3144
Plumbing	Frank Gay Best Plumbing		407-219-9378 407-896-3136
Electrical	Charles Meyer	cell phone Office	407-719-9864 407-578-1534
HVAC	Zenit Service		407-733-6622
Appliances	Orlando Gas Service Swisher		407-855-9603 407-536-1788
Sprinklers	Quality Irrigation Lee Improvements	Jon Simpkins	407-467-4397 407-948-1971
Roof	Roman Panayotov		407-920-6400
Trees	Kevin Tree Service		407-971-7714
Wood floor	Bass Hardwood Floors	Matt	407-679-2255
Copy machine	ECO Business Systems	Doug Wittmer	407-478-1152
Locksmith	American Lock Specialists		407-629-1080
Landscape Maintenance	Lee Improvements	Lee Pontes	407-426-9798
Awnings	Elite Awnings		407-648-5666

12.31 Operation of the A-V System in the Main Room *(A copy of this section is maintained in a notebook in the A-V control center in the Main Room)*

12.311 General

No matter what you do, you cannot damage the system. A re-boot or power cycle will restore the default settings. Turn on the Ipad screen by pushing the recessed button with your fingernail (see picture below)



Use fingernail to depress button in this hole to activate screen

Enter the password 8413
The home screen will appear, as shown

12.312 Showing a Movie, Opera, etc.

Any file on a DVD or Flash Drive can be easily projected on the big screen, including Blu-Ray DVD's

Press the "Movie-Time" icon on the touch pad.
The projector will come on and the screen will lower.
A screen with control icons will appear

IT CAN TAKE UP TO A MINUTE FOR THE DVD PLAYER TO POWER UP. DO NOT ENTER ANY COMMANDS UNTIL THIS PROCESS IS COMPLETE. THEN ENTER THE COMMANDS ONE AT A TIME, WITH A PAUSE OF AT LEAST 5 SECONDS BETWEEN COMMANDS TO ALLOW THE DVD PLAYER TIME TO PROCESS THEM.

Sometimes the DVD player will have trouble reading the movie disk. You may get video with no sound, or sound with no video, or nothing. If it's an audio problem, check the mute buttons and audio levels. Your problem may be a bad disk, or it may be just a temporary glitch. The first thing to do is remove the disk, go back to the Home screen, and start over. You should try this several times.

If that doesn't work, you can try playing the disk from a laptop computer instead of the DVD Player. Follow the procedures for a PowerPoint Presentation.

Notify Manuel so he can try another disk to determine whether the problem was in the system and was your bad disk.



To play a DVD disc, regular or Blu-Ray, press the “open/close tray icon” as shown



Insert the disk, and press the open/close icon

The disk should begin playing. All of the controls that are normally on a DVD player remote are available as icons on the screen. It is assumed that you know how to operate a DVD player.

To play a movie from a flash drive, insert the flash drive into the DVD player as shown. A list of movies on the drive will appear on the screen.

NOTE: MOVIES ON FLASH DRIVES WILL NOT ALWAYS PLAY THROUGH THE DVD PLAYER, DEPENDING ON THE SOFTWARE IN THE FLASH DRIVE. IT IS ALWAYS BETTER TO USE A DISK. IF YOU HAVE PROBLEMS AND A DISK IS NOT AVAILABLE, PLUG THE FLASH DRIVE INTO A LAPTOP COMPUTER AND PLAY THE MOVIE THROUGH THE COMPUTER AS IF YOU WERE PRESENTING A POWERPOINT.



Skip to the movie you want using the arrows and press “select”, as shown. When you press the “play” arrow, the movie will begin playing.



To adjust the audio volume, press “audio” at the bottom of the screen, as shown, to bring up the sound control screen. Then use the "Blu-ray" slider icon to set the sound level. This controls the amplitude of the output from the DVD player. More volume can be achieved by using the “Banquet” slider, which controls the output of the system amplifiers.

The Lectern and Hand-held mics will also be activated and their sound levels controlled by the marked sliders.



12.313 Displaying Images from a Laptop Computer (PowerPoint presentations, slide shows, etc.)

The system can display whatever is on a laptop computer screen, and broadcast audio from the computer. A VGA cable is located in the right front corner of the main room, usually under a rubber mat. Plug the cable into the VGA port on the Laptop. If the laptop does not have a VGA port, an adapter may be used to go from the VGA cable to the HDMI port on the computer. Adapters are available in the custodian's office. We also have an adaptor to connect MAC computers to the VGA cable.

Turn on the computer and bring up an image on the screen. Go to the A-V control room and activate the control panel. Select Power Point presentation.



The next screen will ask you to select either HDMI or VGA. Select VGA as shown.



The screen will come down and the projector will display the image on the computer. You can then adjust the volume on the mics from the next two screens.



12.314 Other A-V Control Functions

Choose other icons from the Home Screen to set up configurations for Lectures, Entertainment, etc. The control choices are mainly for the microphones, and are similar to those for Power Point presentations. The "Camera" function can be used to display entertainers or pianist's hands on the screen, and to record presentations (see next section)

12.315 Making a Recording of a Show or Presentation

Select "Camera-Record"

Select "open-close"

Insert blank disk into DVD Recorder (discs are in the file cabinet in the A-V room)

Select "open-close"

Wait for loading to complete

Pan camera to scene to record

Select "record"

Check counter on DVD Recorder to confirm recording in progress

At show end, select "stop" (one disc will hold about 2.5 hours)

Select "system menu"

Scroll to "disc setting" and select

Scroll to "finalizing" and select OK

Wait for processing to complete

Select "open-close" and remove disc

12.316 Resetting the System in the event it is not responding

As with all digital systems, sometimes the controls will freeze or behave erratically. First, try powering off from the screen, and then re-starting.

If that doesn't work, perform a "hard re-start" as follows:

Power down the system from the screen.

Open the cover on the master reset switch on the top of the cabinet, and turn OFF the switch

Wait 30 seconds, then turn the switch ON.

If the control screens are not working or are missing information, reset the WIFI network as follows:

Call up the tablet home screen by tapping the hole button once.

Click on "Settings"

Click on "WIFI"

Select "RTI" network

Enter password: 4076446149

Exit

12.317 Resetting the camera

If the camera is activated but no picture is appearing on the monitor, reset as follows:

Pick up the keyboard and unplug the cable on the back going to Port 1.

Wait 15 seconds

Re-insert the plug into Port 1 (Do not use the other port)

12.318 Other Troubleshooting Notes

The batteries in the hand-held and lapel mics tend to go dead in the middle of presentations. Fresh batteries should be installed before all events. Make sure spare batteries are available in the A-V Control Room.

The TV in the Gallery must be turned on manually.

If "True Link" comes up on the screen, click on VGA twice

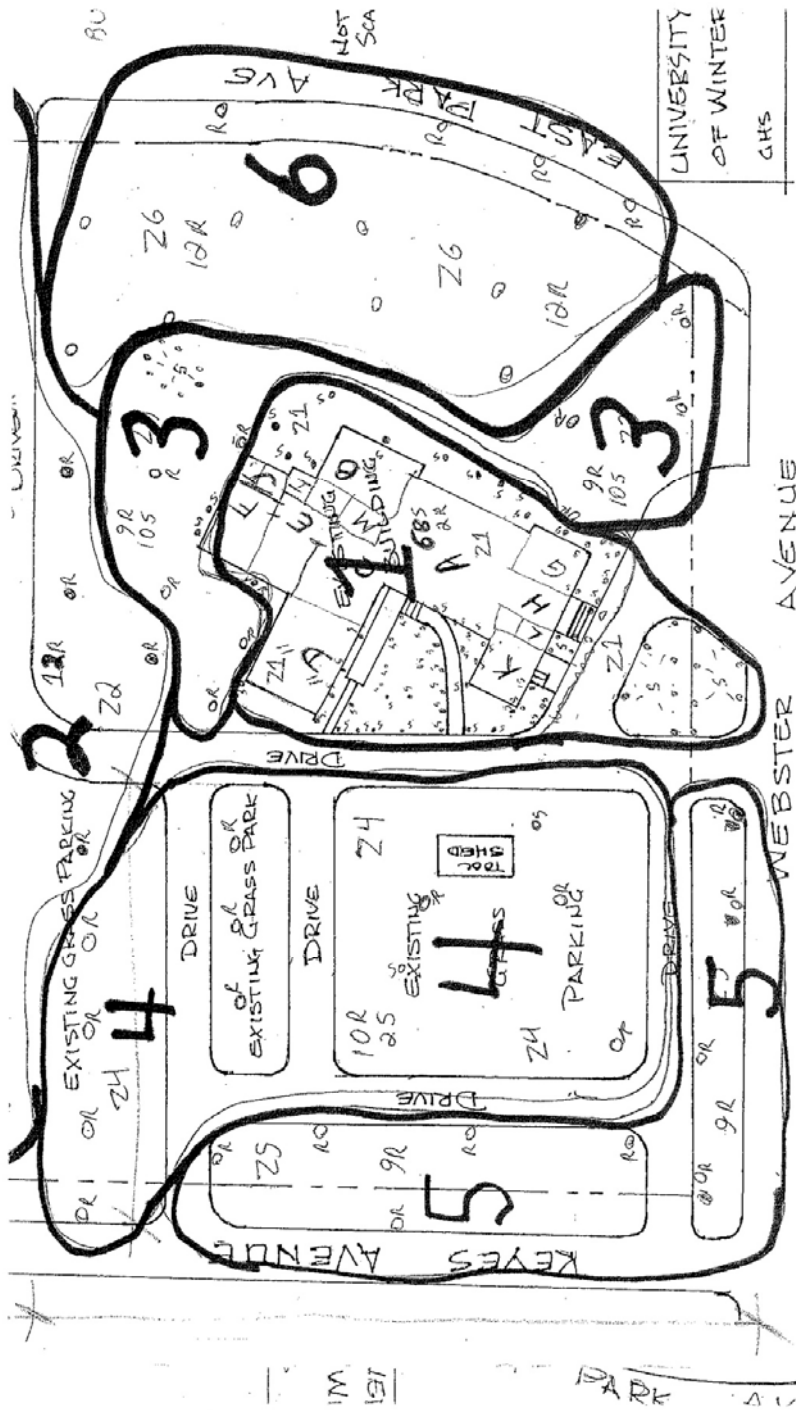
If the TV Cable power goes off, turn it on again.

The projector aspect ratio is normally set automatically. The proper settings are shown below, and may be changed manually if necessary.

movie	16 x 9
computer	4 x 3
TV	16 x 9

12.4 Forms

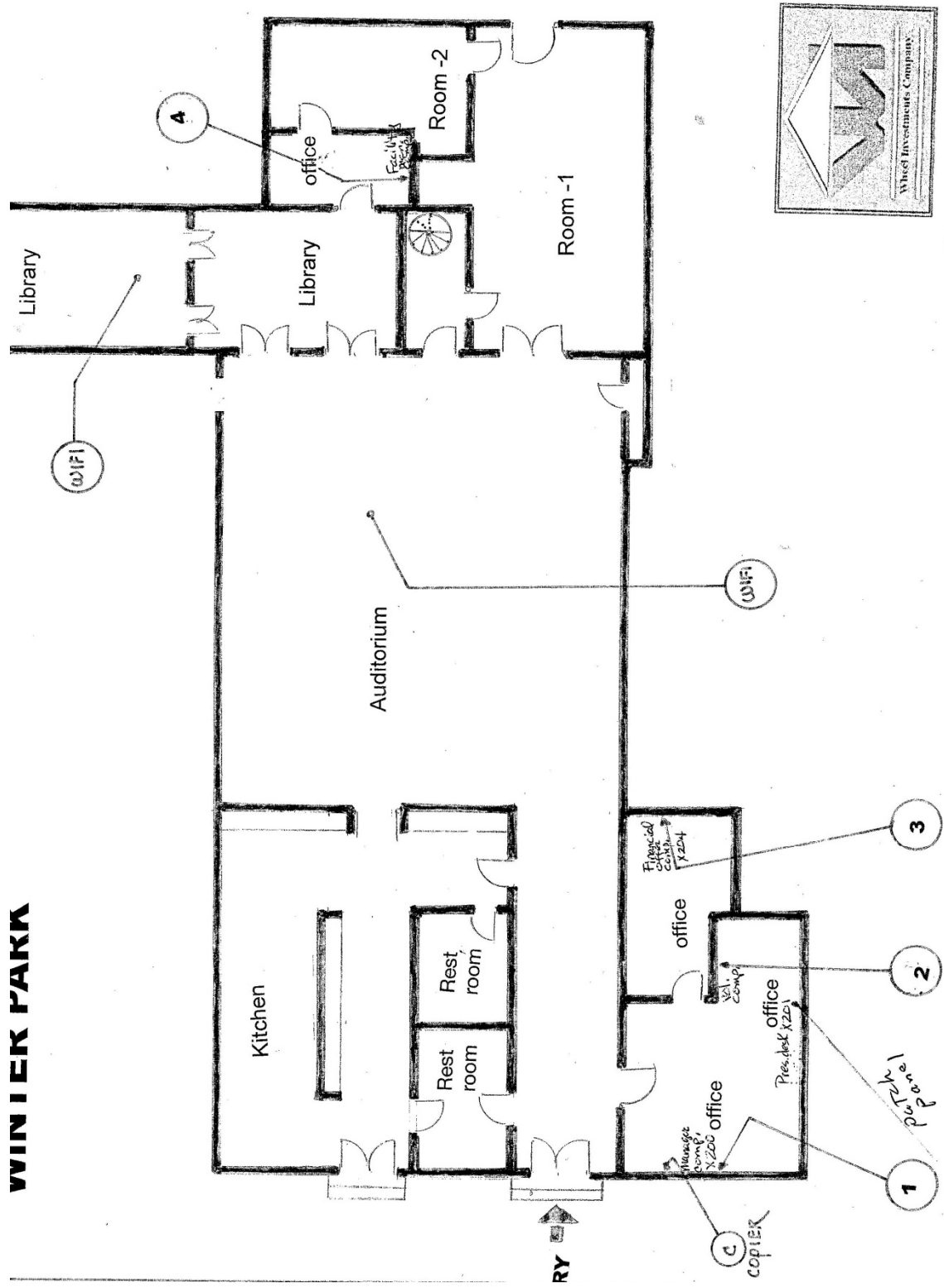
12.41 Irrigation Map



JON SIMPKINS
 QUALITY IRRIGATION
 407-467-4397 cell
 407-886-7676 OFF
 11-21-16

TOTAL FIELD AREA
 √ ± ~~sq~~ sq 48,825

12.42 Internet System



Wheel Investments Company

WINIEK PAKK

Section 13 – Library

13.1 Library Committee

13.11 Formation

The Chair of the Library Committee is recruited by the VP House and Grounds. The Chair shall recruit members as needed to maintain the Club's Library.

13.12 Budget

The Library Committee shall submit an annual budget request for the maintenance and enhancement of the Library.

13.13 The Library Facility

The Library Committee shall be responsible for the general arrangement and neatness of the Library Room, so as to facilitate its use as a prime meeting space for the Club as well as a Library.

13.2 Policies

13.3 Procedures

13.31 Purchases

The Library Committee determines purchases of books and magazines in accordance with the Library budget.

13.32 Use of the Library

The Library Committee establishes and publishes rules for the use of the Library.

13.32 Processing of Gifts

The Library Committee receives gifts, either books or money. The committee screens gifts, disposes of duplicate books to other places, and recognize gift volumes, especially memorial books, with appropriate book plates. The Chair of the Library Committee is urged to send a personal note through the Club office to members who make financial contributions earmarked for the Library.

13.33 Computer Record of Books

The Library Committee records information on the books in the collection in a special computer program, called Collector Z. The Collector Z file containing the library data is maintained in the Cloud and is accessible on a website. Members can go to the following address on any computer to view (but not modify) the database:

<https://cloud.collectorz.com/uclubwp/books>

13.34 Collector Z Information

Since the data is in the Cloud, it does not need to be backed up. The database file in Collector Z can be changed only on the Library's special computer. Our user name for Collector Z is "uclubwp", and the password is "Library". Our account information may be accessed at: <https://my.clz.comm>

Collector Z is subscription software that costs at present \$29.95 per year. The annual renewal date is February 7. Renewal notices will be emailed to info@uclubwp.org.

Section 14 – Human Resources

14.1 Human Resources Committee (HRC)

14.11 General

The HRC shall provide consultation and advice to the President on all matters related to the relationship between the Club and its employees.

14.12 Formation

The HRC shall be appointed by the President and consist of at least three members.

14.13 Wages and Benefits

As part of the annual budgeting process, the HRC shall make a recommendation to the Board for employee compensation and benefits.

14.14 Employee Job Descriptions

The HRC shall assist the President in defining the duties and responsibilities of the employees.

14.15 Communications

Members of the HRC shall serve as a points of contact to facilitate communications between and among employees and members of the Club, including the President.

14.2 Personnel Policies

14.21 General

As a non-profit, volunteer managed organization, the employees are subject to constantly changing “bosses”, each with their own ideas and personalities. It is important, therefore, that the Club maintain some consistent personnel policies and procedures, while at the same time allowing for informality and common sense action.

14.22 Performance Reviews

Employees shall receive a written performance review annually, conducted by the President, and, where appropriate, other present and past Officers. Reviews will take place in April/May.

14.23 Compensation

In general the Club will endeavor to pay wages that are competitive for similar jobs in Central Florida. Compensation will be reviewed annually and discussed with employees as part of their performance review.

14.24 Working Hours and Payment of Wages

Full time employees are expected to work a total of 37.5 hours per week, on a schedule determined by the President. If they work at least five hours on a given day, they are paid for a .5 hour lunch break, thereby making their standard paid work week 40 hours. Time sheets are to be sent digitally to the person designated by the President at the beginning of each week specifying hours worked during the previous week. A copy is to be sent to the President, or designee, the Treasurer, or Assistant Treasurer, and is deemed to be approved unless the employee is told otherwise. Employees normally receive checks on Tuesday or Wednesday for the prior week.

14.25 Overtime

Non-exempt employees are to be paid time and half **for hours worked** over 40 hours in a given week, defined as Monday through Sunday. Lunch break hours are not counted as hours worked in determining overtime pay. The current positions of Office Administrator, Financial Secretary, and Maintenance Supervisor are classified non-exempt under the Federal rule that exempt employees must earn at least \$47,476 per year.

14.26 Benefits

Employees who work a regular schedule of at least 30 hours per week are considered full time employees, and receive the following benefits:

a. Health Insurance

At the present time, the Club does not provide health insurance for employees.

b. Paid Holidays

The Club will be closed and full-time employees paid on the following ten and a half holidays each year: New Year's Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Day Before Thanksgiving, Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve (half day). Employees asked to work on a holiday will be compensated at their regular rate for hours worked. Holiday pay may be forfeited if an employee is absent without cause on the workdays before or after the holiday.

c. Paid Vacation, Sick Time, and Personal Days

Full time employees are granted a total of 160 hours (4 weeks) of paid time off per year for personal time, illness, and vacation. The time is awarded on May 1, and in general must be used by the following April 30. However, employees may carry over up to 40 hours of paid time off credits from year to year, with the express purpose of building up a "bank" of hours to cover illness. The hours in this bank can be used only for personal illness, and the bank is capped at 520 hours (13 weeks). Employees must first use all the paid time off hours from their current allotment before dipping into the "illness bank".

Terminated employees in good standing who have been employed for at least six months will receive pay for up to 240 hours of accumulated and unused paid time off, including the hours in their "illness bank". The rate of pay for these hours shall be the employee's hourly rate on the date of termination.

During the year, paid time off hours will accumulate at the rate of .44 hours per day (160/365) starting on May 1. If a holiday occurs during an employee's paid time off, the hours are not deducted.

d. Paid Time off for Death in the Family

Full time employees will receive up to three days of paid time off at the time of a death in their immediate family.

e. Paid Time Off for Jury Duty

Full time employees will be paid for up to 40 hours (5 days) of jury duty, less any compensation received from the government. Employees are expected to work partial days when they are not required to be at the court house.

f. Unpaid Leaves of Absence

Employees may request unpaid leaves of up to 6 months, which may be granted at the discretion of the President.

g. Severance pay

Severance pay is at the discretion of the Club

14.3 Procedures

14.31 Compensation Assessment

Once each year the President shall initiate research to determine the range of market rates for jobs comparable to those of the Club's employees. This information will be presented to the Board in determining the budgets for wages and salaries for the coming year.

14.32 Performance Reviews

Written performance reviews will take place in April or May of every year.

14.4 Time Sheet (one day sample)

Rebecca

week ending:

8/21/2016

		Time	Hours: Minutes	Hours (decimal)	Totals (decimal)
Monday	in	9:30 AM			
	out	12:00 PM			
	hours		2:30	2.5	
	in	1:00 PM			
	out	5:00 PM			
	hours		4:00	4.0	
	Total hours worked on premises				6.5
	Hours worked off premises (explain):				
	trip to the bank			0.5	
	at home on Club Times			1.5	
Total hours worked off premises				2.0	
Total hours worked				8.5	
lunch				0.5	
holiday					
paid time off					
Total Hours Paid				9.0	
<hr/>					
TOTALS	hours worked on premises				40.0
	hours worked off premises				1.0
	Total hours worked				41.0
	Overtime hours				1.0
	Total hours paid (include lunch, holiday, paid time off)				43.5
	Paid time off hours used				0.0

Section 15 – Office Administrator / Rental Coordinator

15.1 Job Description

15.11 General

The Office Administrator/Rental Coordinator reports to the Executive Vice President, and is responsible for the general administration of the office, including answering phones and emails, retrieving messages, greeting visitors and members, ordering supplies, filing, processing mailings, directing volunteer helpers, etc. Except in special circumstances, Officers and Group Leaders are expected to do their own typing and copying.

15.12 Membership Support

a. Communications

The Office Administrator serves as a central point of contact between the Club and its Members. The Administrator is expected to make an effort to know personally a high percentage of the Members, provide a sympathetic ear, answer questions, and pass information as appropriate to the relevant Club officer.

b. New Member Recruiting

The Office Administrator is often the first person a potential new member meets at the Club, and therefore plays a critical role in working with the Membership Committee to provide information and follow up on contacts.

c. Processing New Member Applications

The Office Administrator receives a copy of all new member application forms, posts them on the Club bulletin board, and maintains a tracking log of their status (notification of receipt, application fee, posting date, approval date, notification of approval, dues payment, etc.—see Form 3).

Prospective members are notified in writing when their applications are received, and are sent a welcoming letter when their applications are approved. At that point, badges are ordered, and information is passed to the Financial Officer for entry in the Club's data base.

d. New Member Orientations

Working with the Membership Committee, the Office Administrator is responsible for all the administrative details involved with new member orientations, including notifications to new members and Club leaders, providing the list of new members expected to attend, etc.

e. Member Status Reporting

The Office Administrator is responsible for providing information to the Financial Officer on resignations, deaths, address changes, mailing list requests, etc., that need to be entered into the Club's data base.

15.13 President Support

a. Programs

Provides information and content for the President's opening remarks at luncheons and dinners.

b. Presidents' ~~Transition~~ Luncheons

A Club paid-for luncheon is held each April for the incoming President and all past Presidents. The Office Administrator

Handles all aspects, including mailing lists, invitations, coordination with the caterer, floor plan, etc.

15.12 Program and Event Support

a. Administration

Provides administrative assistance, including maintaining lists of attendees and payment status, tallying numbers, printing place cards, collecting/recording amounts received, billing "no-shows", assisting the seating committee, greeters and cashiers, creating floor plans, coordinating volunteers, etc.

b. Liaison with Caterer

Works with Catering Committee to coordinate with the chosen Caterer, including confirming two weeks before event, and confirming menu choices one week before the event. Gives the count and any special requests to the caterer according to the schedule requested. Notifies Caterer of number of tables and last minute changes. Places time schedule on refrigerator to assist the Caterer.

15.13 Club Calendar Maintenance

Maintains an up-to-the-minute, online Club Calendar, showing the names, dates, times, locations and leaders of all events, including rental commitments. Arranges to have this calendar available online to the Facilities Manager, Vice President for Intellectual Activities, the VP for Programs, Executive VP, the Staff Financial Officer, and others as needed.

15.14 Rental Activities

a. Marketing and Promotion

Prepares and maintains marketing materials, such as the rental Website and Facebook pages, brochures, price lists, etc. Generates advertising and publicity, and meets with local leaders and groups to promote rental activity.

b. Sales Activity

Answers phone and email inquiries, gives tours, quotes prices, prepares proposals, etc.

c. Management Activity

Negotiates and maintains records of rental contracts. Interface with renters, caterers, florists, planners, etc. regarding times, dates, custodial services, Club policies, etc. Follows up after events to maintain high standards.

d. Financial Activity

Working with the Staff Financial Officer, collects rental deposits and final payments.

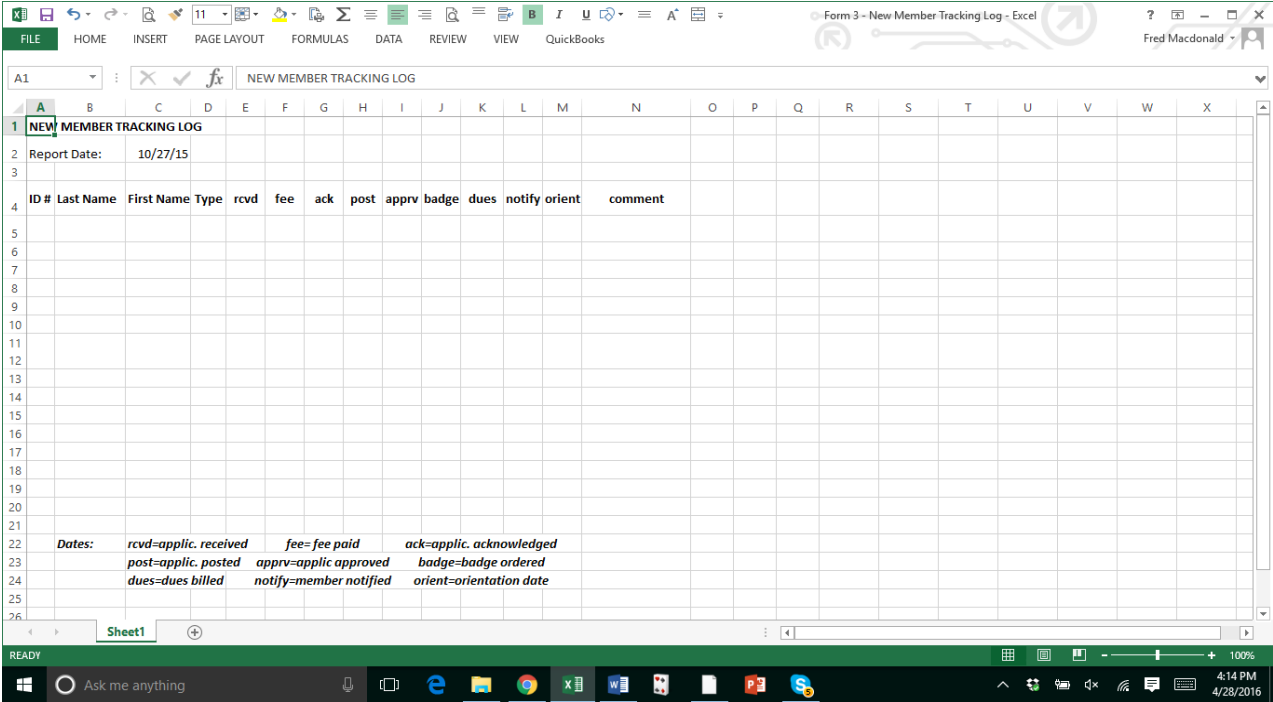
15.15 Development Support

If requested, arranges for secretarial support in sending letters of appreciation to donors.

15.2 Policies**15.3 Procedures**

15.4 Forms

15.41 New Member Tracking Log



Section 16 – Staff Financial Officer

16.1 Job Description

16.11 General

The Staff Financial Officer reports to the President, and is responsible for the Club's computer files, records, and reports relating to the Club's finances (QuickBooks), data base records (WordPress), contracts (insurance, etc.), and taxes.

16.12 Accounting

Under the direction of the Treasurer and/or President, the Staff Financial Officer makes or oversees all entries into the Club's accounting programs, including:

- a. payroll data and payments
- b. vendor data and payments
- c. credit card payments and receipts
- d. bank deposits and statement reconciliation

16.13 Data Base

Under the direction of the President, the Staff Financial Officer makes or oversees all entries into the Club's database program, including:

- a. member data
- b. member dues status and online payments
- c. events and online payments
- d. donations and online payments
- e. mailing lists for the Club Times and email blasts

16.14 Tax Filings

Prepares and submits monthly, quarterly, and annual reports relating to payroll taxes, sales taxes, unemployment taxes, and 1099 and W-4 statements.

16.15 Insurance

Interfaces with insurance agents and maintains contracts for property, workman's comp, and director/officer insurance for the Club.

16.16 Employee Records

Maintains employee records of vacation and paid time off, etc. Generates payroll checks.

16.17 Computer Support

The Staff Financial Officer is the "computer expert" in the office, and supports computer related activities, including:

- a. composition and generation of the Club Times
- b. generation of the Year Book and Club Directory
- c. generation of emails to members

16.18 General Administration

Works with others on the staff to cover the phones, respond the members' questions, report problems, etc.

16.19 Contribution Acknowledgments

Makes certain that donors receive acknowledgments of contributions within three weeks of receipt, either via emails generated by the data base, or via letters sent through the post office.

16.2 Policies**16.21 Cash balance in checking account**

At the end of each month cash will be transferred in and out of the checking account to maintain a cash balance of approximately \$20,000 to \$30,000.

16.3 Procedures**16.30 Monthly Calendar****January**

- 15- pay sales tax, FL unemployment tax
- 15- file form 941
- 30- donation letters for prior calendar year
- 30- report to Board on charitable donations to be awarded by April 30.

February

- 15- pay sales tax
- 30- charitable donations report for thank you letters

March

- 15- pay sales tax
- 30- charitable donations report for thank you letters

April

- 15- pay sales tax, FL unemployment tax
- 15- file form 941
- 30- charitable donations report for thank you letters

May

- 15- pay sales tax
- 30- charitable donations report for thank you letters

June

- 15- pay sales tax
- 30- charitable donations report for thank you letters

July

- 15- pay sales tax, FL unemployment tax
- 15- file form 941
- 30- charitable donations report for thank you letters

August

- 15- pay sales tax
- 30- charitable donations report for thank you letters

September

- 15- pay sales tax
- 30- charitable donations report for thank you letters

October

- 15- pay sales tax
- 30- charitable donations report for thank you letters
- 15- pay sales tax, FL unemployment tax
- 15- file form 941

November

- 15- pay sales tax
- 30- charitable donations report for thank you letters

December

- 30- charitable donations report 15 for thank you letters
- 15- pay sales tax

16.31 Data Base Maintenance**16.311 Entering new members into the data base**

1. Under CONTACTS tab, click NEW INDIVIDUAL
2. Enter name, email, phone number
3. Click "check for matching contacts" If one exists, click EDIT
4. Enter remaining data
5. Note that in looking up Sponsors, type in the last name, but do not hit ENTER. Wait for the computer to provide a choice of names.
6. Birth date is under Demographics
7. Click SAVE
8. New tabs will appear allowing you to enter "partner relationship" and to code the contact as a Member.
9. On the "add membership" page, uncheck all the boxes that have to do with finances.
10. Click SAVE

16.312 Adding Member Pictures to the Data Base

Crop the picture and store under the member's name in an accessible folder
 Open CiviCRM
 Click on CONTACTS
 Enter the first letters of the last name
 Click on the appropriate name (if it is not there, the member has not been entered)
 Click on EDIT
 Scroll down to Upload Image
 Click on CHOOSE FILE
 Navigate to the picture and open it
 Click SAVE
 The picture should appear on the member's profile

16.32 Payroll Processing**16.321 Time Sheets**

Time sheets are prepared and approved weekly. Paychecks are issued biweekly (every other week) for the prior two weeks work.

Employees email time sheets ASAP each Monday to the Staff Financial Officer and to the following:

VP House and Grounds

President

Executive Vice President

Treasurer

Assistant Treasurer

The President designates person to approve time sheets, and 1st, 2nd, 3rd backups. Initially, the backup order will be as shown above.

Time sheet approval email is sent to the Staff Financial Officer by 11:59 pm, Monday night.

If the approval not received by 9:00 am Tuesday, the Staff Financial Officer contacts the backups in the order stated in #2 above.

Every other week the payroll is processed and checks signed by the end of the day on Tuesday.

Employees opting for Direct Deposit receive funds by Thursday. For those employees who do not participate in Direct Deposit, pay checks should be available for issue by Friday after the pay period ends.

The Paid Time Off Log is updated weekly, and a copy is emailed to the people on the above list.

On weeks when checks are issued, a copy of the Payroll Register for that period is emailed to the people on the above list by Friday after the pay period ends.

The Payroll Register for the month becomes part of the Treasurer's report to the Board

Note: Employees who have not emailed time sheets by 11:59 pm on the Monday after the pay period ends may not be paid on time.

16.322 Processing the Payroll

Open QuickBooks

Click on EMPLOYEES

Click on RUN PAYROLL

Check boxes for Employees to be paid

Enter hours from the time sheets

Put in *regular hours* for regular work (usually 40 hours)

Put in *hourly dinner* for part time employees working the dinner programs

Put in *rental commission* for Manuel's rental overtime work (scroll to right)

Delete extra pay amounts for Holly and Manuel (should not be there)
 Click on REVIEW PAYROLL
 Click on SUBMIT
 Put blank checks into printer
 For Rebecca's printer place face down, check facing in
 For Copy Machine place face up, check facing out
 Print checks
 Exit PDF check form
 Enter the *check numbers* (can use autofill after the first number)
 Click FINISH

16.323 Filing Quarterly Form 941 Payroll Tax Report

Filing is due by the end of the month following the end of each calendar quarter.

Process by February 15, April 15, July 15, October 15.

Open QuickBooks and click on TAXES
 Click on PAYROLL TAXES
 Click on QUARTERLY FORMS
 Click on 941
 Use the drop down menu to select the tax period
 Click on VIEW
 Confirm that the numbers are all filled in and that the "total taxes" equals "total deposits"
 Right click and print two copies of the form.
 Sign one copy and mail to Ogden, Utah, according to the instructions.
 File one copy.

16.324 Paying Florida Unemployment Insurance Tax

Determine Amount Owed

Open QuickBooks and click on TAXES
 Click on PAYROLL TAXES
 Click on QUARTERLY FORMS
 Click on FL RT-6
 Confirm Time Period
 Click on VIEW FORM
 Check numbers for gross wages, excess wages (over \$7K), taxable wages, tax rate
 Note "amount due"
 Right click and print 2 copies of the form
 Sign and mail one copy.
 File other copy

Pay Tax

On the internet, go to dor.myflorida.com
 Click on FILE AND PAY TAXES
 Under Step 3, click on REEMPLOYMENT TAX
 Click on EMPLOYERS
 Enter FEIN 590 656 211
 Enter RT ACCOUNT 985 328 5
 Click on LOG IN
 Click NEXT
 Click on RT-6
 Select Quarter
 Enter numbers from printout
 Check tax due
 Click on FILE AND PAY
 Enter BB&T info from UClub check
 Click on SUBMIT
 Click on PRINT

16.33 Program Reservations / Payments

16.331 Entering a New Event Into the Data Base

Note: Ignore any warning messages

1. Select: Events
2. Click on: Add New Event
3. Event Type: select Performance
4. Participant Role: select Attendee
5. Participant Listing: select Name, Status, Register Date
6. Event Title: enter name of event (ex, "Celebrate the Holidays Dinner)
7. Event Summary: enter reservation period (ex, "Reservations accepted from Dec. 8 to Dec. 17")
8. Complete Description: enter details (ex, "Victorian Christmas singers, black tie optional")
9. Start Date and Time: enter start date and time of event (ex, "Dec. 19, 6:00 pm")
10. End Date and Time: enter end date and time of event (ex, "Dec. 19, 11:00 pm")
11. Maximum Number of Participants: leave blank
12. Select: public event, and "Is this event active?"
13. Click on: Continue
14. Event Location Screen comes up
15. Leave everything blank except the "email from" and "phone number fields"
16. Enter email from: reservations@uclubwp.org
17. Enter phone number: 407-644-6149
18. Leave check mark in: show location
19. Click: Save and Done

20. Manage Events screen is displayed
21. Click on: Configure
22. Click on: Fees
23. Select: paid Event
24. Payment screen is displayed
25. Click on: BB&T Payment Processor
26. Enable Pay Later Option? Do not check
27. Fee Label: Leave "Event Fee(s)"
28. Financial Type, select: Programs
29. Price Set, select one of: Dinner Program, Luncheon, Brunch (create special pricing if necessary)
30. Click: Save and Done
31. Manage Events screen is displayed
32. Click on: Configure
33. Select: Online Registration
34. Click on: Allow Online Reservations
35. Start Date and Time: Enter Date and Time to begin taking reservations
36. End Date and Time: Enter Date and Time for ending reservation period
37. Register Multiple Participants: Do not check
38. Use Same Email Address: Check
39. Duplicate Matching Rule: Leave "Unsupervised"
40. Pending Participant Expiration (hours): Leave blank
41. Registration Screen is Displayed
42. Introductory Text, Enter: "Please provide the following information."
43. Footer Text: leave blank
44. Include Profile (top of page), Select: Event Participation
45. Include Profile (bottom of page): Leave blank
46. Confirmation Screen is Displayed
47. Introductory Text, Enter: "Please confirm your reservation."
48. Thank You Screen is Displayed

49. Introductory Text, Enter: "Thank you for your reservation."
50. Confirmation email, Select: Yes
51. Confirmation Text, Enter: "Your reservation is confirmed."
52. Confirmation From Name, Enter: "University Club Office"
53. Confirmation From Email, Enter: reservations@uclubwp.org
54. bcc emails to: Rebecca@uclubwp.org, Holly@uclubwp.org, fredmac888@gmail.com
55. Click: Save and Done

16.332 Processing a Program Reservation with a Credit Card Payment

Record reservation

Send details of reservation in an email to Reservations@Uclubwp.org
Include a line indicating prepayment amount

Process the credit card charge

On the internet go to "authorize.net"
Click on SIGN IN, then MERCHANT
Log in id: Rebecca@uclubwp.org
Password: UNIV841club!
Click on TOOLS
Select charge
Select authorize and capture
Enter card number, expiration date, amount
Under invoice number, enter today's date
Under description, enter title and date of event, and person's name
Leave other fields blank
Click SUBMIT
Print 2 copies of the receipt
File one copy with the Dinner/Luncheon folder
Keep one copy to make QuickBooks entry
Shred any document that contains the credit card number (we do not keep cc numbers)

Enter credit card receipt in QuickBooks (this can be combined with other deposits)

Open QuickBooks
Click on + sign (upper right)
Click on BANK DEPOSIT
Go to "add new deposits"
Leave blank in received from
Enter 4032 (Program fees) in account number
In description, enter the person's name, and the name and date of the program
Enter amount
Leave blank payment method, ref no., and class
Click on PRINT to get deposit summary report, file report
Click on SAVE AND CLOSE

Note: We do not enter the Program Fee payments in the data base. However, if people pay online using their credit cards, this information goes into the data base automatically.

16.34 Rental Activities

16.341 Refunding Rental Security Deposits

Retrieve a copy of original credit card transaction report

Issuing the credit

Open Authorize.Net
 Click on TOOLS
 Click on REFUND A CREDIT CARD
 Enter original transaction i.d.
 Enter card number (last 4 digits)
 Skip expiration date
 Enter amount
 In invoice field, enter today's date
 Enter description – “refund security deposit for event on (date of event)”
 Click on SUBMIT
 Print 2 copies of report
 File one copy with the original transaction report
 Keep one copy for QuickBooks entry

Recording refund in QuickBooks

Open QuickBooks
 Click on the + ICON (upper right on dashboard)
 Click on BANK DEPOSIT (under “Other”)
 Make sure account “1103 - Cash Summary BB&T_ Oper” appears in upper left field
 Under ADD NEW DEPOSITS, enter account number: 2172 Rental Security Deposits
 Enter description: “refund, today' date”
 Select payment method: E-Check
 Enter amount: negative number for amount of refund
 Select class: rentals
 Click SAVE

16.342 Paying Sales Tax on Rental Income

Payment is due monthly by the 20th for the preceding month. Process on the 15th

Determine Amount Owed:

Open QuickBooks and click on ACCOUNTING
 Enter number 2121 in account number box (sales taxes owed)
 Click on VIEW REGISTER
 Click on the triangle above DATE and enter the range for the prior month
 Click on APPLY
 Note the “total sales taxes collected” for the prior month
 Determine the “gross taxable sales” by dividing “total sales taxes collected” by .065

Pay Tax Online

On the internet, go to dor.myflorida.com
 Click on FILE AND PAY TAXES
 Under Step 3, click on SALES AND USE TAX
 Enter CERTIFICATE NUMBER 588 012 368 286 5
 Enter BUSINESS PARTNER NUMBER 148 8840
 Click on LOG IN
 Click NEXT
 Click on SALES AND USE TAX

Click on DR-15EZ
 Confirm payment period
 Enter personal Name, Phone, Email
 Enter "gross taxable sales"
 Enter 0 for "exempt sales"
 Calculate the "surtax" by multiplying the rate times "gross taxable sales"
 Enter "total due"
 Click on NEXT
 Click on ENTER PAYMENT
 Enter payment date (can't use today's date, use tomorrow's)
 Enter BB&T bank routing number and account number from UClub check
 Click on NEXT
 Click SUBMIT
 Click PRINT CONFIRMATION
 Click LOGOUT
 File confirmation report

Record Payment in QuickBooks

Click on EXPENDITURES
 Click on NEW TRANSACTION
 Enter Payee – Florida Department of Revenue
 Confirm source of funds is BB&T account
 Enter Payment Date
 Enter Payment Method – Echeck
 Enter Account Number – 2121
 Enter Description – (month) Sales Taxes
 Enter Amount
 Enter Class – General and Administrative
 Click on SAVE AND CLOSE

16.35 Donations

16.351 Processing an Earmarked Contribution

Create an earmarked account if one does not exist

Open QuickBooks
 Click on "settings" (gear symbol, upper right)
 Click on CHART OF ACCOUNTS
 Scroll to 2110 heading, and note the next number in the series
 Scroll back to top
 Click on NEW
 Choose category type – "other current liabilities"
 Choose detail type – "other current liabilities"
 Enter the next number in the series (use additional digits if necessary)
 Enter description of earmark specification
 Check Is sub-account box
 Choose parent account – "2110"
 Leave blank unpaid balance
 Click SAVE AND CLOSE

Deposit check

Stamp back of check with deposit stamp
 Fill out BB&T deposit slip
 Make copy of deposit slip

Put check and deposit slip in BB&T deposit bag
Take deposit bag to bank when convenient

Record deposit

Open QuickBooks
Click on + sign (upper right)
Click on BANK DEPOSIT
Go to "add new deposits"
Leave blank in received from
Enter new earmarked account number in account number
In description, enter name of check writer and purpose
Enter amount
Leave blank payment method, ref no., and class
Click on PRINT to get deposit summary report, file report
Click on SAVE AND CLOSE

Enter contribution in Data Base

Open Data Base
Click on CiviCRM
Enter name of donor in contact field and select
Click on CONTRIBUTIONS
Click on RECORD CONTRIBUTION
Choose financial type. If none are appropriate, select "special".
Enter amount
Check send receipt box
Enter receipt date
Leave other fields blank.
Select ADDITIONAL DETAILS
Under Notes, enter information that should be included in a thank you letter, including the purpose of the donation and names associated with memorial gifts.
Click SAVE

16.352 Processing an Expenditure of Earmarked Funds

Record expense

Open QuickBooks
Click on EXPENDITURES
Click on NEW TRANSACTION
Scroll to Expenditure
Enter Payee, or scroll to name
Scroll to BB&T bank account
Enter Payment Date
Under Payment Method, scroll to check
Under Account, scroll to appropriate account number
Enter Description
Enter Amount
Click on back arrow to return to EXPENDITURES
Click on PRINT CHECKS
Find check and print

Transfer earmarked funds to revenue

Return to Dashboard
Click on + sign
Click on JOURNAL ENTRY
Enter account number of Earmarked Funds (in 2110 series)

Enter amount in debit column
 Enter description
 Enter account number of appropriate Revenue Contribution (in 4100 series)
 Enter amount in credit column
 SAVE

16.36 Communications

16.361 Sending Promotional Email Blasts

Scheduling the Emails

At the beginning of the month print out the Club Times calendar page
 Highlight the activities that normally are promoted with email blasts
 Reconcile the activities with the monthly report from the VP Intellectual Activities
 Mark the dates for sending the emails, using the following rules:
 dinners/luncheons – Monday of the week of the program, and Monday of the prior week
 events with outside guest speaker – 7 days before the event, and 2-3 days before
 events with no guest speaker – 7 days before the event
 special situations – activity chairs may request special email blasts, use discretion

Processing Promotional Fliers

Event chairs are supposed to provide material at least 2 weeks before the event
 Material should be in the form of a flier from a program that can produce a JPG picture
 Links cannot be in the picture. If desired, they can be added later.
 Normally fliers are created using Publisher or Word; convert to JPG if necessary.
 View the flier and scale the size to 800 pixels wide (for phone and computer display)
 Save the fliers in a folder for that month

Setting up the Email Blasts in the Data Base

Open CiviCRM
 Click on MAILINGS
 Click on SCHEDULED AND SENT MAILINGS
 Select an appropriate sent mailing to use as a template (program, activity, Club Times)
 Click on REUSE
 Highlight and change "subject"
 Right click on the picture
 Left click and select cut
 Click on the image icon
 Select upload
 Select choose file
 Navigate to the flier and open
 Select send to server
 Click OK
 View flier and confirm that width is approximately 800 pixels
 Click OK
 If desired add text above or below picture
 If desired insert links (Program pay online and Club Times links are in those templates)
 to insert a link, Click on the "chain icon"
 enter the "text" you want to be displayed
 enter the "URL" of the linked website in www. format
 the link will be displayed below the picture
 If desired send test email to your email address (generally a good idea)
 Click NEXT
 Select either send immediately, or send at (enter date and time)
 Click SUBMIT MAILING

16.362 Generating a New Club Times Newsletter

The Club Times for the next month is generated during the first two weeks of every month and sent via email to members by the 15th of the month. Inputs from Activity Groups and others are to be sent to the Editor by the first of the month. The new Club Times is created by modifying the Microsoft Publisher file for the previous month.

Format of Inputs

Material must be digital in a form that can be processed by Publisher, such as WORD, JPEG, or PDF.

Changing the Date

Open the Publisher file

On the Home tab, select Replace

Enter the old month name and replace with the new month name

Click Replace All

Repeat for the abbreviations of the months

Updating the Monthly Calendar

Open the Publisher file and select the Calendar page.

On the View tab, select 150%

Click on the horizontal lines in the Saturday/Sunday blocks and move them to the side

Starting with the first day of the new month, click on the day numbers and change them

Delete all Saturday and Sunday events

The text in the blocks in the first row that are not in the new month must be moved down to the next week so that they continue to show in the appropriate first weekday of the new month. To do this, delete the corresponding blocks in the 5th week of the old month, and use cut and paste to move the text down. Fill in the blocks in the 5th week by copying and pasting the events that repeat on those weekdays.

If a block is missing text because in the previous month the Club was closed on that day, call up an early month and copy the appropriate text.

This basic calendar must now be reviewed and new activities added. Information can be typed directly into the boxes.

Match New Inputs to the Calendar

Print out the basic calendar

Highlight the text of all the items that are expected to remain the same

Highlight in a different color the text of items expected to change. Check off these items when the information is received.

Notify the Editor if expected information is not received by the 2nd of the month.

Configure Detail Pages

Go to the first detail page and using the monthly calendar as a reference, enter the first day of the month on the appropriate day of the week. Delete prior weekdays.

Update week headings.

Check the events and times against the monthly calendar. Enter and delete events as appropriate.

Event descriptions that remain the same should be all set.

Event descriptions that change every month must now be changed.

Prepare New Event Descriptions to Replace Old Ones

Access the new descriptions provided by the Editor and Event Chairs.

Cut and paste (if necessary) to get the text into a WORD file, and format the text in 11 point, Times New Roman, with no paragraph indent, and single line spacing. This block of text will be copied and pasted into the appropriate place on the detail page, replacing the old text.

Replace the Old Event Descriptions

Any time information that is a text box must be moved to the side out of the way. Move the cursor over the time entries, and text boxes will show up. Drag those boxes to the side.

COPY the new text in the WORD file.

Highlight the text to be replaced (leaving the information on the Chair).

Click PASTE

The new text will replace the old, but the alignment must be adjusted by positioning the cursor at the beginning of each line and pressing the TAB key twice.

Check the times and move text boxes with other times into position as necessary. New text boxes with new times can be created if needed.

Paginate the Newsletter

Fliers and artwork can be inserted anywhere. Individual days can be moved by cutting and pasting (times in text boxes will have to be moved separately)

New pages can be inserted by positioning the cursor over a page in the left column and right clicking. You can then specify whether the new page is to be inserted before or after the page selected.

When finished, go back to the cover page and adjust the table of contents.

16.37 General Accounting Transactions

16.371 Processing an Expenditure

Record expense

Open QuickBooks

Click on EXPENDITURES

Click on NEW TRANSACTION

Scroll to Expenditure

Enter Payee, or scroll to name

Scroll to BB&T bank account

Enter Payment Date

Under Payment Method, scroll to check

Under Account, scroll to appropriate account number

Note: Expenditures of over \$1,000 for a single item, or a group of related items, normally should be charged to a capital asset account, with the exception of building maintenance expenses. When in doubt, contact the Treasurer.

Enter Description

Enter Amount

Print check

Click on back arrow to return to EXPENDITURES

Click on PRINT CHECKS

Find check and print

16.372 Entering Payments Where Vendors Automatically Charge Our Account (E Checks)

Receive statement from vendor (i.e., credit card, Spectrum, etc.)

Open QuickBooks

Click on EXPENDITURES

Click on NEW TRANSACTION

Select Expenditure

Select a payee, or enter a new vendor

Select BB&T operating account

Enter payment date (the date the vendor will charge our account)

Select payment method – E-check

Enter number or name of account to be charged, or scroll to number

Enter description (use invoice number or note)

Enter amount

Select class (choose most appropriate—at present we do not use class data)

If multiple accounts are involved, enter more lines, make sure total agrees.
Click SAVE

Special Treatment for Century Link phone charge

Determine from Century Link statement the amount for the reservation line (407-644-5128)

Charge the reservation line expense to account 6377 (other Program expense)

Charge the balance to account 6387 (telephone expense)

16.373 Reconciling QuickBooks to the Bank Statement

Receive *end of month statement* from the bank

Open QuickBooks

Click on *gear icon* in upper right (settings)

Under *Tools*, click on *Reconcile*

Select appropriate checking account

Check to make sure beginning balance on bank statement matches beginning balance in QuickBooks

Enter *ending balance* from bank statement

Enter *ending date* from bank statement

Review bank statement and mark all service charge items -- merchant services, gateway (credit card), bank fees, etc. Add up these charges and enter the total with the date of the last charge. Enter the *account number* for finance charges (6111).

If we have received any interest from the bank, enter that amount and account number.

Click SAVE

Click on *Payments* to show all disbursements in QuickBooks. Match check numbers with entries on bank statement, and check the boxes. Match amounts of other withdrawals (including automatic payments) on bank statement with amounts in QuickBooks. Some items may have to be combined. Check boxes.

Click on *Deposits* to show all deposits in QuickBooks. Match amounts with amounts on bank statement. Some items may have to be combined. Check boxes.

Click on *All*. Every item on the bank statement should have a corresponding item with a checked box in QuickBooks. If it does not, enter the necessary transaction in QuickBooks with a date matching the date on the bank statement.

The amount in the DIFFERENCE box should now be zero.

Click *Finish*

Click *Print*

File the report and send a copy of the report to the Treasurer.

16.38 Management Reports

Section 17 – Facilities and Operations Manager

17.1 Job Description

17.11 General

The Facilities and Operations Manager is supervised by the Vice President for House and Grounds, and is responsible for the maintenance of the building and grounds, and for providing physical support for Club operations.

17.12 Maintenance

Performs and/or supervises all maintenance activities, including cleaning, laundry, painting, repairs, safety equipment inspections, scheduled maintenance, and landscaping.

17.13 Improvements

Working with the VP for House and Grounds, obtains proposals and supervises contractors making improvements to the facility.

17.14 Planning for Events

Consults with the Office Administrator and VP Intellectual Activities in scheduling events so that ample time is allowed for breakdown and set up.

17.15 Setting up for Events

Maintains a file of written set up instructions for all Club events, and follows up as necessary with the Office and VP's of Intellectual Activity and Programs to obtain those instructions. Performs physical setups, and arranges for extra help from contractor or member volunteers when necessary.

17.16 A-V Setup and Support

Sets up and tests the A-V equipment specified for events. Meets with the event leader before the event to review A-V operation. Remains available during the event to provide technical support, or arranges for a contractor or qualified member volunteer to be available for support.

17.17 DVD's of Performances

On request makes DVD recordings of performances and, working with the Office, sells copies.

17.18 AED (Defibrillator)

Maintains and reviews the usage of the AED. Attends EMT training sessions when given at the Club.

17.19 Safety Awareness

Keeps abreast of legal safety requirements and looks for safety issues in the facility. Reports any potential problems to the VP for House and Grounds and/or the President.

17.2 Policies

17.3 Procedures

Section 18 – Publications, Communications

18.1 Club Times

18.11 General

The Club Times is a monthly newsletter designed to provide details on coming events, and is available online on the Club's website, and in written form mailed to members who request it.

18.12 Process

- a. Event Leaders submit copy (by the first of the month preceding the month described in the newsletter)
- b. Rebecca follows up to get missing copy.
- c. Rebecca creates first draft
- d. Editors review first draft
- e. Rebecca creates second draft
- g. Proof readers review second draft
- h. Rebecca creates final draft
- l. Editor in Chief signs off
- j. Rebecca posts on website, prints master and mailing labels
- k. Holly manages volunteers to get out the mailing.

18.13 Cover Page

For each issue the Editor works with the President to utilize the cover page to communicate with the membership.

18.2 Promotional Email Blasts

18.21 General

The primary vehicle for notifying Members about upcoming events is the monthly Club Times. However, it is desirable to have a way to remind Members about upcoming events. For this reason we have provided ways to remind members: by email blast, posters, or fliers posted on the Club bulletin board.

18.22 Promotional Emails

When the Chairperson of a group wants to do more to remind Members about an upcoming event, he or she can create a "flier" in JPEG, PowerPoint, or MS Publisher format to be sent via email to Club members advertising the event. All "fliers" must sent to the Club Office (Rebecca) and to the VP of Intellectual Activities by the Chairperson at least two weeks before the event. It is the responsibility of the person submitting the flier to check it for accuracy and completeness.

The Club Office will email blast the flier twice, one week before the event, and then two days before the event.

The procedure for setting up the email blasts to be sent automatically from the data base is as follows:

1. Go to Mailings
2. Click on "scheduled and sent mailings" to use same format
3. Select recent mailing and click "re-use"
4. Under Recipients, include "members", exclude "opt out of receiving email promotions"
5. Under Tracking, leave defaults (Tracking boxes clicked, Opt Out Message = opt out footer, Mailing Visibility = public pages)
6. Under Content, from Club Manager, enter subject to appear on email, select "compose on screen", "html format", click on image icon, find JPG file and insert. Under Attachments, Mailing Footer, select "email blast opt out footer".
7. Under Test, send yourself a test email
8. Size image as necessary
9. Schedule mailing

18.23 Minimizing Emails

Except in special cases, no reminder emails for individual events will be sent that do not include promotional "fliers". This restriction is intended to minimize the number of emails, while at the same time giving groups the ability to advertise if they wish. Exceptions to this rule must be approved by the Club President.

18.24 Sender Restriction

All reminder emails will be sent by the Club Office. Individuals and groups are not authorized to use the Club's email addresses to send reminders or announcements to Members directly.

18.25 Opting Out

If a Member does not wish to receive the weekly summary or the flier promotions, he or she can ask the Club office to remove them from this mailing list.

18.26 Intragroup Emails

This policy in no way restricts group chairpersons from sending emails to members of their own group for the purpose of coordinating activities. For example, the book discussion groups need to exchange emails to agree on selections of books to be read and discussed.

18.3 Promotional Posters

Activity Chairs may create posters to be displayed in the lobby advertising events. One poster may be posted on the bulletin board, and another on an easel, for no more than one week prior to the event.

18.4 Websites

The webmaster will work with the office to update the following items on the **Club Website** on a regular basis:

- a) Club Times
- b) Book discussion schedules
- c) Officer page with pictures and bios
- d) Members page with new member group picture
- e) Library book catalog

The webmaster will add articles and pictures to the **Club Website** as appropriate to make it interesting and informative.

The webmaster will update the **Rental Website** periodically with the goal of increasing rentals.

18.5 Council of Presidents Emeriti

An advisory body, the Council of Presidents Emeriti, provides a basic continuity to the Club's management in an organization, which changes most of its official leadership each year. The Council's members, all of whom have served as President, represent the experience gained and knowledge acquired in that office. The Council is in a unique position to evaluate progress and provide seasoned guidance in the overall management of the Club.

The Council serves in several ways:

When the current President and Executive Board have a new proposal or idea, it may be discussed with the Council before implementation.

When a change is contemplated, the former Presidents have proven to be an excellent cross section of the membership for counsel.

In turn, when the Council has a new idea or determines that the Board should act on some development, the Council can make a proposal to the Board.

The Council is available for advice to any of the Club officers or subsidiary bodies.

The Council does not meet regularly - only when a meeting is warranted. It has little formality. Traditionally, however, the Council, including spouses and spouses of deceased presidents, and the President elect has an annual luncheon in early April at which time there is a report on the "state of the Club" by the current President and the opportunity for dialogue between the President, President-elect, and Presidents Emeriti.

When a Club President completes his or her term of office and is succeeded by the newly elected officer, the former becomes the Immediate President Emeritus or Emeriti.

In accordance with the Club By-Laws, he or she is a member of the Executive Board for the year immediately following his or her term as President.

His or her duties are largely advisory to the newly elected President and Executive Board. He or she serves as a knowledgeable link to the Club activities during the year of his or her presidency.

The Immediate President Emeritus or Emeriti makes arrangements for and hosts the annual luncheon for Presidents Emeriti.

18.6 Special Emails

18.61 Notice of the death of a member

Whenever the Club office learns of the death of a member, a brief email will be sent to the entire membership, including those who have opted out of receiving promotional emails.

The "subject" of the email would normally be the name of the deceased.

The normal message would be: "We regret to inform you that we have received notice that (name of the deceased) passed away on (date).

If the family has informed the office of other information they would like to include, we will do so. However, normally we should not wait more than 24 hours before sending out the notification email. Other emails could be sent later.

Section 19 – Annual Meeting

19.1 Date

The annual meeting of the Membership shall take place in March of each year, at a date and time to be specified by the Board and published in the February Club Times.

19.2 Quorum and Voting

A quorum of 7% of the Membership is required. Voting is by majority votes of those present. Voting by proxy is not allowed.

19.3 Agenda

The agenda of the Annual Meeting shall include a vote on Club officers and Directors at Large for the following fiscal year, beginning on May 1, reports on the state of the Club from officers and committees, other issues as may come before the Membership.

19.4 Conduct of the Meeting

The Annual Meeting shall be chaired by the incumbent President, or by a person designated by the incumbent President. The Chair shall regulate the conduct of the meeting, consulting with the Parliamentarian when necessary.

19.5 Vote for Officers and Directors

The Chair of the Nominating Committee shall present its recommended slate of Officers and Directors for the next fiscal year, which slate shall have been published in The Club Times at least two weeks before the Annual Meeting. The Chair of the Annual Meeting shall then ask if there are any nominations from the floor, and record any nominations which are seconded. After a suitable time, the Chair shall declare nominations closed. A vote will then be held on the slate of nominations which are uncontested. Discussion on the contested positions will follow, regulated by the Chair, and ending in a vote by secret ballot.

19.6 Other Motions

After the election of Officers and Directors, and the presentation of various reports, the Chair shall entertain other motions and any discussion necessary.

Section 20 – Rentals

20.1 Objective

The objective of the rental activities of the Club is to maximize rental revenue without interfering with other Club operations.

20.2 The Rental Committee

The President shall appoint the chair and members of a committee to determine rental policies and work with the Club office in managing rental activities.

20.3 Rentals to Members and Non Profit Organizations

Club members and Non-Profits receive a sizable discount on rental fees. Qualifications are as follows:

Members

The person who executes the Rental Contract must have been a Club Member in good standing for the 12 month period preceding the booking of the rental. If the Member is renting on be-half of an organization, the Member must be a prominent official in that organization.

Exception: Rentals for memorial services

Non Profit Organizations

The organization must meet at least one of the following criteria:

1. Registered as a 501C3
2. Exempt from paying sales tax
3. Able to describe to the Club's Rental Coordinator's satisfaction that their mission is some form of community service.

20.4 Self-custodial rentals

Members who qualify for rental discounts may gain an additional discount on afterhours rentals by acting as their own custodian. An addendum to the rental contract specifies the terms and conditions of this arrangement (see section

20.5 Parking Space Rentals

From time to time the Club may make arrangements to rent parking spaces on weekends when major events are being held in Winter Park.

20.6 Standard Rental Agreement

P# _____ M# _____ N# _____

RENTAL AGREEMENT

Agreement dated _____ 20__ between the University Club of Winter Park, FL, a Florida not-for-profit corporation, (hereinafter called “Club” and _____ whose contact information is set forth in the attached **Schedule** _____ (hereinafter called “Renter”),

TERMS

- A. The Club owns a Club House located at 841 North Park Avenue (corner of N. Park Avenue and W. Webster Avenue) Winter Park Florida (hereinafter called “Club House”).
- B. The Club is willing to rent to Renter certain specific sections of the Club House consisting of: Main Room, Gallery, Library, Library Anteroom, and Meeting Room. (the “Rental Areas”).
- C. The Renter desires to rent specific areas for the uses and purposes set forth in the attached Schedule.

NOW, THEREFORE, THE PARTIES HEREBY AGREE AS FOLLOWS:

Section 1. RENTAL

Subject to the terms of this Agreement, the Club hereby agrees to rent to the Renter the specific Rental Areas for the time period and purposes set forth in attached Schedule. Renter and Renter’s guests and invitees shall be allowed to park without additional charge o the Club’s designated parking areas north and west of the Club House to the extent parking is available.

Section 2. TIME PERIOD

The Renter shall have additional set-up time before the start of the Rental Period and additional break-down time after the end of the Rental Period. Extension of this period must be by specific agreement between Renter and the Club. If Renter or his guests retain possession of the premises after expiration of the Rental Period and break-down time, the Renter shall continue to be bound by the terms and conditions of the Agreement. In addition, there shall be due from the Renter an additional charge as set forth on the attached Schedule, which amount shall be deducted from the Security Deposit. If the Security Deposit is inadequate, any balance due the Club shall be billed to the Renter and is payable immediately.

Section 3. RENTER ACCESS TO PREMISES

Reasonable access to the premises prior to the Rental Period will be provided to Renter or its representatives, but this must be done by prior appointment so as not to conflict with other scheduled activities. Should Renter’s plans require the custodian to be present outside of the Club’s normal working hours, prior to the Rental Period, there will be an additional charge.

Section 4. PAYMENT OF FEES AND SECURITY DEPOSIT

The Rent plus applicable sales tax, as set forth in the attached Schedule shall be payable upon the execution of this Agreement. A Security Deposit in the amount set forth in the attached Schedule. (Security Deposit) plus the other charges shall be due and payable not less than thirty (30) days prior to the Rental Period. If all Rent, Security Deposit, and other charges, as set forth in Schedule are not paid within Thirty (30) days prior to the Rental Period, this Agreement shall be null and void and all amounts theretofore paid by the Renter to the Club hereunder shall be retained by the Club.

Section 5. KITCHEN USE/CATERER

During the Rental Period, Renter may use the kitchen for the purpose of storing food and beverages, warming food, preparing beverages, and incidental activities. Use of the dishwasher and the cooking of food is not permitted. If full meals are to be served, a **licensed and insured caterer** acceptable to the Club must be employed. Proof for both license and insurance must be provided to the Club at least two weeks prior to the Rental Period, or the event will be subject to cancellation with forfeiture of all fees paid. Further Renter or Caterer must provide all dishes, glassware, silverware, utensils and linens. Should the Renter or Caterer choose to utilize portable heating or warming units, such items can only be used by prior arrangement and placed as designated by the Club and as noted on the attached Schedule. Renter shall be responsible for Caterer's actions on the premises. This includes the specification that neither Renter nor Caterer shall use the west door ramp access to the auditorium delivery of kitchen items. Such deliveries shall be made through the kitchen entrance on the south side of the Club House. The Caterer will be provided a check list to date and sign before leaving the premises.

Section 6. USE OF PREMISES

- a) Renter shall use the premises for purposes set forth in the Schedule, attached. Renter will not engage in any illegal activity on the premises.
- b) If alcoholic beverages are served on the premises, no one under 21 years of age shall be served or allowed to consume alcoholic beverages. No charge shall be made for alcohol.
- c) Giving of monetary gifts which are traditional at certain events is not prohibited.
- d) For reasons of Public Health and vermin control, Renter shall not permit rice, birdseed, confetti, or the equivalent, to be scattered in or about the Club House.
- e) *Smoking is **not permitted** within the Club House.* The Renter is responsible for adherence to this policy.
- f) No Pets are allowed on the premises without specific written consent of the Club. (This provision does not apply to certified assistance animals.)
- g) Rental of peripheral items such as audio/visual system, piano, etc. will be specifically covered in the attached Schedule.
- h) Renter shall not make any alterations to the Club House or surrounding premises without specific permission from the Club; nor shall Renter bring into the Club House other furniture or equipment without specific permission from the Club. Except for chairs and tables which may be rearranged inside the Clubhouse, Renter shall not move any furniture of the Club, including but not limited to the piano without the Club's consent. Tables and chairs may not be moved outside the Club. Any permission or consent of the Club will be found in the Attached Schedule.
- i) Renter shall pay all charges for repair of damage to the Club House or premises.

Section 7. NOISE AND NUISANCE

The Club House and premises are located in a residential area, and Renter, by executing this Rental Agreement acknowledges this fact and specifically agrees that there will be no excessive noise and that the premises will not be used in such a manner as to constitute a nuisance. The latest that music is allowed to be played or guests are allowed to be in the Club House is midnight of the date of the Rental Period. No music is to be played or heard from the outside after 11 p.m.

Section 8. CAPACITY OF RENTED AREAS

The Main Room and Gallery can generally accommodate up to 152 persons for dinner but capacity will vary depending upon the type of activity contemplated. It is of the utmost importance that Renter advises

the Owner at least thirty (30) days prior to the Rental Period what type of program is planned and to determine the feasibility of same. Capacity of other areas of the Club shall be discussed with the Rental Coordinator.

Section 9. CLEAN UP

Renter shall be responsible for timely cleaning of the kitchen, counters, floors (including wet mop if necessary), and equipment. Custodian is responsible for setting up and removing tables, chairs, and similar equipment, as well as cleaning the remainder of the premises inside the Club House. Renter is not responsible for cleaning Clubhouse flooring except for kitchen, and shall not use any water, cleaners or other liquids on these floors. Renter shall be responsible for collection and clean up of outside trash, food, and other refuse, together with replacement of trash bags. Renter is also responsible for removing his equipment, decorations and other items by the end of the Rental Period.

Section 10. INSURANCE

The Club's insurance does not cover the personal property of Renter or Renter's guests or invitees in the event of loss or damage to fire, windstorm, flood, theft, vandalism or other similar causes. Renter shall insure that any caterer and bartender utilized pursuant to the agreement shall be properly insured and licensed by all appropriate authorities. Renter shall provide written proof of same to the Club, as heretofore mentioned, at least two weeks prior to the Rental Period and as a condition precedent to the Club's obligations herein.

Section 11. INDEMNITY AGREEMENT

Renter does hereby agree to indemnify the Club against all liability, costs, and expenses incurred by the Club resulting from the negligence or willful acts of Renter, its agents or employees (including, but not limited to Renter's caterer), family members, and invitees and guests. If this Rental Agreement is signed on behalf of the Renter by more than one person, then the liability of the persons so signing shall be joint and several.

Section 12. CANCELLATION

If the scheduled event is cancelled, cancellation charges and any applicable Florida Sales Tax will be levied as provided in the attached Schedule. Any fees, deposits, or charges paid in excess of the cancellation charge will be refunded to the Renter.

Section 13. ASSIGNMENT

Renter shall not assign the rental agreement to any other party or organization, nor shall Renter sublet any part of the Rental Areas. The Club agrees, however, to release Renter from the rental agreement if Renter finds a replacement acceptable to the Club and if said replacement will sign a new Rental Agreement resulting in no financial loss to the Club.

IN WITNESS WHEREOF the parties hereto have executed this Rental Agreement and attached Schedule on the day and year first written above and understand the terms agreed upon.
THE UNIVERSITY CLUB OF WINTER PARK

By: Holly Milton, Rental Coordinator Date: _____

RENTER: BY: _____ Date: _____

Print Name

SCHEDULE TO RENTAL AGREEMENT

Renter: _____ Address: _____

If Organization: Please list Responsible Person: _____

CONTACT INFORMATION:

Name: _____

E-mail address: _____ Cell: _____ Other: _____

Name: _____

E-mail address: _____ Cell: _____ Other: _____

Rental Period: Date: _____ ***Time Period:** _____

*Plus _____ hours set up time and _____ hours break down time.

Areas Rented: _____

Purpose for Rental: _____

OPTIONAL ITEMS

Extra rental hours: (____) \$ _____ Extra set-up/breakdown hours: (____) \$ _____

_____ Gazebo: \$ _____

_____ Grand Piano: \$125.

_____ Audio/Visual \$ _____

_____ Performance Dance Floor: \$200

RENT, OVERHEAD, SALES TAX, AND SECURITY DEPOSIT

Rent: _____

Optional Items: _____

Sales Tax: _____

TOTAL RENT & SALES TAX: \$ _____

Overhead: _____

Security Deposit: _____

TOTAL DUE ON SIGNING: \$ _____

CANCELLATION CHARGES:

1/3 Rental Cost & Sales Tax -- 60 days or more prior to rental date: \$ _____

1/2 Rental Cost & Sales Tax -- 31- to 59 days prior to rental date: \$ _____

Entire Rental Cost & Sales Tax -- 30 days or less prior to rental date: \$ _____

RENTER: _____ DATE: _____

20.7 Standard Rental Questionnaire

RENTAL QUESTIONNAIRE

DATE OF EVENT: _____ TIME OF EVENT: _____

Renter: _____
Address: _____
If Organization: Please list Responsible Person: _____

CONTACT INFORMATION:

Name: _____
E-mail address: _____ Cell: _____ Other: _____
Name: _____
E-mail address: _____ Cell: _____ Other: _____

HAVE WE RECEIVED SECURITY DEPOSIT? _____ Credit Card _____ Check _____
WHO DO WE RETURN THE DEPOSIT TO: _____

CATERER: _____ CONTACT PERSON: _____
E-MAIL: _____ PHONE: _____ /PHONE _____

HOW MANY GUESTS? _____ SIT DOWN OR BUFFET? _____
BAR? _____ BARTENDER: _____ PHONE _____

BAND OR DISC JOCKEY: _____
CAKE TABLE: _____ GIFT TABLE: _____ DANCE FLOOR

AREA: _____ Size: _____
HEAD TABLE: _____ HOW MANY AT TABLE: _____

SPECIAL REQUESTS OR INSTRUCTIONS: _____

How did you hear about us? _____

May we use photos of your event, which you designate? Yes _____ No _____ (Init. _____)

20.8 Self-Custodial Addendum to Rental Agreement

This document governs the terms under which the Club rents facilities to Members after normal working hours, and who, in order to get a lower rental rate, agree to serve as the Club's Custodian during the rental period.

1. Rental Contract

The Club Member (the "Member") must execute a standard Rental Agreement (the "Agreement") and agree to be bound by its terms. In case of any inconsistency between this Addendum and the Agreement to which it is attached, the terms of this Addendum shall control.

2. Access to the Club

After-hours use of the Club can be only at the times and for the purpose specified in the Agreement. Incidental meetings are permitted as long as the Club office is notified.

3. Custodial Duties

The Member agrees to act as "Custodian" during periods of afterhours use, and assume responsibility for preventing damage, cleanup, excessive noise, abiding by all Club policies. Upon leaving, the Member will make sure all lights are turned off and all doors locked. Any extra custodial expenses incurred by the Club as a result of the afterhours use will be reimbursed by the Member.

4. Rental of the Main Room

In general the main room may not be used afterhours without an official "Custodian" present.

5. The Key

The Member will be loaned a copy of a key providing access to the Club. A deposit of \$10 will be left with the office, to be refunded when the key is returned. Keys are marked "do not duplicate", and the Member agrees not to attempt to make a copy. Further, the Member agrees not to loan the key to anyone else without notifying the Club office. Notifications may be made via email.

7. Use of Audio-Visual System

The A-V system in the Library may be used by qualified members.

8. Termination of Agreement

The Member acknowledges that access to the Club after hours is granted on a temporary basis and may be withdrawn at the discretion of the Club, at which time the Member will return the key.

20.9 Manuel's Custodial Pay during Rentals

The standard 4 hour event rental includes 9 hours of custodial time, 7 hours with the client, and 2 hours for extra work associated with the rental. Manuel receives payment for these hours at time and half. If he works more or less, he still receives the same amount, unless the customer signs up for more than 9 hours, in which case Manuel is paid at time and half for the extra time.

For 2 hour event rentals, Manuel receives 5 hours of custodial time, and time and half.

If any of the custodial work is done during Manuel's normal work day, he receives rental custodial pay only for those hours in excess of his 8 hour day. This rental pay is at time and half, regardless of whether he works 40 hours that week.

As long as Manuel takes advantage of the rental custodial work offered to him, he is guaranteed at least \$4,000 worth of this work per year.

20.91 Other Employees Custodial Pay during Rentals

Other employees receive custodial pay on the same terms as Manuel, except that they must work a total of at least 37.5 hours during that week before being paid time and a half. Also, they are not guaranteed an annual minimal amount of custodial work.

20.10 Holly's Commission Pay on Rentals

At the end of the fiscal year Holly receives a commission based on the rental revenues for that year. The commission is the sum of the following amounts:

4% of rentals over \$5,040 and up to \$18,000 (i.e. $4\% \times \$12,960 = \518.40)

7% of rentals over \$18,000

20.11 Competitive Rental Rates

Periodically the Rental Committee will survey competitive rental rates in Winter Park and update our rental pricing. This chart shows the results of a survey done in January, 2016, before our renovation and new pricing.

Winter Park Wedding Venue Competition							Jan-16		
Location	Saturday night price	Dance floor included	Seated capacity	Caterer choice w kitchen	On site parking	Outside option	Bridal room	Good floor	General décor
University Club	\$ 1,170	yes	105	yes	ample	yes	no	no	stodgy
Woman's Club	\$ 1,300	yes	120	?	no	yes	yes	yes	new
Casa Feliz	\$ 2,600	no	120	yes	minimal	yes	yes	yes	historical
Leu Gardens	\$ 750	no	180	?	ample	yes	?	?	modern
Polasek	\$ 3,000	?	?	?	valet > 65	yes	yes	yes	bohemian
Alfond Inn	\$189/person	yes	?	no	ample	partial	yes	yes	elegant
Mead Gardens	\$ 300	no	0	no	ample	225	?	?	run down
Garden Club	\$ 900	no	175	yes	no	yes	no	?	2nd class

SECTION 21 – ARTICLES AND BYLAWS

AMENDED AND RESTATED ARTICLES OF INCORPORATION OF THE UNIVERSITY CLUB OF WINTER PARK (rev 11-15-14)

March, 2015

1. Name

The name of the corporation is: The University Club of Winter Park, Inc.

2. Duration

The term of existence of the corporation is perpetual.

3. Purpose

The purposes for which the corporation is organized are:

(a) To promote education and engage in literary pursuits, including the conduct of public discussion groups, forums, panels, lectures and similar programs.

(b) To aid worthy students in institutions of higher learning.

(c) To render charitable benefits and assist charitable organizations benefiting the community of Winter Park and the surrounding area.

(d) To own or lease and operate such facilities as may be of aid to the above purposes.

4. Directors

The business affairs of this corporation shall be managed by the Board of Directors. The number of directors shall be fixed in the manner provided by the By-Laws, but shall never be less than three.

5. Members

The corporation shall have one or more classes of members. The designation of such class or classes, the qualifications and rights of the members of each class, any quorum and voting requirements for meetings and activities of the members, and notice requirements sufficient to provide notice of meetings and activities of the members shall be set forth in the By-laws.

6. Amendments to Articles

These Articles of Incorporation may be amended by a vote of at least two-thirds (2/3) of the members physically present at a meeting at which at least ten percent (10%) of the members are physically present. Notice setting forth the proposed amendment or a summary of the changes to be effected by the amendment must be given to each member in the manner prescribed in the bylaws at least two weeks prior to the date set for such meeting.

7. Miscellaneous

(a) This corporation is organized exclusively for literary, educational, and charitable purposes, including, for such purposes the making of distributions to organizations that qualify as exempt organizations under Sec.501(c) (3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law).

(b) No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth above. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these Articles, the corporation shall not carry on any other activities not permitted to be carried on (1) by a corporation exempt from Federal Income Tax under Sec.501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law) or (2) by a corporation, contributions to which are deductible under Sec 170(c)(2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law).

(c) Upon the dissolution of the corporation, the Directors shall, after paying or making provision for the payment of all liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization under Sec.501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law), as the Directors shall determine. Any such assets not so disposed of shall be disposed of by the Circuit Court of the county in which the principle office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

BY-LAWS OF THE UNIVERSITY CLUB OF WINTER PARK

AS AMENDED AND RESTATED, MARCH, 2020

1. MEMBERSHIP

1.1 Application

1.1.1 Form of Application

Application for membership to the University Club (the Club) shall be in writing or online in a form approved by the Executive Board (the Board). The form shall include, but not be limited to, information concerning the applicant's academic qualifications with the names of institutions and dates, as well as a career summary and a list of outstanding achievements.

1.1.2 Sponsorship

Sponsored applications shall be endorsed by two Club members. If an applicant is not sponsored, two members from the Membership Committee shall meet with the candidate and make a recommendation to the Membership Committee.

1.1.3 Initiation Fee

Each application shall be accompanied by an Initiation Fee, the amount of which shall be determined by the Board. The Initiation Fee shall not apply to Spouse Members. If the application is not approved, the Initiation Fee shall be returned to the applicant.

1.1.4 Processing of Applications

Applications shall be given to the Chair of the Membership Committee, who shall determine the category of membership being applied for and arrange to have them posted in a prominent place in the Club for a period of one week, after which they shall be submitted to a vote by the Membership Committee.

1.1.5 Notification to Applicants

The Chair of the Membership Committee shall notify applicants of the results of the vote of the Membership Committee.

1.1.6 Payment of Dues

Dues shall be paid within 30 days of the applicant's notice of acceptance.

1.1.7 Non-disclosure of Names

The names of applicants who fail to get Membership Committee approval shall not be disclosed.

1.1.8 Reapplications

Applications not approved may be resubmitted after a waiting period of at least twelve months.

1.2 Categories of Members

1.2.1 Regular Members

Regular members are those who have graduated from an accredited college or university (usually in a four year program), or one of the United States Service Academies, or who has carried on advanced study judged to be the approximate equivalent of such training.

1.2.2 Specially Qualified Members

Applicants not possessing the academic qualifications required of regular members may be classified as "specially qualified members." These applicants may be nominated and approved in the same manner as other applicants, provided that the following conditions are met:

- a) the Membership Committee obtains for each applicant letters of endorsement from two members that include statements about the length and character of their acquaintance.
- b) the applicant is approved by a three-quarters vote of the Membership Committee.
- c) the number of such members does not exceed one fifth of the total number of persons who became members during the previous 12 months.

1.2.3 Spouse Members

A Regular or Specially Qualified Member may request a Spouse Membership for a spouse (or partner) who is qualified for membership in either of these two classes. Spouse members shall not be included in the 20% quota for Specially Qualified Members. The Spouse member shall have all membership privileges but only one copy of Club mailings will be sent to the residence. In the event of death, separation, or divorce, each member shall revert to the membership class for which qualified.

1.2.4 Gregory Trust Members

When a case of financial need is identified and the member has been active in attending Club functions, the Vice President for Membership may recommend to the Gregory Trust Committee that dues be paid in whole or in part from Gregory Trust income. The Gregory Trust Committee shall consist of the President, the Treasurer, and the Vice President for Membership. In any given fiscal year, dues coverage by the Gregory Trust is limited to the income from the investments in the Gregory Trust. Gregory Trust members have all the privileges of regular members.

1.2.5 Corresponding Members

A Corresponding Member is an individual who has been a member for at least one year, and who either resides outside a radius of 50 miles from Winter Park, or who, because of ill health or other good reason, is not likely to use the Club facilities on a regular basis, but who wishes to retain affiliation with the Club. In these circumstances, upon request, the Vice President for Membership may classify the membership as "corresponding", with an appropriate adjustment in dues. Corresponding members have all the same privileges of regular members.

1.2.6 Life Members

A Life Member is a member who with the approval of the Membership Committee and the Board makes a one-time irrevocable contribution to the Club in lieu of annual dues.

1.2.7 Spouses of Deceased Members

Spouses of deceased members who are not already Spouse members shall be offered membership without any qualifying requirements or dues for the period of time remaining on the membership of the deceased. At the end of that period, the Spouse may apply to the Membership Committee to continue as a regular member.

1.3 Revocation of Membership

By a majority vote the Board may establish a special committee of five persons to address the question of whether a particular membership should be revoked for just cause. The special committee will investigate the situation and speak with the member in question.

Before voting on a recommendation for revocation the committee shall consider the severity of the offense, the length of membership in the Club, the provocation, the warnings given to the member, the member's responses, the member's pattern of conduct, and the degree to which the proposed action is reasonable and appropriate to the offense.

If a majority of the committee votes to recommend revocation, the member will be notified and given 30 days to appeal the decision to the committee. After 30 days, if there is no appeal, or if the appeal is denied by the committee, the recommendation of the committee will be voted on by the Board. A majority vote of the Board will result in the member's name being removed from membership, and dues already paid refunded on a prorated basis.

If the member who is being expelled is also a member of the Board, the member shall have 30 days to appeal the revocation to the general membership, in which case a special meeting of the general membership shall be announced.

1.4 Reinstatement of Membership

1.4.1 Resigned Members

Members who have resigned in good standing may be reinstated by the Membership Committee.

1.4.2 Delinquent Members

Members who have been terminated for non-payment of dues may be reinstated by the Membership Committee if they pay their delinquent dues plus what is owed for the current year.

1.4.3 Expelled Members

Members who have been expelled may be reinstated by the Board on the recommendation of the Membership Committee.

2. DUES

2.1 Annual Dues

Dues for all classes of Members shall be determined by the Board. Any member in good standing who reaches the age of one hundred shall thereafter be relieved from payment of dues.

2.2 Lifetime Dues Payments

Members in good standing may apply to the Membership Committee for a one-time payment. The Membership Committee shall quote an amount, subject to Board approval, taking into account past practices, economic trends, projected future dues from the applicant, and the expected lifetime of the applicant.

2.3 Payment of Dues

Dues shall be billed annually, payable by May 1. They may be paid in full or in installments, by credit card or direct withdrawal, as determined by the Board. The Vice President for Membership shall take appropriate steps to collect unpaid dues and ascertain the reasons for non-payment. Members not fully paid by August 31 will have their memberships terminated.

Upon recommendation of the Membership Committee, the Board may extend the time for payment of dues for compassionate reasons or other good cause.

In addition, the Club may impose a late fee when dues have not been paid by the specified date. The Board shall have the authority to levy and collect such fees.

3. MEETINGS OF THE MEMBERS

3.1 The Annual Meeting

The Annual Meeting shall be held in March at a date and time to be specified by the Board and published in the February Club Times. It shall be used for electing Officers and Directors at Large, receiving reports of Officers and committees, and for other Club business. The election of Officers and Directors at Large requires a quorum of 7% of the membership and a majority vote of those physically present.

3.1.1 Conduct of the Annual Meeting

The Annual meeting shall be chaired by the incumbent president, or a person designated by the incumbent president. The Chair shall regulate the conduct of the meeting, consulting with the Parliamentarian when necessary.

3.1.2 Nominations from the Floor

After the Nominating Committee presents its nominations for officers for the coming year, the Chair shall allow nominations from the floor. Once the Chair declares that nominations are closed, a voice vote will be held on the election of the officers for the positions where there is only one candidate. Discussion on the nominations for the other positions will follow, regulated by a process established by the Chair, and ending in voting by secret ballot.

3.1.3 Publication of Nominations

The nominations of the Nominating Committee shall be published in the Club Times newsletter at least two weeks before the Annual Meeting. Persons wishing to inform the membership of nominations to be made from the floor may submit notices to the Club Times requesting publication.

3.2 Special Meetings

Special Meetings of the Membership may be called by the Board with a two week notice to the membership that includes a statement of the issues to be discussed. Such meetings may be initiated by the Board, and are required if the Board receives a petition signed by at least twenty five members in good standing.

3.3 Notices of Meetings of the Membership

Notices stating the day, time, and place of all meetings of the Membership shall be given to each member at the appropriate address contained in the Club records by one or more of the following methods: publication in the Club Times, U.S. mail, or digital mail.

3.4 Procedural Requirements.

In the absence of specific rules outlined in these articles or by the Board, the conduct of Club meetings will be determined by the Chair with advice from the Parliamentarian, without reference to the provisions of Robert's Rules of Order.

3.5 Special Voting and Quorum Requirements

A change in the By-Laws requires a quorum of 7% of the membership and a two-thirds vote of those physically present.

3.6 General Voting and Quorum Requirements

Except where otherwise specified in the Articles of Incorporation or these By-laws, decisions reached at any meeting of the membership, the committees, or the Board, will be by majority vote of those participating in the meeting, without quorum requirements. Voting by proxy or absentee ballot will not be permitted. However, except at the Annual Meeting where physical presence is required to vote, members who are participating in a meeting electronically (able to hear and speak) may vote even though they are not physically present.

4. CLUB MANAGEMENT

4.1 The Board

Each officer shall be a director of the Corporation. Together with the President from the previous year and the Directors At Large, they shall constitute the Board. If the immediate past President is not available, the Chair of the Past Presidents Council shall become a member of the Board.

4.1.1 Officers

The officers of the Club shall be:

President
 Executive Vice President
 Vice President – Development
 Vice President – Finance
 Vice President – House and Grounds
 Vice President – Intellectual Activities
 Vice President – Programs
 Vice President – Membership
 Secretary
 Treasurer
 Assistant Treasurer

4.1.2 Directors At Large

There shall be three Directors At Large

4.2 Meetings of the Board

4.2.1 Annual Meeting

A regular Annual Meeting of the Board shall be held each year.

4.2.2 Other Regular Meetings

Other regular meetings of the Board shall be held monthly.

4.2.3 Special Meetings

Special meetings of the Board for any purpose or purposes shall be held whenever called by the President or upon the request (which request states the purpose or purposes of the meeting) of a majority of the Board members then in office.

4.2.4 Participation in Meetings

Directors may participate in any meeting by any means of communication by which all participating Directors may simultaneously hear each other during the meeting. A Director participating in such a meeting is deemed to be present in person at the meeting.

4.3 Notices

Notices stating the day, time, and place of all meetings of the Board shall be given at least 3 days in advance of such meeting to each Director at the appropriate address contained in the Club records by one or more of the following methods: publication in the Club Times, U.S. mail, or digital mail.

4.4 Quorum

A majority of the Directors entitled to vote shall constitute a quorum for the transaction of business. The act of a majority of the Directors present at a meeting at which a quorum is present shall be the act or decision of the Board of Directors, unless the act of a different or greater proportion is required by law, the Articles of Incorporation or these Bylaws.

4.5 Elections

The Officers and Directors At Large shall be elected at the Annual Meeting. Officers shall be elected to serve for one year beginning on the first day of the fiscal year and until their successors have been elected and entered upon their duties.

4.6 Term Limits

The terms of all officers shall be limited to two years. In the case of the Treasurer, the Assistant Treasurer, the Vice President of Finance, and such other Board positions as deemed necessary by the Board, a period of service may be extended. An officer whose term has expired may be elected to the Board in a new position in the following year.

4.7 Removal of Officers

By a majority vote the Board may pass a motion to consider removing one of its officers/directors for just cause. Before voting for removal, the board shall consider the severity of the offense, the length of membership in the Club, the provocation, the warnings given to the officer/director, the officer/director's response, the officer/director's pattern of conduct, and the degree to which the proposed action is reasonable and appropriate to the offense. A majority vote for removal shall be followed by a 30-day period before a final vote on removal is taken. A final vote requires a two-thirds vote by secret ballot of all members of the board then in office.

An officer removed by the Board may not appeal the ruling. However removal from the Board does not affect membership in The Club. If the Board votes to remove the officer from membership as well as from the Board, the officer may appeal the membership decision to the general membership.

4.8 Vacancies in Elective Posts

In the event the President is temporarily unable to perform the duties of the office, the President shall designate a temporary replacement from among the members of the Board. In the event the President resigns or is unable to continue to serve, the Board shall elect a replacement from among its members, who shall serve until a new President is elected by the membership.

In the event of a permanent vacancy in other elective positions, the President, after consulting with the Chair of the Nominating Committee, shall recommend a replacement to the Board for approval.

4.9 Duties of Officers and Directors At Large

The Board shall have plenary authority in managing the affairs of the Corporation. The President, Secretary, Treasurer, and Assistant Treasurer shall carry out duties ordinarily performed by such officers. The Assistant Treasurer shall be authorized to act for the Treasurer in all matters. The Executive Vice President shall perform such duties as required by the President. The Vice Presidents for Finance, Development, House and Grounds, Membership, Programs, and Intellectual Activities shall be

responsible for activities in their areas. The Directors At Large shall participate in discussions and represent opinions from the membership.

4.10 Indemnification of Officers and Directors

Each Officer and Director now or hereafter serving as such shall be indemnified by the Club against any and all claims and liabilities resulting from serving or having served as such Officer or Director, or by reason of any action alleged to have been taken, omitted, or neglected, and the Club shall reimburse such person for all expenses reasonably incurred in connection with the defense of any such claim or liability, including amounts paid in judgment, legal fees, and amounts paid in settlement (before or after a suit has commenced), to the maximum extent possible under Florida Statutes applicable at such time, whether or not such person is an officer or director at the time such expenses are incurred. Such indemnification shall be in addition to any other rights to which those indemnified may be entitled under any law, bylaw, agreement, vote of members, or otherwise.

4.11 Parliamentarian and Counsel

4.11.1 Appointment of Parliamentarian

The Parliamentarian shall be proposed by the President and appointed by the Board. The Parliamentarian shall attend meetings of the Board in an advisory capacity and may not vote.

4.11.2 Counsel

The Board may retain counsel on any legal matter where the Board deems it appropriate.

4.11.3 Indemnification of Parliamentarian

The indemnification provisions of Section 4.10 of these By-laws shall have equal application to the Parliamentarian.

4.12 Club Manual of Operating Procedures

A Manual of Standard Operating Policies and Procedures shall be maintained by the Secretary, who shall gather input from the Board and the Chairs of the various Committees. Changes to the manual shall be approved by the Board. An up-to-date copy of the manual shall be kept in the office for reference and review.

5. FINANCE

5.1 Fiscal Year

The fiscal year of the Club shall begin on May 1 of each year.

5.2 Annual Budget

5.2.1 Preparation and Approval

By the third week of October, the Treasurer shall request the Chairs of all Club organizations to submit, by the third week of November, their estimates of expenses for the coming year and, where appropriate, projections of income for that period.

The Treasurer shall submit by the second week in December a proposed budget for approval by the Board.

At least two weeks before the Annual Meeting, the Board shall publish the proposed budget in the Club Times Newsletter, and on the Club bulletin board.

The President or another member of the Board shall present the budget for approval by the members at the Annual Meeting. The approved budget shall go into effect of the first day of the new fiscal year.

5.2.2 Budget Control

Each month the Treasurer shall present to the Board reports comparing the actual and budgeted income and expenses. If a significant variance should occur, the Board will take appropriate actions.

5.2.3 Non-budgeted Expenditures

The Board shall approve all non-budgeted expenditures in excess of a minimum that shall be set from time to time by the Board.

5.3 Financial Control

The Board shall be responsible for all financial transactions and contractual commitments, including the hiring and terminating of Club employees. Within limits set by the budget, this authority may be delegated to a Board member for specified transactions, or class of transactions. With the approval of the Board, any of its members may delegate that authority to approve expenditures.

At its first meeting of the fiscal year, the Board shall define the expenditures which shall require its prior approval, and shall designate signing authorities for bank accounts, brokerage accounts, and access to safe deposit boxes.

5.4 Gifts

The Club reserves the right to accept or reject any gift.

5.5 Club Rental

The Board shall establish rental policies and assign the responsibility for approving all rentals.

5.6 Club Investments

The Finance Committee shall be responsible for developing investment policies that shall be subject to approval by the Board. The Vice President for Finance shall be authorized to execute the purchase or sale of securities or other investments within the policies approved by the Board.

The performance of the investments shall be reviewed at least semi-annually by the Finance Committee, and a report with recommendations made to the Board.

In general all funds are to be invested in pools of securities. However, in certain limited circumstances, and with the express approval of the Board, the Finance Committee may purchase an individual security.

Earnings shall be distributed to the endowments in proportion to their capital values. Withdrawals shall be made in accordance with the terms of the various bequests. A list of the various endowments with their restrictions shall be included in the Manual of Club Policies and Procedures.

6. COMMITTEES AND RESPONSIBILITIES

6.1 The President

The President shall be an ex-officio, non-voting member of all committees. All Club employees shall report to the President. However, the President may delegate day to day direction to other Officers or Committee Chairs.

6.2 Continuing Standing Committees Chaired by a Club Officer

The Development, Finance, House and Grounds, Membership, Program, and Intellectual Activity Committees shall be chaired by the respective Vice President, who shall be responsible for determining the number of members, recruiting the members, and fulfilling the responsibilities of the committee.

6.2.1 Development Committee

The Development Committee shall be responsible for designing and implementing the plans for annual giving, special campaigns and planned giving, and for coordinating the activities of the Community Assistance and Education Assistance Committees.

6.2.1.1 Community Assistance Committee

The Community Assistance Committee shall be responsible for recommending to the Board the award of grants from the Community Assistance Fund, and shall consist of five or more members appointed by the Board at the recommendation of the Development Committee. The Vice President for Development shall be an ex-officio, non-voting member of the committee.

6.2.1.2 Education Assistance Committee

The Education Assistance Committee shall be responsible for recommending to the Board the award of grants from the Education Assistance Fund, and shall consist of five or more members appointed by the Board at the recommendation of the Development Committee. The Vice President for Development shall be an ex-officio, non-voting member of the committee.

6.2.2 Finance Committee

The Finance Committee shall be responsible for investing the capital funds of the Club, and shall consist of nine voting members: the Vice President for Finance, who shall be the Chair, the Treasurer, the Assistant Treasurer, and six At Large members recommended by the Vice President for Finance and confirmed by the Board.

The At Large members shall serve staggered three-year terms, and if possible shall include at least one member who has not served on the Finance Committee in the past. Mid-term vacancies among the At Large members shall be filled for the remainders of the terms by persons recommended by the Vice President for Finance.

At Large members may be removed by a majority vote of the Board.

6.2.3 House and Grounds Committee

The House and Ground Committee shall be responsible for the maintenance and improvement of the facilities and grounds of the Club.

6.2.4 Membership Committee

The Membership Committee shall be responsible for recruiting new members and keeping existing ones.

6.2.5 Program Committee

The Program Committee shall be responsible for planning and implementing fellowship events at the Club, including refreshments, meals, and performances, and managing the necessary catering, production, reservation, and fee collection activities.

6.2.6 Intellectual Activities Committee

The Intellectual Activities Committee shall be responsible for providing the leadership, encouragement, and guidance for the intellectual activities of the Club, and scheduling such activities. The nature of the activities should conform to the purpose of the Club as defined in the Articles of Incorporation, and new activities must be approved by the Board. In general each activity shall be managed by a Club Activity Group, whose Chair shall report to the Vice President for Intellectual Activities.

6.3 Other Committees

Other standing and ad hoc committees may be established and discontinued by the Board. In general new committees will be assigned to one of the areas under the responsibility of a Vice President. Prior to the beginning of the fiscal year the Vice President involved shall recruit and appoint the Chair for the new committee. Then, after consultation with the new Chair, the Vice President shall recruit and appoint the other members. If the new committee does not fall into the area of responsibility of one of the Vice Presidents, the President shall recruit and appoint the Chair and the members.

6.4 Removal of Committee Chairs and Members

Committee Chairs and members serve at the pleasure of the Club Officer responsible for that committee, and, with the exception of the Finance and Nominating Committees, may be removed by that Officer. Chairs and members of subcommittees serve at the pleasure of the Chair of that committee, and may be removed by that Chair.

6.5 Council of Presidents Emeriti

At the conclusion of each President's term of office, the President shall become a member of the Council of Presidents Emeriti, and shall be its Chair. The new President may call on the Council for advice and assistance. The Council on its own motion may present recommendations or reports to the President of the Board.

6.6 Committee Operations

6.61 Authority

Committees are authorized to act for the Club only on matters delegated to them by the Board.

6.62 Reports

The President may at any time request reports from officers and committee chairs. In preparation for the Annual Meeting, the President and all Vice Presidents shall produce reports on the past year's activities and recommendations for the future.

6.63 Fund Raising

No action may be taken to raise funds for any purpose without the approval of the Board.

6.64 Obligations

Club organizations shall facilitate the attainment of at least one of the Club's charitable, educational, or literary goals as set forth in The Articles of Incorporation, and refrain from activities contrary to these goals. They shall also observe the limitations on political activities set forth in the Articles.

7. NOMINATING COMMITTEE

7.1 Responsibility and Authority

The Nominating Committee is responsible for submitting by January 1 a list of nominations for Officers and Directors At Large for the next fiscal year. The incumbent President shall be consulted on all nominations. Board approval of nominees is not required.

7.2 Appointment

At its first meeting the newly elected Board shall appoint the following members of the new Nominating Committee, none of whom shall be a member of the current Board, with the exception of the immediate past President:

- a) the Chair
- b) the immediate past President
- c) 5 members

The newly appointed Chair will then submit 1 to 5 additional members to the Board for approval, bringing the total number to between 8 and 12 members.

7.3 Nomination of President for next year

The first act of the Nominating Committee shall be to nominate the President for next year. The Presidential nominee shall then attend Nominating Committee meetings as a non-voting advisor.

7.4 Qualifications of Nominees

All nominees must be current members in good standing, and must have expressed a willingness to serve. In addition, nominees for Director At Large must give assurance that they are willing to be candidates for higher office.

7.5 The Nomination Process

At least two weeks prior to the Annual Meeting in March the names of the nominees and a brief biographical sketch shall be published in the Club Times and posted on a Club bulletin board.

At the Annual Meeting the Chair of the Nominating Committee shall be called on to present the slate of nominees.

7.6 Board Vacancies

In the event of a vacancy arising on the Board, the President shall consult with the Chair of the Nominating Committee regarding candidates for appointment.

7.7 Leadership Inventory

The Nominating Committee shall collect information about members they believe show potential for Club leadership positions. The Chair shall supplement the data by requesting Board members and committee chairs provide the names of members who they believe have shown leadership abilities. The Chair will share this information with the incumbent President and the nominee for President, and will preserve non-sensitive information in the form of notes to be passed on to the next Nominating Committee.

8. CONFLICT OF INTEREST

A member, director, or officer shall not recommend at any meeting of the members or the board of directors any action from which such person would have a financial or other personal interest, directly or indirectly. Whenever a member, director, or officer has such a financial or personal interest in any matter coming before such a meeting, the affected person shall fully disclose the nature of the interest, refrain from influencing action on it, and refrain from voting on the matter. Any transaction or vote

involving a potential conflict of interest shall be approved only when a majority of disinterested directors determine that it is in the best interests of the corporation to do so. The minutes of meetings at which such votes are taken shall record such disclosure, abstention, and rationale for approval.

9. Annual Financial Review

At the end of every fiscal year, the Board shall engage a certified public accountant who is not a member of the Board to review the books of the corporation and deliver a written report to the Board.

Section 20.5 -- NON-HARASSMENT/ NON-DISCRIMINATION POLICY 3/1/2020

This Club prohibits discrimination or harassment based on race, color, religion, creed, sex, sexual preference, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. Each individual has the right to work and /or participate in a professional atmosphere that promotes equality and is free from discriminatory practices, including without limitation harassment. Consistent with its policy of equality, the Club prohibits and will not tolerate harassment of employees or members on the basis of race, color, religion, creed, sex, sexual preference, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. Violations of this policy will not be tolerated.

Discrimination includes but is not limited to: making any employment decision or employment related action based on race, color, religion, creed, age, sex, sexual preference, disability, national origin, marital or veteran status, or any other status protected by applicable law.

Harassment is generally defined as unwelcome verbal or non-verbal conduct, based upon a person's protected characteristic, that denigrates or shows hostility or aversion toward the person because of the characteristic, and which affects the person's employment opportunities or benefits, has the effect of unreasonably interfering with the person's work performance, or has the purpose or effect of creating an intimidating, hostile or offensive working environment. Harassing conduct includes but is not limited to epithets; slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group based on their protected characteristic.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature, when: 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; 2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or 3) such conduct has the purpose or effect of unreasonable interfering with an individual's work performance or creating an intimidating , hostile or offensive working environment.

Examples of sexual harassment include: unwelcome or unsolicited sexual advances; displaying sexually suggestive material; unwelcome sexual flirtations, advances or propositions; suggestive comments; verbal abuse of a sexual nature; sexually oriented jokes; crude or vulgar language or gestures; graphic or verbal commentaries about an individual's body; display or distribution of obscene materials; physical conduct such as patting, pinching or brushing against someone's body; or physical assault of a sexual nature.

REPORTING

Any Club employee or member who feels that he or she has been harassed or discriminated against or has witnessed or become aware of discrimination or harassment in violation of these policies , should bring the matter to the immediate attention of his or her supervisor, the chair of the human relations committee or the Club ombudsman. The Club will promptly investigate all allegations of discrimination and harassment and take such action as appropriate based on the outcome of the investigation. An investigation and its results will be treated as confidential to the extent feasible, and the Club will take appropriate action based on the outcome of the investigation. No employee will be retaliated against for making a complaint in good faith regarding a violation of these policies, or for participating in good faith in an investigation pursuant to these policies. If an employee feels he/ she has been retaliated against, the employee should file a complaint using the procedures set forth above.