



# BYLAWS OF MINNREG VETERAN'S ASSOCIATION, INCORPORATED

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# **BYLAWS OF MINNREG VETERAN'S ASSOCIATION, INCORPORATED**

The name of the organization is MINNREG VETERAN'S ASSOCIATION, INCORPORATED (hereafter referred to as MVA, as it is more commonly known) a non-profit 501 (c) (4) community service organization incorporated under the existing laws of the State of Florida.

## **MISSION STATEMENT**

The purpose of this Association shall be to create good fellowship among members through activities planned by and for the organization, and to impact the Tampa Bay area by producing diverse and inclusive events and activities, as well as grants and scholarship support, focused on improving lives in the Tampa Bay area.

## **ARTICLE I. OFFICES**

The Corporation will have such offices, within the State of Florida, as the Board of Directors determines.

## **ARTICLE II. MEMBERS**

### **Section 2.1. ELIGIBILITY**

To be considered for membership, the applicant must have some connection to Honeywell or be sponsored by an approved member and approved by the Membership Committee.

### **Section 2.2. ACTIVE MEMBERS**

Individuals who have paid annual dues as determined by the Board. Only active members have the right to vote.

Any member may attend Board of Directors and Officers meetings.

### **Section 2.3. INACTIVE MEMBERS**

Guests and other eligible individuals may attend activities without paying dues and by paying the established price for the event.

## **ARTICLE III. BOARD OF DIRECTORS**

### **Section 3.1. FUNCTION**

The Board of Directors is the governing body of the organization, overseeing vision, mission, and internal operations. Board members hold overall fiscal and managerial oversight responsibility. They are charged with the supervision and oversight of the organization's mission and goals. The Board shall appoint standing or ad hoc committees to perform specific tasks, internal operations, or functions. Ultimately, all Board members serve as ambassadors for the organization's mission, inside and outside the organization.

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The Board shall consist of a Chairman, Vice-Chairman, and seven (7) Directors at Large. Also serving are the President of the MVA, Treasurer, and VP of Operations. The President of MVA, Treasurer, and Vice President of Operations will not have voting privileges.

A Corporate Secretary may be selected to serve on the Board. The person selected to be the Corporate Secretary may be an elected Board member or a qualified member-at-large selected by the Board. A Corporate Secretary may have voting privileges. The term of office shall be two (2) years.

The treasurer is appointed by the Board.

Vacancies in all elected offices, except the Chairman shall be selected by the Board at its next regular or special meeting. The office of the Chairman shall be filled by the Vice-Chairman, with the Corporate Secretary second in line should the Vice-Chairman for any reason not succeed to the office. The Chairman may designate, on an acting basis, another Director or officer to perform the duties of an officer because of a temporary absence.

The Board of Directors approves budgets and flows annual budgets to the Officers for allocation to committees. Budgets are defined in December and approved in January.

## **Section 3.2. QUALIFICATION**

Directors must be Active Members in good standing within the organization and have a minimum of five (5) years tenure with Honeywell.

## **Section 3.3. COMPENSATION**

The Board of Directors has the authority to fix the compensation of Officers. Directors will not receive compensation.

## **Section 3.4. NUMBER**

The Corporation has the number of directors set forth in the Articles of Incorporation until the number is changed as provided herein. The number of directors may be increased or decreased from time to time but shall never be less than five (5) at any time. Unless the Board of Directors removes a director or directors, a decrease in the number of directors will not shorten the current term of any incumbent director.

## **Section 3.5. ELECTION AND TERM**

Annual elections shall be conducted in November.

### **a. Annual Election of Board**

At each annual meeting of the association, the voting members will elect a successor Board of Directors by plurality vote. Each director so elected will hold office for a period of two years. Terms shall be staggered so that half the

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Board will be replaced in every election. There are no limitations on consecutive terms. Method for obtaining nominees and timing of submittal of nominees will be defined by the Board either by corporate procedure or meeting consensus documented in meeting minutes.

### **b. Election of Chairperson**

The Board shall elect a Chairperson who will preside at all meetings of the directors and will have such other duties as may from time to time be prescribed by the Board of Directors.

## **Section 3.6. REMOVAL, RESIGNATION, AND VACANCIES**

### **a. Removal**

Any director may be removed, with or without cause, by majority action of the Board of Directors. A director will be removed if the number of votes cast to remove the director exceeds the number of votes cast not to remove the director. The notice of the meeting at which a vote is taken to remove a director will state that the purpose or one of the purposes of the meeting is the removal of a director or directors. In the event any one or more directors are removed, new directors may be elected at the same meeting.

### **b. Resignation**

A director may resign at any time by delivering written notice to the Board of Directors or its Chair or the Corporation. A resignation is effective when the notice is delivered unless the notice specifies a later effective date.

### **c. Method of Filling Vacancies**

Any vacancy occurring in the Board of Directors, including any vacancy created by reason of an increase in the number of directors, may be filled by the affirmative vote of a majority of the remaining directors, though less than a quorum of the Board of Directors.

A director elected to fill a vacancy shall hold office until such director's successor has been elected and qualified or until such director's earlier resignation, removal from office, or death.

## **Section 3.7. QUORUM AND VOTING**

A quorum consists of a simple majority of the Board members. If a quorum is present when a vote is taken, the affirmative vote of a majority of directors present is an act of the Board of Directors. The Chairperson is non-voting unless a tie breaker is needed.

**Section 3.8. EXECUTIVE AND OTHER**

**a. Creation, Applicable Requirements**

The Board of Directors, by resolution adopted by a majority of the full Board of Directors, may designate from among its members an executive committee and one or more other committees each of which, to the extent provided in the resolution, has and may exercise all the authority of the Board of Directors, except as limited by the laws of the State of Florida. All requirements applying to the Board of Directors regarding meetings, notice, waiver of notice, quorum and voting apply to committees and their members as well.

**b. Number of Members: Designation of Alternates**

Each committee will have two or more members who serve at the pleasure of the Board of Directors. The Board of Directors, by resolution adopted in accordance with this section, may designate one or more directors as alternate members of any such committee, who may act in the place and stead of any absent member or members at any meeting of such committee.

**c. Director's Duty Remains**

Neither the creation of any committee, the delegation of authority to any committee, nor action by any committee will alone constitute compliance by any director not a member of such committee with such director's obligation to at in good faith, in a manner reasonably believed to be in the best interest of the corporation, and with such care as an ordinarily prudent person in a like position would use under similar circumstances.

**Section 3.9. TIME OF ANNUAL, REGULAR, AND SPECIAL MEETINGS**

An annual meeting of the Board of Directors will be held each year, and regular meetings may be held at such times thereafter as the Board of Directors may fix. Special meetings may be held at such times as called by the Chairperson of the Board or any two directors or officers.

**Section 3.10. NOTICE OF MEETINGS**

Annual and regular meetings of the Board of Directors may be held without notice of the date, time, place, or purpose of the meeting, other than the resolution, or resolutions fixing the schedule of such meetings. At least two days before a special meeting, written notice of the time and place of such meeting of the Board of Directors will be given to each director in person or by first class mail, telegram, facsimile, or other electronic transmission such as email. Notice of an adjourned meeting of the Board of Directors will be given to directors who were not present at the time of adjournment, and unless the time and place of the adjourned meeting are announced at the time of adjournment, to the other directors.

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### **Section 3.11. WAIVER OF NOTICE**

Notice of a meeting of the Board of Directors need not be given to any director who signs a waiver of notice either before or after the meeting. Attendance of a director at a meeting constitutes a waiver of notice of such meeting and waiver of any and all objections to the place of the meeting, the time of the meeting, or the manner in which it has been called or convened, except when a director states, at the beginning of the meeting or promptly upon arrival at the meeting, any objection to the transaction of business because the meeting is not lawfully called or convened.

### **Section 3.12. PRESUMPTION OF ASSENT**

A Director of the Corporation who is present at a meeting of the Board of Directors or a committee of the Board of Directors when corporate action is taken is presumed to have assented to the action unless such director votes against it or expressly abstains from voting on the action taken, or, such director objects at the beginning of the meeting to the holding of the meeting or transacting specific business at the meeting.

### **Section 3.13. PARTICIPATION IN MEETING BY CONFERENCE CALL**

Members of the Board of Directors may participate in a meeting of the Board by conference telephone or similar means of communication through which all the people participating in the meeting can hear each other at the same time. Participation by such means shall constitute presence in person at a meeting.

### **Section 3.14. ACTION WITHOUT A MEETING**

Any action required or permitted to be taken at a Board of Directors meeting or a meeting of a committee of the Board of Directors may be taken without a meeting if: (a) each of the directors, or each of the members of the committee, as the case may be,

### **Section 3.15. DIRECTORS CONFLICT OF INTEREST**

No contract or other transaction between the Corporation and one or more of its directors or any other corporation, firm, association, or entity in which one or more of its directors are directors or officers or are financially interested will be either void or voidable because of such relationship or interest, because such director or directors are present at the meeting of the Board of Directors or a committee thereof which authorizes, approves, or ratifies such contract or transaction, or because the votes of such director or directors are counted for such purpose, if: the fact of such relationship or interest is disclosed or known to the Board of Directors or committee which authorizes, approves, or ratifies the contract or transaction by a vote or consent sufficient for the purpose without counting the votes or consents of such interested directors, all in the manner provided by law; or the contract or transaction is fair and reasonable as to the Corporation at the time it is authorized by the Board or a committee.



**Section 3.16. DUTIES OF DIRECTORS**

A director will perform the duties of director, including the duties as a member of any office or committee of the Board upon which such director serves, in good faith, in a manner reasonably believed to be in the best interest of the Corporation, and with such care as an ordinarily prudent person in a like position would use under similar circumstances.

Method for obtaining nominees and timing of submittal of nominees will be defined by the directors either by corporate procedure or meeting consensus documented in meeting minutes.

**ARTICLE IV. OFFICERS**

**Section 4.1. QUALIFICATION**

Officers must be Active Members in good standing within the organization.

**Section 4.2. NUMBER**

The officers of the Corporation will consist of a President, Executive Vice President, a Recording Secretary, two standing committee Vice Presidents (Operation, Community Service, and Member Activities), and a Treasurer. The officers, except for the Treasurer, will be elected at the annual business meeting by MVA membership plurality vote. The term of office is one year with no limitations on consecutive terms.

The Treasurer is appointed by the Board. One person may simultaneously hold any two or more offices.

**Section 4.3. DUTIES**

The following officers of the Corporation will have the following duties:

**a. President**

The President will be the chief executive officer of the Corporation, will have general and active management of the business and affairs of the Corporation, subject to the directions of the Board of Directors, and, in the absence of a Chair of the Board of Directors, will preside at all meetings of the Board of Directors.

**b. Executive Vice President**

In the event of the absence or disability of the President, the Executive Vice President or Vice Presidents will succeed to the President's power and duties in the order designated by the Board of Directors.

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### **c. Vice President of Operations**

Create and maintain an inventory of all MVA assets (physical and digital); responsible for oversight of MVA insurance policies and recurring MVA subscriptions.

### **d. Treasurer**

Have charge and custody of and be responsible for all funds of the Corporation. Keep full and accurate accounts of receipts and disbursements. Receive and give receipts for monies due and payable to the Corporation, and deposit monies in the name of the Corporation in the depositories designated by the Board of Directors, and perform all other duties as may, from time to time, be prescribed by the Board of Directors or the President, including periodic reports of actual financial results compared to the budget.

### **e. Office Manager**

### **f. Vice President of Member Activities**

Plans and executes all member focused events and activities on behalf of the organization. Determines the calendar of all member activities.

### **g. Vice President of Community Service**

Plans and executes all community focused activities on behalf of the organization. Determines the calendar of related events. Coordinates and partners with community organizations to provide charitable grants and scholarships as approved by the Board of Directors.

### **h. Recording Secretary**

The Secretary will attend all meetings of the Board of Directors and Officers, record all proceedings of such meetings in the minutes book of the Corporation, and authenticate records of the Corporation. The Secretary will perform such other duties as may, from time to time, be prescribed by the board of Directors or the President.

### **i. Corporate Secretary**

Duties include ensuring integrity of the governance framework and compliance with statutory, regulatory and MVA Bylaws.

## **Section 4.4. REMOVAL, RESIGNATION, AND VACANCIES**

**Removal:** Any officer elected or appointed by the Board of Directors and any assistant officer appointed by another officer may be removed by the Board at any time with or without cause. Any assistant officer, if appointed by the President or a Vice

President, may likewise be removed by such officer with or without cause.

**Resignation:** An officer may resign at any time by delivering notice to the Corporation. A resignation is effective when the notice is delivered unless the notice specifies a later effective date.

**Method of Filling Vacancies:** Any vacancy, however occurring, in any office may be filled by the Board of Directors.

#### **Section 4.5. COMPENSATION**

The President has the authority to recommend the salaries of all employees of the Corporation to the Board of Directors, other than officers elected or appointed by the Board of Directors. These salaries must be compatible with the "Compensation" entry on the approved existing budget.

#### **Section 4.6. QUORUM AND VOTING**

A quorum consists of a simple majority of the Officers. If a quorum is present when a vote is taken, the affirmative vote of a majority of officers present is an act of the Officers. The President is non-voting at Officer meetings unless a tie breaker is needed.

#### **ARTICLE V. BOOKS AND RECORDS**

The Corporation will maintain:

1. Minutes of the proceedings of the Board of Directors, Officers and committees.
2. Accurate accounting records.
3. A copy of the current Articles of Incorporation and Bylaws of the Corporation.
4. A list of the names and business addresses of the current officers and directors of the Corporation.
5. Voting records.
6. A copy of the most recent annual report for the Corporation, as filed with the Secretary of State.

Ongoing processes and procedures shall be maintained. Additional procedures deemed important for ongoing activities will also be documented in corporate procedures.

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## **ARTICLE VI. CORPORATE SEAL**

The Board of Directors may adopt a corporate seal which has the name of the Corporation inscribed thereon, and such seal may be a facsimile, engraved, printed, or impression seal; provided, however, that in any event, the affixation of such seal shall not be required to authorize or validate any document entered into or adopted by the Corporation.

## **ARTICLE VII. DISSOLUTION**

The organization may be dissolved only with authorization of its Board of Directors given at a special meeting called for that purpose and with subsequent approval by no less than two-thirds (2/3) vote of the members. In the event of the dissolution of the organization, the assets shall be applied and distributed as follows:

All liabilities and obligations shall be paid, satisfied, and discharged, or adequate provisions shall be made thereof. Assets not held upon a condition requiring return, transfer, or conveyance to any other organization or individual shall be distributed, transferred, or conveyed in trust or otherwise to the Pinellas Community Foundation.

## **ARTICLE VIII. INDEMNIFICATION**

Any director or officer who is involved in litigation by reason of his or her position as a director or officer of the organization shall be indemnified and held harmless by the organization to the fullest extent authorized by law as it now exists or may subsequently be amended (but, in case of any such amendment, only to the extent that such amendment permits the organization to provide broader indemnification rights).

## **ARTICLE IX. PROHIBITION AGAINST SHARING IN CORPORATE EARNINGS**

No Officer, Director or Member of a sub-committee, or person connected with the Corporation, or any other private individual shall receive at any time any of the net earnings or pecuniary profit from the operations of the Corporation, provided that this prohibition shall not prevent the payment to any such person of such reasonable compensation for services rendered to or for the Corporation in effecting any of its purposes as shall be fixed by the Board of Directors; and no such person or persons shall be entitled to share in the distribution of any of the corporate assets upon the dissolution of the Corporation. Upon such dissolution or winding up of the affairs of the Corporation, whether voluntary or involuntary, the assets of the Corporation, after all debts have been satisfied, then remaining in the hands of the Board of Directors shall be distributed, transferred, conveyed, delivered, and paid over, in such amounts as the Board of Directors may determine or as may be determined by a court of competent jurisdiction, exclusively to charitable, religious, scientific, testing for public safety, literary, or educational organizations which qualify under the provisions of Section 501 (c) (4) of the Internal Revenue Code of 1986, as amended, and its regulations as they now exist or as they may hereafter be amended; PROVIDED.

HOWEVER, that any distributions upon dissolution of this Corporation shall be to and for the exempt purposes of this Corporation as enumerated in the Articles of Incorporation of this Corporation.

**ARTICLE X. EXEMPT ACTIVITIES**

Notwithstanding any other provision of these Bylaws, no Officer, Director or Representative of this Corporation shall take any action or carry on any activity by or on behalf of the Corporation not permitted to be taken or carried on by an organization exempt under Section 501 (c) (4) of the Internal Revenue Code of 1986, as amended, and the regulations promulgated thereunder as they now exist or as they may hereafter be amended, or by an organization contributions to which are deductible under Section 170 (c) (2) of such Code and regulations as they now exist or as they may hereafter be amended.

**ARTICLE XI. AMENDMENTS**

These Bylaws may be amended or repealed, and additional bylaws adopted, in writing, by the Board of Directors. Any amendment, repeal, or addition will be approved by a simple majority of the Director membership in writing, ratified by the general membership, and attached to these Bylaws.

The Board of Directors will not be compensated for serving on the Board. However, reimbursement of actual expenses incurred in the performance of the function is permitted.

**Officer's Signatures:**

  
Chairperson of the Board (Sign & Date)  
John Bowers

  
President (Sign & Date)  
Thom Dupper