

Summit Area Old Guard

“THE BLUE BOOK”

By-Laws & Procedures Manual

Ver. 2022-12-31-a

TRANSMITTAL LETTER

To: Members of the Council

Date: December 31, 2022

This revised edition of this “***By-Laws and Procedures Manual***” was prepared by the By-Laws and Procedures Committee.

During 2022, we made changes that included alterations to the By-Laws, which were approved by the Council and subsequently the entire membership on 22 Nov 2022.

Changes to the By-Laws included management of our physical and digital assets in addition to our financial assets. This means we need to change some duties of officers and committees in the Procedures Section of the Blue Book. Some changes are already in this edition. More changes will emerge in the coming months.

Other changes in the Procedures Section address our current status, as in past years. As of this writing at the end of 2022, “current status” is a moving target as we adjust to a new meeting venue, gradual winding down of Covid restrictions, hybrid meetings, and other evolutions of the Old Guard.

The By-Laws and Procedures Committee worked diligently to produce this document that reflects the current status and procedures of the Summit Old Guard.

-- The By-Laws and Procedures Committee
Mitch Erickson, *2022 Chairman*

PREFACE

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LIST OF CHANGES IN THIS EDITION

On this page we would normally show a list of substantive changes since the previous published edition, with links to the corresponding places in this document.

However this edition is being issued after a year in which many changes have taken place in Old Guard to adapt to new circumstances. As the Covid shutdown wound down, Old Guard resumed in-person meetings at mid-year (having met only online for over two years), but with “hybrid”-style Zoom access. Moreover we have a completely new venue hosted by the New Providence Presbyterian Church, we are now more fully embracing electronic communications, and we’ve had a number of changes in our line-up of Committees and Activity Groups.

The resulting changes to this Blue Book are too numerous to list on this page, but a “marked up” document could be prepared on request.

Summit Area Old Guard

TAB I

Introduction & General Statement

Chapter I – INTRODUCTION & GENERAL STATEMENT

INTRODUCTION

In the many years of existence of the Old Guard of Summit NJ, several compilations of what is expected of its Officers and Committees have been prepared. Partly because the organization is intentionally loosely structured, to prevent details of duties and procedures from **dominating** its activities, non-fundamental changes occur. Hence it seems worthwhile occasionally to review structure and practices, airing them before the members, committees and officers, weeding out superfluous records, for example, while keeping focused on our main purpose.

This unabridged document, originally issued in June 1973 has undergone several revisions. Periodic revisions have been made under the leadership of the By-Laws and Procedures Committee, with the full membership voting on changes to the By-Laws section.

GENERAL STATEMENT

FOUNDING

The Old Guard of Summit NJ was founded December 2, 1930 by E. Martin Heberd and a small number of close friends, to bring retired men together for programs, activities and good fellowship. Carrying on the tradition, it meets each week to provide programs and activities of interest to its members. Its members include accountants, architects, bankers, builders, scientist, educator, engineers, lawyers, manufacturers, merchants, ministers, physicians, salesmen, and representatives of many other occupations and professions.

The wealth of diverse experiences by men of mature years presenting such a variety of careers provides personnel and leadership so essential to the continued success of the organization and gives assurance of capable talent for leadership and carrying on the meetings.

GENERAL ORGANIZATION

The organization operates under simple By-Laws that provide overall control by an eleven-man council, consisting of a Director (President) and Vice Director (Vice President), who are elected by the membership, the Past-Director, and eight members appointed by the Director with terms concurrent with his. The eight appointees are: Recording Secretary, Corresponding Secretary, Treasurer, Historian, Membership Chair, and three members-at-large. Committee chairmen are also appointed by the Director for terms concurrent with his. An independent five-member Trustees organization provides oversight of the Council and the organization.

MEETINGS

Under the above outlined organization, the Old Guard of Summit has thrived, and about thirty other similar organizations have been formed throughout New Jersey and other states. The Old Guard of Summit has grown from an initial membership of 30 to almost 300 active members. Meetings are held in the Parish Hall of the of the New Providence Presbyterian Church in New Providence NJ, where a spacious auditorium provides for our meeting needs. The weekly attendance at meetings averages about 120. The members come from some 30 communities within about 24 miles of Summit. At times when meetings cannot be held in person, the meetings can be held virtually through Internet-based teleconferencing, especially Zoom.

During the 2½ years of the Covid pandemic shutdown, all meetings were moved online using Zoom. Upon resuming in-person meetings in June, 2022, remote access to our in-person meetings by Zoom has been maintained using a so-called hybrid meeting format.

The success of the Old Guard results in large measure from the outstanding weekly programs that are presented by outstanding guest speakers on a wide variety of subjects. Monthly Program Chairmen are responsible for obtaining the speakers, many with a national reputation. Several committees provide a rich variety of activities, ranging from golf to bocce plus many others for our members. Old Guard dues are \$30.00 per year with a \$5.00 initiation fee. Membership is derived mostly from friends introduced by members and publicity in local media.

THE NAME

Although the group was organized and later incorporated under the name **Old Guard of Summit, New Jersey**, it is also variously called **Old Guard of Summit**, or **Summit Old Guard**, or simply **Old Guard**.

As of 2022 and for several earlier years the group has also been known informally as **Summit Area Old Guard**, recognizing that it has become a regional organization with fewer than 20% of its current members living in Summit.

Old Guard of Summit

TAB II

By-Laws

Chapter II - BY-LAWS

NAME

OLD GUARD OF SUMMIT, NEW JERSEY, INC.

ORGANIZATION

Old Guard of Summit, New Jersey, Inc. was founded on December 2, 1930. It was incorporated on August 4, 1955 as a not-for-profit corporation of the State of New Jersey, which qualifies for tax-free status under Section 501(C)(7) of the Internal Revenue Code. The corporation has five Trustees and an agent to receive legal service. The Agent shall be appointed by the President.

MISSION

The Summit Old Guard is a social organization for men aged fifty and above. Our mission is to enhance the quality of members' lives with informative programs and enjoyable activities that promote personal growth, conversation, and friendship.

MEMBERSHIP

There shall be three classes of full membership:

ACTIVE-REGULAR, ACTIVE-LIFE and NON-RESIDENT

Any male resident of New Jersey who is over 50 years of age and who is either retired or is still employed in business or professional life, is eligible for membership.

The total number of ACTIVE-REGULAR and ACTIVE-LIFE members is not limited. A prospective member must be introduced at a regular meeting of the Old Guard. He may be proposed for membership at any subsequent meeting after payment of dues and initiation fees. A majority of the members present may elect him to active membership.

LIFE MEMBERSHIP

Life membership may be granted to any ACTIVE MEMBER recommended by the Life Membership Committee, approved by the Council.

NON-RESIDENT MEMBERSHIP

Upon request, Non-Resident membership may be granted by the Council to any Active member who no longer resides in New Jersey. Non-Resident membership will be retained by any member who lives in New Jersey having "Non-Resident membership" status as of September 1, 2013.

HONORARY MEMBERSHIP

In addition to full membership, HONORARY MEMBERSHIP status may be conferred upon a nonmember, whether or not the requirements for membership are met, upon approval by the Council and by a majority of the members present at a regular meeting provided that a quorum is present. Such membership shall not be entitled to a vote and shall not be required to pay dues.

FEES

There shall be an Initiation Fee of \$5.00 which includes the cost of the name badge. Annual dues for ACTIVE-REGULAR members shall be \$30.00 per calendar year and for NON-RESIDENT members \$15.00 per year. Anyone joining the Old Guard between September 1 and November 30 will pay a \$5.00 Initiation Fee and \$15.00 dues. Anyone joining in December will pay \$5.00 Initiation Fee and \$30.00 dues, the dues will apply to December and the subsequent calendar year. Payment of dues is evidence of continuing interest in the Old Guard. LIFE MEMBERS are exempt from payment of dues.

Each January, the Treasurer will provide a list of members who have not paid dues to the Council, ask Council members to call the delinquent members and later send a personal letter to each still delinquent member. After allowing a reasonable time for response, the Treasurer will compose a list to present to the Council recommending dropping members who have not paid their dues. The Council will receive the list, may modify it in extenuating circumstances, e.g., extreme health considerations impairing a long standing valuable member, and then may authorize the removal of delinquent members from membership.

If dues remain unpaid by October 1st of the year, the member shall be deemed to have resigned and the matter shall be submitted to the Council for action. A member who has been dropped for non-payment of dues may, after payment of all delinquent and current dues, be reinstated upon approval of the Council. The Council may also make an exception for members with extraordinary service who are very ill and confined at home or in a nursing facility. The goal is to make those members still feel part of our organization by receiving the Monthly Bulletin.

MEETINGS

Meetings of members shall be held on Tuesday each week unless there is a conflict with the use of the meeting place and meeting by teleconference is not feasible. They shall be conducted by the Director and such assistants as he may appoint. One fourth of those members eligible to vote shall constitute a quorum for the taking of action.

ATTENDANCE

Members are urged to attend all meetings and encouraged to invite adult male guests to any meeting. For in-person meetings, all such guests must be registered on the Guest

List, provided with a guest name badge, and introduced by their sponsor when called upon by the Director during the meeting. The intent of the guest procedure is to introduce men qualified for membership to our organization and to stimulate their interest in applying for membership. However, guests need not be limited to potential members. Guests, male or female, are invited to all meetings whether sponsored by a member, speaker, or as walk-ins and when meeting in-person are asked to register on the guest list so that they can be properly welcomed. On Ladies Day and other occasions approved by the Council, female guests of members are also welcome. On these occasions, registration will not be necessary.

ATTIRE

Jacket and tie are regarded as appropriate attire for attendance at meetings, but business casual is acceptable, except for the period between the beginning of May and the end of September, during which time appropriate casual clothes can be worn.

PRIVACY AND USE OF MEMBER DATA

Old Guard policy restricts the use and disclosure of members' personal and contact information. It is the responsibility of all members to honor that policy.

The Old Guard Directory and each member's personal and contact information are provided to members solely for Old Guard uses. Any other use or disclosure of such information to anyone outside the Old Guard is not allowed.

The Directory (in paper or any other form) may be used by members to look up contact information and use it for personal communications. Members should not use Old Guard contact information for distributing communications broadly to members whom they do not know personally. Any public service announcements should be handled through the Public Relations & Publicity Committee.

Each member may control their privacy in the Directory when they join, and annually when they are asked to review their entry in the Directory. Members may opt out of listing their phone number, mobile number, email, and other information that they do not wish to disclose to the entire membership.

OFFICERS

The officers of the Old Guard shall be a President, Vice President, Corresponding Secretary, Recording Secretary, Treasurer, Historian and Membership Chairman. The President and Vice President shall use the traditional titles Director and Vice Director. The Officers may also serve as corporate Trustee.

ELECTION OF DIRECTOR AND VICE DIRECTOR

The annual election of Director and Vice Director shall be in October each year by a majority vote of the members provided a quorum of one fourth of the members is present. Normally the election shall take place at the Annual Meeting held during the first regular meeting in October, but the Council may set the Annual Meeting and election for a subsequent regular meeting if desirable. The new officers shall take office on the first Tuesday in January and shall serve for one year or until their successors are elected.

In the event that the position of Director or Vice Director becomes, or is expected to become, vacant at any time other than the normal expiration of the annual term of such position, whether due to incapacity, resignation, or any other cause, then, upon request of the Council, the Nominating Committee shall present to the Council a candidate for election to the vacated position. If approved by the Council, the candidate for the vacated position shall be presented for election by majority vote of all members present at a regular meeting of the general membership as soon as practicable.

The foregoing procedure for filling a vacancy should be invoked only when a substantial period of time remains in the Director or Vice Director's term of office or whenever circumstances make it impractical for the Director or Vice Director, as otherwise provided for hereinafter, to perform the duties of both offices for the remainder of the yearly term.

DUTIES OF DIRECTORS

The Director shall be responsible for the direction of the Old Guard within established policies as interpreted by the Council. He shall preside at all Council meetings. *Robert's Rules of Order* shall be used to conduct business at the meetings. He shall make an informal report to the Council at each meeting. The Director shall chair plenary meetings and perform all duties of the Vice Director when the Vice Director is not able to perform them, whether due to absence, incapacity, resignation, or any other cause. In the absence of the Director and Vice Director, any Past-Director or designee of the Director shall perform all the duties of the Director.

DUTIES OF VICE DIRECTOR

The Vice Director shall perform all duties of the Director when the Director is not able to perform them, whether due to absence, incapacity, resignation, or any other cause. In addition, the Vice Director shall be in charge of all programs and shall appoint Monthly Program Chairmen.

SECRETARIES, TREASURER & HISTORIAN

The Corresponding Secretary, Recording Secretary, Treasurer and Historian shall be appointed by the Director. Their terms of office shall run concurrently with that of the Director. They shall perform the customary duties of their respective offices and such

duties as the Director requests of them and shall make reports to the Council following the close of the calendar year.

TRUSTEES

There shall be five Trustees. The President and immediate past President shall serve as Trustees *ex officio* with vote. The remaining Trustees shall be elected by a majority vote of members present at the Annual Meeting or, if approved by the Council, at another time. A Trustee serving *ex officio* shall serve a term of one year or until a successor is selected. The elected members of the Board of Trustees shall not be members of the Council. The elected Trustees shall serve for a term of three years or until their successors are elected. The terms will be staggered.

The responsibilities of the Trustees shall include:

- Oversight of the Council, assuring that the Corporation operates in compliance with all applicable laws and regulations;
- That its assets, consisting of digital, physical, and financial assets, are properly identified, managed, recorded and safeguarded;
- That financial assets are properly invested, disbursed and accounted for;
- Receiving and reviewing the audit report and then conveying its recommendations to the council. The Board of Trustees shall act in accordance with the following practices and procedures:
 1. At their first meeting of the year, the Trustees shall select members to serve as chairman and vice chairman of the Board of Trustees (the "Board"), provided that the members selected to serve as chairman shall not also be a member of the Council for the same year.
 2. Regular meetings of the Board shall be held on the second Tuesday of the months of January and June, or at such other date during those months as shall be determined by the chairman. In the event of such re-scheduling, written notice shall be given to all members of the Board.
 3. Special meetings of the Board may be called at the discretion of the chairman or, in his absence, of the vice chairman, provided that, should a request be made for a special meeting by two or more trustees, the chairman or vice chairman shall schedule a meeting within three weeks of the receipt of such notice.
 4. A quorum for the transaction of business at any meeting shall consist of four trustees. Action may be taken by the unanimous written consent of all trustees without a meeting, and copies of such written consents shall be entered into the minutes of the Board.
 5. Trustees are welcome at Council meetings but will have no vote on matters being considered. They will receive copies of Council meeting minutes and reports.

AUTHORIZED SIGNATURES

Only the Treasurer or an Assistant Treasurer may provide authorized signatures for the main Old Guard checking account, Old Guard Certificates of Deposit and the Old Guard safety deposit box. Authorized signatures for the Trips Committee shall be as designated by that Committee.

COUNCIL

There shall be a Council of eleven members consisting of the Director, Vice Director, Corresponding Secretary, Recording Secretary, Membership Committee Chairman, Treasurer, Historian, the immediate Past-Director and three members-at large appointed by the Director for terms concurrent with his.

The Council shall act in advisory capacity to the Director. Six members of the Council shall constitute a quorum.

The Council shall have the authority to call special elections if and when the welfare of the Old Guard organization requires it.

The Council shall have final authority in the establishment of policies and approval of budgets and expenditures.

The Council shall meet on or around the first Monday or Tuesday of each month or at the call of the Director. All Council members, both newly appointed and retiring, shall attend the first Council meeting of the New Year. Meetings can be held in person or by teleconferencing, e.g. via Zoom.

To recognize the contributions of members who have performed outstanding services for the Old Guard that are beyond the normal services expected of those in their position, the Council will award special certificates in "Appreciation for Exceptional Services". The award shall be called the "Unsung Hero Award". Nominations for such awards shall be made by a committee designated by the Council under guidelines issued by the Council. On approval by a majority of the Council acting with a quorum, the Director will be authorized to present the award as soon as a Certificate can be produced. The award will be held in confidence until the Certificate is presented to the recipient.

COMMITTEES

The Director shall name the Chair of the several committees required to perform the various functions of the Old Guard. The chairman (with the concurrence of the Director) will select the members of his committee.

The Director may appoint, with the approval of the Council, such other committees as he may deem necessary to assist him in carrying out the policies and activities of the Old Guard and in performing his duties as the Director. With the approval of the Council, the Director may also eliminate committees that are no longer required.

VOTING

Unless provided elsewhere in the Old Guard By-Laws, an act of the Old Guard Council, the Trustees and the Committees requires a majority vote, provided a quorum is present at the time of the vote. Recognizing the increased use of teleconferencing to conduct business, electronic media (email, phone, text messaging, etc.) may be utilized for voting. Committees may determine their own rules for such voting. The results of the voting shall be confirmed promptly in writing and a written record of the motion and results shall be included in the formal minutes of the appropriate organization.

QUORUM

A majority of the voting members of the Council, the Trustees and the Committees shall constitute a quorum unless other requirements are specified elsewhere in these By-Laws.

AMENDMENTS

Proposals for amendment of these articles shall be referred to the Council and, upon approval, shall be communicated to members by email at least one week in advance of being presented for action at a regular meeting of the Old Guard. Adoption shall be by a majority vote of the members attending, provided that a Quorum consisting of one fourth of the members is present.

Old Guard of Summit

TAB III

Officers

Chapter III – OFFICERS

DUTIES AND RESPONSIBILITIES

DIRECTOR

DUTIES

The Director is responsible for the direction of the Old Guard, within the established policies as interpreted by the Council. He presides at all Council and plenary meetings. He makes an informal report at each meeting of the Council and consults with them on all matters concerning policies and practices. He serves on the Board of Trustees. He makes an informal summary report of the year's activities to the membership at the last meeting of the year. In the absence of the Director, the Vice Director performs the duties of the Director.

PROCEDURES

The Director is elected at the regular meeting of the Old Guard on the first Tuesday in October and takes office on the first Tuesday in January.

The Director appoints Chairmen and members of appropriate committees as provided in the By-Laws and provides them with copies of their responsibilities as described in this "Manual". He also appoints to the Council the Recording Secretary, Corresponding Secretary, Historian and Membership Chairman, Treasurer and three Members-At-Large. He serves *ex officio* on the Ladies' Day and Life Membership Committees.

At the close of the calendar year of his office, the Director reviews the records in his possession and turns over to the new Director those records which will be helpful to him. The other records are given to the Historian for his decision about what should be saved and what destroyed.

For more details see [Calendar for Director's & Vice Director](#) in **Tab III**

WEEKLY MEETING AGENDA

Pledge of Allegiance at first meeting of every month

- 1. Acknowledge _____, the chorus, and _____, at the keyboard
- 2. Recording Secretary _____ to read the minutes of the last meeting
- 3. Corresponding Secretary _____ report
- 4. Returnees: (read from list from the rear of the room) _____
- 5. Guests here today are:
 - Member: _____ Guest: _____
 - Member: _____ Guest: _____
- 6. Committee Reports (Insert Names):
 - a. Outreach _____
 - b. Timely Topics (note meeting week before and day of) _____
 - c. Trips _____
 - d. Golf _____
 - e. Bocce _____
 - f. Bridge _____
 - g. Walking _____
 - h. Fishing _____
 - i. Reminiscences _____
 - j. Book Group _____
 - k. Technology User Group _____
 - l. Science & Math Interest Group _____
 - m. Other Groups (e.g., Bulletin, Membership, Picnic, Chess, Lunch) _____
- 7. Election of New Members:
 - Sponsor _____ Candidate: _____
 - Sponsor _____ Candidate: _____
- 8. Announcements: (e.g. Bulletin, Ladies Day, Volunteer Sheets, Special Needs) _____
- 9. Attendance today is _____
- 10. Death(s) of Members _____

Last Meeting of the Month:

- A. Bulletin Editor (for month after next): _____
Deadline (material due to Editor): _____
- B. Recognition of Birthdays, Birthdays Emcee: _____
- C. Program Chair for next month is: _____
- D. Award Certificate for Monthly Program Chair _____
- E. Turn meeting over to Monthly Program Chair _____

(Give this sheet & the returnees new members & guests sheets to Recording Secretary.)

VICE DIRECTOR

DUTIES

The Vice Director shall perform all of the duties of the Director in the Director's absence.

He is responsible for the oversight of programs presented before Old Guard meetings.

He should appoint a Program Chairman for each month. The Monthly Program Chairman shall be responsible for the program in that month. These Chairmen are usually selected from among the newer members of the Old Guard. Their more recent outside contacts are expected to aid in the selection of speakers. Except for the months of July and August, the speakers are normally secured from outside the organization.

The Vice Director should exercise some degree of supervision over the type of programs presented. It has been the custom to present informative type programs. **Every effort must be made to avoid programs that promote commercial or self-interests.** It is important that he monitor the programs proposed by the Monthly Program Chairman to ensure quality, avoid repetition and conflict. Monthly Program Chairmen should be selected before the beginning of the year on which the Vice Director serves and the names should be supplied to the Chairman of the Database and Directory Committee so that the names can be included in the new Directory.

The Vice Director should inform each Monthly Program Chairman (before their month begins) of the Council's policy limiting luncheon expenses to \$30.00 per plate, which shall include only the Monthly Program Chairman and the speakers. Members who are included in the luncheon shall pay their own expenses.

He should assist the Program Chairman for October in the selection of the program for Ladies Day. He serves on the Ladies Day Committee.

By custom, he selects an appropriate gift to be presented by the Old Guard to the outgoing Director at the first meeting of the New Year.

PROCEDURES

The Vice Director assumes responsibility for twelve monthly programs following his assumption of office and provides the Program Chairs through June of the following year.

The program for the last Tuesday of each month should include the Birthday Committee.

The Program Chairman for each month is given the "[Suggested Procedures for Monthly Program Chairman](#)" (in **Tab IV**). He advises the Vice Director of his proposed weekly programs as early as possible, but no later than the 8th day of the second month preceding his program month. The Vice Director reviews and passes that information to the Bulletin Committee, to the Public Relations and Publicity Committee, and to the Certificates Committee so that the awards of appreciation to the speakers can be prepared. The Monthly Program Chairman gives the Audio and Visual Aids Committee Chairman information relating to each weekly program concerning the speaker's need for projector, screen, etc. He also arranges to pick up an orchid from the florist for each female speaker.

The Monthly Program Chairman is furnished with a supply of "Information for Speakers" sheets. He should provide each speaker with a filled-in copy of this information well in advance of the meeting date, along with a copy of the Old Guard story.

At the close of the calendar year and at the end of March, the Vice Director should review the files and records in his possession. He gives the newly elected Vice Director such records as will be helpful to him in his work, and those records that should be preserved are given to the Historian who will keep them in the Archives of the Old Guard.

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CALENDARS FOR DIRECTORS & VICE DIRECTORS

VICE DIRECTOR ELECT

DATE	OCCASION	ACTION
Oct-Nov	Proposed nomination	<u>Obtain Program Chairman files</u> from the current Vice Director. Begin to appoint your Program Chairmen for July through December of the following year, <u>but do not discuss</u> with anyone until after you have been elected. Provide months and names of all twelve Monthly Program Chairmen to the Database and Directory Committee by the end of December.
Dec 1 st Tues	Past Director's Luncheon	<u>Attend, listen & ENJOY.</u> You are the special guest of the Past Directors, (the current Vice Director is also a guest). The Past Directors will offer their advice for the conduct of your office during the next two years. You are expected to take notes.
Dec 2 nd Tues	Council Luncheon	<u>Attend. Your luncheon cost will be billed to you later. The first round of refreshments are courtesy of the Director.</u>

VICE DIRECTOR

Jan 1 st Tues	Council	Assume your duties upon transfer of the gavel to the new Director.
Every Tues	Regular Meetings	Assist Program Chairman. Remind him to order an orchid for female speakers, to keep introductions brief, to keep the program on time, and if appropriate to arrange for a member to thank the speaker (and present the orchid to a female speaker). Assist in entertaining the speaker at lunch
Jan 2 nd		Submit Vice Director's Message for the February Bulletin to the Bulletin Committee by the first Tuesday of January.
March		Appoint Monthly Program Chairmen for January through June of the succeeding year.
March or April	Special meeting	Brief the Monthly Program Chairmen. Invite all chairmen for the remainder of the current year and all chairmen appointed for the succeeding year.
June 1 st Tues	Council	Last regular meeting until September.
Aug		Submit Committee Participation and Suggestions questionnaire to the Bulletin Committee for inclusion in the September Bulletin.

Aug		Submit <u>Vice Director’s Message</u> for the September Bulletin to the Bulletin Committee by the 2 nd Tues (3 rd Tues if there are 5 Tuesdays in August).
Oct Election		Assume Duties Of The Director Elect
Sept-Nov		<u>Collect questionnaires</u> submitted by members.
Nov		<u>Order plaque</u> that you will present to the Director at the regular January meeting.
Dec	Past	<u>Attend</u> as a guest of the Past Directors.
1st Tues	Director’s Luncheon	<u>Participate</u> in advice to your successor. <u>If necessary, make reservation</u> for next year’s Past Director’s Luncheon
Dec	Council	<u>Attend</u> . Traditionally, the Director offers to cover the first round of refreshments.
2nd Tues	Luncheon	<u>If necessary, make reservation</u> for next year’s Council Luncheon.
Oct-Dec		<u>Committees</u> : Appoint the remaining officers (Membership, Recording Secretary, Corresponding Secretary, Treasurer, Historian, and their Associates), three Council Members-at-Large, and all committee chairmen and committee members (including two members of the Nominating Committee and a member of the Recognition Awards Committee). Make appointments as soon as possible, but certainly before year end. Provide the list to the Database and Directory Committee (for inclusion in the new Directory). This is essential for relevant members to be aware of their being present at the Council meeting in January, and for their addition to the new Directory which should go to press as soon as possible after the first of in the new year. <u>Blue Book updates</u> : Poll the chairmen of the Support Committees for needed changes to their parts of the Blue Book. Remind them to provide Blue Book information to their members.

DIRECTOR

Jan 1 st Tues	Council	<p><u>Assume duties</u> when the previous Director turns the gavel over to you. Thank your predecessor.</p> <p><u>Announce</u> your Council appointees and remind the Corresponding Secretary to provide them with their updated materials.</p> <p><u>reasurer’s report of delinquent members.</u> Unless there are special circumstances, oves a schedule of their being dropped from membership.</p>
Jan 1 st Tues	Regular meeting	<p><u>Assume duties</u> when the previous Director turns the gavel over to you. Thank the previous Director & present a gift (e.g. a plaque) of appreciation to him.</p>
Every meeting	Regular meeting	<p><u>Oversee</u> the conduct of the meeting. You are in charge. Are the Committees or members forgetting some things? Make guests feel welcome. Conduct the election of new members. Limit announcements to those which have been cleared in advance of the meeting, don’t call for “are there any others?” as this prolongs the meeting and encourages non Old Guard business. Endeavor to end the business meetings promptly at or before 10:30 a.m. To do otherwise limits the speaker’s time.</p>
Monthly		<p>Submit the <u>Director’s Message</u> (except for February & September) for the next Bulletin to the Bulletin Committee.</p>
Anytime	Death of member	<p><u>Prepare announcement of death</u> at next meeting. Be sure source of information is accurate, such as from a newspaper obituary (it is embarrassing to announce the death of a member who is in the meeting audience!) Obtain biographical data from the Database and Directory Committee.</p>
At anytime	Special Council Meeting	<p><u>Special Council Meetings</u> may be called by the Council members.</p> <p><u>Special elections</u> may be authorized by the Council.</p>
Every 1 st Tues	Every Council Meeting	<p><u>Sales of trips, Ladies Day seats, etc.</u> If sales begin on the day of a Council meeting, instruct that sales must begin first with solicitation of Council members at the Council meeting (do not rely on advance illegal sales through a friend). To do otherwise frequently results in Council members being penalized for serving on the Council because sales proceed before they have a chance. Even when the regular meeting starts, many of the Council are occupied by their duties and do not get a chance to make purchases before all places are sold or the choicest seats are taken. Do not penalize the Council for serving. This is very important. Failure to do this has happened frequently and causes resentment.</p>
Jun 1 st Tues	Council	<p><u>Call</u> for a status report from the Awards Committee.</p>

Sept		<p>Arrange for and send written invitations for the Past Directors' Luncheon to all Past Directors.</p> <p>Issue <u>Verbal invitations</u> for <u>Council Luncheon</u> to Council members and the Officer Associates.</p>
September 1 st Tues	Council CLOSED SESSION	<p><u>Call for the Nominating Committee to report</u> its proposed candidates for the positions of Director and Vice Director for the succeeding year. The Council will consider the Committee's proposal and approve it or refer the proposal back to the Nominating Committee for further consideration.</p> <p><u>Call for the Nominating Committee to report</u> its proposed candidate for Trustee to replace the Trustee who will retire at the end of the year. The Council will consider the Committee's proposal and approve it or refer the proposal back to the Nominating Committee for further consideration.</p>
Sep 1 st Tues	Council CLOSED SESSION	<p>Call for <u>Life Member Committee</u> chairman's report. <u>Discuss</u> their recommendation.</p> <p>The <u>New Life Member</u> (usually one, but may be none or two) is recommended by the Life Membership Committee and approved by the Council. Caution the Council not to reveal action until the Award is made by the Director, usually at Ladies Day.</p>
Sept		<p><u>Make arrangements for Life Member Award:</u> 1) ensure that the new Life Member attends the meeting at which you plan to make the award, and 2) arrange for his being escorted to the podium. This is our highest honor and should be handled with great respect. Arrange for the preparation of the award certificate, again, with secrecy.</p>
Oct 1 st Tues	Regular Meeting	<p><u>Conduct the Annual Meeting and election, usually at the first regular meeting in October:</u> <u>Call for the Nominating Committee to report</u> its proposed nominations for Director & Vice Director. <u>Request other nominations</u> from the members. If none, direct Secretary to cast ballot for the slate of officers. Probably, the Vice Director will become the Director-elect.</p> <p><u>Call for the Nominating Committee to report</u> its nomination for Trustee to replace the Trustee who will retire at the end of the year. <u>Request other nominations</u> from the members. If none, direct Secretary to cast ballot for the Committee's nominee.</p> <p><u>Remind Council members,</u> both current & new, to attend the January Council meeting, and to bring their By-Law Procedure Manuals, committee files, etc. for their successors.</p>
Oct 2 nd Tues	Awards Meeting	<p>Make the <u>Life Member Award</u> and the <u>Unsung Hero Award</u> by presenting certificates to the newly appointed members, either at this meeting or another regular meeting.</p> <p>Award <u>20-year member name badges</u> to those 20-year members and 30-year member name badges to those 30-year members attending, and announce the rest. Badges are supplied by the Membership Committee.</p>

Dec 1 st Tues	Past Director's Luncheon	<p><u>Preside and host</u> the Past Directors' Luncheon.</p> <p>The costs of refreshments and luncheon are divided evenly among those attending, except that the Director elect and the Vice Director elect are the guests of you and the Past-Directors. Bill the Past Directors when it is convenient to you.</p> <p><u>If necessary, arrange</u> next year's luncheon location and make reservations. The best places will be booked as much as a year in advance. Some of the luncheons have been held at the Canoe Brook Country Club. Clubs usually require a member sponsor. Contact the club member who is also a member of the Old Guard for permission to use his name in charging for meals.</p>
Dec 2 nd Tues	Council Luncheon	<p><u>Preside and host</u> a Luncheon for the current Council and the Council for the following year. Invite the Trustees, including the retiring Trustee and the newly elected Trustee, to the Luncheon. <u>Costs</u>: the first round of refreshments is your treat. Luncheon costs are divided evenly among those attending. Bill the attendees when convenient for you.</p>
Jan 1 st Tues	Council	<p><u>Preside</u> at opening of meeting, (new and old Council Members are present) and then turn over the gavel to your successor.</p> <p>Working materials are passed on to the new members of the Council. All materials are updated (if necessary) at this time to stay current with the "Master By-Law and Procedure Manual".</p>
Jan 1 st Tues	Regular meeting	<p><u>Preside</u> at opening of meeting, turn gavel over to your successor, and sit down.</p>

IMMEDIATE PAST DIRECTOR (1 YEAR)

Jan Council After sitting down, assume your new duties. They consist of serving on the Council for
1st Tues one year, serving as an *ex officio* member of the Board of Trustees and of the Life Member Committee, and as acting Director if neither the Director nor the Vice Director is available. You also serve for two years on the By-Laws and Procedures Committee, and chair it as Immediate Past Director.

PAST-DIRECTOR (FOR LIFE)

Jan Council Assume your new duties as Past Director. You serve for one more year on the By-Laws
1st Tues and Procedures Committee. Other duties consist of shutting up, if you can. Most can't.

RECORDING SECRETARY

DUTIES

The chief duty of the Recording Secretary is to record the proceedings of the regular Tuesday meetings of the Old Guard and of the meeting of the Council, normally the first Tuesday of each month.

PROCEDURES

He records the Minutes of Old Guard meetings and Council meetings in electronic form or in a loose-leaf record book and, for Council meetings, includes a record of those present and those absent.

At each meeting, when called upon by the Director, he reads the minutes of the previous meeting and makes any additions or corrections called for.

He maintains a Book of Council Resolutions.

At the close of each year the Recording Secretary turns over to the Historian any records which are not needed currently by the incoming Secretary so that the Historian may consider what records are to be preserved in the Old Guard Archives. When any volume of regular meeting minutes or of Council meeting minutes has been filed, the Secretary turns it over to the Historian for preservation.

CORRESPONDING SECRETARY**DUTIES**

The Corresponding Secretary receives communications addressed to the Old Guard. He maintains records and files of various matters which come through his hands and makes a report of his activities at each meeting of the Old Guard and of the Council. He is the custodian of the stocks of stationery and supplies, renewing them as appropriate. He holds keys for the Old Guard's storage cabinets.

PROCEDURES

The Corresponding Secretary writes an appropriate letter of condolence to the widow and/or children upon the death of an Old Guard member soon after the period of silence has been observed at a regular Tuesday meeting. He keeps a file of such letters and of acknowledgements when received.

After the weekly announcement of ill members is made by the monthly Outreach Chairman, the Corresponding Secretary sends an Old Guard "get well" card to each of those reported, at their hospital or home address as appropriate.

Each week he picks up the mail from the Old Guard box at the New Providence Post Office.

At each regular Tuesday meeting, when called upon by the Director, he gives a report of the letters and cards received from traveling members, bulletins received from other Chapters, and other significant communications. It is customary to end his report with a short bit of humor or an appropriate brief quotation.

As stationery custodian, he maintains an adequate stock of these supplies. Any change of format and any replenishment of supplies involving the expenditures of \$100.00 or more should be submitted to the Council for approval. A list of the stationery items currently stocked is shown below.

The Corresponding Secretary has keys for New Providence Post Office box, Historical Committee storage cabinet, and all other Old Guard storage cabinets.

At the close of each year the Corresponding Secretary turns over to the Historian any records which are not needed currently by the incoming Secretary so that the Historian may consider which of those records are to be preserved in the Old Guard Archives.

TREASURER**DUTIES**

The Treasurer sets up accounts as directed by the Board of Trustees and maintains the financial records of the Old Guard, including:

- Checking and Savings account books and bank statements
- Cash, journal listings, receipts and disbursements
- Bills paid by check in payment thereof
- Such other records, permanent or temporary, as may be deemed necessary by the Council or the Board of Trustees

The Old Guard has several cash accounts (Golf and Coffee) and one checking account (Trips), which are not the Treasurer's responsibility.

PROCEDURES

The Treasurer will:

1. Collect individual member's annual dues and initiation fees from new members and record their payment. He collects all other money given to or due to the Old Guard, except for the Trip Committee or such other special funds as are authorized by the Council.
 - a. In February, arrange for emails to be sent to all unpaid members.
 - b. In March, assign each Council member and trustee an equal number of unpaid members to be phone called.
 - c. In April, send out a letter requesting payment.
 - d. In May, arrange for the sponsor of the unpaid member to phone call the delinquent member.
 - e. Ask the Director to mail individual letters to each unpaid member.
2. Make payment, by check, for all authorized expenses, whether by direct payment to the person furnishing the goods or services or by reimbursement to any person who expended money on behalf of the Old Guard. He shall use discretion as to the documentation required for such disbursements.
3. Seek the guidance of the Council on any items presented for payment which appear to him to be irregular without reference to the dollar amount involved. If any such irregularity involves conduct that is potentially criminal or a breach of trust, the Board of Trustees shall also be notified.

4. Make a monthly report to the Council of the assets, liabilities, revenues and expenses for the organization (except for the Trips Committee checking account, and the cash funds of the Bridge, Coffee and Golf Committees) and will, in his judgement, get prior Council approval of major expenditures.
5. Make such advances as may be necessary and which have been approved by the Council to any authorized Committee. That Committee turns over its receipts to the Treasurer and he will make the disbursements approved by the Committee.
6. Under the Board of Trustees' direction, the Treasurer prepares such tax or other returns or reports as might be required by the United States and the State of New Jersey and pays any tax or assessment which may be due. The Treasurer shall advise the Trustees of his filing of those returns or reports. There are two annual government returns or reports: IRS Form 990-N that must be filed electronically by May 15 and the NJ Annual Report that must be filed electronically by July 31. The NJ website is www.nj.gov/njbgs. To reach the website for the 990-N Form, Google "Annual Electronic Filing Notice (Form 990-N) for Small Exempt Organizations". Unless the Director appoints another Old Guard member to be the Old Guard's agent to receive legal service, the Treasurer shall serve as such agent.
7. Prepare such financial or other reports (monthly, periodic, or annual) as the Council may require and send them to all Council members and Trustees before the meeting when they will be discussed. He, or an Assistant Treasurer, shall make a verbal report at each Council meeting of the current financial status.
8. Make such records, returns and reports available to the Auditor and to the Director.
9. Carry out the Policy regarding donations and gifts established by the Council.
10. Rent a safe deposit box at a local bank. He shall hold both keys, and he and the Assistant Treasurer shall be the signers on the bank's signature signers.
11. Prepare signature cards for all bank accounts and safe deposit boxes held by the Old Guard of Summit, except those accounts held by the Trips Committee, to identify the Treasurer and Assistant Treasurers as the authorized check signers.
12. Contents of the Old Guard safe deposit box shall include such documents as the Council, Board of Trustees or Treasurer shall determine to be of significant importance to require such safeguard. Such document shall include the Articles of Incorporation.
13. Make other voluntary contributions as the Council authorizes.
14. The Treasurer shall keep the following records:
 - Check books, bank statements, and canceled checks for the operating year
 - Cash receipts and disbursement journals

- Data supporting paid bills and deposit slips
- Copies of annual financial statements
- Copies of canceled checks

In the Treasurer's absence, the Assistant Treasurers shall have all the powers of the Treasurer.

DOCUMENT RETENTION

Financial records of the Old Guard shall be retained in accordance with the following provisions:

A copy of the annual financial report and the report of the Auditor shall be appended to the minutes of the Council meeting to which such reports are made by the Corresponding Secretary and shall be retained as part of the permanent records of the Old Guard.

The Treasurer shall prepare a journal of transactions for each year and make a copy available to the Auditor. He shall retain that journal for five years.

All other financial records maintained by the Treasurer shall be retained for a period of five years, and may thereafter be disposed of, provided any such records will be offered to the Historian for permanent retention by the Historian if he believes that such records are of historical value.

In addition, digital copies of critical files shall be retained for two years. This would include the Profit & Loss spreadsheets, the Bank Reconciliation spreadsheets, the data base of paid/unpaid members, unpaid dues listings, Federal and NJ tax filing documents, insurance records and other important documents, including contact information, correspondence, etc.

PROPERTY MANAGEMENT FUNCTION

In addition to the duties outlined above, the Treasurer will be responsible for controlling and reporting the status of all property owned by the Summit Chapter of the Old Guard.

The Treasurer will maintain a current inventory of all property belonging to the Old Guard. The original cost of each item shall be included wherever possible.

The property inventory will contain several sub-lists - one for each committee that uses property owned by the Old Guard. Each committee shall store and maintain the items for which it is responsible and, in addition, shall promptly report all new purchases to the Treasurer for inclusion into the inventory data base for that committee. The status of all items on its sub-list will be reported to the Treasurer at year-end.

The Treasurer shall verify the location and condition of all property on the inventory and report his findings to the Council.

Effective since 2010, if the Old Guard maintains an on-site cabinet holding equipment and materials for meetings, the cabinet keys are controlled by the Chairman of the Audio and Visual Aids Committee and Hospitality Committee for use by their early arriving members who start meetings set-up.

HISTORIAN

DUTIES

The Historian collects, archives, reviews, and communicates available information pertaining to activities, special events, and notable happenings of the Old Guard and its members.

The By-Laws designate the Historian as an officer of the Old Guard and specify that he serves as Chairman of the Historical Committee. His term of office runs concurrently with that of the Director, who appoints him.

The Historian and his committee are custodians of the Summit Area Old Guard Archives, which include paper and electronic files and records and all other historical matter collected over the years, including those of the other committees, except for records which are in current use. Its duties include the establishment and maintenance of appropriate indices and cross references.

PROCEDURES

The Historian prepares an Annual Report and presents it at a regular Tuesday Meeting early in the following year. This report includes a review of meeting attendance, notable speakers, Ladies Day, other special events, trips and notable activities.

The Historian chairs the [Historical Committee](#) as described in **Tab IV**.

IMMEDIATE PAST DIRECTOR**DUTIES**

The Immediate Past Director serves as a member of the Council. His principal function is to foster continuity in the operation of the Old Guard. He may make suggestions based on the lessons learned from recent history.

He also chairs the By-Laws and Procedures Committee. The other committee members are the previous Past Director, the Current Director and Vice Director. Its purpose is to monitor the need for change in the rules and regulations that govern Old Guard activities.

PROCEDURES

Having served on the Council for several years, the Past Director may be able to make suggestions to the Council on the operation of the Old Guard. He should make himself available to the Council for that purpose.

As Chairman of the By-Laws & Procedures Committee he is responsible for seeing that the committee reviews the need for revisions that reflect desired changes in the operations and assigned responsibility for the various functions of the Old Guard.

The master copy of the "By-Laws and Procedures Manual" is kept in his possession for safety and updating, properly backed up. This "Master" manual is to be kept current with any approved changes by the Council.

Old Guard of Summit

TAB IV

Support Committees & Activity Groups

Duties & Procedures

Chapter IV – SUPPORT COMMITTEES & ACTIVITY GROUPS

GENERAL STATEMENT

Support Committees (“Committees”) and Activity Groups (“Groups”) are created and eliminated with the approval of Council.

Each of the Committees and Groups of the Old Guard is described in a memorandum giving a statement of its duties and procedures. These statements are subject to change as may be found helpful to serve the interests of the Old Guard membership, and to clarify the responsibilities of a given Committee or Group, or in order to avoid duplication. Any suggestions for changes may be made to the Committee or Group Chairman or to the Council. Each Committee’s or Group’s statement of its current duties and procedures should be given to its successor Chairman to facilitate the continuity of services to the Old Guard and the enjoyment of its members.

Any Chairman of a Committee or Group who feels that he should have additional members or activities or be relieved of certain responsibilities is encouraged to so advise the Director. In those cases where a Committee or Group has unusually heavy activities, a Co-Chairman and/or Vice Chairman can be named to speed the workload.

The kinds and amounts of expenditures of a Committee or Group may vary considerably by virtue of its distinct activities. When any Committee or Group plans to incur an expense of \$300.00 or more for an activity not previously performed by it, or if it desires to spend substantially more than previously permitted on an activity done by it in the past, then it must ask the Director to review its proposed expenditure and submit it to the Council for approval. Reports of all expenditures should be made to the Treasurer.

In the interest of proper records management, it is desirable that the Chairman of each Committee or Group, at the close of the calendar year, review the records and papers that have been accumulated during the year. Any records which are no longer needed to serve the further activities of the Committee should be turned over to the Historian who will determine what should be preserved and what may be destroyed.

It is the responsibility of the incoming Director to appoint Committee and Group Chairs and to organize the Committees and Groups. The Recruitment for Participation form on the following page should be reproduced and made available for all members in September to sign up for participation on the Committees in the following calendar year.

Recruitment for participation in 2023

It's that time of year again – time to sign up for committees and activities in 2023. These groups are the life-blood of the Old Guard and we need your support to maintain and grow our many activities. If you are new to the Old Guard, this is a great way to meet your fellow members.

Please sign up for at least one support committee and one interest group (you'll find brief descriptions in the 2023 Directory and also here: <https://redoak.org/group-descriptions.pdf>). If you are currently participating, please sign up again. Please fill out the form now – we all know what happens when we put something aside and promise ourselves we will return to it later!

Date: _____

Member's Name (please print)

Phone

Email Address

SUPPORT COMMITTEES

_____ A-V Team – Audio

_____ A-V Team – Video

_____ A-V Team – Zoom

_____ Auditing

_____ Birthdays

_____ Bulletin

_____ Certificates

_____ Coffee Service

_____ Database and Directory

_____ Historical

_____ Hospitality

_____ Insurance

_____ Ladies Day Luncheon

_____ Membership

_____ Music – Chorus

_____ Music – Accompanist

_____ Outreach

_____ Photography

_____ Picnic

_____ Programs (one month)

_____ Publicity

_____ Transportation

_____ Website

ACTIVITY & INTEREST GROUPS

Member Leader

_____ _____ Bocce

_____ _____ Book Group

_____ _____ Bridge

_____ _____ Canoeing & Kayaking

_____ _____ Career Mentoring*

_____ _____ Chess

_____ _____ Financial & Investment Group (FIG)

_____ _____ Fishing

_____ _____ Golf

_____ _____ Hearing Improvement Group (HIG)

Member Leader

_____ _____ Reminiscences

_____ _____ Sci. & Math Interest Group (SMIG)

_____ _____ Sports Forum

_____ _____ Technology User Group (TUG)

_____ _____ Tennis

_____ _____ Timely Topics

_____ _____ Trips and Theatre

_____ _____ Tues, Wed, Thurs Lunches

_____ _____ Walking

_____ Other?

Please return this form by email to forms@summitoldguard.org with your name, phone number, email address and date filled in and your choices marked with x's, by the end of September. We prefer that you return it by Word or PDF attachment, but you may also print it, fill it out, then scan it or take a picture of it with your smartphone and return it to our special email address. Alternatively, you may send it by US mail to: **Summit Old Guard, PO Box 544, New Providence, NJ 07974.** More options at: <https://redoak.org/forms>

AUDIO-VISUAL AIDS COMMITTEE**DUTIES**

The A / V Committee provides audio-visual services for meetings and events, including

- Public Address system and participatory audio
- Video projection
- Captioning
- Audio-Video recording, editing, publishing (selectively)
- On-site and remote services
- Hybrid meetings (in-person with two-way remote participation by Zoom)
- Plenary meetings, group / committee meetings, occasional events

Equipment is maintained, including acquisition, custody and inventory. On-line subscriptions are maintained as needed.

The Committee endeavors to provide services to other activity and interest groups on request, within its practical capacity.

PROCEDURES

A Chair and Vice-Chair shall lead and manage the Committee, appointing team leaders, scheduling duties, and coordinating with others.

The committee shall

- Cooperate with program chairs and committee or group chairs requesting services
- Coordinate with host venue systems and personnel
- Coordinate with presenters, including usage of their equipment and media
- Provide services for plenary meetings
- Endeavor to provide services for other events and group or committee meetings when requested
- Train Committee members to perform its functions
- Securely maintain (and replace or upgrade) equipment, software, licenses, and technical documentation

AUDITING COMMITTEE**DUTIES**

To conduct an annual audit of the financial, digital, and physical assets of the Old Guard.

PROCEDURES

As soon as practicable after the close of each calendar year, the Auditing Committee will review and audit the financial statements, records, and accounts of the Old Guard Treasurer and the Treasurer of the Trips and Theater Committee. In addition, the Auditing Committee will review and audit the Old Guard's digital assets (information resources in digital form that are used to run the organization) to determine that they are properly identified, recorded, and safeguarded.

RECORDS & DOCUMENTS TO BE AUDITED:

- Cash Receipts, Cash Disbursements, Checking Accounts, Investment Accounts (Certificates of Deposit and Treasury I-Bonds), Insurance Policies, Federal Tax Returns, New Jersey Registration Documents, and the like.
- Inventory of all physical property owned by the Old Guard (maintained by the Treasurer).
- Inventory of all digital assets, including their documentation and safeguarding. Note: Such a comprehensive inventory has not been prepared prior to 2023 and learning how to do it is expected to take some time.

The Auditing Committee will submit a report of its findings and any recommendations to the Old Guard Council and Trustees.

AWARDS COMMITTEE

See: [RECOGNITION AWARDS COMMITTEE](#)

BIRTHDAYS COMMITTEE**DUTIES**

At the last Tuesday general membership meeting of each month, the Birthday Committee brings attention to the members present who will have birthdays the following month.

Prior to the last Tuesday of each month, the Birthday Committee will contact all members whose birthdays are in the designated period, extend a congratulatory message on behalf of the Old Guard, and invite them to attend the Birthday meeting. Committee members will report any illness indisposition or change of status to the Chairman responsible, i.e., Outreach Representative, Membership Chairman, etc.

The form of presentation of the birthday announcement to the membership is not prescribed, allowing the Chairman freedom to innovate or change. Reference to special situations such as length of membership or illness may be made at the discretion of the Chairman.

PROCEDURES

Birthday information is supplied by the Database & Directory Committee. Detail is limited to the member's name and birth date.

The Chairman assigns the names of birthday honorees to Committee members for contact. It is nice to let old members know that we care and to check on their health and physical condition.

The Chairman calls those celebrating their birthdays to the front of the meeting room, asks them to provide their name, date and location of birth and answer a topical question. Upon completion, the audience joins the Chairman in singing a verse of "Happy Birthday".

It is strongly suggested to keep the introduction interesting but short. In any case, it should not short change the time allowed for the presentation that follows.

BOCCE**DUTIES**

This Activity Group provides the opportunity for members who enjoy playing Bocce to do so with other Old Guard members.

PROCEDURES

The Group consists of a Chairman and one or more members. Summit Old Guard members play Bocce at a scheduled time and location, generally weekly, depending on weather. Currently, we play bocce at the Stirling Hotel in Stirling, NJ, and convene for lunch afterwards at the Hotel's restaurant..

Announcements of this activity are made at the regular meetings and in the monthly Bulletin.

BOOK DISCUSSION GROUP**DUTIES**

This activity group acts like a Book Club, selecting books for members to read and convening periodic meetings to discuss them.

PROCEDURES

The Chairman and participants collaborate on choosing the next book to read, and the Chairman or Vice Chairman organize times and places for discussions. The discussion leader for a particular book (not necessarily the Chairman) kicks off the gathering with a prepared précis of the book, so that even group members who have not managed to read the entire book can benefit from the discussion. Our intention is to vary the types of books selected to cover the broad interests of Old Guard members ranging from fiction, non-fiction, biographies, etc. The target is to convene once a month, but the frequency of sessions is flexible.

BRIDGE COMMITTEE

For many years, the Old Guard Bridge Committee organized, sponsored, and ran weekly games at various venues, restricted to its members and their guests.

Starting in 2018 the Old Guard stopped running bridge games of its own but encourages members to play in weekly games organized by the Murray Hill Bridge Club and the New Providence Senior Citizens Club. All these games are played at the DeCorso Community Center in New Providence. The role of the Old Guard Bridge Committee is to promote among members an interest in bridge and coordinate and arrange opportunities for them to play in various levels of bridge competition, as well as to advise them of the opportunities to learn how to play from local teachers.

During the Covid shutdown, all area Bridge games coalesced and went online. Late in 2021 the Murray Hill Bridge Club announced that it would not resume operations after the end of the Covid shutdown, so the Old Guard may again start up recreational bridge games at some point, moving forward.

BULLETIN COMMITTEE

(Also see [OG Bulletin Manual](#) toward the end of Section IV)

DUTIES

The Bulletin Committee prepares and distributes each month a four-page Bulletin with information of general interest to Old Guard members.

PROCEDURES

The Bulletin Committee consists of a Chairman and an unspecified number of members, plus a production assistant. The Chairman is appointed by the Director.

The Committee holds no meetings and does all of its work by exchanging Microsoft Word documents by email attachment. Therefore, prerequisites for this work are an Internet-connected computer, the ability to send and receive email attachments, Microsoft Word (or a fully compatible clone), and a decent knowledge of using Word, including the “track changes” tools.

Before the beginning of the year, the Chairman appoints an Editor for each month, and for the first month of the following year. Input for the bulletin and for special inserts is given to each monthly editor by the Director, Program Chairman and other Old Guard Committee Chairmen or their representatives. In the event that this input is not received by the monthly Editor in a timely fashion, it is his responsibility to obtain it from the appropriate individual.

The monthly Editor prepares a draft copy of the Bulletin and submits that copy to the production assistant who prepares the formal copy, which is then circulated by email to the other members of the Bulletin Committee for comments, which are taken into account in preparing the final copy for distribution to members. The production assistant sends this copy to the printer with an order form based on instructions from the Committee Chairman and the monthly editor. The printer bills the Treasurer. Members are encouraged to receive Bulletins by email to reduce the cost of printing and postage.

Either the Bulletin Committee Chairman or the monthly Editor picks up the printed bulletins from the printer, then labels, folds, seals, stamps, and mails them. The extra copies are retained for use in recruiting new members.

In some months, additional material, such as the Directory or Ladies Day flyer, is mailed with the Bulletins. The September Bulletin should include as an insert, the “[Recruitment for Committee & Activity Participation](#)” survey form near the beginning of the section on [Committees](#).

The Bulletin is distributed by the US Post Office or by email with PDF attachment to the members. Bulletins are also provided to other interested parties such as certain other Old Guard chapters.

BULLETIN CONTENT

The Bulletin should contain, but not be limited to, the following:

1. Names of Director & Vice-Director, Editor, and Editor of the month
2. Director's Message:

Each issue of the Bulletin will include a short message by the Director to the membership on a subject of his choice. It has become the custom for the Vice Director to substitute for the Director in providing the message in the February and September issues of the bulletin
3. Program schedule for the current month including:
 - a. Weekly topic & speaker
 - b. Meeting place, dates and times
 - c. Name of Program Chairman for that month
4. Preview of Program schedule for the subsequent month
5. Brief descriptions of Old Guard events of special interest such as future trips, picnics, theater parties, etc.
6. Items of special interest, especially for the benefit of absent members.
7. Election results and biographical sketches of a new Life Members
8. Accounts of outstanding achievements of members for the Old Guard or in the community, etc.
9. Directory changes, prepared and furnished by the Membership Committee or the Database and Directory Committee including:
 - a. New members, their addresses & telephone numbers
 - b. Losses by resignation or death

The Bulletin should also contain, but not be limited to, the following:

10. Articles of unusual interest such as Old Guard history, membership and attendance statistics, etc. Such information can be obtained from Historical, Membership and other Committees
11. Appropriate extracurricular activities of interest to Old Guard members may be inserted on the last page
12. Occasional references to items in the Blue Book, when relevant

BY-LAWS AND PROCEDURES COMMITTEE

DUTIES

The Committee shall monitor and revise the By-Laws and Procedures Manual (the “Manual”, sometimes referred to as the Blue Book) to assure that it expresses current By-Laws, procedures and practices. The Committee shall consider and propose changes in the Manual to the Council for approval and implementation.

MEMBERSHIP

The members of the By-Laws Committee (the “Committee”) shall be: the Director, the Vice Director, the two most recent Past Directors, and other members that may be appointed by the Chairman. The Immediate Past Director serves as the Chairman. The Chairman may appoint a scribe, duties below, who may be one of the members named above or an additional member of the Committee. To assure consistent procedures, the document manager should be encouraged to serve for several years and must be familiar with, and have on his home computer, the software used to maintain this Manual.

PROCEDURES

By-Laws

The Committee will review or generate proposed changes to the By-Laws, and the Chairman will submit recommendations for changes to the Council for approval. Changes approved by the Council will be submitted to the members for approval. A majority vote of a quorum at a regular Membership Meeting is required to adopt recommended changes to the By-Laws. Notice of recommended changes will be announced at the meeting and placed on the bulletin board one week before voting.

Procedures

The Committee will review changes in “Committees & Groups Duties and Procedures” proposed by Chairmen of the other Old Guard Committees & Groups or generated by members of the Committees & Groups. Procedural or minor changes in “Committees & Groups Duties and Procedures” of the various Committees & Groups shall be made with concurrence of the Committee or Group and the chairmen of the affected Committees or Groups.

The Chairman will submit significant changes, such as those involving substantial funds or affecting Old Guard activities or members beyond the affected Committee or Group, to the Council for approval. Membership approval is not required for changes in “Committees & Groups Duties and Procedures”.

Records

The document manager will maintain the Manual as an electronic document, with suitable backups. He will issue a new PDF version whenever the Manual is updated by the Committee, and furnish a copy to the Webmaster for posting at the Old Guard website.

CANOEING AND KAYAKING GROUP**DUTIES**

The Group arranges for members to enjoy canoeing, kayaking and floating in the rivers and lakes of New Jersey. Participants will rent or use their own equipment.

PROCEDURES

Trips will be conducted, weather permitting, on local rivers and lakes (such as the Delaware, South Branch of the Raritan, Spruce Run Reservoir, etc.). Group members will organize rental of equipment and car-pooling to site. All participants are required to wear personal floatation devices while in a canoe, kayak or float. The Group consists of a Chairman and members. Announcements of this activity are made at the regular meetings and in the monthly bulletin.

CERTIFICATES COMMITTEE**PURPOSE**

Old Guard Certificates are given to deserving individuals to express our gratitude for their services to the Old Guard. The formats include:

1. Speaker
2. Monthly Program Chairman
3. Life Membership
4. Appreciation for Exceptional Services (e.g. Unsung Heroes)

DUTIES

The pre-printed forms are inscribed with the Speaker's or Program Chairman's names, or in other cases the Life Member's name or the names of a Deserving Individual or Establishment. The methods of inscription may be done by: Calligraphy, Hand Lettering, or Computer – such as **Old English Text**. The selection makes it possible to make Certificates look different for individuals who are receiving this recognition for the second or third time. It also makes it possible to have the inscription done by somebody other than a talented Calligrapher. If possible, the hand lettering should match the lettering style of the pre-printed certificate.

It is at the discretion of the Certificate Committee Chairman to select or appoint some member of his Committee to this task. All certificates are signed by the Director to give it the seal of official recognition by the Old Guard. The certificate to the Monthly Program Chairman is signed by both the Director and the Recording Secretary.

The Committee chairman will make sure that an adequate supply of certificates is maintained.

COFFEE SERVICE COMMITTEE**PURPOSE**

To make coffee or other suitable beverages or snacks available before each Old Guard meeting to facilitate a time of conversation and fellowship for all attendees.

Committee members shall be appointed by the Director and shall consist of a Chairman and at least four additional members.

DUTIES OF CHAIRMAN

1. Arrange for rotation of Committee members to buy coffee and bring it to the meeting.
2. Review status of supplies and purchase when necessary.
3. Supervise coffee service and help designated members with set-up, clean-up, etc., as necessary.
4. Reimburse member purchasing coffee.
5. Secure any additional funds and hold for future use. If the collected funds accumulate significantly beyond what is needed for week-to-week purchase of coffee, cups, creamer, and to make change for members to pay for their coffee, the Chairman will transfer the excess funds twice annually to the OG Treasurer – at the first meeting in July and the last meeting in December.

DUTIES OF DESIGNATED COMMITTEE MEMBERS

1. Purchase coffee at an appropriate restaurant. At the discretion of the Committee, snacks such as cookies or donuts may be made available.
2. Have coffee available between 9:15 A.M. and 9:55 A.M., together with sugar, sweetener, creamer, disposable cups, spoons or stirring sticks, napkins, etc. (Supplies stored in Old Guard cabinet.)
3. Collect money from participants (Presently 25 cents per cup.).
4. All coffee drinking should be enjoyed while standing in the back of the meeting room. None of the coffee should be consumed after sitting in the audience. When the regular meeting starts, empty and rinse thermos containers and police the area.

After the regular meeting is over, return supplies to cabinet and make certain the member designated for the next week takes the thermos containers home for thorough washing before the next meeting.

DATABASE AND DIRECTORY COMMITTEE**DUTIES**

This Committee maintains a membership database and produces a variety of reports for the Old Guard Council, officers, and committees, including an Annual Directory.

PROCEDURES

The Committee consists of a chair, a vice chair and possibly other members. The database shall include all available current and recent digital data on members who joined since 1998 and their participation in Old Guard activities, their awards and honors, and their leadership roles.

The Committee produces monthly outputs, which include:

- Mailing labels used by the Bulletin Committee
- Birthday list for Birthday Committee
- Membership changes summary for the monthly Council meeting
- Membership changes summary for the Monthly Bulletin
- New or changed email addresses (from Applications and member input) for periodic blast emailing to all members

The Committee produces annual outputs, which include:

- Report of new 20-year and 30-year members for announcement at a meeting or a special event such as Ladies Day
- Membership tabulations for the Treasurer
- The Annual Directory

The Committee produces special outputs, on request, which include:

- Condensed individual member histories for the Director or committees
- Special reports for the Life Member Committee and Nominating Committee
- A collection of forms, letters, and information artifacts including:
 - The Membership Application Form
 - Ad hoc reports

The database includes all data necessary to produce the foregoing reports and is kept up to date at all times. Fields include:

1. Member address, phone numbers (landline and mobile) and email address
2. Membership status: Active, Non-Resident, Honorary, No Longer, or Prospect
3. Reinstatement of former members

4. Termination of membership due to:
 - a. Death
 - b. Resignation
 - c. Removal for nonpayment of dues
5. Name of wife or significant other. Death, separation, or addition of wife
6. Bulletin receipt preference (hard copy in addition to email)
7. Comments

The Committee shall respect the right of privacy of each member and shall avoid the indiscriminate distribution of the foregoing data. Members may request that certain of their contact information be withheld from the distributed Annual Directory.

FINANCIAL AND INVESTMENT GROUP

DUTIES

The Financial and Investment Group (“FIG”) enables members to learn from one another and from invited speakers about the economy, business, finance, and investing.

PROCEDURES

A Chair and Vice-Chair lead the group and manage its activities.

FIG meets approximately monthly as scheduled.

A mailing list is maintained for announcements and for postings by members for the attention of the group.

Participants can suggest discussion topics, make or arrange presentations, and post materials.

FISHING GROUP

DUTIES

This Group provides the opportunity for members who enjoy fishing to do so with other Old Guard members.

PROCEDURES

The Group consists of a Chairman and one or more members. Fishing is generally done nearby in freshwater lakes & streams and saltwater party trips between April and October each year.

Announcements of this activity are made at the regular meetings and in the monthly Bulletin.

GOLF GROUP**DUTIES**

This Group arranges for the use of a suitable course and organizes golf activities for the Old Guard members.

PROCEDURES

The Group consists of a Chairman, Vice Chair and several members.

With the cooperation of the Summit Recreation Department and the Course Superintendent, the Summit Municipal Golf Course is used by Old Guard members to play weekly rounds of Old Guardsmen only golf. The “par three”, commonly called “Muni” course, is located on River Road near Highway 24 and the Short Hills Mall. Although, membership and play at this City of Summit-owned course is normally limited to Summit residents and other designated non-resident players, Summit Old Guard golfers, regardless of residence and course membership status, are permitted to play Old Guard golf during regularly scheduled weekly rounds throughout the season.

OG members should contact the chair and vice chair regarding OG playing status. For information about playing conditions, delayed openings, or course closings, call the Summit Municipal Golf Course at 908-277-6828.

Each week, the Chairman collects \$1.00 from each player to pay for golf balls purchased and used for player competition awards. Competition ball awards are awarded weekly to players with the lowest net scores and to the winner of the “Closest-to-the-Pin” competition. The Chairman or his designate keeps records of the weekly scores for each player. Handicaps are assigned to new players after they have played five rounds of Old Guard golf and their scorecards have been submitted and officially recorded. Handicaps for all players are updated each season.

The group also arranges for 18-hole outings at courses in the area, from time to time.

An Annual Golf Luncheon is held at the end of the season.

If the funds collected from members for playing golf accumulate significantly beyond what is required for purchasing golf balls, as awards for “closest-to-the-pin”, etc., then at the end of the season, the chairman will transfer funds to the OG Treasurer to be deposited in the OG Bank account.

HEARING IMPROVEMENT GROUP**DUTIES**

The mission of the Hearing Improvement Group is to improve members' experience in tackling their hearing loss by providing information, resources, and opportunities to exchange experiences, as well as to seek improvement of the sound environment in the Old Guard meeting room.

PROCEDURES

A Chairman and Vice-Chairman lead the committee.

The committee provides information and advice on hearing improvement to members.

The committee facilitates use of hearing assist devices in Parish Hall meetings. Before Parish Hall meetings, the Hearing Improvement Group coordinates with the A-V Aids Committee to make sure sound is optimized for hearing-impaired attendees.

When hardware or procedural changes in A-V in the meeting room are being considered, the Hearing Improvement Group and A-V Committee will collaborate in the planning.

HISTORICAL COMMITTEE

DUTIES

The Historian is an officer of the Old Guard and serves as the Chairman of the Historical Committee. The duties of the Historian are discussed in **Tab III**.

The Committee consists of a chairman, a vice-chairman, and other members. The Historical Committee collects, archives, reviews, and communicates available information pertaining to past activities, special events, and notable happenings of the Old Guard and its members.

PROCEDURES

Bulletin

The Historian shall appoint one Committee member each month to prepare two articles for the Bulletin section entitled: “—Just thought you would like to know—”. The first article, entitled “Twenty years ago,” should describe an event or events taken from an Old Bulletin. The second, entitled “Did you know that,” should report any informative fact of interest to the membership.

Archives

The Historian and the Historical Committee are custodians of the Summit Area Old Guard Archives, which include paper and electronic files and records and all other historical matter collected over the years.

The Historian and the Historical Committee shall actively gather documents for the archives, especially at the first of the following year. Some of the sources of information used by to gather material for the permanent records are the Minutes of the Recording Secretary, records of the Director, Treasurer, Corresponding Secretary, other Officers, and Committees. Notices and articles appearing in the press and on-line shall be archived.

The organization of this information includes the establishment and maintenance of adequate indices and cross references.

The paper archives are kept in one or two special locked cabinets. The Historian and the Committee Vice-Chair keep keys to this cabinet.

Records in the paper archives include:

- General meeting minutes.
- Council meeting minutes.
- Reports and documents of officers and committees.
- Annual reports from
 - Treasurer
 - Auditing Committee
 - Historical Committee

- Other committees as listed in their respective sections of this document
- Annual Directories.
- Monthly Bulletins
- Photo album of all Directors.
- News clippings
- Special feature articles reporting Old Guard activities.

Electronic Archives

As of 2023, Old Guard is in a period of transition from paper-based archives to electronic archives. In recent years, all new documents have been created and retained in electronic formats. In addition, some archived documents have been scanned.

Moving forward, many of the artefacts in the bullet list above will be archived **only** electronically. Certain newer kinds of artefacts will also be considered for electronic archiving, including:

- Weekly blast emails (planned)
- Photo albums of all members (perhaps not yearly)

The Historical Committee shall establish retention protocols for paper, electronic, and occasionally both document formats. officers, committees, interest groups, and individuals shall turn over documents to the archive committee, generally at the first of each year. The Historical Committee will work with the record originators or current cognizant committee chairmen to determine what documents should be archived.

The Historical Committee will review the paper archives and determine which documents should be scanned and whether especially valuable paper originals need to be retained. The committee will establish a file-name protocol, establish a filing ontology, and prioritize the scanning process. The committee will establish a scanning schedule and recruit members to assist as needed.

The Historical Committee will review the Old Guard's website, Facebook page, and other external-facing social media and determine if any of these shall be archived electronically.

The Historical Committee shall determine which email communications need to be archived and establish procedures for collection of these communications. Archiving of emails shall be highly selective and focused on topics of historical significance.

Electronic archives are currently maintained on the **www.redoak.org** website. The Historical Committee shall establish electronic records policy to ensure permanent retention.

Historical Reviews

The Historical Committee shall review the archives, identify interesting topics, and present them to the Old Guard membership in an appropriate forum and format. Priority will be

based on the interest of Committee members to review, extract, organize, and present the topic. Written summaries and presentation graphics will, of course, be archived.

For more information see the section on [Officers => Historian](#) in **Tab III**.

HOSPITALITY COMMITTEE**DUTIES**

The functions of the Hospitality Committee are to greet those who attend the Old Guard meetings, to generally supervise and manage the use of the physical facility, and to contribute to the pleasure and satisfaction of all in attendance.

The Hospitality Committee also welcomes current and new members, member prospects and visitors.

The committee consists of a Chairman, Vice-Chairman, and 10 or more other members. The Chairman will appoint Monthly Meeting Coordinators for each month. These Coordinators will be responsible for enlisting other committee members as needed to carry out the duties of the Hospitality Committee during their assigned month.

PROCEDURES

1. Prior to each meeting:
 - a. The Meeting Coordinator should arrive before 9:15 to set up the chairs (Currently approx. 40 chairs) and two tables at the rear of the room for the Membership Committee
 - b. Place the Membership check-in sheet and guest sign-in sheet, signs, pens and Old Guard membership literature on the table at the rear of the room near the entrance
 - c. Place a bottle of water next to the lectern
2. As members and guests arrive for the meeting:
 - a. The Monthly Meeting Coordinator assigned as the greeter for that month will greet members by their first name, ask them to sign-in and make everyone feel welcome.
3. After the meeting:
 - a. Return chairs to dolly
 - b. Return tables to their previous location before the meeting.
 - c. Make a final check of the room for anything else that should be put away or thrown out.

MEDICAL EMERGENCY

In the event of a medical emergency, go to the Church Office down the hall and/or call 911.

INSURANCE COMMITTEE**DUTIES**

The Insurance Committee will review the activities in which the Old Guard functions, including weekly meetings, annual Ladies Day, trips, athletic activities, procurement of speakers, and lunches for speakers, and will identify possible liabilities that could occur during the pursuit of these activities.

PROCEDURES

In-force insurance policies maintained by the Old Guard should be studied, reviewed, discussed and matched with possible claims arising from the above activities. If non-covered possible liabilities are identified, the Committee shall investigate the cost of coverage and make recommendations to the Old Guard Council as to advisability of covering the risk or accepting the risk.

The above responsibilities shall be discharged once per year upon the appointment of the Committee by the new incoming Director. During the year, the Chairman of the Committee shall consult with the Recording Secretary to keep informed of the Council discussions regarding any activities that are to be undertaken or changed to assess possible impact on insurance requirements. An insurance report should be given to the Council once each year.

LADIES DAY COMMITTEE

DUTIES

The Ladies Day Committee arranges an annual luncheon for the enjoyment of Old Guard members and their ladies.

The Committee consists of a Committee Chairman, the Director *ex officio*, and such members as the Committee Chairman designates. The Committee Chairman is appointed by the Director.

PROCEDURES

The event should take place in the fall or spring, when the weather is likely to be pleasant. An attractive venue should be chosen that is large enough to accommodate all attending members and their guests, in a room that is otherwise closed to the public during the event.

Since this is the main opportunity during the year for wives to socialize with each other, adequate time and space should be provided for guests to mingle and converse before sitting down to eat, possibly with a cash bar for cocktails, wine and beer, plus complimentary soft drinks and coffee.

Each year's committee should add program elements of their choosing to make it a truly special event, while keeping the price per attendee at a reasonable level.

The event should be publicized well in advance through announcements at Old Guard meetings, in monthly Bulletins, and by email. A deadline for ticket sales can be set for planning purposes, but every effort should be made to accommodate members who sign up late.

SCIENCE & MATH INTEREST GROUP

DUTIES

The Science & Math Interest Group (SMIG), formerly the Math Interest Group (MIG), provides Old Guard members the opportunity to meet regularly to present and discuss topics in the fields of mathematics, science, technology, engineering, medicine and economics. Meetings often focus on important topics of the day.

PROCEDURES

A Chairman and Vice-Chairman provide leadership and guidance and assume administrative responsibilities.

SMIG participants assist in selecting topics and volunteer to prepare presentations. Presentations are followed by discussion.

The group generally meets every *even* month of the year, and generally on the third Tuesday of the month shortly after the conclusion of the plenary Old Guard meeting. Speakers may present in person or online by Zoom. Additional SMIG meetings can be scheduled at more flexible times using Zoom.

MEMBERSHIP COMMITTEE

I. DUTIES

The Membership Committee oversees recruitment, integration, and retention of members and coordinates with other relevant committees.

Recruitment involves encouraging members to sponsor candidates as guests and then helping convert the guest into a member, holding recruitment drives, and coordinating awareness with publicity.

Integration involves welcoming and familiarizing new members. A key component is assisting sponsors in mentoring their new member and hosting periodic new-member events to brief them. Membership Committee assists the Hospitality Committee with integration.

Retention happens naturally through excellent programs, activities, and interest groups. Membership assists the Treasurer to get members to renew annually.

The Committee processes membership applications and hands off paper membership registration forms to the Database and Directory Committee for entry and preservation.

The Director appoints the Chairman of this Committee who serves on the Council. He reports on Committee activities and the status of membership.

II. PROCEDURES

A. Processing of New-Members Prospects at face-to-face meetings

1. All guests upon arrival at their first general meeting should be directed to the back table for signing in and to receive a "Guest Kit" (containing an Application Form, current Monthly Bulletin and Old Guard Color Flyer). The Membership Committee man at the back table should inspect the sign-in sheet for legibility, especially of the telephone number. He must copy the name and contact information of the guest on his own paper in order to be prepared for the follow up telephone call, usually on the following Thursday. The sign-in sheet will be taken to the Director soon after the meeting begins and therefore is no longer available to the Back-Table Membership Committee man.
2. After a prospective member (guest) has been introduced at his first general membership meeting, usually by his sponsor (the Old Guard member who invited him), the Membership Committee man who greeted the guest at the back table should follow up with a telephone call to the guest two or three days later to inquire about how the guest enjoyed the meeting and ask him if he would like to join the Old Guard. In addition, the sponsor should also call the guest and discuss possible membership.

3. At his initial meeting, if a guest has no sponsor, someone from the Membership Committee, usually the Back-Table committee man, will be assigned to introduce him during the meeting (but not be listed as his sponsor).
4. Assuming that the guest would like to join the Old Guard, his sponsor, or the Membership Committee man following up with him, will explain the process for becoming a member.
5. The initial dues payment (including \$5.00 initiation fee) depends on the month of installation. The sponsor should consult with the Treasurer for the exact amount required.
6. The prospective new member must fill out the Application Form and bring it with him on the week that he will be presented and nominated for membership. The sponsor, or the Membership Committeeman assigned to him, should inspect the application form for completeness and legibility. In addition, the prospective new member should bring a check for the relevant amount for dues and initiation fee (to pay \$5.00 for the plastic name badge).
7. Ideally, the sponsor will introduce the prospective member. Therefore, the date for presentation of the new member candidate for nomination and voting should be coordinated to coincide with the presence of the sponsor. In the event that the sponsor's absence would cause an extended delay, then a Membership Committee member should present the candidate so that he may join without delay.
8. The sponsor or assigned member of the Membership Committee will introduce the guest at his first meeting and insure that the Sign-In-Sheet at the back table has been properly completed.
9. After the Membership Committee has received a completed application and dues (which may be paid online, in which case the Treasurer will alert the Membership Committee), they will review the candidate's information and, if appropriate, proceed to recommend membership.
10. A "Membership Kit" consisting of Name Badge, current Directory, current Bulletin, Committee Sign-Up Sheet, and welcoming letter will be presented for presentation by the Director after installation.
11. The Committee coordinates the installation date with the sponsor who formally proposes the candidate for membership at a general meeting. The Committee also ensures that the Sign-In Sheet has been properly completed so that the Director includes this in his agenda.
12. The new member's information is provided to the Database and Directory Committee for entering into the Membership Database. The New-Member Application Form is used to capture and convey this information. The electronic version of this form is

preferred, but if the new members submits, hard copy it will be scanned and converted to electronic form.

13. The Membership Committee will pass along new members' interests to appropriate committee chairs so they can be immediately included in appropriate activity and interest groups.

B. Processing of Prospective New Members who only attend by Zoom

14. The Zoom Committee processes Zoom attendance lists, keeping an eye out for repeat visitors who might be possible candidates for joining, and hands off their names and any other available relevant information to the Membership Committee for follow-up.
15. Together the two committees try to ascertain email addresses of repeat visitors, so that the Membership Committee can make direct contact and send them electronic membership packages if appropriate.
16. If a prospect expresses interest in joining, the Membership Committee follows up to get a returned application form and initial dues.

C. New Member Integration

17. The Membership Committee assists the Hospitality Committee with integration new members into the social life and activities of Old Guard, as requested.

D. Member Retention

18. The treasurer is responsible for collecting and tracking annual dues payments. The Membership Committee assists the treasurer with an increasing crescendo of reminders until a member is finally dropped for non-payment.

E. Honorary Members

19. Any proposal for Honorary Membership is first presented to the Council. If the Council approves it, a sponsor will be designated to obtain a completed application from the candidate, except that no fees are payable for this designated class of membership.
20. Honorary Members are included in the Database and Directory.

F. 20- and 30-Year Members

21. Members who have maintained their membership for 20 years, or for 30 years, receive special recognition. The recognition is accomplished through the award of 20- or 30-year name badges, prepared by the Membership Committee. The oral presentation of the award(s) should be made by the Chairman of the Membership Committee, or someone agreed to by the Committee.

22. The new 20-year or 30-year member is presented with a new membership name badge of brass/gold, bearing the inscription:

TWENTY YEARS or **THIRTY YEARS**
MEMBER'S NAME **MEMBER'S NAME**

23. The presentation is normally made at the fall Ladies Day Luncheon or during an October meeting. In presenting the award, assure that the new 20-year or 30-year Member will be present, if they possibly can. After reading the prologue, have him brought forward for the presentation of the new membership name badge.

III. REPORTS

All reports are prepared jointly with the Database & Directory Committee

A. Monthly

- Council report of membership changes and counts
- Member changes for monthly bulletin
- Birthday list for the Birthday Committee

B. Annual

- Various reports for the Directory
- The Directory

IV. RECORDS RETENTION

1. Hard-copy Applications for Membership are retained for at least three years, and electronically (after scanning) by the Database and Directory Committee indefinitely.
2. Data on former members is retained electronically by the Database and Directory Committee indefinitely.
3. The Membership Database is kept as a current, up-to-date electronic file.

Old Guard Returnees

<u>#</u>	<u>Name</u>	<u>Returning From</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____

Guests

<u>#</u>	<u>Sponsor</u>	<u>Guest Name</u>	<u>Town, State</u>	<u>Phone Number</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____

Candidates ready for membership, who are present (Check with Membership Committee)

<u>#</u>	<u>Sponsor</u>	<u>Candidate Name</u>	<u>Town, State</u>	<u>Phone Number</u>
10.	_____	_____	_____	_____
11.	_____	_____	_____	_____
12.	_____	_____	_____	_____
13.	_____	_____	_____	_____

Total People Present: _____

Distribution: (1) Sign-in Desk, (2) Director, (3) Membership Committee, (4) Recording Secretary

* [] *continued on back*

SUMMIT OLD GUARD

MEMBERSHIP APPLICATION FORM

For use only by the Summit Old Guard Tel: _____ (keep unlisted)

Name: _____ Mobile: _____ (is primary keep unlisted)

Nickname: _____ Wife: _____

Email: _____ (keep unlisted)

Address: _____

Other Places Lived: _____

Birthplace: _____ Birth Date (m/d/y) _____ (list as: _____)

Vocation: _____ Retired from: _____

Principal Title: _____ Longest Employer: _____

College: _____ Degree: _____

Postgraduate: _____ Degree: _____

Postgraduate: _____ Degree: _____

Other: _____

Military Service & Final Rank: _____

The information on this sheet will aid in exploring the member’s abilities and interests, widening sociability, discovering historical facts, and determining the nature of the audience that our speakers reach. Please check the items below that are of special interest to you.

- (bc) Bocce (cd) Cards (br) Bridge (ch) Chess (cm) Computers/Tech (fh) Fishing
- (gf) Golf (hi) History (ma) Math (pn) Painting (ph) Photography (pi) Piano
- (sn) Singing (mu) Concerts (th) Theater (tr) Travel (tt) Timely Topics (wk) Walking
- (ca) Canoeing/Kayaking (he) Hearing Improvement (lu) Lunches (rd) Reading (fm) Films

Other Interests : * _____

Noteworthy Accomplishments: * _____

Civic & Volunteer Activities: * _____

Signature (if paper): _____ Sponsor: _____

Additional information: * _____

Internal use: Date elected to membership: _____ Member # _____ *continued on next page

MONTHLY PROGRAM COMMITTEE

CHAIRMAN – VICE DIRECTOR

The Old Guard Vice Director serves as the Chairman of the twelve Monthly Program Chairmen in his year of office. He appoints a chairman for each month, starting in July of the year he is Vice Director, and ending with June of the following year. The roster of MPCs should be completed by end of December.

In the winter, he chairs an informational meeting with the Monthly Program Chairmen to cover responsibilities, duties, and the policies and procedures to be followed (see below). He draws their attention to the availability of the Blue Book on the Summit Old Guard website. He provides them with the forms and other materials necessary to exercise their responsibilities.

He guides the MPCs throughout the year and periodically updates all on status of future programs.

To handle the possibility of a speaker canceling at the last minute, he has arrangements for at least one back-up speaker (usually an Old Guard member) or a back-up program.

DUTIES – MONTHLY PROGRAM CHAIRMAN

Recruit Speakers. The principal role of the Monthly Program Chairman is to provide and host programs for the regular weekly meetings of the Old Guard. Each Monthly Program Chairman (MPC) plans and oversees the series of programs for the meetings in his assigned month. He should select programs that will interest and entertain the Old Guard members.

Politics, Religion, and Sales: Exercise Caution. The Old Guard's policy is to avoid programs that promote or oppose the election of particular candidates running for political office, or that advocate or oppose particular religious beliefs, or that are primarily a "sales pitch" for the speaker's products, services, or business. The MPC should advise potential speakers that this is Old Guard policy.

Coordination. The MPC and the Vice Director should communicate with each other as the MPC's progress with speakers and recruitment evolves so that conflicts, repetitions, and potential controversies are avoided, and high-quality speakers are assured.

Following is an illustrative schedule of procedures to be done for a given month of speakers. Details of procedures follow:

To Do	Lead Time
Identify potential speakers	When MPC appointed
Begin recruiting speakers	At least 6 months
Finalize speakers	At least 3 months
Bulletin Data to Bulletin Editor	2 months
Complete Names of Speakers to Certificates Committee Chairman	2 months
Press Data to Public Relations & Publicity Chairman	1 month
Audio & Visual Requirements to Committee Chairmen	1 month
Prepare to host the speakers & preside over the programs	During the 1 month in advance
Host the speakers & preside over the program	

SUGGESTED PROCEDURES FOR MONTHLY PROGRAM CHAIRMAN

Please accept these suggestions as the product of our experiences. Improve upon them as you wish and make suggestions to the Vice Director; they will be welcome.

1. Identify & Recruit Speakers

It is never too early to obtain confirmations from speakers. Should you need speaker suggestions, contact the Vice Director who can provide information gathered by him and his predecessors.

Keep the Vice Director informed of your progress in recruiting speakers.

2. Finalize Agreements

After obtaining informal agreement with a speaker, send an email or a snail-mail letter that thanks the speaker, confirms the date, suggests visiting our website www.summitoldguard.org , and attaches or encloses the “Information for Speakers” sheet and the “Speaker Information” form.

After the “Speaker Information” form is returned, review it for completeness to meet the two-month and one-month requirements below. Obtain updates if required.

3. Bulletin & Certificate Data

Two-month Deadline. On or before the first meeting of the month, 2 months prior to your month, provide to the Bulletin chairman the date, title of talk, speaker's name, association, and a one or two sentence description of every program for the Bulletin preview section.

Also send this material to the Certificates Committee Chair who needs exact names to inscribe the Certificates of Appreciation.

Send copies of information to the Vice Director.

4. Publicity Data & Audio-Visual Requirements

One-month Deadline. On or before the first meeting of the month prior to your month, for every program provide to the Public Relations Committee Chair the date, title of talk, speaker's name, association, an extended abstract, biographical information that can be provided to the media to publicize the program, and a photograph of the speaker(s) (if available).

Also, determine what audio, visual aids, displays and other equipment the speaker will bring and what Old Guard equipment is needed. Send the information to the two Audio & Visual Aids Committee chairmen so that adequate microphone(s), screen, projector, computer, etc. are available.

Send copies of information to the Vice Director.

5. Prepare To Host The Speaker

Each female speaker should be presented with an orchid corsage. Order the corsage at the Acme Markets Floral Shop (1260 Springfield Avenue, New Providence, 908-286-1724, contact is Jill) at least several days before the meeting. Pick up the corsage in the morning of the meeting.

In advance of the meeting, invite the speaker to be our lunch guest. If accepted, ask a few interested members if they would like to go to lunch with the speaker. Experience suggests that the speaker, MPC, "thanker", and three members make a good size group of six for conversation. Although, speakers are not paid for their presentations, lunch after the meeting shows our appreciation. The Treasurer will reimburse a reasonable cost of the luncheon for the speaker(s) and MPC up to \$30.00 per person. Other members pay for their own lunch. Preferably, the chairman pays the entire bill and collects from the others later. If there are multiple presenters, such as a choral group, the Vice Director should be consulted with respect to an alternative atmosphere.

Make a reservation about a week in advance at a moderately priced restaurant which offers a pleasant atmosphere.

Make specific arrangements to meet and greet the speaker upon arrival. Be sure to have the speaker's cellphone number in order to handle last minute emergencies.

Invite the speaker to arrive about 9:30 A.M. to allow time for checkout of the audio-visual equipment, P.A. system and lighting arrangements. Remind the speaker that the 40-45-minute program will start at about 10:30 A.M. This will allow time for questions and answers plus our "thank you" before adjournment at 11:30 A.M.

Remember that the program for the last Tuesday of each month includes the Birthday Committee's ten-minute recognition to our "Birthday Boys". Advise the speaker that he or she has a short presentation with a total of 45 minutes including Q&A at this meeting.

6. Host The Speaker

If the speaker is arriving by car, have the "Reserved for Speaker" parking sign in place at the parking spot (arrange this with the Hospitality Committee). Some MPCs may wish to pick up the speaker elsewhere.

Before meeting the speaker, check that the Certificate of Appreciation is ready and that a bottle of water will be provided.

Escort the speaker to the meeting room. Review the audio and visual arrangements, provide coffee and a name tag, and introduce the speaker to some members. Sit with the speaker for the membership meeting.

7. Prepare To Preside Over The Program

Prepare an introduction of the speaker that has biographical information and that is limited to two or three minutes.

In order to relieve yourself of homework for presiding over ceremonies at the end of the program, consider having an Old Guard "thanker" to close the program following the question-and-answer period. If you decide on this alternative, in advance of the meeting, ask an Old Guard member to be the "thanker" who thanks the speaker, expresses appreciation and understanding of the talk, presents the Orchid Certificate (and orchid to a lady speaker) to the speaker, and leads the Old Guard salute.

Offer guidance to the "thanker" in explaining the "orchid" logo of the Old Guard, so that the presentation is historically correct and not frivolous. For example: "During the first half of the 20th century, Summit was nationally known for orchid hybridizing and production. This reputation led the Old Guard to select the orchid as its logo on this certificate. We express our appreciation to you with this Orchid Certificate".

Here is a link to a white paper about the history of the orchid in Summit:
<http://www.summitoldguard.org/OrchidHistory.pdf>

8. Preside Over The Program

Preside over the program portion at the meeting and introduce the speaker with personal information, organized in advance and limited to two to three minutes.

Be the moderator during the question-and-answer session. Discourage statements or personal views (non-questions) by members of the audience. Be sure the wireless mike is used by members asking questions. Tactfully close the Q&A period at 11:25 A.M. by saying: "There is time for one more question".

Close the program: thank the speaker, express appreciation and understanding of the talk, present the Orchid Certificate (and orchid to a lady speaker) to the speaker with correct historical information, and lead the Old Guard salute.

Note: This formal closure of the meeting helps keep member moral high and promotes our reputation among past and potential speakers.

9. Enjoy Lunch & Say Farewell

Escort the speaker(s) to the car, train, or bus

Send letter of appreciation to the speaker on behalf of the Old Guard, signed by the Director or you, as appropriate. Old Guard stationery is available from the Corresponding Secretary, if you wish to use it.

10. Relax – You've Done A Great Job

INFORMATION FOR SPEAKERS

(To be completed by Monthly Program Chairman and given to speaker)

Meeting Venue: **Parish Hall of the New Providence Presbyterian Church**
1307 Springfield Ave, New Providence NJ 07974 (see enclosed map)

Alternative Plan: When a meeting cannot be held in-person, it may be moved online through Zoom teleconferencing using this link: **<https://redoak.org/zoom>**

Date of talk: _____ Name of Speaker: _____

Time of talk: Arrive by 9:30 A.M., meeting starts at 10:00 A.M., talk around 10:30 A.M.

Length of talk: Forty +/- minutes, conclude by 11:20 A.M. for Q & A Meeting concludes by 11:30 A.M. may use the podium mike, a wireless handheld mike, or headset

Audience: 100+ professional members of the Old Guard and invited guests

Equipment available (by request): Laptop computer, Windows 10 with PowerPoint
Laptop projector, remote changer, laser pointer, large projection screen
Public Wi-Fi
Video adaptors for guest speaker’s Windows Laptop, MacBook, smartphone, or HDMI device
Slide projector (Kodak Carousel – by pre-arrangement)
DVD / CD player (by pre-arrangement)
VU-graph projector (by pre-arrangement)

(In case you intend to bring your own equipment, please advise what you will bring with you and let us know what you will need from us).

Other items requested: _____ e.g., tables, easel, etc.

Visuals: If possible, use large print and pictures so material can be read in back of room – approx. 50’

Greetings: You will be met at the entrance to the Parish Hall building by:

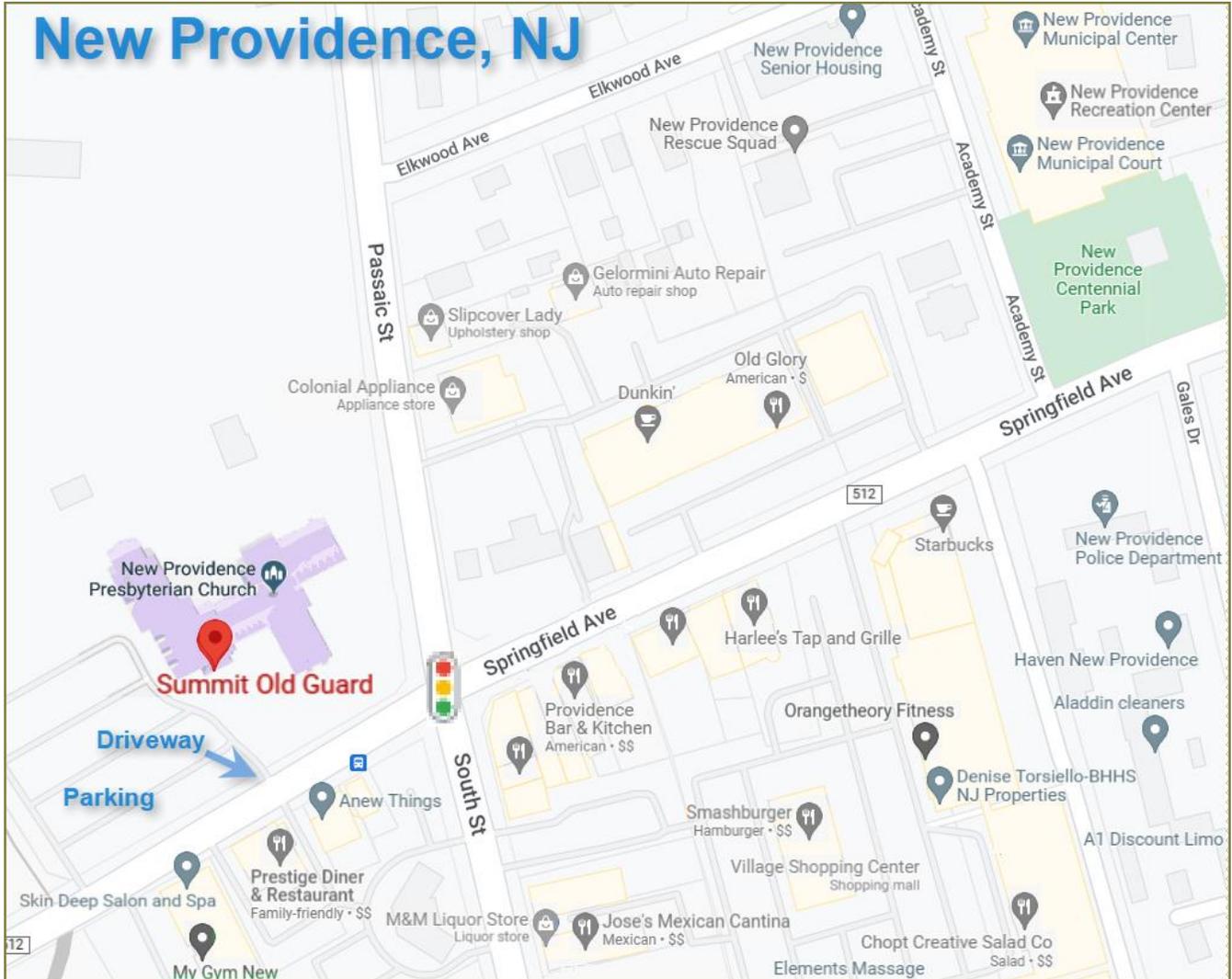
Old Guard Member Contact: _____

Phone _____ Cellphone _____

Email _____

SUMMIT AREA OLD GUARD – MEETING PLACE – MAP

**New Providence Presbyterian Church,
1307 Springfield Ave, New Providence NJ 07974**



Note: For an active version of this map and for detailed driving directions, see www.summitoldguard.org/Directions.html

SPEAKER DATA FORM

Name of speaker(s): _____

Address of speaker(s): _____

Phone number: _____

Mobile number: _____

Email: _____

Title of Talk: _____

A brief description of the material covered in the talk – suitable for publication in a local paper (continue on back if necessary)

Brief bio (for use in the introduction – continue on back if necessary)

Visual aids requested (e.g. projector, computer): _____

Other items needed (as a table, etc.): _____

We publicize talks in Old Guard meetings, in local newspapers, so please fill out the above request for information on your talk. With the speaker’s permission, we like to include a photo of the speaker(s) in the article. If you are willing, please provide me with a photo that can be used in an article in the local paper. If you have one in digital form, don’t hesitate to send the photo to me by email. Otherwise send it to me by surface mail.

Program Chair’s Name: _____

Address: _____

Phone (prefer cell): _____

Email: _____

MUSIC - PIANIST AND CHORUS COMMITTEE

Note: this committee descriptor will change once we re-start our Music component of the meetings

DUTIES

The Music Committee is responsible for a ten-minute program of singing prior to the formal program at each in-person Tuesday morning meeting.

PROCEDURES

The Music Committee consists of a Chairman, an Accompanist (who may also serve as Chairman), a Song Leader, and eight to ten members. These men, together with other volunteers, serve as a Chorus to lead the singing by those attending Old Guard meetings in person.

Lyrics to songs are furnished by PowerPoint projection, with the Old Guard Songbooks as an emergency backup.

A supply of songbooks containing the lyrics for about 250 popular and old-time songs is maintained in Old Guard storage. When needed, these may be brought to the meeting venue and distributed to the chairs in the meeting room by members of the Hospitality Committee prior to the meeting and collected after the meeting. The Music Committee should make sure that the supply of songbooks, if they are being used, is adequate for the expected number of attendees.

When PowerPoint is used for lyrics, the Chairman or Accompanist prepares the song lyrics slides, in large type, and a member of the A-V Committee handles the advancing of the slides during the singing.

The Accompanist maintains a collection of piano scores for all the songs.

Prior to the meeting, the Chairman selects a patriotic song, three or four other songs, plus a verse of the Old Guard song to be sung that day. A little before 10:00 A.M. the Chairman asks the chorus to assemble at the front of meeting room for a quick rehearsal.

Traditionally, the patriotic song at the first meeting of each month is the National Anthem.

The Committee Chairman has substantial leeway regarding the conduct of this musical aspect of the Old Guard meetings.

The Chairman should appoint a willing Vice-Chairman, plus the Accompanist (who may be himself), and a Song Leader who can conduct the program. It is also advisable to have a back-up keyboard player. Keyboard players are designated as such in the Directory.

If needed, the piano or electronic keyboard is set up each week by the A-V committee, and secured by them after the meeting.

The Chairman should keep an eye out for any new members who indicate music or singing as a hobby – especially ones who play the piano – and approach them for possible participation.

NOMINATING COMMITTEE**DUTIES**

The Nominating Committee shall present to the Council, at its August meeting, candidates for election as Director and Vice Director. Normally, the current Vice Director is nominated for the post of Director. Election of the candidates for Director and Vice Director for the following year will be made by all members present at the Annual Meeting, usually held as part of the first Tuesday meeting in October. Should the position of Director and or Vice-Director become vacant at any time, it may become necessary for the Council to contact the Nominating Committee requesting it to present for approval their new proposed candidate(s) for either position. If approved by the Council, the new candidate(s) shall be presented to the general membership for election as early as possible.

The Nominating Committee shall annually present to the Council their proposed candidate to fill a vacancy on the Board of Trustees occurring as the result of the expiration of a normal term and, at another time, when necessary to fill a vacancy on the Board that has occurred by reason of resignation or incapacity.

PROCEDURES

The Nominating Committee consists of six members, who are appointed by the Director, with Council approval. The selection is done on a staggered basis, two new members each year. All Council members are excluded from serving on the Nominating Committee. Potential candidates for Council should not be appointed to this Committee.

Although the Nominating Committee has wide discretion in proposing candidates, the candidates should be members who have exhibited leadership qualities, are personable, and are deemed to be familiar with the established policies and practices of the Old Guard. The nominees should be expected to make appropriate appointments of officers and Committee members, and work effectively with them. In short, candidates should be selected who can be expected to effectively guide the Old Guard and maintain its tradition.

OUTREACH COMMITTEE**DUTIES**

The Outreach Representative Committee brings to the attention of the membership of Old Guard information regarding cases of serious illness of which it has been advised. The Committee also assists in arranging transportation to Summit Old Guard meetings for members who are housebound due to physical reasons or lack of transportation.

PROCEDURES

The Outreach Representative Committee consists of a Chairman, Vice-Chairman and additional members distributed among the geographical areas in which the resident members of the Old Guard live. If the geographical distribution of the Old Guard membership shifts substantially, the number of Committee members and their locale should be increased or decreased to reflect such changes.

The Chairman is responsible for initially instructing the Committee members in their duties and responsibilities. The Chairman also selects each month the Committee member who reports for a calendar month at the regular weekly meetings of the Old Guard. This Committee member is the person to whom cases of illness should be referred by other Committee members or any member of the organization knowing of such cases and is the information sources for his weekly report.

It is desirable that Old Guard members who are sick or unable to leave their place of abode receive calls or visits. The procedure to accomplish this is as follows:

FIRST: The Outreach Representative whose name is printed in the Monthly Bulletin, who has been told whether by another member or by the ill member's family, will report to the members attending meetings the names of those currently ill or hospitalized and as appropriate, suggest phone calls, cards or visits.

SECOND: If a visit is desired, the Outreach Representative will make the visit, or if unable to do so, will ask another member of the Committee, preferably one living near the ill member, to do so. If neither can make the visit, the Chairman or Vice-Chairman of the Outreach Committee should be notified so that he can have a volunteer visitor make the visit.

THIRD: Illnesses reported initially at a meeting should be followed up by the Committee member for that month, so that a progress report can be made at the next Tuesday meeting. The Outreach Representative should take the responsibility of suggesting phone calls, cards or visits as may seem appropriate.

FOURTH: Members who are housebound because of long illness or infirmities, or for whatever cause, should be contacted or visited periodically as considered appropriate.

FIFTH: A copy of the illness to be reported at each meeting should be placed on the Bulletin Board and a copy given to the Recording Secretary.

SIXTH: At the end of each month, the retiring Outreach Representative should pass along whatever information is necessary to the next month's Outreach Representative, so as to preserve continuity in attention to ill or housebound members.

SEVENTH: The Chairman of the Outreach Committee should be kept advised on the action taken in visiting or otherwise contacting ill and housebound members, so that he may assist in any way possible.

Our goal is to keep in touch with all ill or housebound members! On weeks when there is no one (or hardly anyone) on the call list, Outreach Chairs often choose to call one or two of our oldest members or members who have not been attending meetings for an extended time, instead. The Membership Database and Directory Committee will furnish a list of recently out-of-touch members, on request.

PHOTOGRAPHY AND PHOTO GALLERY COMMITTEE**DUTIES**

To photograph Old Guard members, meetings, operations and activities.

To obtain, file, coordinate the use of, and make such photographs available to interested parties for the good of the organization, publicity and archives.

To maintain and publicize an Old Guard Photo Gallery on a website.

To post on the Old Guard Photo Gallery suitable photographs taken by the Committee or members of the Old Guard.

PROCEDURES

The Committee will maintain a high quality and current Photo Gallery. The Chairman or his designate shall review all photographs before they are included on the website.

The committee shall coordinate with the Historical Committee on archiving photos, pictures, and videos of historical significance.

The Committee will maintain adequate equipment to perform its functions. It may also use the equipment of members in obtaining photographs. Files and records of photography will be maintained. Expenses and costs would be submitted to the Old Guard Treasurer for reimbursement.

The Photo Gallery is available at:

www.SummitOldGuard.org/photogallery.html

PICNIC COMMITTEE

DUTIES

Plan, publicize, and administer an annual summer (June) picnic for the Old Guard.

PROCEDURES

The Committee consists of a Chairman and one or more members. The Committee determines the place, date, program, meal and finances for the event. The committee organizes the event and reconciles finances with the Treasurer. The Committee meets as it determines, keeping necessary records as fitting. It reports to the Old Guard Council as appropriate.

PROGRAM COMMITTEE

See: [MONTHLY PROGRAM COMMITTEE](#)

PUBLICITY & COMMUNICATIONS COMMITTEE**DUTIES**

The role of this Committee is to communicate information about Old Guard and its ongoing and upcoming activities to its members and to the local communities through various media, which include newspapers, online local news outlets, social media, brochures, and local television, especially targeting segments of the public likely to include eligible member prospects. The Committee members will in addition assist in the design and production of printed pieces required by various functions of the Old Guard.

Material for publicity relating to speakers (biographies and other useful information for the media) should be in the hands of the Public Relations Chairman not less than a month before the meeting date. Emphasis should be given to the subject of the presentation and qualifications of the speaker. A picture of each speaker is desirable, especially in color, preferably supplied as an email attachment..

The Committee should include some members who are qualified to write articles and/or take pictures for dissemination to the media. Pictures of members engaged in Old Guard activities, such as golf, bocce, tennis, fishing, Timely Topics, organized trips, etc. are welcome to publicize the scope of interest pursued within the Old Guard.

For historical purposes, members of the Publicity and Communications Committee should work with the Historical Committee to maintain a Clippings Book and/or a digital copies of all published articles and submit them to the Historical Committee for archival at the beginning of the following year.

Photographs of the speaker during his/her presentation may be taken and sent to the speaker with a "thank you" note.

PROCEDURES**Internal Communications**

Coordinate monthly messaging with the Bulletin Committee.

Prepare and issue a weekly email blast to all members who have email addresses. This includes an item on the upcoming Tuesday plenary meeting and other worthy news in an informal and brief format.

External Communications

Monthly program news releases are sent to the various local media on a regular basis matching their deadlines. Weekly releases generally feature upcoming speakers with emphasis on their subjects and their potential interest to retired men, but they can also cover Timely Topic discussions, feature articles, and special events. All newsworthy items should be sent to the media on a timely basis. When appropriate, photographs of speakers

or Old Guard activities should be included in the releases. The Committee should keep track of each outlet's deadlines and submission procedures and follow them carefully.

Committee members should thank the media periodically, as appropriate, for their help in publicizing Old Guard activities, and also invite them to meetings.

RECOGNITION AWARDS COMMITTEE

DUTIES

The Recognition Awards Committee is charged with the responsibility to select and recommend to the Council candidates for the following awards:

- Life Membership
- Unsung Heroes
- Other Awards

MEMBERSHIP

- The Recognition Awards Committee consists of five members, three of whom are appointed on a staggered basis, one new member each year, by the Director. None of the members is a Past Director. In addition, the Director and the Immediate Past Director serve as *ex officio* members. The senior member of the Committee (but not an *ex officio* member) shall serve as Chairman.
- The length of service and active participation of each of the three members appointed on a staggered basis shall reflect the length of service and contributions to the Old Guard expected of those members to be considered for this award. This should include great breadth and depth of service to different Committees as well as demonstrated strong commitment through participation in planning of events, programs and support activities. No member of the Committee, either regular or *ex officio*, shall be eligible for recommendation for an award until one year after their term expires.

PROCEDURES

LIFE MEMBERSHIP AWARD

Life membership in the Old Guard of Summit is conferred upon recommendation of the Recognition Awards Committee with the input and concurrence of the Council. Council concurrence should occur at their meeting nearest the scheduled date of presentation.

History: Life Membership was first provided for in the By-Laws as amended May 26, 1959, but without provision for an administrative Committee. A Life Membership Committee with specific continuity of membership was first appointed May 28, 1963, and such Committee was provided in the By-Laws as amended March 9, 1965. The By-Laws were amended further on December 7, 1993, to reflect current practice. The Recognition Awards Committee will continue the work of the Life Membership Committee.

Assessment Principles

The Recognition Awards Committee is guided by the following considerations in making its recommendations:

- a. A nominee should have been an active member for a substantial length of time – as a rule ten years or more displayed leadership. He should have served the Old Guard in various specific ways and should have participated constructively in Old Guard activities.
- b. Age alone is neither a qualification nor a requirement for Life Membership but is a factor to be considered.
- c. The Committee is free to determine the number of Life Membership awards, which it will recommend in a given year, taking cognizance of the awards made in previous years. Normally, only one new Life Membership will be awarded in a year. The list of current Life Members should not exceed sixteen.
- d. In recommending recipients for the Life Membership award, no preference should be given to Past Directors except as their service as such represents a significant contribution to the Old Guard.

The Committee will adhere to the following procedures in determining whom it recommends for Life Membership:

- a. Review the available records showing the ways in which members have participated in the activities of the Old Guard, with special attention to those who are oldest in length of membership. The Database and Directory Committee maintains files of the members in which information is given as to date of birth, date of joining Old Guard, offices held, Committee assignments and other activities. The Recognition Awards Committee shall obtain information on candidates from the Database and Directory Committee and discreetly from existing Life Members and other active Old Guard members to ensure that a complete record of significant Old Guard contributions is obtained and subsequently used in the evaluation of the candidates.
- b. Each member of the Committee shall assign numbers by the names on the list indicating his recommendation on the order in which Life Membership awards should be made.
- c. The Chairman shall then make a consolidated list showing the consensus of the Committee.
- d. The Chairman shall then convene a meeting of the Committee to determine whether someone should be recommended for the award and, if so, who. A quorum must be present and those Committee members absent must be consulted, and after discussion with the Chairman, vote on the Committee's recommendation. The

recommendation(s) of the Committee should be unanimous. The Chairman shall present the Committee's recommendations to the Council.

Presentation of the Award

One of the oldest precedents of the Committee is the maintenance of secrecy so far as possible, consistent with the above procedure, and especially the avoidance of advance disclosure to the nominee.

The oral presentation of the award should be made by the Chairman of the Recognition Awards Committee, or someone agreed to by the Committee. The presentation should include a summary of the new Life Member's participation in Old Guard activities.

The new Life Member is then presented with a framed Certificate signifying his election. The person preparing the Certificate should be made aware of the desire for secrecy and the Certificate should be delivered to the Chairman in a closed envelope.

The new Life Member is also presented with a new membership name badge of silver/brushed aluminum, bearing the logo:

**LIFE MEMBER
MEMBER'S NAME**

The presentation is normally made at the Ladies Day Luncheon in October. In presenting the award, assure that the new Life Member will be present, if possible. After reading the prologue, have him brought forward for the presentation of the Certificate and the new membership name badge.

UNSUNG HERO AWARD

The Unsung Hero Award is conferred upon recommendation of the Recognition Awards Committee with the input and concurrence of the Council. Council concurrence should occur at their meeting nearest the scheduled date of presentation.

In making its recommendations for Unsung Heroes Awards, the Committee should be guided by the following considerations:

- a. A nominee should normally have been an active member for a substantial length of time – as a rule five years and devoted considerable time to organization activities. Consideration should be given to members who have participated in several committees and/or let monthly programs on several occasions.
- b. A nominee may have only given his time in one specific area but made important and significant contributions.
- c. Committee Chairmen, while enjoying some recognition as Chairmen of a Committee, may also be considered for an Unsung Hero Award.

- d. An Unsung Hero will not automatically receive a Life Member Award. Should an Unsung Hero receive a Life Member Award, he will be removed from the list of Unsung Heroes.
- e. No current or former Director may be recommended for an Unsung Hero Award. No current Council member or current Trustee may be recommended for an Unsung Hero Award.
- f. Normally, one Unsung Hero Award is made each year. The Committee may recommend a maximum of two in a year, or that no Award be made. The list of current Unsung Heroes should not exceed 16.

In proposing candidates for the Unsung Hero Award, the Committee shall use the same procedures for selection as it does for Life Members.

Recognizing that many members will have made significant contributions to the organization, the Committee assumes a great responsibility in assuring that its recommendations reflect a fair comparison of the significance of the respective candidates' contributions, the scope of their contributions and the length of time they have served the organization.

Upon completion of its review, the Committee will present its recommendations to the Council. The Council will review the Committee's recommendations. On approval by a majority of the Council acting with a quorum, the Director will be authorized to present the award as soon as a Certificate can be produced. The award will be held in confidence until the Certificate is presented to the recipient.

Presentation of the Award

The oral presentation of the award should be made by the Director of the Old Guard at a regular Tuesday meeting. The presentation should include a summary of the Unsung Hero's participation in the Old Guard activities. In addition, the Unsung Hero is presented with a certificate signifying his election. In presenting the award, the Director should assure that the new Unsung Hero will be present, if possible. After reading the prologue, have him brought forward for the presentation of the Certificate.

OTHER AWARDS

From time to time, the Committee may recommend other Awards recognizing special or unusual contribution to the organization.

Presentation of the Award

Normally, the recipient of a special Award will receive a certificate certifying to the nature and importance of his contribution. The Director shall present the certificate at a regular Tuesday meeting. His presentation should summarize the recipient's contribution to the organization. The Director should assure that the recipient will be present, if possible. After reading the prologue, have him brought forward for the presentation of the Certificate.

REMINISCENCES GROUP**DUTIES**

The Reminiscences Group typically meets once a month to hone the story-telling skills of participants and enjoy sharing reminiscences and reflections.

PROCEDURES

A chairman maintains a mailing list of participants, organizes periodic meetings, solicits contributions, and makes announcements at Old Guard meetings. The chairman, vice-chairman or a designate creates the agenda for the meeting and runs the meeting, balancing time between the reminiscer's presentation and discussion among attendees. Members are given access to the documents in advance, currently on a Google Drive, which they can read ahead or follow as the presenter talks. For each meeting of the group, 2-3 participants prepare a reminiscence in advance and paraphrase their writings while others listen, and then the stories are discussed. Written reminiscences can range from a moment in time to a broad time period, personal experiences, professional experiences, family traditions, special holiday memories, and more. Full write-ups as well as speaking outlines are welcome.

SCIENCE & MATH INTEREST GROUP

DUTIES

The Science & Math Interest Group (SMIG), formerly the Math Interest Group (MIG), provides Old Guard members the opportunity to meet regularly to present and discuss topics in the fields of mathematics, science, technology, engineering, medicine and economics. Meetings often focus on important topics of the day.

PROCEDURES

A Chairman and Vice-Chairman provide leadership and guidance and assume administrative responsibilities.

SMIG participants assist in selecting topics and volunteer to prepare presentations. Presentations are followed by discussion.

The group generally meets every *even* month of the year, and generally on the third Tuesday of the month shortly after the conclusion of the plenary Old Guard meeting. Speakers may present in person or online by Zoom. Additional SMIG meetings can be scheduled at more flexible times using Zoom.

SPORTS FORUM

DUTIES

The Sports Forum typically meets once a month to talk about things happening in the world of sports.

PROCEDURES

A chairman maintains a mailing list of participants, organizes periodic meetings, and makes announcements at Old Guard meetings. The conversation is free format.

TECHNOLOGY USER GROUP**DUTIES**

The Technology Users Group (“**TUG**”) meets regularly to discuss topics, issues, problems, and developments in technology, particularly including communications and computing.

Goals of this committee include:

- Education of members with general information
- Presentations on topics of interest by members or invited speakers
- Trips, tours, and events serving topics of interest
- Help in solving problems members have with electronic devices and applications
- One or two meetings per month (currently the first and fourth Tuesdays of the month)

In the spirit of fellowship, committee members are encouraged to offer individual assistance to others regarding their technology issues.

PROCEDURES

A Chairman and Vice-Chairman lead the committee, announce and manage meetings.

Members are encouraged to contribute ideas, topics, expertise, and presentations.

Meetings are scheduled by the TUG Chairman in cooperation with other committees and the Director.

Meetings are open to all members of Summit Old Guard.

TENNIS GROUP**DUTIES**

The Tennis Group shall provide members who are interested in tennis with the opportunity to participate in this sport on a level that assures a safe, healthy and friendly environment. At the same time interested members shall be provided with the opportunity to become acquainted with other players of matching ability levels and availability.

PROCEDURES

1. The Group shall consist of a Chairman and two or more members.
2. The Group shall identify appropriate events suitable for the members. This may include the Old Guard Members playing independently or participating in appropriate programs offered by other organization such as the Summit Tennis Association.
3. Announcements of activities shall be made at regular Old Guard meetings and shall be published in the Old Guard Bulletin and on the Website. To assure that this will happen, the chairman shall provide the applicable information to the Editor of the Bulletin on a monthly basis.
4. Costs of such activities shall be determined and disseminated. For group activities sponsored by this Group, the Group shall collect and disseminate any moneys that may be involved.
5. A group luncheon or similar social activity may be arranged if there is interest in such an affair.

TIMELY TOPICS DISCUSSION GROUP**DUTIES**

This Group shall provide Old Guard members with the opportunity to meet regularly for the purpose of discussing topics of timely interest in a milieu conducive to general discussion and full audience participation.

PROCEDURES

A Chairman and Vice-Chairman shall provide leadership and guidance and assume the Group's administrative responsibilities.

Group members assist in the selection of topics. Each member of the Group should, to the extent practicable, be willing to serve as a discussion leader at one or more of the monthly meetings. At times, Old Guard members, though not members of the Group, or other persons with special expertise may be invited to serve as a discussion leader.

The program shall consist of monthly meetings, generally to be held on the second Tuesday of each month. However, no meeting will be held in October, usually, because the Old Guard's Ladies Day luncheon is held in that month. Further, since many of the Old Guard's members will be engaged in the hustle and bustle of the holiday season, no Timely Topics discussion will be held in December.

Timely Topics meetings will generally be held in Parish Hall of the New Providence Presbyterian Church following the Old Guard's regular meeting there. When meetings cannot be held in-person, they can be held through teleconferencing (e.g., Zoom). The discussion group's meetings shall begin promptly, no later than 11:45 A.M. and should end no later than 12:45 P.M. Members will thus have the opportunity to lunch together after the meeting, should they so desire.

On occasion, the Timely Topics discussion may be held during the Old Guard's regular meeting, serving as the "program" in lieu of an invited speaker.

ROLE OF MODERATORS

The Chairman or Vice-Chairman of the Group shall be present on the dais, chair the discussion and, at the outset, briefly describe the subject to be discussed and introduce the discussion leader or the two such leaders, as the case may be.

Then, each discussion leader shall open the discussion with brief, informative Opening Remarks. These Remarks should generally be about five minutes in length. Under no circumstances, should such Remarks exceed ten minutes.

After the Opening Remarks, the discussion leader or leaders shall lead and guide the ensuing discussion and continually encourage the broadest participation by members of the audience. When appropriate, each leader may stimulate the discussion by interjecting questions, comments, and additional information pertaining to the topic under discussion,

much of which may have been prepared in advance, but for reasons of brevity were not included in his Opening Remarks.

After the Opening Remarks, it should be borne in mind that each discussion leader's primary role is to encourage and induce the fullest participation by members of the audience. He should exercise discretion to ensure that he does not dominate the ensuing discussion at the expense of participating members of the audience.

By like token, no one member of the audience should be permitted to monopolize the conversation. When necessary, the Chair shall diplomatically, but firmly, take the floor away from such a speaker, as well as moderate the discussion so as to obtain a fair and full coverage of the various issues and broad participation by those present. On occasion, the chair may also serve as the sole discussion leader.

Absent extraordinary interest and general consensus, the meeting should not last more than one hour. When appropriate, the Chair may ask each discussion leader to make very brief concluding remarks, generally not more than two minutes in length.

TRANSPORTATION COMMITTEE**DUTIES**

This Committee organizes transportation for members who need a ride to the Old Guard meeting.

PROCEDURES

The Committee consists of a chairman and preferably one or more other members who are available to provide the transportation requested by members.

This service is generally limited to members who are not able to drive, or who may require some assistance during a recovery or rehabilitation period. The Committee chairman may approve requests for other reasons where the need is appropriate.

In some cases, the Committee is able to arrange car-pooling among members who live near each other, using **The Old Guard Map**, which pinpoints members' home addresses on a Google Map.

Announcements of this service are made at regular meetings and in the monthly Bulletin.

TRIPS AND THEATER COMMITTEE**DUTIES ¹**

The function of the Trips and Theater Committee (The “Committee”) is to plan and conduct trips that have wide appeal to the members. Typical trips include visits to places of interest, resorts, sightseeing, museums, theatrical productions, etc. Trips vary in length from one day to three days. In unusual situations, longer trips, such as a cruise, can be offered. Normally all trips include wives, close friends or, if space is available, other guests of the member. Expenses are shared through sale of tickets to those who participate. It is not the aim of the Committee to make a profit, but to break even. As a practical matter, some events will produce a small surplus and some a small deficit.

Note: A count of participants going on a trip should be taken at each venue before the bus is about to depart. No member or guest should ever be stranded!

PROCEDURES

The Trips Committee is led by a Chairman (“Trips Chairman”) and usually consists of 10 or more members who are expected to serve for one year or more.

Possibilities for the events for the year are discussed in meetings of the whole Committee on a periodic basis. When a schedule of events is agreed upon, two Committee members are selected to plan and coordinate each event (“Trips Coordinators”). Trip Coordinators are responsible for executing all aspects of a trip, including contacting and planning with venue operators, restaurants and transportation providers. Additionally, they are responsible for handling all cash flow activities of a trip, namely ticket sales, payment of vendor invoices and all other trip-related expenses in cooperation with the Trips Committee Treasurer (“Trips Treasurer”).

The Trips Chairman will provide each Trip Coordinator with a copy of the ***Trips Reference Manual*** which details all aspects of running a trip in accordance with Trips Committee standards. A copy of this manual is incorporated by reference of this overview and is available for review on request by the Trips Committee Chairman.

Additionally, the Trips Committee Chairman will provide the Trip Coordinator with a supply of standard forms (“Standard Trips Package”) prior to execution of a trip to document all aspects of the trip.

¹ Comments noted here are a summary of the more detailed ***Trips Reference Manual***, which should be referred to when planning and executing trips.

Upon completion of a trip, the Trip Coordinators are responsible for completing a Trip Summary Report form listing all receipts, expenses and resulting gain/loss for the trip. The report should contain:

- The number of people who went on the trip
- The income collected and the expenses incurred, noting the surplus or deficit
- Any appropriate remarks as to the success of the activities.

This report, together with all other trip forms and expenses documentations, is then passed on to the Trips Chairman for review and approval. The final trip “package” (i.e. forms and backup documentation) is then forwarded to the Trips Treasurer.

The Trips Committee maintains its own bank checking account which is managed along with all financial records by the Trips Treasurer. The Chairman and the Committee Treasurer are individually authorized to sign checks. When there is a change in incumbents, a new form must be executed for the bank’s files showing the new authorities.

All trip ticket sale proceeds are passed on to the Trips Treasurer, as collected, for deposit in this account. All trip-related expenditures are paid by check from this account. The monthly bank statement is mailed to the Treasurer who makes sure the checkbook and the bank records are in agreement.

In addition to other financial records (e.g., checkbook, bank statements, monthly book-to-bank reconciliations, etc.), the Trips Treasurer maintains a detailed “Trip Log” of all trips. This log details all receipts (bank deposits) and disbursements (by individual check) as well as each trip gain/loss results. The Trips Treasurer conforms the Trip Log data and results to each Trip Summary Report previously submitted by the Trip Coordinators. The Trips Treasurer maintains all trips documentation on file for reference and future audit. At the end of the year, the Chairman will prepare a yearly report based upon the individual trip reports showing the same information. A copy of the yearly report is submitted to the Chairman of the Auditing Committee. A copy is also provided to the Historian along with the supporting record prepared by the event leaders.

The Auditing Committee of the Old Guard reviews the financial records and all trip-related activities of the Trips Committee on an annual basis. The results of each audit are passed on to the Old Guard Chairman and the Board of Directors by means of an annual report issued by the Auditing Committee Chairman.

LUNCHES GROUP

PROCEDURES

The purpose of this committee is to make Old Guard members aware of informal luncheon groupings that occur after each weekly Old Guard meeting, sharing information and encouraging attendance by all members, especially new members.

PROCEDURES

Announce luncheons at Old Guard Meeting and by email from time to time.

WALKING GROUP

DUTIES

This Group provides an opportunity for members who enjoy hiking and walking do so with other Old Guard members and spouses and friends.

PROCEDURES

The Group consists of a Chairman and one or more members.

Announcements of this activity are made at the regular meetings and in the monthly Bulletin.

The Chairman, with input from his Group, will schedule walks and hikes that are suitable in difficulty for members of the Old Guard. One member of this Group will take responsibility for each hike. Typically, the hikes will last for no more than two hours and will be followed by lunch. Longer hikes may be scheduled to suit the interests of the members. Bad weather cancels the hikes.

WEBSITE COMMITTEE**DUTIES**

This Committee designs and maintains the website for the Old Guard. The makeup of the website is altered periodically, and the web pages are updated monthly. A record of “hits” is maintained and the use of the website is discussed occasionally at the regular meetings of the Old Guard. All the Committees provide inputs to this Committee in the way of text or pictures, and these are incorporated into the website as needed. The monthly Bulletin is also a source of information and important news is added to the appropriate page. Also, as new elections are held, and new Committee chairs are appointed, these changes are made to the website.

PROCEDURES

The Committee consists of a Chairman and one or more members. At present the website covers Old Guard background, Meetings, Officers, Special Events, Programs, Committees, and Contacts. Text is modified or added, and pictures of various activities are placed on the website in a timely manner. Often pictures are sent to the Committee via the Internet, for screening and entry into the website. Homestead is the company that the Old Guard uses for this effort. Because the original account, SumOldGrd, (registered), was started when the Homestead Co. was just beginning, we are charter member, and as such have a “gold” account, with free tech support by phone, 800-710-1998.

Homestead Web-Hosting Account

The account includes:

- Homestead Silver Package
- Unlimited Number of Sites
- Unlimited Number of Pages, and
- MB disk space

Homestead Site Builder is the program used.

Details

The address for the Old Guard website is:

www.SummitOldGuard.org

OLD GUARD BULLETIN MANUAL

This manual summarizes the purposes of the Old Guard Bulletin, procedures and processes for achieving these purposes, and content/style guidelines.

OLD GUARD BULLETIN PURPOSES

The main purposes of the Bulletin are to inform members of the Summit Area Old Guard of events and activities of interest, and to promote these events and activities so as to encourage interest and participation among present and prospective members.

OLD GUARD BULLETIN CONTENT

The Bulletin should contain, but not be limited to, the following:

Directors Message: Each issue of the Bulletin includes a short Director's message to the membership. The Vice Director provides the message in the February and September issues.

Program schedule for the following month, including:

- Name of Program Chairman for that month
- Weekly topic and speaker
- Summary of topic content
- Movie title (from Visual Aids Committee Chairman)
- Preview of program schedule for the subsequent month
- Items of special interest, such as brief descriptions of Old Guard historical events, member achievements, or membership statistics obtained from Historical, Personnel Statistics, and other Committees
- Names of Director, Vice Director, Editor, and Editor of the Month
- Dates and times for trips, theatre parties, and other special events
- Dates, times, and results for bridge, golf, and other continuing activities
- Directory changes, prepared and furnished by Database and Directory Committee, including:
 - New member names, addresses, special interests, email, and telephone numbers
 - Changes in addresses and telephone numbers
 - Changes in non-resident status and vice-versa
 - Losses by resignation or death

Special Editions: December: Director's Bio; January: Vice Director's Bio; February: Directory, Annual Review inserts; September: Ladies Day; October: Volunteer Questionnaire; April: Dunning notices.

Note: Traditionally, the Old Guard Historian writes the Director's and Vice Director's bios.

GENERAL PROOFREADING GUIDELINES

PROOFREADING PROTOCOLS

In the distant past, this committee would exchange typed paper drafts of Bulletins and adhered to the standard set of proofreading marks of the time. They held productions meetings for doing this work. As of 2022, all composition and editing work is done by exchanging drafts in Microsoft Word, and using Word's "track changes" tools. No meetings are held.

The starting "template" for a given month's Bulletin is the final draft of the previous month's edition. When copy-and-pasting contributed content, the monthly Bulletin Editor is strongly encouraged to use Paste => Special => "Unformatted Text" (or right-click => "Paste Options" => A) instead of normal paste. This preserves the target formatting instead of the source formatting, saving time and helping to ensure consistent formatting. The Format Painter tool is invaluable for this, as well.

Each monthly Bulletin Editor need not strive for production quality formatting and spacing since the Production Assistant will do that during final copyediting.

Content and **Process** are the two overriding editorial concerns of Bulletin Committee members in proofreading each issue of the *Old Guard Bulletin*. The first concern has to do with what gets into the Bulletin, the second with how it gets there:

- **Content:** Major concerns here have to do with the eight characteristics defining good expository writing: completeness, unity, sequence, focus, accuracy, correctness, tone, and conciseness. Translating these concepts to, say, a properly proofread Director's Message, this message would contain all the Director's key ideas, with like ideas kept together and properly sequenced and highlighted. These ideas would be verifiable and stated in proper grammatical and syntactic form. The tone of the message would be one of friendly enthusiasm and, given the amount of material in each bulletin, verbiage would be kept to a minimum.
- **Process:** The proofreading process is democratic in nature, with no editorial changes made without approval of the majority of attending Committee members. Deadline pressures negate a policy of source approval.

AUTHOR GUIDELINES

Style

1. Leave two spaces after a period, question mark, or an exclamation mark.

2. Commas and periods that directly follow questions go inside the closing quotation marks.
3. All other punctuation marks – such as semicolons, colons, question marks, and exclamation points – go outside a closing quotation mark, except when they are part of the quoted material.
4. *Do not* justify margins (it creates irregular spacing problems).
5. *Do not* break words and hyphenate at the end of lines.
6. Be judicious in using the underscore (indicating italics) or boldface. Repeated use of these devices negates the effectiveness of the emphasis.
7. Limit the use of quotation marks to quoted and specified material only, (Ex.: The headlines announced “War!” Couth people do not say “ain’t” in public.)
8. Do not overuse colons or em-dashes.
9. Spell out numbers under ten. (There are exceptions, such as dates, page numbers, numbers with percent, and others.)
10. Use the serial (aka Harvard or Oxford) comma.
11. Watch the use of the restrictive *that* and the nonrestrictive *which*. *Which* should always be preceded by a comma. When in doubt, use *that* and no comma.
12. *While* and *since* should only be used in terms of time. In other usages, substitute *although* or *whereas* for *while* and *because* or *inasmuch* as for *since*.
13. A colon should never follow a verb. Specifically, in listing items, place no punctuation after the verb *are*, whether the list is displaced or run-in. Example: These items are 1) book, 2) chair, and 3) plate.
14. Within the text, use capital letters only for proper nouns.
15. Do not use the Latin abbreviations *etc.*, *e.g.*, *i.e.*: spell out in English. Generally, avoid most abbreviations. Exceptions: degrees, titles, A.M., P.M., A.D.
16. Watch out for dangling participles. An initial participial phrase must always refer to the subject of the sentence.
17. Avoid sexist language. “He or she...” may be used, but infrequently and only if absolutely necessary.

Spelling

1. Use your spell check program, but don’t rely on it totally. It won’t pick up words spelled correctly, but used incorrectly, such as “She did that *to*.” Proofread! *Webster’s New Collegiate Dictionary*, 11th edition, is the standard.

Formatting

1. Use tabs sparingly. Use only one tab to indent.
2. There is no need for you to waste time carefully formatting your page. Use ONE font and ONE size type throughout. Use boldface type, reversed-out heads, boxed text, and quirky symbols sparingly.

GENERAL ITEMS

Confine proof marks to incontestable corrections of spelling and hyphenation, grammar, punctuation, capitalization, variants, and errors of fact, and to incontestable improvements of clarity of phrasing. Aim for consistency in spelling. Correct problems with subject-verb agreement and refine redundancies or overuse of particular words by the author. Respect the author's style, and do not make inconsequential changes to conform to your own style. As you proceed through the manuscript, check the heads and substance for consistency of style, for hierarchy, and for accuracy.

You may query the following items, but do not change them:

Dated material. Provide substantiation in the form of the resource that you consulted.

Anything likely to strike the average reader as ***subversive, prejudiced, or indecent, or offensive.*** Be cognizant of race and gender bias and suggest recasting the sentence if necessary.

SPECIFIC ITEMS

Following are some specific items to check. Although it is not an exhaustive list, it does include matters that arise and need checking.

Quoted Material

Read carefully for obvious **typos and evident misquotations**, but otherwise let it alone. Add quotation marks and ellipsis points where necessary.

Grammar

Correct Improper Sequences of Tenses.

Correct Disagreement of Subject and Verb.

This is often seen where the author has used "their" to agree with a singular subject. Make the subject plural if possible.

Correct Dangling Participles.

Introductory “-ing” words or phrases in apposition are adjectival and must modify the immediately following noun – “when dangling, (you should) correct them” – for the reason made obvious by this example.

Split Infinitives

These may be tolerated if clarity is an issue.

Pronoun References

Clarify Pronoun References as necessary; if pronouns do not refer to the immediately preceding noun, specify.

Note: Headings are grammatically restricted to indexes; they are not a formal part of the text. Hence a pronoun immediately following a head is without an antecedent; either repeat the head or rephrase (i.e., “Snakes. These are...” is not permissible; the passage should read, “Snakes. Snakes are...”)

Collective Nouns.

If qualified with a possessive noun/pronoun, use the plural (e.g., They have lost their tails.) However, if qualified with an article (the, a, an), even with a plural noun, use the singular (e.g., They have more widely separated eyes and the vocal sac of males is deep inside the body. OR They breathe thorough gills, and have long tails.)

Correct Run-on Sentences.**Word Usage Preferences.**

In nontechnical works, use “while” only as an adverb of time; substitute “although” or “whereas” as necessary. Use “since” only in the strict sense of time; substitute “because” in other cases. Use “over” only in the sense of being physically above; substitute “more than” for quantity. (Note that there is so little distinction between “though” and “although” that usage should be the author’s preference.) Use “refer to,” not “refer back to.”

PUNCTUATION

Commas. Use the serial comma. Do not use a comma between subject and verb or between elements of a compound subject.

Hyphens and Two-Word Compounds. In general, run-in all prefixes except when the second element begins with a capital letter or an identical vowel (but cooperate, coordinate, preempt). Fractions as nouns or adjectives are hyphenated (one-third of those present; a two-thirds majority). Adjectives with “well” are customarily hyphenated when before the noun, not hyphenated when standing alone (well-made clothes; the clothes are well made). Also note: “up-to-date information, but “information is up to date.”

Em-dash. Use em-dashes to set off serial appositives.

En-dash. Use an en-dash between dates, page references, and wherever else it stands for the word “to.”

Colon. A colon should never be used between a verb and its direct object or a predicate nominative; specifically, a colon should never follow “are” when a list follows. This rule also applies to displayed lists; no punctuation should follow “are” even though the list is not run-in. The first word after a colon should be capped if it begins a sentence.

Abbreviations. Use open initials with names (J. T. Stevens, not J.T. Stevens). Other initials, such as “i.e.,” should be run-in. A.M., P.M., A.D. and B.C. should be run-in and marked for small caps. Government agencies, clubs, and so on, should be run-in without periods: TVA, YMCA, 4-H, PTA. Do not let “etc.” stand in nontechnical text. It is best deleted, but if it is necessary, change to “and so on.” Use U.S. (run-in) as an adjective; United States as a noun.

CAPITALIZATION

Headings. Use caps for all principal words, including first words, nouns, verbs, pronouns, adjectives, adverbs, and prepositions of five or more letters. Be sure to use caps for short verbs (Be, Is, Are), short adverbs (As, So) initial words after colons or em-dashes (Punctuation: A Study), and second elements of temporary compounds (Parent-Teacher Relations). Second elements of permanent compounds are lowercased (Self-reliance, Even-numbered) where they are articles, prepositions, or coordinating conjunctions. Articles and conjunctions within the head are lowercased.

Text. House style is basically lowercase with capital letters reserved mainly for proper nouns.

Civil, military, religious, and professional titles and titles of nobility are capitalized when they immediately precede a personal name, as part of a name (President Clinton, Cardinal Egan). A title used alone, in place of a proper name, is capitalized only in such contexts as toasts or formal introductions (Ladies and gentlemen, the President of the United States). Otherwise; The president of the United States; the president; Bill Clinton, president of the United States; the pope; Pope John Paul II; the queen of England; Elizabeth II, queen of England; Queen Elizabeth.

In reference to the political divisions of World War I, Central Europe is capitalized; **in reference to World War II**, Western Europe and Eastern Europe are capitalized. **In reference to the American Civil War**, Northern(er), Southern(er), and the South are capitalized.

Topographical Names. When a generic term is used in the plural either before or after more than one proper name, the term should be capitalized if, in the singular form and in the same position, it would be recognized as part of each name (Lakes Erie and Huron; Mounts Everest and Rainier; the Hudson and Mississippi Rivers).

Political Organizations/Alliances. Terms such as party, movement, platform, and the like are capitalized if the name of the party itself is capitalized. However, when used alone in reference to a capitalized group, they are generally lower-cased (Democratic Party or party; Holy Alliance; federal government; juvenile court). *Note:* See the *Chicago Manual of Style*, 15th ed., pp. 336-338, ¶ 8.71, 8.72.

QUOTES AND ITALICS

Quotation marks automatically go outside periods and commas; for all other terminal punctuation, placement depends on usage.

Use quotation marks for direct quotations, except for displayed extracts. These do not take quotes unless these appeared in the original (i.e., when the original author was quoting somebody else). Quotes should be used to cast a term into disrepute (e.g., the “correct” techniques, according to the traditionalists...), but sparingly. Do not use quotes if the work is respectable or by way of apology for perfectly ordinary expressions that the author believes may seem colloquial.

When setting multi-paragraph quotes, each paragraph takes an open quote, but only the last paragraph takes a close quote.

Use caps for titles of articles and other short works (including specials and specific episodes of television programs). Use italics for titles of books, movies, videos, plays, television series, magazines, and journals; also for ships, space vehicles, and law cases (*Roe v. Wade*).

Use italics for terms as terms, words as words, letters as letters (e.g., the term *philosophy* means...; the word *demos* may be defined as...; this condition is known as *multiple sclerosis*; the letter *a*).

NUMBERS AND DATES

In nontechnical text, spell out all numbers less than eleven; all numbers beginning a sentence; all round numbers (approximations used in place of exact numbers); Congresses, military bodies, political divisions (Second Ward), streets (Forty-Fifth Street) fractions. Hyphenate twenty-four; sixty-one; ninety-nine.

Exceptions: Use figures for all dates (1960s; June 27, May 1913) page numbers, numbers with percent, numbers with A.M. or P.M., connected groups of similar numbers when one exceeds two digits (e.g., Next door to the 103-story office building is a 3-story house).

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