



GENERAL GUIDELINES and JOB DESCRIPTIONS

as of January 2020

The following Guidelines do not supersede the Hearts of Miromar Bylaws. Instead, these Guidelines should serve as a member's road map through the organization. Any questions or concerns should be directed to the HOM Elected Board.

NAME AND DESIGNATION

Hearts of Miromar is incorporated and a registered as a 501(c)(7) non-profit organization and, therefore, is governed by Bylaws. The non-profit designation is reserved for nonprofit social clubs and does not provide tax deduction status to its members for any checks or payments made directly to "Hearts".

Additionally, political, commercial and religious solicitations/presentations/programs shall be prohibited at all functions.

BY LAWS

The current version of the Bylaws are available on the Hearts of Miromar website and/or available from the Secretary.

HOM EMAIL ADDRESS

HOM's email address is: heartsofmiromar@gmail.com

HOM WEBSITE

- Hearts of Miromar website is: www.heartsofmiromar.org. There are some links / tabs on the website that are designated for members only and require members to sign-in with their user name and password.
- Members are encouraged to regularly check the 'Updates' on the website to stay informed of new updates or posts.

OBJECTIVES

- Hearts of Miromar is an organization comprised of women who are interested in supporting friendships, community goodwill and local charities. A core value in accomplishing these objectives is to embrace an environment of harmony and good will; treating each other with dignity, respect, kindness and inclusion.

MEMBERSHIP & DUES

- A member must reside or own non-leased property within the Miromar Lakes community, reside within the Miromar Lakes community as a tenant or be a member in good standing in the Miromar Lakes Golf Club.
- Members must have paid current dues to be considered a member in good standing.
- The HOM fiscal year is October 1 through September 30.
- Dues are paid annually, payable by October 31, after which a person will not be considered a member in good standing and privileges associated with membership will no longer be available to said person.
- Dues will not be pro-rated; however, first-time “Hearts” joining in the months of June through September will have their membership extended through the next fiscal year.

MEMBERSHIP DIRECTORY

- A directory listing members, their spouses (if applicable), addresses, phone numbers and email addresses is maintained by the Membership Director and available to all members in good standing.
- The directory is available on the HOM website by logging in with your user name and password.
- Members are responsible to report updates/changes in their directory information to the Membership Director.
- The Membership Director will provide current information to the Website Director for the purpose of keeping the directory up to date on the website.
- Members are asked to respect each other’s privacy; therefore, the directory is not to be used for personal, professional, political, commercial and religious solicitations of any kind.

EMAILS TO MEMBERS

- Emails to all Members regarding HOM will be sent from the HOM Email Account or through Constant Contact (or a similar type of service).
- Emails for distribution are to be sent to heartsofmiromar@gmail.com. If the content of the email is such that they contain new or additional information, the Website Director may, depending on the matter, also publish an “update” on the HOM Website.
- All emails will be sent “BCC” (Blind Carbon Copy) to members. Each email will contain the email of HOM together with the personal email for any person whose signature is on the email, if applicable.

E-MAILS TO CLUB PARTICIPANTS

- Emails to all Members who have signed up for a club will be sent from the club chair. If the information needs to be sent to all members, the club chair may request HOM to send an email from the HOM email account.
- If the content of the email is such that they contain new or additional information, the Website Director may, depending on the matter, publish an “update” on the HOM Website.
- ALL emails are requested to be sent “BCC” (Blind Carbon Copy) to members.

HOM NAME TAGS

The Meeting Director maintains nametags for each HOM member, which are worn at the monthly meetings and then returned to the Meeting Director at the end of the event.

PROMOTIONAL ITEMS

Any type of promotional item(s) sold by HOM are available at monthly meetings. The purchase of any type of promotional item is an ongoing fundraising effort for HOM and all members are encouraged to support HOM by purchasing item(s) available.

HOM ELECTED OFFICERS

- HOM is governed by an Executive Board consisting of the President/co-Presidents, Vice President/co-Vice Presidents, Secretary/co-Secretaries and Treasurer/co-Treasurers. Elected officers serve pursuant to the terms shown in the respective Job Description.
- Executive Board positions may be held by up to two co-Executives.
- Board of Director Meetings must be held prior to the Monthly Membership Meeting or if necessary, on an alternative date,
- Officers and Directors are expected to attend the Board of Directors Meeting unless excused by the President.
- Upon vacating an office, the Officers will be expected to mentor the incoming Officer.

OFFICER NOMINATIONS

- The Treasurer is elected in even years, while the Secretary is elected in odd years.
- The Vice President is elected every year.
- The Nomination Committee Chairperson is appointed by the President and a minimum of two (2) active HOM committee members are chosen by the Chairperson.
- The committee is formed in May of each year.
- Solicitation for candidates takes place in May and a slate of nominees is generated in June.
- The slate of nominees is distributed to the membership in July through an online voting service and members have a designated two (2) week period to register their vote.
- New officers are announced at the August meeting and through an email to all the

- members.
- New officers take office in October.
- Complete details of the election of Officers and the Nominations Committee may be found in the Bylaws.

HOM DIRECTORS

- The Officers shall review and approve the Directors positions / job descriptions at the end of each term, or sooner if needed and will modify them based on what is deemed appropriate at the time.
- All Directors positions are optional and shall be appointed by the incoming President and approved by the Executive Officers.
- Director positions may be held by more than one member as co-Directors.
- Prospective Directors should be made aware of responsibilities, and if applicable, shared duties when asked to accept the Director position.
- All board positions must have job descriptions with the exception of At-Large Directors.
- One or both of the co-Directors are expected to attend the Board of Directors meeting
- Director terms are one (1) year terms.
- A Director will be limited to a maximum term of 3 years in one position; however, can be extended pursuant to the Bylaws.
- Upon vacating a position, Directors will be asked to mentor the incoming Director.

JOB DESCRIPTIONS for ELECTED OFFICERS & DIRECTORS

Job Descriptions for all Elected Officers & Directors are provided on the Hearts of Miromar website (www.heartsofmiromar.org) or available from the Secretary.

HOM BOARD MEETINGS

- The Board of Directors Meetings must be held prior to the Monthly Membership Meetings or on an alternative date if necessary.
- Meetings shall be open to all Executive Officers, co-Officers, Directors and co-Directors. If a member wishes to attend a Board Meeting, they should notify the President / Secretary in advance that they plan to attend and specify their reason for wanting to attend as it may be necessary to have any item(s) to be discussed added to the Agenda.
- The quorum required to vote on a motion shall be a minimum of two (2) Executive Officers and a minimum of five (5) Directors. Adoption of the motion shall be the majority vote of those who vote, assuming a quorum is present. A meeting may be attended in person or electronically. All Officers and Directors are allowed one vote per Office and/or Director position. The President will vote only to break a tie.
- If no one is available to represent a Board position, a representative of that position shall provide a written report to the President prior to the Board meeting.
- A Board Member may be relieved of her duties pursuant to the Bylaws.

EXECUTIVE SESSIONS

- The President can call an Executive Session at will to discuss any legal or other issues that require confidentiality.
- “Due Notice” to the Executive Officers shall be considered written notice, delivered electronically, a minimum two (2) days prior to the scheduled meeting date.
- These sessions will consist of the Executive Officers and any other person(s) the President deems relevant to the session’s agenda.
- The quorum required to vote on a motion shall be a minimum of two (2) Executive Officers. Adoption of the motion shall be the majority vote of those who vote, assuming a quorum is present.
- The President is allowed to vote.
- A meeting may be attended in person or electronically.

MONTHLY MEMBERSHIP MEETING (LUNCHEONS)

- HOM monthly membership meetings are normally held the first Monday of each month with registration check-in at 11:30 a.m. and food served at noon.
- The Program Director, working with the Vice President, shall organize a presentation for most events.
- Monthly luncheons are typically held at the Miromar Beach Club. However, if luncheons are held at any other venue, the cost and method of payment will be as stated by the Meeting Director and posted in the Weekly Updates.
- Members are highly encouraged to make their reservations early in order to assist the Director who must make the necessary arrangements with Miromar Food & Beverage Department.
- Reservations/cancellations must be made to the Meeting Director by the cut-off date as stated in Weekly Update or on the website.
- Space may be limited and you are not guaranteed a reservation, even if you make a reservation prior to the cut-off date.
- No request for a reservation can be honored without an accompanying payment.
- Alternate meals can be provided for those with food allergies or dietary restrictions. However, the Meeting Director must be informed at the time the reservation is made. There may be an additional fee for an alternate meal, which will be published in the Weekly Updates.
- Payment for Luncheons may be made in the following ways: by check made out to HOM and mailed, dropped off or given to the Meeting Director OR through the online reservation and PayPal system on the HOM website OR prepaid the month before by leaving your check with the Director at check-in. Cash is not accepted. It is not necessary to make a separate reservation on the website if you are paying by check.
- Please respect the cut-off deadline. Please be responsible for your own reservation and do not ask others to be responsible for making your payment.
- The Meeting Director shall establish a wait list for reservations after space is filled and/or after the cut-off date.
- ***You may not give your Luncheon seat to another member*** if you are unable to attend – your seat was reserved for you specifically and your space will not be honored if given to another member without going through the Meeting Director. This is to be fair and give precedence to those on the wait list.

- If you have made a reservation and cannot attend a luncheon, please notify the Meeting Director as soon as possible, who will refund your money. IF your cancellation is prior to the cut-off date. If you cancel your reservation after the cut-off date, your money will not be refunded unless your seat is filled by HOM.
- If there are any cancellations, the Meeting Director will call the wait-listed members, in order of those put on the wait list, until she has filled available spaces.
- Miromar management and staff are not authorized to make changes to any meals. If you have food issues or allergies, please discuss this with the Meeting Director when you make your reservation.
- Walk-in's and not permitted.
- Guests are welcome, space permitting. Please refer to the Luncheon Announcement in the Weekly Updates for any restriction on guests.
- When you arrive for a Luncheon, you will be permitted to save your seat and (1) additional seat. The only tables reserved are for Newcomers & Speaker. If you wish to sit with a group of friends, please plan to gather in the lobby and check-in together. We want everyone to feel welcome whenever they are sitting so join us in opening our hearts for new and renewed friendships!
- Luncheon programs that are of a political, commercial and/or religious nature, as well as solicitations shall be prohibited at all functions.

ACTIVITY CLUBS & CLUB CHAIRS

The lifeline of HOM is the Activity Clubs chaired by a variety of HOM members willing to share their interests. The Activity Club Chairpersons are organized by the Activity Director.

- Members may sign up for as many clubs in which they choose to participate. To sign-up for clubs, sign-up information is located on the HOM website as well as on the Weekly Updates.
- Members should contact the Club Chairpersons unless instructed otherwise.
- Members only need to sign-up once for the year; however, if a member decides to no longer participate in a club, they should alert the Club's Chairperson so that her records can be updated.
- In order to take part in activities sponsored by HOM, membership dues must be current.
- If a member has a guest she wishes to accompany her to a club activity and participate, the member should obtain the Club Chairperson's approval. Some activities are on a limited seating basis and space is given first to HOM members.
- If a Club Chair desires to have an email sent to the entire membership, she may request HOM to do so from the HOM email account or be included in the Updates. Decision as to how it is sent to members will be made based on what is appropriate for the request.
- If a Club Chair desires to have an email sent to all members of a specific club, she may do so from her personal email account.
- ALL emails are requested to be sent "BCC" (Blind Carbon Copy) to members.
- If a Member responds directly to a Club Chair, the Chair may respond to her directly; however, if multiple individuals are emailed at one time, Chairs are requested to send the emails via "BCC" (Blind Carbon Copy).
- Club Chairs should provide an update on the upcoming club activities to the Activities Director when requested and/or in time for the monthly Board meeting.
- Club Chairs may submit current photos of events to the Website Director for posting on

the website.

GUESTS

Guests are welcome to accompany current HOM members to any HOM meeting / event, based on available space or unless it is designated a members-only event. The member is responsible for making the necessary reservation and payment with the Meeting/Event Director and supplying the guest's name. This may be accomplished on the website or by direct contact.

If a member has a guest she wishes to accompany and participate in a HOM club activity, the member should obtain the chairperson's approval, depending on the type of activity. Those activities with rules and / or instructions may not be available to guests. Some activities are on a limited seating basis and space is awarded to HOM members first.

HAND-OUTS / DISPLAY OF PROMOTIONAL MATERIAL

A table may be set-aside at HOM luncheons / events for members to display brochures and information.

The following guidelines apply:

- Item(s) must be pre-approved by the HOM Board at a HOM Board Meeting prior to the meeting / event when the item(s) are to be displayed. Please notify the President and/or an Executive Board Member, in advance of the Board Meeting, if you wish to have an item approved.
- HOM does not endorse any item(s) displayed.
- Item(s) must be promoting a local SW Florida business or approved charity.
- Item(s) cannot promote anything personal in nature.
- Item(s) cannot promote anything religious.
- Item(s) cannot promote anything political.
- Item(s) may not be placed on individual tables unless special permission is given.
- Individuals who submitted an item(s) and/or a representative for said individual are responsible for placing approved item(s) on the designated table and picking up the item(s) after the luncheon / event
- Any item(s) that remains after the luncheon / event will be discarded.

HOM ACTIVITY & SPECIAL/SOCIAL EVENT UPDATES

Members are encouraged to regularly check the HOM Website for "Updates" on upcoming activities

Updates will be sent out on a weekly or semi-weekly basis, depending on the season, via email or Constant Contact. In the absence of a Communication Director, the Activities Director will be responsible for the updates to the Clubs/Activities and the Social Events Director will be responsible for the special Events and Social Events.

SUNSHINE

Hearts of Miromar would like to reach out to ALL Miromar residents that need Sunshine in their life. If you know of someone who is ill, had surgery, loss of a loved one, needs a meal

brought in or a ride to an appointment, HOM members are only a phone call or email away.

If you know of someone needing a card or additional assistance, you are asked to contact HOM through heartsofmiromar@gmail.com or the Sunshine Director.

CHARITY - 50/50 DRAWINGS

At each luncheon, a 50/50 drawing may be held, as determined by the Board and the Philanthropy Director (s). Member participation in the 50/50 raffle is OPTIONAL. Donations resulting from the raffle will go to nonprofit 501(C)3 designated charitable organizations that have been preselected by the Philanthropy Director (s) and approved by the Board. No charities of a political or religious nature should be considered as recipients of HOM donations. The Philanthropy Director (s) welcomes suggestions made by the membership-at-large.

FINANCIAL INFORMATION

All members are entitled to current financial information. The Treasurer prepares a monthly report for all Board meetings and a year-end report. These reports are posted on the Hearts of Miromar website.

Under Internal Revenue Code, Section 501(c)(7) IRS Form 990 (Informational tax Return) must be filed annually. Hearts of Miromar taxes will be prepared in compliance with this code by a financially experienced person or reviewed prior to filing by a financially experienced person.