

# **Old Guard of Summit**

**“THE BLUE BOOK”**

## **By-Laws & Procedures Manual**

**Version 2026-06-20**

## PREFACE

For the Old Guard of Summit, this “Blue Book” describes the organization and its operating policies and procedures. It includes four tabs (chapters).

- Tab I—“Introduction and General Statement” briefly describes the founding, general organization, meetings, and the various names of the Old Guard.
- Tab II—“By-Laws” defines the set of rules that govern the internal operation of the Old Guard of Summit. This tab recognizes the inclusion of Robert’s Rules of Order whenever they are not superseded by the by-laws.
- Tab III—“Council and Officers” describes the roles and responsibilities of the Council and the members of the Council.
- Tab IV—“Support Committees and Activity Groups” describes the roles, responsibilities, and leadership of the various organizational entities sponsored by the Old Guard of Summit.

In general, the Old Guard of Summit is dedicated to building and enhancing friendships, providing enriching and interesting programs, and sponsoring and supporting activities.

## CHANGES IN THIS EDITION

The Old Guard evolves, and this Blue Book strives to reflect its current status and procedures.

Since the last version (2024-11-15), the following change has been made:

- Tab IV -
  - General

The rules governing reimbursable expenditures have been updated.

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# Old Guard of Summit

## TAB I

# Introduction & General Statement

## **Tab 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.

### **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, scientists, educators, 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 representing 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. The members mostly come from some 30 communities within about 24 miles of Summit. Membership is derived mostly from friends introduced by members and publicity in local media.

Meetings are held in the Parish Hall 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. 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 Coronavirus 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 friendships among members, their shared activities and interests, and the informative and stimulating weekly programs that are presented by outstanding guest speakers on a wide variety of subjects. Monthly Program Chairmen are responsible for obtaining distinguished speakers. Several activity and interest groups provide a rich variety of additional activities for our members.

## 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

## **Tab 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 Director.

### **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 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 Recognition Rewards Committee and 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.

## **DUES AND OTHER REVENUES**

The Council shall annually review financial statements and projections and determine the schedule of dues and any other revenue measures for the next year.

Payment of dues is evidence of continuing interest in the Old Guard. Member dues are payable in advance for each calendar year. There shall be procedures for collection of unpaid dues. The Council may grant a member an exemption based on his personal circumstances and longstanding service to the Old Guard. Otherwise, if dues remain unpaid on April 1 of the year, the member shall be deemed to have resigned. 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.

## **MEETINGS**

The Old Guard conducts plenary meetings of members on Tuesday each week except for holidays and special events. Meetings are “hybrid,” meaning attendance is in both the meeting hall and additional participation via teleconference. Should one of those options be unavailable, a meeting is held using the other option.

### **Guests**

Members are urged to attend all plenary meetings and encouraged to invite guests to any plenary meeting. For in-person meetings, all 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.

### **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 external publicity should be handled through the 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 the Director, Vice Director, Immediate Past Director, Corresponding Secretary, Recording Secretary, Treasurer, Historian, and Membership Chairman. The Director and Immediate Past Director serve as ex-officio Corporate Trustees. Other members of the Council may not serve as Corporate Trustees. In correspondence with regulatory agencies, the Director, Vice Director, and Immediate Past Director may use the titles President, Vice President, and Immediate Past President which correspond with their more recognized titles by regulatory authorities.

## **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 plenary meeting in October, but the Council may set the Annual Meeting and election for another plenary meeting if desirable. The newly elected officers shall take office on the first Tuesday in January and shall serve for one year or until their successors are elected.

The Director Elect and Vice Director Elect serve informally until their terms begin, with several duties and procedures.

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 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 DIRECTOR**

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, guided by *Robert's Rules of Order*. 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. 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 IMMEDIATE PAST DIRECTOR**

When a new Director takes office, his predecessor automatically becomes the Immediate Past Director, for the same term as the new Director. The principal function of the Immediate Past Director is to foster continuity in the operation of the Old Guard.

**DUTIES OF PAST DIRECTORS**

When a new Immediate Past Director takes office, his predecessor automatically becomes a Past Director, for a life term. His principal function is to offer support to the officers, chairs, and members of Old Guard.

**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 AND MEMBERSHIP CHAIR**

The Corresponding Secretary, Recording Secretary, Treasurer, Historian, and Membership Chair 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.

**BOARD OF TRUSTEES**

There shall be five Trustees. The Director and Immediate Past Director 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:

- Assuring that the Corporation operates in compliance with all applicable laws and regulations
- Assuring that its assets, consisting of digital, physical, and financial assets, are properly identified, managed, recorded, and safeguarded
- Assuring 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:

- 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 member selected to serve as chairman shall not also be a member of the Council for the same year.
- 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.
- 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.
- 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.
- 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 them.

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

The Council shall meet each month on scheduled dates or at the request 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 or the Trustees 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. Such voting should be only for emergencies or time-bound situations. They require notice to all participants, a specific motion made available to all participants, the requisite quorum, opportunity for discussion, and a majority vote. The results shall be included in the formal minutes of the appropriate organization and distributed to the participants.

## **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

# Council and Officers

## **Tab III – COUNCIL AND OFFICERS**

### **GENERAL**

#### **REPOSITORIES**

Some officers and chairs are required or expected to maintain a repository for sharing and preserving information.

A repository is typically either hardcopy documents in notebooks or folders, or web-accessible online storage of digital files. The functions of a repository are

- Sharing information among general or designated Old Guard members
- Secure archiving of data and documents
- Guidance and reference information for the use of a successor officer or chair

## SCHEDULING AND EVENTS

Officers and chairs are responsible for coordinating and publicizing schedules and events, which include

- Plenary meeting
- Meeting of Council, Trustees, committee, or group
- Ladies Day, Picnic, Holiday Party, or other special event
- Excursion or trip
- Deadline, e.g. for Bulletin submission or dues payment

### SCHEDULING

The Director has overall authority over scheduling, including coordinating with a meeting venue, which may have its own availability schedule. He endeavors to avoid time or venue conflicts while accommodating all activities.

The Vice Director schedules the programs (speaker event or special program) at plenary meetings.

Officers and chairs must coordinate as needed. For example, the “after-meetings” on Tuesdays accommodate the needs of several groups meeting on different weeks of each month.

### ANNOUNCEMENTS

Officers and chairs are responsible for announcing their schedules and activities.

The Director posts schedules for plenary meetings and the Council. On request, he posts other units’ schedules.

The Vice Director may maintain and post a calendar of (plenary) programs for the year.

The online “Zoom Calendar” is used to reserve and display times for online and hybrid meetings, and for convenience it may include some in-person activities.

The weekly “blast email” can include announcements to all members.

Announcements are spoken at plenary meetings.

Chairs may make announcements through mailing lists.

The monthly Bulletin accepts announcements of committee and group activities.

## COUNCIL

### SCHEDULE OF DUES

The schedule of dues, until changed, includes the following provisions:

- Dues are payable in advance of each year, by December 31 of the previous year.
- Payment is deemed to be received when (a) paid online; (b) received by the Treasurer or his deputy; (c) received in the Summit Old Guard post office box.
- There shall be a grace period of the first ten weekdays in January, during which payments received shall be treated as if paid in advance.
- There shall be a pass-through fee to members for online payments to pay for processing.
- The full member dues rate is \$55 per year.
- The member dues rate is discounted by \$10 for early payment, defined as payment received before the end of the grace period.
- The full rate for a non-resident member is half the regular rate, and the early payment discount is half the regular discount.
- Life members' dues are optional.
- Candidates elected to Old Guard membership shall be required to pay dues upon election. Members elected in January – August pay the early payment dues amount for the current year. Those elected in September – November pay half the early payment amount. Those elected in December are not required to pay dues for the current year, but they shall be required to pay the early payment amount for the following year.

#### ***Invoicing of Dues***

- The Treasurer shall send invoices for dues starting in early November. The invoices shall include an explanation of the dues schedule and information on how to pay.
- After the end of the grace period, the Treasurer shall invoice members who have not fully paid for the current year.
- The Treasurer shall submit to the February Council meeting a list of members who have not fully paid their dues.

#### ***Collection of Unpaid Dues***

The following outline describes the collection procedure for unpaid (delinquent) dues.

November-January	(Treasurer has billed members for dues.)
February Council	Treasurer lists delinquents.

	Treasurer assigns delinquents to callers (Council, Associates, Trustees).
February – March	<p>Callers contact delinquents by telephone. (Use voicemail. Call at least twice to connect with member.) Points:</p> <ul style="list-style-type: none"> <li>• Payment options: in person, by mail, or online</li> <li>• Policy: member dropped in April if not paid</li> <li>• Does member intend to pay?</li> </ul> <p>Callers report results to Treasurer several days before the March Council meeting:</p> <ul style="list-style-type: none"> <li>• Caller was successful/unsuccessful reaching member</li> <li>• Member promised/did not promise prompt payment</li> </ul>
March Council	<p>Treasurer lists delinquents. Council considers exemptions for exceptional cases.</p>
March (after Council)	<p>Director notifies remaining delinquents of pending termination April 1.</p> <ul style="list-style-type: none"> <li>• Sends list of notices to Treasurer</li> </ul>
Apr. 16 - 30	<p>After allowing time for stragglers, Treasurer notifies Database committee to drop remaining delinquents from membership (“resigned”).</p> <ul style="list-style-type: none"> <li>• <b>Treasurer:</b> Notify Database Committee of final list of nonpayers</li> <li>• <b>Database Committee:</b> Record as resigned. Remove from directory, mailing lists.</li> </ul>
May Council	Treasurer and Database committee report implementation of membership changes.
Later	<p>Delinquents who request it are reinstated, with Council approval.</p> <ul style="list-style-type: none"> <li>• They are required to pay delinquent and current dues at the full rate.</li> </ul>

## DIRECTOR

### DUTIES

The Director is responsible for the direction and coordination of the Old Guard, within the policies set by the Council. He shall preside at Council meetings, guided by *Robert's Rules of Order*. He shall preside at plenary meetings.

The duties of the Director-Elect include:

- Foster his successor Vice Director, providing guidance and essential and useful records. Share custody of the Vice Director's records repository.
- Begin recruiting Council members who are not members ex-officio; Associate members; support committee and activity group chairs (except those selected by a different process in this By-Laws and Procedures manual); and other officers who may have been designated by the Director. The term of each appointment is concurrent with the Director's term, unless this manual specifies a different term.
- Attend ceremonial events including the Past Directors and Council luncheons.
- Select and present a gift or plaque to the outgoing Director.
- Submit a Director's Message for the first Bulletin of his term.
- Participate in briefings and hand-offs of resources by the outgoing Director.

The duties of the Director include:

- Serve as President of the Old Guard of Summit for corporate purposes.
- Appoint the corporate Agent.
- Appoint to the Council the Recording Secretary, Corresponding Secretary, Treasurer and three Members-At-Large.
- Appoint Associate council members, as appropriate, to serve as deputies to Council members.
- Appoint the Chair or Co-Chairs of each committee and activity group, unless its chair is specified elsewhere in this manual. Appoint members to committees, as specified in this manual.
- Serve ex-officio in the Recognition Awards, Ladies Day, and By-Laws committees.
- Serve ex-officio as a Trustee.
- Preside at plenary meetings. Set the agenda and coordinate the operation of each meeting.
- Conduct elections of officers and of new Old Guard members.

- Preside at Council meetings. Set the agenda and schedule for each meeting. Report significant information to the Council.
- Hand off custody of the Vice Director's records repository.
- Maintain the records repository for the Director and the Council. Maintain appropriate records for performing his duties and for continuity with past and future directors. These records may include
  - Public records of the Director, including his appointments and announcements
  - Public records supporting Council meetings and functions, including reports to the Council, drafted motions, and reference materials for meetings
  - Non-public records specific to the office of Director, including guidance and resources for his successor
- Consult with the Historian to provide to him documents deemed worthy of historical preservation.
- Communicate significant information to the membership by means of verbal or written announcements, messages in the Bulletin, and documents posted publicly online.
- Represent Old Guard in relation to other organizations and meeting venues.
- Coordinate with meeting venues regarding access and services. Declare meeting schedule changes, venue changes, and cancellations.
- Prepare guidance and information for the successor Director, including relevant advice, emails, documents, and tabulations, to ensure continuity.
- Arrange ceremonial events including the Past Directors' Luncheon and the Council Luncheon.
- Perform duties incidental to the office. Sign and present awards and certificates.

## **PROCEDURES**

### **Plenary Meeting**

Plenary meetings normally include the following agenda items, as appropriate:

- Pledge of Allegiance and National Anthem (monthly)
- Songs or music
- Humorous interlude
- Presentation of past minutes by the Recording Secretary
- Report by Outreach monthly chair

- Eulogies of recently deceased members
- Reports and announcements by or from the Director, Vice Director, Corresponding Secretary, Treasurer, Trustees, committees, and activity groups
- Recognitions of guests
- Elections of new members
- Elections of Director, Vice Director, and/or Trustees (annually)
- Celebration of member birthdays in the coming month (monthly)
- Presentations of awards
- Introduction of a new Monthly Program Chair or thanking an outgoing chair (monthly)
- Program conducted by Vice Director and Monthly Program Chair, including introducing, hosting, and thanking a speaker; or a special event.

### **Council Meeting**

Council meetings normally include the following agenda items, as appropriate:

- Review of minutes from past meeting(s)
- Announcements and reports to the Council
- Review and/or followups of reports to the Council
- Proposals, motions, or initiatives
- Discussion of issues

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

## VICE DIRECTOR

### DUTIES

The duties of the Vice Director include:

- Appoint Monthly Program Chairs covering 12 months starting with July. An MPC is responsible for creating and hosting weekly programs for his month.
- Serve on the Council.
- Perform the Director's duties in his absence. Coordinate with the Director regarding plenary meeting agendas.
- Supervise presentation programming for weekly plenary meetings.
- Chair the Program committee. Train and coordinate MPCs.
- Track and report on programming. Provide program details to other support committees and coordinate with them.
- Plan special programs such as a Holiday Party.
- Plan "pocket" programs to be used in case a scheduled speaker cannot appear.
- Oversee the program section of plenary meetings. Introduce MPCs, thank them, and preside at Q&A with speakers.
- Contribute occasional columns to the Bulletin regarding programming and Vice Director's concerns.
- Serve on the By-Laws committee.
- Maintain a repository of information for the MPCs and the Vice Director, to be passed to his successor. Make document copies available to the Historian as appropriate.
- Advise and support the Vice Director Elect.
- Select and present a gift to be presented to the outgoing Director at the end of his term.

### PROCEDURES

Programming for weekly meetings should aim to be interesting, relevant, informative, entertaining, diverse, and of high quality.

The Vice Director should recruit some newer members as MPCs, in order to increase their participation and make use of their external contacts.

The oversight of programming involves supporting MPCs with training and comprehensive guidance, including reference information, checklists of tasks, and forms. Historical records of programs and lists of program ideas should be provided as resources.

Documents including records of programs, information about speakers, schedules, and reference information should be maintained in a permanent repository accessible to MPCs. The repository should be organized and edited to be effective as an operational tool and an archive.

## **IMMEDIATE PAST DIRECTOR**

### **DUTIES**

The duties of the Immediate Past Director include

- Serve as acting Director, should the current Director and Vice Director be unable to do so (subject to Council approval).
- Serve ex-officio as a member of the Council. Having served on the Council for several years, the Immediate Past Director may be able to make suggestions to the Council on the operation of the Old Guard.
- Serve ex-officio as Chair of the By-Laws and Procedures committee. As Chair 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.
- Serve ex-officio as a member of the Recognition Awards committee.
- Serve ex-officio as a member of the Board of Trustees.

## **PAST DIRECTORS**

### **DUTIES**

The duties of a Past Director include

- Serve ex-officio as a member of the By-Laws and Procedures committee until replaced by the outgoing Immediate Past Director.

## CALENDARS FOR DIRECTORS AND VICE DIRECTORS

### DIRECTOR

DATE	OCCASION	ACTION
Jan 1 <sup>st</sup> 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>Treasurer’s report of delinquent members.</u> Unless there are special circumstances, Council approves a schedule of their being dropped from membership.</p>
Jan 1 <sup>st</sup> Tues	Regular meeting	<p><u>Assume duties</u> when the previous Director turns the gavel over to you. Thank the previous Director &amp; 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><u>Submit the Director’s Message</u> (except for February &amp; 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 <sup>st</sup> 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</p>

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.

Jun Council  
1<sup>st</sup> Tues

Call for a status report from the Awards Committee.

Sept

Directors’ Luncheon. Arrange for and send written invitations for the Past Directors’ Luncheon to all Past Directors.

Issue Verbal invitations for Council Luncheon to Council members and the Officer Associates.

September Council  
1<sup>st</sup> Tues CLOSED  
SESSION

Call for the Nominating Committee to report 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.

Call for the Nominating Committee to report 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.

Sep Council  
1<sup>st</sup> Tues CLOSED  
SESSION

Call for Life Member Committee chairman’s report. Discuss their recommendation.

The New Life Member (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.

Sept

Make arrangements for

Life Member Award: 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.

Oct Regular  
1<sup>st</sup> Tues Meeting

Conduct the **Annual Meeting** and election, usually at the first regular meeting in October: Call for the Nominating Committee to report its proposed nominations for Director & Vice Director.

Request other nominations from the members. If none, direct Secretary to cast ballot for the slate of officers. Probably, the Vice Director will become the Director-elect.

Call for the Nominating Committee to report its nomination for Trustee to replace the Trustee who will retire at the end of the year.

Request other nominations from the members. If none, direct Secretary to cast ballot for the Committee’s nominee.

Remind Council members, both current & new, to attend the January Council meeting, and to bring their By-Law Procedure Manuals, committee files, etc. for their successors.

Oct  
2<sup>nd</sup> Tues Awards Meeting

Make the Life Member Award and the Unsung Hero Award by presenting certificates to the newly appointed life members, either at this meeting or another regular meeting.

Award 20-year member name badges 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.

Dec  
1<sup>st</sup> Tues Past Director’s Luncheon

Preside and host the Past Directors’ Luncheon.

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.

If necessary, arrange 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.

Dec  
2<sup>nd</sup> Tues Council Luncheon

Preside and host 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.

Costs: the first round of refreshments is your treat. Luncheon costs are divided evenly among those attending. Bill the attendees when convenient for you.

Jan  
1<sup>st</sup> Tues Council

Preside at opening of meeting, (new and old Council Members are present) and then turn over the gavel to your successor.

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.”

Jan 1 <sup>st</sup> Tues	Regular meeting	<u>Preside</u> at opening of meeting, turn gavel over to your successor, and sit down.
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**VICE DIRECTOR ELECT**

<b>DATE</b>	<b>OCCASION</b>	<b>ACTION</b>
Oct-Nov	Proposed nomination	<p><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.</p> <p>Provide months and names of all twelve-Monthly Program Chairmen to the Database and Directory Committee by the end of December.</p>
Dec 1 <sup>st</sup> Tues	Past Director’s Luncheon	<u>Attend, listen &amp; 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 <sup>nd</sup> Tues	Council Luncheon	<u>Attend.</u> Your luncheon cost will be billed to you later. The first round of refreshments is courtesy of the Director.

**VICE DIRECTOR**

<b>DATE</b>	<b>OCCASION</b>	<b>ACTION</b>
Jan 1 <sup>st</sup> Tues	Council	Assume your duties upon transfer of the gavel to the new Director.
Every Tues	Regular Meetings	<u>Assist Program Chairman.</u> 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 <sup>nd</sup>		<u>Submit Vice Director’s Message</u> for the February Bulletin to the Bulletin Committee by the first Tuesday of January.
March		<u>Appoint Monthly Program Chairmen</u> for January through June of the succeeding year.

## Old Guard of Summit

→ [ToC](#)

March or April	Special meeting	<u>Brief the Monthly Program Chairmen</u> . Invite all chairmen for the remainder of the current year and all chairmen appointed for the succeeding year.
June 1st 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		<u>Submit Vice Director's Message</u> for the September Bulletin to the Bulletin Committee by the 2 <sup>nd</sup> Tues (3 <sup>rd</sup> 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 1st Tues	Past Director's Luncheon	<u>Attend</u> as a guest of the Past Directors. <u>Participate</u> in advice to your successor. <u>If necessary, make reservation</u> for next year's Past Director's Luncheon.
Dec 2nd Tues	Council Luncheon	<u>Attend</u> . Traditionally, the Director offers to cover the first round of refreshments. <u>If necessary</u> , make reservation 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.

**IMMEDIATE PAST DIRECTOR (1 YEAR)**

Jan 1 <sup>st</sup> Tues	Council	After sitting down, <u>assume your new duties</u> . They consist of serving on the Council for one year, serving as an <i>ex officio</i> 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.
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**PAST-DIRECTOR (FOR LIFE)**

Jan 1 <sup>st</sup> Tues	Council	<u>Assume your new duties</u> as Past Director. You serve for one more year on the By-Laws and Procedures Committee.
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## **RECORDING SECRETARY**

### **DUTIES**

The chief duty of the Recording Secretary is to record the proceedings of the plenary meetings and the Council meetings of the Old Guard.

The Recording Secretary may appoint one or more Associate Recording Secretaries, who may serve as deputies under his supervision.

### **PROCEDURES**

He records the minutes of Old Guard plenary meetings and Council meetings in electronic form and, for Council meetings, includes a record of those present and those absent.

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

If the Council minutes and notice of any corrections have been distributed already, he may dispense with the reading of the minutes at the next meeting, with the consent of the Director, and ask if there are any corrections at this time.

He places the electronic minutes in a designated secure online repository (e.g., Dropbox or Google Drive Storage). He also maintains the information about accessing the online repository and provides access to the assistant recording secretary and other appropriate Old Guard members.

He maintains a Book of Council Resolutions in the repository.

He consults with the Historian to preserve any documents deemed to have historical value.

## CORRESPONDING SECRETARY

### DUTIES

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.

### 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 Corresponding 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.

The Treasurer appoints an Assistant Treasurer, with the consent of the Director, as a deputy to perform Treasurer functions when necessary.

### PROCEDURES

The Treasurer will:

- 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.
- 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.
- 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.
- 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.
- Before May 31 of each fiscal year, prepare a report to the Council showing the Old Guard's expected revenue and expense cash flows for the current and following fiscal years based on its accepted policy of including only cash transactions. The Council will use the report, together with other information, to determine if any changes need

to be made to policies, processes, or schedules of member dues or fees for the following fiscal year.

- 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.
- 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](http://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.
- 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.
- Make such records, returns, and reports available to the Auditor and to the Director.
- Carry out the Policy regarding donations and gifts established by the Council.
- Maintain a safe deposit box at a local bank. The box is intended as a repository for the corporate documents of Old Guard; insurance documents; bankbooks or certificates of deposit; tax returns; and other vital records. Copies may be made for the convenience of the Treasurer and other officers.
  - The Treasurer shall hold one key, and he and the Assistant Treasurer shall have signature access to the box. The Treasurer may designate an additional person for signature access, or remove such access. A second key shall be held as a spare by the Director, without signature access.
  - The safe deposit box shall be subject to audit of its contents by the Audit committee.
- 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 Treasurer as the authorized check signers.
- Make other voluntary contributions as the Council authorizes.
- 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 Treasurer 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:

The Treasurer shall maintain a secure online repository as a backup and archive for his records in electronic form. He provides access to the Assistant Treasurer. The backup is maintained current, and the archive preserves the records as of the end of each successive year.

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.

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.

The Treasurer consults with the Historian and provides him with copies of records deemed worthy of historical preservation.

**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 Old Guard of Summit.

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.

## 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, 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 may include 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.

# Old Guard of Summit

## TAB IV

### Support Committees & Activity Groups

## **Tab IV – SUPPORT COMMITTEES & ACTIVITY GROUPS**

### **GENERAL**

Support Committees (“Committees”) and Activity and Interest Groups (“Groups”) are created and eliminated by the Council. Such entities generally have a Chair, a Vice-Chair or Co-Chair, and other members.

It is the responsibility of the incoming Director to appoint committee and group chairs or co-chairs and to organize the Committees and Groups.

Each Committee or Group is described below, including its specific duties and procedures. Officers of each one should review its description at least annually and suggest updates to the By-Laws committee.

The kinds and amounts of expenditures of committees and groups may vary considerably by virtue of their 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 both review its proposed expenditure and submit it to the Council for approval. If an individual member acting in a non-official capacity wants to make a reimbursable expenditure, he must ask the Director to both review his proposed expenditure and submit it to the Council for approval. Reports of all expenditures should be made to the Treasurer.

### **VICE CHAIRS**

Chairs of committees and groups may appoint vice-chairs. A co-chair is appointed by the Director. All appointments must be reported to the Director and publicly posted.

Chairs are encouraged to plan for their succession, including by appointing a vice chair. A qualified vice chair should be someone capable of standing in for the chair when necessary and possibly succeeding him as chair. In order to qualify an appointed vice chair, the chair should sometimes delegate duties such as running a meeting, keeping records or minutes, or coordinating an event.

### **REPOSITORIES**

A general duty applicable to most Committees and some Groups is to ensure continuity by keeping a permanent, appropriately accessible repository of records and resources. The Chair has custody and responsibility for the repository, including organizing it, culling

obsolete information, and preserving valid information. The repository may be contained in a binder, file folders, portable digital media, or online storage. It is to be passed to the successor chair in usable condition.

The Chair should consult with the Historical committee regarding repository items appropriate for additional archiving.

Examples of potential repository records and resources include

- Membership roster
- Log of decisions and events
- Agendas and/or minutes
- Accounts of income and expenses
- Reference information
- Contacts for operations
- Forms
- Methods and procedures

## AUDIO-VIDEO COMMITTEE

### DUTIES

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

- Public Address system and participatory audio
- Video projection and captioning
- Video recording of plenary meetings, speaker presentations, and committee or group meetings as requested
- Editing and publishing presentations on YouTube
- Maintaining Old Guard's YouTube channels for plenary speakers, Technology Users Group, and Science & Math Interest Group
- On-site and remote services

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 concerning 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 Vice Chair of 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.

## **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. It is a way to let members know we care, and to check on their health and ability to attend.

The Chair appoints Monthly Chairs for the 12 months from February through the following January.

They each contact members with birthdays in their month. Birthday information is supplied by the Database committee. Details include the member's name, birth date, contact phone number, and email address.

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

### **PROCEDURES**

By the middle of each month the Chairman alerts the Monthly Chair of his duties and has the Database committee forward the names and other information to him.

Prior to the last Tuesday of each month, the Monthly Chair contacts all members whose birthdays are in the designated month, extends a congratulatory message on behalf of the Old Guard, and invites them to attend the meeting. The Monthly Chair reports any illness, indisposition or change of status to the appropriate committees, i.e. Database, Outreach, or Membership.

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

It is strongly suggested to keep the introduction interesting but short, to avoid reducing the time left for the presentation that follows.

## **BOCCE GROUP**

### **DUTIES**

This activity group provides the opportunity for members who enjoy playing bocce to do so with other Old Guard members.

The group consists of two co-chairs and several members.

### **PROCEDURES**

Old Guard members play bocce at a scheduled time and location depending on weather. Currently, bocce is scheduled two days a week, and members convene for lunch afterwards at a local restaurant. Announcements of this activity are made at Tuesday meetings and in the monthly Bulletin.

Members notify a co-chair regarding which day(s) they would like to play on a regular basis. The co-chairs create mailing lists (rosters) in order to invite players each week and to advise them of the status for playing that week.

## **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 organizes 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 GROUP**

The Bridge Committee is inactive and currently has no chair.

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 encouraged members to play in weekly games organized by the Murray Hill Bridge Club and the New Providence Senior Citizens Club. The role of the Old Guard Bridge Committee was to promote 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](#) at the end of Section **IV**)

### DUTIES

The Bulletin Committee prepares and distributes electronically each month a multipage 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 Chairman appoints members of the Committee.

Before the beginning of the year, the Chairman appoints an Editor for each month, and for the first month of the following year, from members of the Committee. Input for the bulletin and for special inserts is provided to each monthly editor by the Director, Program Chairman, and other Old Guard Committee Chairmen or their representatives. If this input is not received by the monthly Editor by the 12th day of the month preceding publication, it is his responsibility to obtain it from the appropriate individual as soon as possible.

The Old Guard shall provide under contract a word processing specialist for preparation of the bulletin. Prerequisites for serving as a monthly editor are ownership of a computer connected to the internet and the word processing app, Microsoft Word, or a compatible clone. The editor should have at least a rudimentary knowledge of how to use Word so that drafts (in Word docx format) may be exchanged among members of the committee and the word processing specialist. The monthly Editor provides working drafts of the Bulletin to the word processing specialist who formats the draft and distributes it to members of the Committee for comments and approval. With the approval of the monthly Editor and the Chairman, the word processing specialist provides for electronic submission of the final draft to the membership by the 24<sup>th</sup> day of the month preceding the publication month.

### BULLETIN CONTENT

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

- Names of Director & Vice-Director, Bulletin Committee Chairman, and Editor of the month
- 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

- Program schedule for the current month including:

- Weekly topic & speaker
- Meeting place, dates, and times
- Name of Program Chairman for that month
- Preview of Program schedule for the subsequent month
- Brief descriptions of Old Guard events of special interest such as future trips, picnics, theater parties, etc.
- Items of special interest, especially for the benefit of absent members.
- Election results and biographical sketches of a new Life Members
- Accounts of outstanding achievements of members for the Old Guard or in the community, etc.
- Directory changes, prepared and furnished by the Membership Committee or the Database and Directory Committee including:
  - New members, their addresses & telephone numbers
  - Losses by resignation or death

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

- 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
- Appropriate extracurricular activities of interest to Old Guard members may be inserted on the last page
- 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**

The Committee will review or generate proposed changes to the By-Laws (Tab II), 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 a prior meeting and sent to the membership by email at least one week before voting.

The Committee will review proposed changes in “Introduction and General Statement” (Tab I), “Council and Officers” (Tab III), and “Support Committees & Activities Groups Duties and Procedures.” (Tab IV. Procedural or minor changes in the various sections shall be made with concurrence of chairman of the affected Committee or Group.

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 Tabs I, III, and IV).

The By-Laws document manager will maintain the Manual as an electronic document, with suitable backups. He will issue a new MS Word and PDF versions 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.

## **CAREER MENTORING GROUP**

The purpose of the Mentoring Committee is to provide, via the Old Guard members, Career Mentoring to high school and college students and mid-career persons who are friends or relatives of Old Guard members. The Career Mentoring will provide advice on careers, types of work within that career and the different career paths that are possible including a change of career.

## 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:

- Speakers
- Monthly Program Chairs
- Life Membership
- Unsung Heroes (Appreciation for Exceptional Services)

### 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 someone 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 Chair 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 chair will maintain an adequate supply of certificates and certificate paper.

## **COFFEE SERVICE COMMITTEE**

### **PURPOSE**

To make coffee is 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**

- Arrange for rotation of Committee members to buy coffee and bring it to the meeting.
- Review status of supplies and purchase when necessary.
- Supervise coffee service and help designated members with set-up, clean-up, etc., as necessary.
- Reimburse member purchasing coffee.
- 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**

- Purchase coffee at an appropriate restaurant.
- 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.)
- Collect money from participants (Presently 25 cents per cup.).
- 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 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.

This Committee also maintains the online Google Old Guard Calendar.

### 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 including 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 always kept up to date. Fields include:

- Member address, phone numbers (landline and mobile) and email address

- Membership status: Active, Non-Resident, Honorary, No Longer, or Prospect
- Reinstatement of former members
- Termination of membership due to:
  - Death
  - Resignation
  - Removal for nonpayment of dues
  - Name of wife or significant other. Death, separation, or addition of wife
- Comments

The Committee manages the Old Guard Gmail account and keeps the contact list up to date with respect to names and email addresses of member for use with weekly “What’s Happening This Week” blast emails, and monthly Bulletin blast emails.

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.

## DIRECTORY COMMITTEE

### DUTIES

The duties of the Directory committee shall include

- Create and publish a directory of Old Guard members as soon as possible each year, with a goal date of February 28.
- Include personal and contact information of members, plus essential reference information about Old Guard and its officers, groups, and committees. Allow requested privacy exceptions to exclude some personal data, consistent with previous directories.
- Offer the directory in hardcopy and digital form to all members. Avoid public exposure of directory data.
- Maintain a permanent repository of reference information and working files, for operations of the committee and for year-to-year continuity.
- Develop the expertise of committee members in data manipulation, document creation, layout, printing, distribution, and teamwork.

### PROCEDURES

The procedures of the committee shall include

- Request authorizations for directory expenses from the Council.
- Consult members of the Database committee for their expertise in directory development.
- Obtain current data from the Database committee in text and/or tabular form, plus lists of appointments from the Director and from committee chairs.
- Tabulate and process data files. Create a formatted document of page layouts for printing.
- Have the directory commercially printed.
- Print enough copies of the directory for all current members and the estimated number of new members for the year, plus extra copies for contingencies.
- Assign one copy to each member. Distribute them in person and by mail as needed. Distribute copies to the Membership committee for members joining before the next directory is issued.
- Publish a digital copy accessible to members only (not the general public).

## **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 chair 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 chair, 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.

Old Guard 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 chair 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 Old Guard Treasurer to be deposited in the Old Guard 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, records, and other historical matter collected over the years.

The Historian and the Historical Committee shall actively gather paper and electronic documents for the archives, typically at the first of the following year. Material for the permanent records include the minutes of the Recording Secretary as well as records of the Director, Treasurer, Corresponding Secretary, other Officers, and Committees. Notices and articles appearing in the press and on-line may be archived.

The Historical Committee will work with the record originators or current cognizant committee chairmen to determine what documents should be archived and then collect the records or copies as appropriate.

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

The Historical Committee shall establish retention protocols for paper, electronic, and occasionally both document formats.

The paper archives are kept in locked cabinets. The Historian and the Committee Vice-Chair keep keys to the cabinets.

Records in the paper archives include:

- General (Tuesday Morning Plenary) 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—back to 1940, with gaps.
- Monthly Bulletins
- Photo album of all Directors
- Ladies Day
- Major Anniversaries (40<sup>th</sup>, 50<sup>th</sup>, 75<sup>th</sup>, 2000<sup>th</sup> Meeting...)
- Time capsule (birch box) 75<sup>th</sup> >>100<sup>th</sup> anniversary to be opened in 2030
- News clippings & Publicity
- Interchapter Council & other chapter meeting notes
- Special feature articles reporting Old Guard activities.

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

The 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, and more may need to be scanned.

Moving forward, many of the artifacts in the bullet list of paper archives will be maintained **only** electronically. Certain newer categories of artifacts will also be considered for electronic archiving.

### **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

- Prior to each meeting:
- 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
- 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
- Place a bottle of water next to the lectern
- As members and guests arrive for the meeting:
- 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.
- After the meeting:
- Return chairs to stacks.
- Return tables to their previous location before the meeting.
- 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.

## HUMOR COMMITTEE

### DUTIES

Members of the Humor Committee tell humorous stories, describe comical situations, or present amusing situations for 3-5 minutes near the beginning of weekly plenary meetings and for varying time periods during other appropriate Old Guard events.

### PROCEDURES

The Humor Committee consists of a Chairman, Vice-Chairman, and Monthly Humorists. The Director appoints the Chair. The Humor Chair recruits and appoints the other members of the Humor Committee with the concurrence of the Director.

Monthly Humorists present humor near the beginning of plenary meetings during one or more months of the calendar year. The Chair, Vice Chair, or other members may substitute when an assigned Humorist cannot attend.

The humor genre appropriate for the Old Guard is clean humor. For example, Wikipedia describes clean comedy as “free of ribaldry, racism, rape jokes, pejoratives, profanity, obscenity, incest, illicit drugs, off-color humor, toilet humor, explicitly sexual content, and similarly objectionable material.” From a similar viewpoint, usually humor should not be offensive or demeaning.

The Chair orients the other members of the committee about appropriate humor genre, possible sources of humorous stories, and techniques for effective humor presentation. The Chair also monitors the choice and delivery of humor to the Old Guard.

## 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 each member's spouse or companion.

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.

## **LUNCH GROUPS**

### **DUTIES**

The purpose of these groups 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 or by email from time to time.

## MEMBERSHIP COMMITTEE

### 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. It also involves recruiting potential Old Guard members through the announcements by the Publicity Committee and Membership Committee members and by building relationships with people in organizations, facilities, or locations who can help us identify and recruit potential new Old Guard members.

Specifically, committee members will develop relationships with managers of local adult, retirement, and senior citizen communities, organizations, and facilities, and major employers within a 12-mile radius of the NPPC.

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 deposits scanned electronic membership registration forms to a Dropbox accessible to the Database Committee for entry in the membership database and for the publicity and Communications Committee.

The Director appoints the Chair of this Committee who serves on the Council. He frequently reports on Committee activities and the status of membership. The Committee also has a Vice Chair with access to the Dropbox.

### PROCEDURES

#### Processing of Prospective Member at Face-to-Face meetings

- All guests upon arrival at a plenary meeting are directed to the Guest and Membership table for completing a guest information form and receiving a “Guest Kit” (containing an Application Form, Old Guard Color brochure, other information about the Old Guard, and current Monthly Bulletin).
- The Membership Committee members at the table will inspect the sign-in sheet for legibility, especially of the telephone number and email address. After the meeting they will scan the guest information form to a digital Dropbox 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.

- 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 member who greeted the guest at the back table will 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.
- At his plenary meeting, if a guest has no sponsor, someone from the Membership Committee, usually the guest table committee member, will introduce him during the meeting (but not be listed as his sponsor).
- Assuming that the guest would like to join the Old Guard, his sponsor, or the Membership Committee member following up with him, will explain the process for becoming a member.
- The initial dues payment depends on the month of installation. The sponsor should consult with the Treasurer for the exact amount required.
- The prospective new member must complete 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 Committee member 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 (.).
- Ideally, the sponsor or the committee member 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.
- The sponsor or assigned member of the Membership Committee. will introduce the guest at his first meeting and ensure that the guest information sheet at the back table has been properly completed.
- 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.
- A "Membership Kit" consisting of Name Badge, current Directory, current Bulletin, Committee Sign-Up Sheet, and welcoming letter will be presented for presentation by a committee member after installation.
- 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 application has been properly completed so that the Director includes this in his agenda.

- The new member's information is provided to the Database Committee for entering into the Membership Database. The New-Member Application Form is used to capture and convey this information. The scanned electronic version of this form is posted on the Dropbox.
- The Membership Committee will also post a new members' interests to appropriate committee chairs so they can be immediately included in appropriate activity and interest groups.
- A formal process has been established to coordinate guidance for new Old Guard members. This process would involve a committee member inviting, assigning, and training a current member of the Old Guard to serve as his Guide to new Old Guard Member (especially if the new member has no sponsor or if his sponsor decides not to be a Guide). Guidance should continue for 5-6 months during which time the guide takes a personal interest in developing a personal relationship with the new member and helps to integrate him into our organization and activities. Also, 6 months after initiation, the Vice Chair will send a satisfaction survey to the new member.

### **Processing of Prospective New Members who only attend by Zoom**

- The Audio Video Committee processes Zoom attendance lists, keeping an eye out for repeat visitors who might be possible candidates for joining, and sends their names and any other available relevant information to the Membership Committee for follow-up.
- 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.
- If a prospect expresses interest in joining, the Membership Committee follows up to get a returned application form and initial dues.
- The Membership Committee assists the Hospitality Committee with integration new members into the social life and activities of Old Guard, as requested.

### **Member Retention**

- 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.

### **Honorary Members**

- 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.
- Honorary Members are included in the Database and Directory.

### **20- and 30-Year Members**

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

**TWENTY {THIRTY} YEARS**

**Member's Name**

- The presentation is normally made during an October plenary 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.

**REPORTS**

All reports are prepared jointly with the Database & Directory Committee.

**Monthly**

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

**Annual**

- Various reports for the Directory.

**RECORDS RETENTION**

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

## MUSIC—PIANIST AND CHORUS COMMITTEE

### 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 selects and proposes candidates for the offices of Director, Vice Director, and Trustee.

Although the Nominating committee has wide discretion in proposing candidates, they should be members who have exhibited leadership qualities, are personable, and are familiar with the established policies and practices of the Old Guard. A candidate should be able to effectively guide the Old Guard and maintain its traditions.

### **MEMBERSHIP**

The committee consists of four to six members. The Chair is appointed by the incoming Director for one year. The Chair appoints members to fill vacancies, coordinating with the Director.

It is desirable for some of the committee members, particularly the Chair, to have experience from a prior year. The Chair endeavors to establish and maintain staggered terms so that there are one or two vacancies per year to be filled by that year's Chair. The usual term for a member's appointment is three years.

The Director and Vice Director are not eligible to be members of the committee. Persons who are very likely to be considered for nomination should not be appointed, since a committee member may not be considered. However, a member who has resigned from the committee may be considered.

### **PROCEDURES**

The Nominating committee shall meet to select candidates, during the first half of the year.

The committee shall obtain consent from a nominee before officially proposing him.

The selected nominees shall be proposed to the Council for its approval by August. The current Vice Director is normally proposed for Director.

Upon Council approval of candidates, the Director shall set up the elections of the candidates at a plenary meeting, normally the "Annual Meeting" in October, in accordance with the By-Laws.

The deliberations and decisions of the Nominating committee are confidential. It is up to the Council to release the names of candidates at the appropriate time.

## 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 alerts the Transportation Committee to the need to arrange 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:

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

- At the end of each month, the retiring Outreach Representative should pass along whatever information is necessary to the next month's Outreach Representative, to preserve continuity in attention to ill or housebound members.
- 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 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](http://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

The Program Committee consists of the Vice Director as chair, the Monthly Program Chairs as members, and any other members appointed to participate in the committee.

### CHAIRMAN (VICE DIRECTOR)

The Old Guard Vice Director serves as the Chair of the Program Committee. He appoints a Monthly Program Chair 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 filled for each month by the Vice Director at least 6 months in advance of each month.

The Vice Director specifies procedures for the MPCs regarding creating and hosting weekly programs/speakers during their month; trains them; supervises their efforts; arranges for “pocket” programs in case a speaker cannot appear; and maintains a repository of records and resources. He maintains a calendar showing the status of all weekly programs for the year.

### MONTHLY PROGRAM CHAIRS

The essential duties of the MPCs include

- Research potential speakers, programs, or organizations of interest
- Recruit speakers with specified program topics, including their firm commitment
- Report to, and coordinate with, the Vice Director in a timely manner as required
- Create and submit details about the speaker and the program
- Arrange details of the speaker’s attendance and presentation
- Escort, introduce, host, and thank the speaker

Specific procedures, checklists, forms, reference information, and policies for MPCs are provided by the Vice Director in the Program Committee repository.

**Programs.** The Program Committee is responsible for program presentations at weekly plenary meetings. MPCs should generally select speakers and topics that are informative and interesting to the membership. There may be occasional programs that are celebratory or entertaining, such as musical performances. A typical program presentation lasts 45 minutes to one hour, followed by Q&A as time allows.

**Authentication.** Old Guard plenary meetings are open to the public, and they may be announced via press releases. Our reputation may be affected by programs. The MPC should therefore make a reasonable effort to authenticate the credentials of a speaker, primarily by requesting a CV, resumé, or specific information. It may be appropriate for the MPC to check the internet for the speaker’s public presence. In addition, the speaker’s themes or coverage of topics should be broadly known in advance and judged appropriate for Old Guard.

**Politics, Religion, and Sales: Exercise Caution.** Old Guard invites speakers on diverse topics including community affairs, social issues, charities, organizations, health, finance, history, arts, and sciences. We do not allow pressured promotions of political views, religions, causes, or businesses, but we do hear speakers representing their organizations. The MPC should advise potential speakers of this policy.

**Soliciting Donations.** We often have speakers from charities and other fundraising organizations. Speakers are welcome to mention a donation mechanism during their talk and to distribute promotional fliers or handouts. Neither the speaker nor an Old Guard member may “pass the hat” or otherwise actively solicit donations from the audience. As a general policy, we do not contribute to specific charities as an organization.

**Customs.** Old Guard does not pay speakers. (An exception may be made for a performing artist such as a musician.) We do encourage a cordial relationship with them, especially since some speakers may be invited again in the future. We thank our speakers with a Certificate of Appreciation, a standing ovation, and a postal Letter of Appreciation after the presentation. We generally treat them to a casual luncheon hosted by the MPC. We present a female speaker with an orchid plant or corsage.

In addition, the MPC is introduced by the Vice Director and thanked for his service with a Certificate of Appreciation.

**Coordination within Old Guard.** The MPC and the Vice Director are responsible for timely coordination with other committees so that events may run smoothly and be known and well-attended. Supporting committees and officers include Bulletin, Website, Publicity, Certificates, Audio-Visual, and Director.

**Hosting.** The MPC is the escort and cordial host ensuring that the speaker arrives on time, is made comfortable, has A-V requirements accommodated, is introduced socially in the hall, and is offered a relaxed luncheon after the meeting.

**Expenses.** Some MPC expenses are reimbursable by the Treasurer. They include luncheon for the MPC and speaker(s) within specified limits; orchid; postage for mailing a certificate. Incidental expenses such as mileage are not reimbursed.

## **PUBLICITY COMMITTEE**

### **DUTIES**

The role of this committee is to communicate information about Old Guard and its ongoing and upcoming activities to nearby communities through various media, which include newspapers, online local news outlets, social media, and brochures, 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.

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.

### **PROCEDURES**

#### **Internal Communications**

Material for publicity relating to speakers (biographies and other useful information for the media) should be in the hands of the committee chair at least two months before the meeting date. Emphasis should be given to the subject of the presentation and qualifications of the speaker. It is preferable to have each speaker supply their own photo, if possible. JPG files are preferred.

For historical purposes, members of the Publicity reCommittee should work with the Historical Committee to maintain a Clippings Book and/or digital copies of selected 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.

#### **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 Publicity Committee repository should be used to track all submissions to media, and all publications resulting from those submissions. 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 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 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.

- Age alone is neither a qualification nor a requirement for Life Membership but is a factor to be considered.
- 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.
- 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:

- 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.
- 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.
- The Chairman shall then make a consolidated list showing the consensus of the Committee.
- 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 inscription:

**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 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.
- A nominee may have only given his time in one specific area but made important and significant contributions.
- Committee Chairmen, while enjoying some recognition as Chairmen of a Committee, may also be considered for an Unsung Hero Award.
- 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.
- 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.
- 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 member's presentation and discussion among attendees. Members are typically given access to the documents in advance, 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, 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 and may be 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 GROUP**

### **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

The Tennis Group is currently inactive.

### 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

- The Group shall consist of a Chairman and two or more members.
- 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.
- 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 monthly.
- 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.
- 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.

No single 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 for 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 Membership 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

The Trips and Theater Group is currently inactive.

### DUTIES <sup>1</sup>

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 <sup>deficit</sup>.

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, 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.

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<sup>1</sup> 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 Trips Treasurer prepares a yearly financial report based upon the individual trip reports for submission to the Chairman of the Auditing Committee. A copy is also provided to the Trips Chairman and the Old Guard Treasurer. The Trips Chairman provides a year-end summary to the Old Guard Historian.

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.

## **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

The Old Guard website serves two basic purposes: It acts as a communication channel to members regarding upcoming programs and events (complementing the monthly Bulletin), and it provides a window on Old Guard and its activities to the outside world, especially for prospective new members.

The Committee consists of a chairman (a.k.a. Webmaster) and one or more additional members.

The current website was deployed in 2012 and is maintained by the Website committee. The layout of the website is quite stable -- the Committee's primary function at present is to update the information content of web pages monthly to keep it current. The Committee is happy to accept postings from all Old Guard committees and activity groups.

The web content that it maintains includes Old Guard programs, meetings, special events, officers, committees, contacts, and some historical background (including a complete archive of weekly program listings and abstracts since 2016). It also includes results of elections and committee appointments, and certain documents such as the Blue Book (as a PDF file).

Looking forward, there may soon come a time when the current website needs to be replaced by a redesigned website that meets modern standards. To accomplish that, additional resources and / or Committee members will likely need to be assembled.

### PROCEDURES

Text is added or modified in a timely manner. Pictures of selected activities are uploaded by the Photography committee to albums in the Old Guard's Google Photos account, and the Website committee places links to those albums in our website.

Our web hosting company (and domain name registrar for "oldguardsummit.org") is Homestead.com. Statistics on website visitors are available.

Our account in principle includes free tech support by phone at 800-710-1998. In fact, Homestead has long since officially dropped tech support for the website framework that we are using and declared it to be obsolete, although they have no plans to "pull the plug" on it.

The URL of the Old Guard website is <https://SummitOldGuard.org> (Note: URLs are case-insensitive).

We also maintain the URL <https://oldguardsummit.org> and use it as an alias for <https://SummitOldGuard.org>. The domain registrar for "oldguardsummit.org" is DirectNIC.com.

## 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 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, 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

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

- Commas and periods that directly follow questions go inside the closing quotation marks.
- 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.
- Do not justify margins (it creates irregular spacing problems).
- Do not break words and hyphenate at the end of lines.
- Be judicious in using the underscore (indicating italics) or boldface. Repeated use of these devices negates the effectiveness of the emphasis.
- 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.)
- Do not overuse colons or em-dashes.
- Spell out numbers under ten. (There are exceptions, such as dates, page numbers, numbers with percent, and others.)
- Use the serial (aka Harvard or Oxford) comma.
- 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.
- 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.
- 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.
- Within the text, use capital letters only for proper nouns.
- 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.
- Watch out for dangling participles. An initial participial phrase must always refer to the subject of the sentence.
- Avoid sexist language. “He or she...” may be used, but infrequently and only if absolutely necessary.

**Spelling**

- 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**

- Use tabs sparingly. Use only one tab to indent.
- 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) 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*, 15<sup>th</sup> 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).