

Bolivar Lions Club

P.O. Box 402 Bolivar, New York 14715

www.bolivarlionsclub.org

POLICY MANUAL

Adopted:

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Amended 9-27-10

**Bolivar Lions Club Policy Manual
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FOCUS OF THIS MANUAL:

This document is expected to be used to guide the Bolivar Lions Club in its mission to serve mankind, especially, in our community. The Board of Directors should follow this manual in arriving at their decisions, but are given the discretion to follow what they feel is also good for Lions and the communities we serve.

100 POLICY MANUAL

101.1 Club Policy Manual

Purpose:

It is understood that all policies must conform to the Bolivar Lions Club Constitution and By-Laws, To District 20E-1 Constitution and By-Laws, Multiple District 20 Constitution and By-Laws and to Lions Club International Constitution and By-Laws. The purpose of this policy manual is to put in an easily readable and understandable form the pertinent procedures to be followed by the Bolivar Lions Club Board of Directors and the Committees so appointed by the Club President. It will also outline policy for Club Activities and Club Finance.

Amendment Procedure:

Amendments to policies adopted by the Bolivar Lions Club may be made by an affirmative vote of a majority of those duly constituted to vote at a duly constituted meeting of the Bolivar Lions Club Board of Directors. All amendments to adopted policies shall be required to follow procedures established for the adoption of new policies or the amendment of an existing adopted policy. Amendments shall be included in the manual with the date adopted by the Board of Directors.

101.2 Club Policy Committee

Purpose:

The committee shall monitor the activities of the Lions within the Bolivar Lions Club to be sure that they conform to policies adopted by the Bolivar Lions Club.

1. The IPP shall be appointed Chairperson annually by the Club President.
2. The committee shall include the Committee Chair, Club Secretary, Club President and TWO (2) active members of the Bolivar Lions Club.
3. The committee shall update and provide a copy of the Club Policy Manual to each newly installed club member and to each new voting member of the Board of Directors and to new club committee chair annually.
4. The Chair shall advise the Club President, any committee or individual of action in violation of the policy manual.
5. The committee will present to the Board of Directors any amendments brought to their attention at least ten (10) days prior to a Board of Directors Meeting.
6. The committee shall formulate the wording for changes to the Policy Manual.
7. New policies adopted by the Board of Directors should be duplicated and available for distribution at the next scheduled Board of Directors meeting.

200 MEMBERSHIP

201.0 RECRUITMENT

201.1 Prospective Members Dinners:

When a prospective member is invited to visit the Bolivar Lions Club, she/he will be the guest of the Bolivar Lions Club for one meeting. Their meals will be paid for by the Club Regular Account. Any membership application(s) will be submitted to the Board of Directors for action.

201.2 Dues:

Membership dues will be determined by adding \$10.00 to the amount the Bolivar Lions Club is charged for each member by MD-20 and Lions International.

201.3 Membership Drive:

The membership chair will hold an annual membership drive. A special program will be held when prospective members are invited as guest to demonstrate club activities.

201.4 Induction Ceremony:

Induction of new members will utilize a dignified ceremony.

201.5 Orientation:

Orientation will be provided for all new members by the membership committee. The orientation will include; club history, finance, committees, activities and projects.

201.6 Membership Categories:

1. Active Member - a member entitled to all rights and privileges and subjected to all obligations which membership in a Lions Club confers or implies. Regular attendance, project participation, prompt payment of dues and conduct reflecting a favorable image of this Lions Club in the community.
2. Member at Large - Any member who has moved from the community, or because of ill health or other legitimate reason is unable to regularly attend club meetings and wishes to maintain club membership can be granted member at large status by the Board of Directors. The member cannot hold office and will pay local dues as assessed by the club.
3. Life Member - shall have all of the privileges of active membership. The proper fee to Lion International shall be paid by the Bolivar Lions Club. Multiple, District and local dues may be assessed by the club.
4. Associate Member - A member who holds primary membership in another Lions Club but maintains a residence or is employed in the community served by this club. This membership is reviewed annually by the Board of Directors. Associate members are not reported on Membership and Activity Reports.
5. Affiliate Member - A quality individual of the community who is not able to fully participate as an Active Member but desires to support the club and its community service activities. Affiliate Members may be eligible to vote on club matters but cannot represent the club at district, or higher meetings.
6. Honorary Member - an individual who is not a member of the Bolivar Lions Club and has performed outstanding service to the community or to the Lions Club, may be granted Honorary Membership. The club shall pay entrance fees and international and multiple district dues on such a member, who may attend meetings but shall not be entitled to any privileges of active membership.
7. Privileged Member - A member of the Bolivar Lions Club who has been a Lion fifteen (15) or more years, who because of illness, advanced age or other legitimate reason, as determined by the Board of Directors of the Bolivar Lions Club, must relinquish active membership; moved from the community, or because of health or other legitimate reason, is unable to regularly attend club meetings, and desires to maintain membership in the Bolivar Lions Club may, by action of the board of Directors. Being granted this status, a privileged member shall pay such dues as the local club may charge, dues shall include district and international dues. The member shall have the right to vote and other privileges of membership except the right to hold club, district or International office.

201.7 Retention:

The membership committee shall review members in arrears with dues or not in regular attendance or participation in club activities to determine the cause. The committee may recommend appropriate action including a change in their membership status or transfer to another Lions Club. The committee will interview any member who has resigned from the club to determine the reason.

202.0 RECOGNITION

202.1 Surviving Spouse:

Surviving spouses will be invited by letter to the annual awards meeting or a regular club meeting as guest of the club. Each will receive a pin at their first meeting of attendance.

202.2 Meetings and 100% Attendance Requirements:

To qualify for perfect attendance a Lion must have credit for all ten regular meetings each year.

Credit for attendance can be earned in the following ways:

1. Attend at a regular meeting
2. Attend at a Board of Directors meeting
3. Attend at a regular meeting of another Lions Club
4. Participate in a club committee activity
5. Attend a District meeting
6. Attend a State or International Convention

Credit for attendance at two of the 10 regular meetings may be granted for the following reasons.

Excused absences:

1. Sickness or ill health
2. A conflicting job related obligation
3. Travel that makes attendance unfeasible
4. Attendance at another organizational meeting

Records for perfect attendance will be maintained by the club treasurer. It is the responsibility of each member to inform the treasurer of a legitimate excused absence. Attendance Awards shall be presented at the annual Installation of Officers dinner.

Dates for meetings:

The regular dinner meetings will be held the second Monday of each month, September through June. Board meetings will be held on the fourth Monday of each month. There must be at least one Board of Directors meeting each month.

202.3 Lion of the Year Award:

Qualifications:

To be eligible for this award the Lion must be an active member in good standing of the Bolivar Lions Club.

Selection:

The selection of the Lion of the Year is solely at the President's discretion using whatever criteria she/he feels is appropriate.

202.4 Melvin Jones Award:

When the Bolivar Lions Club has donated the required funds to Lions International Foundation and earned the right to award a Fellowship, it may be awarded using the following guidelines.

1. Nominations may be made by any active member of the Bolivar Lions Club and are not limited to Bolivar Lions Members. Community members, non Lions, or organizations may be considered.
2. Committee - The selection committee shall consist of at least three (3) Bolivar Lion Melvin Jones Fellows. If three Fellows cannot serve, the president shall appoint Past Presidents to serve on the committee. Past District Governors shall serve on this committee.

202.5 Robert J. Uplinger Service Award:

When the Bolivar Lions Club has donated the required funds to the New York & Bermuda Lions Club Foundation and earned the right to award a Service Award, it may utilize the following guidelines:

1. The selection committee shall consist of at least three (3) Bolivar Lions Club members who have received the Robert J. Uplinger Award. If three (3) recipients

can not serve, the president shall appoint past presidents to serve on the committee. Past District Governors shall serve on this committee.

2. The award shall be presented for Distinguished Service to the Club or to the Community and may be presented to Lions Club members or non- members.

202.6 President's Awards:

The president may recognize members and/or officers who have assisted with the activities during the president's year. This award may be presented to club officers, members or community members as selected by the president.

203.0 LEADERSHIP

203.1 Training Purpose - The club encourages and supports leadership development and training for current active members. Funds shall be made available for members to attend, but not limited to, Lions sanctioned events such as; USA/Canada Forum, NYS Leadership Institute, State Convention Officer Training and Emerging and Senior Lion Training.

1. All requests are to be made prior to the event for approval by the Board of Directors.

2. All requests will be reviewed on a first come - first served basis.

3. Lions members attending will be eligible for a one-time reimbursement.

4. If more than one member wishes to attend a single event, the funds may be divided equally by the participants.

5. Receipts and proof of registration shall accompany all requests for reimbursement.

6. Unused funds shall not be carried forward to the next budget year.

203.2 General Leadership Development:

Members will be encouraged to attend District, Multiple District and Lions International Conventions. Activities will be advertised at regular club meetings and in the club newsletter.

203.3 Nominations:

1. Committee - nominations will be made by a committee of the previous three past club presidents.

2. The committee will meet and prepare a slate of candidates for submission to the general membership on or before the first meeting in March. The slate will be presented to the membership two times with a vote at the final presentation.

3. The results of the election will be filed with the District and Lions Clubs International by May 15, on the official PU 101 form.

203.4 Officers' Duties and Responsibilities:

1. President - serves as the chief executive officer of the club.

A. presides at all meetings, regular, special, board of directors

B. appoint all administrative and activity committees

C. oversee the functioning of all committees

D. holds regular meetings as scheduled

E. holds at least one board of directors meeting per month

F. serves as the club representative at ACM meetings

G. will hold an organization meeting of club officers, directors and committee chairs prior to the beginning of the fiscal year.

2. Secretary - serve as the official liaison between the club and Lions Clubs International and the District Governor's organization.

A. submit annual activity reports

B. submit monthly membership reports

C. keeps all records - club meeting and board meeting minutes

D. serves as corresponding officer

E. shall keep club records for attendance, membership growth

F. collect dues and monies owed to the club by members

G. serves as a club representative at ACM meetings

3. Treasurer - you are the custodian of all club funds

- A. deposit all money received in the approved club bank
 - B. assists the finance committee in preparing the club budget
 - C. disburse funds under the direction of the board of directors
 - D. provides a financial report at each meeting for both the activity and the administrative accounts with sub categories for convention.
 - E. The treasurer shall be bonded by the club
 - F. Shall complete necessary Income Reporting forms
4. Tail Twister - you shall maintain harmony and encourage good fellowship.
 - A. imposes and collects reasonable fines at meetings
 - B. generally promote fun and laughter with stunts
 - C. rely on your resourcefulness for a variety of activities
 5. Lion Tamer - in charge of and responsible for all club property.
 - A. place flags, gong, gavel, song books and badges for meetings
 - B. sign in members in attendance and collect dinner fees
 - C. provide name badges for guest
 6. First Vice President - If the president is unable to perform the duties of the office for any reason, the vice president next in rank shall occupy the president's position. Each Vice President shall oversee the functioning of such committees of the club as designated by the President. First Vice President shall oversee Administrative Committees: Attendance Policy Manual Membership Finance Program
 7. Second Vice President - Committee responsibility (Expenditure Generating Activities: Conventions Leadership Development
 8. Third Vice President - Committee responsibility (Income Generating Activities): Fund raising - Tents, Rose Sale, Garage Sale, Bar-B-Q, Disaster Lottery Fund, Spaghetti Dinner
 9. Membership Director - Shall be chairperson of the membership committee.
 - A. Development of a growth program for the club to be approved by the Board of Directors
 - B. Regularly encourage club members to bring in new quality members.
 - C. Ensuring implementation of proper recruitment and retention procedures.
 - D. Preparation and implementation of orientation sessions.
 - E. Reporting ways to reduce membership loss.
 - F. The membership committee will have three members. The chairman is elected and the president will appoint the other two members.
 10. Immediate Past President - shall assist the president as requested. He/she and other past presidents will serve as official greeters officially welcoming members and guest to a club activity. The IPP will serve as a reference to the president.
 11. Member of the Board - Four members will be elected to serve as directors with alternating two year terms. They will have full voting status.

203.5 Board of Directors:

1. Members will be all elected officers and directors of the club, immediate past president and past district officers (ex-officio).
2. A quorum shall be a majority of the members of the Board of Directors
3. Duties and Powers
 - A. Shall be the executive board of the club and be responsible or the execution of club policies approved by the club. All policies and new business shall be considered and shaped by the Board of Directors for presentation to and approval by the club.
 - B. Shall authorize all expenditures and shall not create any indebtedness beyond the current income of the club, nor authorize disbursement of club funds for purposes inconsistent with business and policy authorized by the membership of this club.
 - C. Shall have the books audited annually, or more frequently and a report made to the Board of Directors and the membership.
 - D. Shall not authorize, nor permit the expenditure for any administrative purpose, of NET income of projects or activities of this club by which funds are raised from the public. A percentage of project

revenue may be allocated to administrative expenditures.

E. Shall name and appoint delegates and alternates to conventions beyond the club level.

F. Shall maintain at least two separate funds. One to record administrative monies such as dues, tail twisting and other internally raised funds. A second to record activity or public welfare monies

204.0 OTHER

204.1 Memorial Donations and/or Bequest:

1. Death of a member: The club shall send a floral display, memorial donation or a remembrance of the family's choice. The suggested amount would be \$50.00.

2. Death of a former member: The club may send a remembrance of the family's choice.

3. Death of a spouse, parent or child of a member: The club shall send a floral display, memorial donation or a remembrance of the family's choice. The suggested amount would be \$50.00.

204.2 Cards:

A Lion designated by the Club shall serve as chaplain and send get well wishes to ill members or their spouse. The club will provide the designated member with a variety of cards for this purpose. The chaplain may conduct a Lions service.

204.3 Disaster Relief:

Any member may present a request for disaster relief to the Board of Directors. The suggested amount is \$250.00 but is at the discretion of the board.

300 COMMITTEES

301.1 Club Event Chairperson's Responsibility

Purpose: To establish a general set of guidelines and expectations for a Committee Chair. This is only a guideline. It must be recognized that each event will have unique features.

1. Meet with Club President/Board of Directors prior to the event to review the program.

2. Meet with the event committee to plan the event.

3. Present to the Board of Directors, one month prior to the event, an outline of the event to include:

A. Outline or a brief description of the event

B. Budget

C. Additional needs - insurance coverage, manpower needs, calendar

4. Publicity:

A. Contact newsletter editor prior to publication deadline for an article

B. Work with publicity committee prior to the event

C. Present announcements at a club meeting prior to the event

5. Purchase supplies.

6. Financial

A. All monies received by check for the event should be made payable to the Bolivar Lions Club

B. All cash received should be turned over to the club treasure for deposit in the club account as soon as possible.

C. Expenditures should be paid by club account check whenever possible

7. Run the event

8. After the event has been completed, submit a report to the club membership and to the board of directors using standard committee report format.

301.2 Regular Club Committees

1. Administrative

A. Attendance

B. Policy Manual

- C. Convention
 - D. Finance
 - E. Lions Information
 - F. Membership
 - G. Program
 - H. Public Relations
 - I. Leadership Development
 - J. Others:
2. Activities Committees
- A. Youth
 - 1. Sports programs
 - 2. Senior Recognition Breakfast
 - 3. High School Scholarship
 - B. Sight Conservation/Work with the Blind
 - C. Hearing and Speech
 - D. Environmental Services
 - E. Youth Exchange
 - F. International Relations Program
 - G. Fund Raising
 - H. Others:

301.3 Standing or Established Club Committee Assignments:

Regular Club Committees will be designated in the annual club program with members given specific assignments. The list of committees with members will be published on the website and distributed to the membership at the first meeting in September. The goal will be to involve each member on at least one committee.

301.4 Policy for Cash (amended 9-27-10): All cash or check deposits will be made to the treasurer. All disbursements will be made by club check by the treasurer. All club checks will have two approved signatures. The club accounts will be audited once a year by the 2nd VP and two of the club's directors.

400 STUDENT OUTREACH

401.0 Bolivar-Richburg Central School:

The Bolivar Lions Club will take an active role in supporting Bolivar-Richburg Central School and school activities. The club will sponsor a senior breakfast, may honor sectional winning teams or individuals at a regular club meeting and recognize other individuals or groups that have brought honors or recognition to Bolivar.

401.1 Student Trip Request:

The purpose of this policy is to set guidelines for student request for funds for student trips.

- 1. Letter requesting funds should be from applicant
 - 2. A letter of reference should accompany the request
 - 3. Donation guidelines; Non academic request \$50.00 Academic request \$100.00.
- The club secretary should send a letter of congratulations with the donation and a request for a club presentation from the requester explaining the trip.

401.2 Peace Poster Contest:

Purpose: Participation in Annual Lions International Peace Poster Contest. The club shall sponsor a contest and purchase the necessary supplies. Awards may be presented to participants with the winning entry submitted for District consideration.

401.3 Bolivar Lions Club Scholarship Awards:

The Don Lounsberry Memorial Scholarship and the John Thompson Scholarship in the amount of \$500.00 each shall be awarded to two individuals who exemplify service to the community. Consideration should be given to academic achievement and participation in extra-curricular activities. Awards will be a cash award. Additional scholarships are at the discretion of the Board of Directors.

402.0 YOUTH ORGANIZATIONS

402.1 Sponsorship

Purpose: To establish guidelines for the sponsorship of youth organizations which demonstrate a commitment to the development of leadership and service within the Bolivar community.

1. The board of directors shall budget necessary funds to establish proper support for individual organizations
2. The president shall appoint annually, a liaison to foster a relationship between the individual organization and the Bolivar Lions Club
3. The sponsored organization shall inventory all equipment, obtained by the Bolivar Lions for their expressed use, and report said audit to the Bolivar Lions club Lion Tamer annually.

500 COMMUNICATIONS

500.1 Website:

1. The function of the Club Website is to have current information available to members on line. The site will also have the current Policy Manual, membership application, officer and membership list, calendar, committees and chairpersons.
2. Webmaster shall be responsible for content and edit all information included. A committee may be appointed by the board of directors to assist.
3. The website should contain a current history of the club, award recipients and past officers.
4. The website shall contain copies of all operating forms (membership application, committee reports, club history, etc.)

ADDITIONAL AREAS FOR CONSIDERATION:

Treasurer's Report Format:

Opening Balance: (Closing balance from previous meeting)

Receipts: (all income since last meeting)

Administrative income:

- Dues
- Tail Twister fines
- Meals
- Member only raffles

Activity income:

- Project Income
- Refreshments

Total Income Expenses: (all expenditures since last meeting)

Administrative expenses:

- Dues - Multiple District, International
- Meals
- Postage, supplies
- Awards and recognition

Activity expenses:

- Project expenses
- Donations
- Total Expenses
- Closing Balance (after the business of current meeting)

Separate accounts (Convention fund) may be accounted or reported separately.

Year end activity report will be the responsibility of the Secretary, President and Treasurer.

Attached forms: (go to club website for copies below)

- Budget Format
- Committee / Project Reports

Press Release
Raffle Report Form
Organization Flow Chart
Stationary Letterhead
Membership Application