

# OAK HARBOR LIONS CLUB

## POLICY MANUAL



APPROVED:

Date June 21, 2023

Certified By:

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*[Signature]*  
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# OAK HARBOR LIONS CLUB POLICY MANUAL

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# OAK HARBOR LIONS CLUB POLICY MANUAL

## 1. FORWARD

The policies of the Oak Harbor Lions Club are a collection of decisions made by its membership regarding how the club should operate over the long term. They are supplemental to and must be in compliance with the Standard Club Constitution and By-Laws, MD-19 Constitution and By-Laws and District MD-19O By-Laws.

The Club Policies may be changed at any time by a majority vote of the Oak Harbor Lions Club active membership in attendance at a regular or special meeting of the club.

By approving this document, the club agrees that it contains a complete compilation of all policies of the Oak Harbor Lions Club as of the date of its approval. As such, this document supersedes all previous Policy Manuals and other written policies including those that may be found in club minutes dated prior to the date of its approval.

## 2. GLOSSARY OF TERMS

MJF	Melvin Jones Fellowship
LCI	Lions Clubs International
LCIF	Lions Clubs International Foundation
MD-19	Multiple District 19
District	District "O"
Club	Oak Harbor Lions Club
BOD	Board of Directors

### **3. CLUB MEETINGS**

- 3.1 There will not be a regular weekly Club meeting on the Wednesdays prior to Christmas and New Years.
- 3.2 There will be a weekly Club meeting on the Wednesday prior to Thanksgiving. (This is to provide an opportunity to recruit manpower for Christmas Tree off-load and sales)
- 3.3 The location and date of the annual installation ceremony and dinner will be at the discretion of the incoming President.
- 3.4 The club will have a Corn Feed the first Wednesday evening after Labor Day each year. Beverages and a main dish will be supplied by the club using Administrative Account funds. Salads and desserts will be Pot-Luck unless otherwise decided.
- 3.5 Quorum
  - 3.5.1 In order to conduct business at either a membership or board meeting, a quorum needs to be present in person. A quorum is defined for both meetings in this Policy Manual.
  - 3.5.2 The presence of one third of the members in good standing shall be necessary for a quorum at any regular or special meeting of the club.
  - 3.5.3 The presence of a majority of the members of the Board of Directors shall be necessary for a quorum at any meeting of the Board of Directors
  - 3.5.4 When necessary, the President may conduct a special meeting of BOD voting by email provided at least 75% of the Board Members participate.

## 4. GENERAL OPERATIONS

- 4.1 The President, Secretary, Treasurer or a designee, will be responsible for picking up the mail from the Post Office.
  
- 4.2 Membership
  - 4.2.1 The President will read membership applications at the regular meeting only when the prospective new member is present. The Board will then vote on accepting the prospective member.
  
  - 4.2.2 Each new member will receive a vest and name tag at time of Induction. The cost of which will be paid out of the Administrative Account.
  
  - 4.2.3 Membership Certificates presented to all new members at induction shall be framed. The cost of the frame shall be taken from the Administrative Account.
  
  - 4.2.4 Guests may visit up to six times per year unless the prospective member is in the membership process.
  
  - 4.2.5 A \$100 Voucher shall be presented to all new members as part of the package received upon induction into membership. The voucher is to be used to attend a Multiple District, or District "O" Conference, Convention, or event approved by the Board. The member will have two (2) years from the date of induction to use the voucher.
  
- 4.3 Each time the Policy Manual is amended each member will be provided with an amendment sheet to be attached to their existing Policy Manual. After four (4) amendments have been approved, the fifth and any additional amendment will cause the complete Policy Manual to be updated and redistributed.

A copy of the Club Policy Manual and applicable amendment sheets will be included in all new member packages.

4.4 The Club shall maintain a membership in the Greater Oak Harbor Chamber of Commerce.

4.5 Convention and Conferences

4.5.1 The Club shall pay registration and hotel costs for the incoming President and Secretary, up to \$200.00, to attend the MD-19 Annual Convention contingent on availability of budgeted funds in the Administrative Account if funds are available.

4.5.2 The Club shall pay the registration fees for voting delegates to all Multiple District or District "H" Conferences, Conventions, and Forums. The cost shall be paid out of the Administrative Account if funds are available.

## **5. CLUB OFFICERS**

5.1 The President shall appoint a nominating committee by the end of January. The committee shall be composed of a chairperson and at least two additional members appointed by the President.

5.2 The Nominating Committee shall present a slate of candidates at the Nomination Meeting. The meeting will be held no later than the second meeting in March.

5.3 Election shall be held no later than the end of April.

## **6. COMMITTEE OPERATIONS**

6.1 Committee Chairpersons

6.1.1 All Committee Chairpersons shall submit a written project report to the Service Chairperson. Additionally, a summary report will be submitted at the close of each project or fiscal year.

6.1.2 A Project manual containing all information for another member to see how a project was run, with recommendations for the future shall be completed by the project chairperson and submitted to the Club Secretary within 30 days after the close of the project or fiscal year.

6.1.3 The Service Chairperson shall contact each committee chairperson to ensure completion of the reports as required.

## 6.2 Annual Budget

6.2.1 There will be a planning meeting to evaluate the trajectory of the budget in May prior to the June board meeting.

6.2.2 The Treasurer is Chairperson of the Budget Committee. The Treasurer will propose a yearly budget for discussion and modification by the Budget Committee. The committee will recommend a budget to the Board for approval. Once approved by the Board the proposed budget will be submitted to the membership for approval.

6.2.3 The Budget Committee is chaired by the Treasurer and comprised of any interested members in good standing.

6.2.4 The proposed annual Budget shall be presented to the Board for review at the June Board meeting.

6.2.5 The Club Treasurer shall submit a Budget Performance Review to the Board on a Quarterly basis for their review. The Board shall make such adjustments in spending as they deem necessary to maintain a balanced budget.

## 7. FINANCIAL OPERATIONS

- 7.1 One authorized signature is required on checks drawn on Club accounts. The President, Secretary and Treasurer are authorized to sign checks.
- 7.2 Double entry accounting practices are required for all Club bookkeeping. This means an income and expenditure record shall be kept by both the project chair and the Treasurer. Monies presented to the Treasurer shall be accompanied by the appropriate form.
- 7.3 The cost of each member and guests for special events such as the Installation Dinner, Corn Feed, and Christmas Party shall be determined yearly based on the current needs of the club.
- 7.4 Membership Hours and Purchases
  - 7.4.1 \$.50 (50 cents) per hour worked by members at produce sales, tree sales and the flag project. Funds will be deposited in the administrative account.
  - 7.4.2 Fifty percent (50) of all sales of produce and trees purchased by members will go into the Administrative Account.
- 7.5 The Club will pay all dues for Life Members.
- 7.6 New Member Dues shall be determined as follows: New Members shall pay dues prorated, based on the month of the semi-annual dues period in which they are approved. Member approved in the 5<sup>th</sup>, or 6<sup>th</sup> month of the 1<sup>st</sup> dues period shall pay one half of yearly dues. Members approved in the 5<sup>th</sup> or 6<sup>th</sup> month of the 2<sup>nd</sup> dues period shall pay dues for the following year.
- 7.7 The Board is given the authority to approve expenditures



of up to a maximum of \$400 for a single action from either the Community or Administrative Accounts without a Club vote.

7.8 The Treasurer shall not pay any bill not provided for in approved budget or approved by the BOD.

7.9 All requests for expenditures, donations or solicitations for funds shall be taken to the Board for review and recommendation prior to being presented to the Club Membership for action.

7.10 Reimbursement of mileage for projects is as follows;

7.10.1 Mileage may be reimbursed with a mileage report.

7.10.2 Mileage reimbursement rates will be based on the current established rate for MD-19.

7.10.3 Mileage requests must be presented within 45 days of the event

7.10.4 Monies will be paid from the Project Account.

## **8. AWARDS**

### **8.1 100% Attendance Awards**

8.1.1 The period for 100% Attendance Awards will run from April 1 to March 31. Presentation will be at the Installation Dinner.

8.1.2 Member may be excused from meetings due to, work, illness, military duty, or other reasons approved by either the President or Secretary.

8.1.3 Members can makeup missed meeting by attending a Board Meeting, visiting another club, attending Zone Multiple District Meeting. Participating in a club project or activities. The member making up a meeting is responsible to notify the secretary.

### **8.2 Melvin Jones Fellowship Awards**

8.2.1 It is the policy of the Club to fund the potential award of a Melvin Jones Fellowship (MJF) to one or more of its own members.

8.2.2 Funds collected for the MJF may come out of either the Community or Administrative Account so long as they are sent to LCIF for an "Undesignated Fellowship". Funds so placed on account with LCIF may be designated to a specific recipient at a later time by letter to LCIF.

8.2.3 Funding for the MJF shall be sent to LCIF as an "Undesignated Fellowship".

8.2.4 MJF recipient shall be selected by a Special Committee consisting of all previous MJF recipients who are active members of the Oak Harbor Lions Club. Selection must be approved by a majority of the committee members in attendance at the meeting when the selection is made. The selection will be made yearly.

8.2.5 If at any time the total proceeds from the above funding sources cease to provide sufficient monies to fund one MJF per year, the Club President shall appoint an ad hoc funding committee to find additional ways to provide funds.

### 8.3 Lion of The Year

8.3.1 The Club will have a Lion of the Year each year, at the president's discretion. The award to be presented at the Awards/Installation Ceremony. This member will be the Club's nominee in the following fiscal year for any Zone O&/District "O" Lion of the Year.

8.3.2 The Lion of the Year selection will be made by the President. The selection will be made in April of each year.

### 8.4 Life Members

8.4.1 Each year the Board will meet to determine if the Club will have an LCI qualified nominee for Life Member that year.

8.4.2 If it is decided by the Board to nominate a member for Life Membership, the necessary arrangements shall be made to present this membership at the Awards/Installation Ceremony.

## 9.0 RAFFLES

### 9.1 Progressive Raffle

9.1.1 A Progressive Raffle shall be held at every regular meeting. 50% of the proceeds shall go to the Administrative Account and 50% shall go to the winner.

9.1.2 Progressive Raffle tickets shall be sold to Club members only.

9.1.3 A new deck of card will be added when there are only ten (10) cards remaining.

### 9.2 50/50 Raffle

9.2.1 The 50/50 Raffle drawing will be limited to one (1) winner. Tickets may be sold to members and visitors at the meeting.

9.2.2 The 50/50 Raffle winner shall receive an amount of 50% of the amount collected. The prize money is rounded down to the lowest dollar (i.e. \$11 collected, prize will be \$5).

9.2.3 The net proceeds from the 50/50 Raffle will be placed in the Administrative Account.

# Amendments