



# **The International Association of Lions Clubs**

## **THURMONT LIONS CLUB**

### **Policy and Procedures**

**Revised & Effective June 30, 2020**

#### **INTRODUCTION**

The Policy and Procedures are a supplement to the Thurmont Lions Club Constitution and Bylaws currently in effect.

This reference manual is a compilation of policies and procedures that 1) are dictated constitutionally, 2) have been specifically developed and approved by the Thurmont Lions Club Board of Directors, or 3) are a continuation of an accepted practice that has become tradition by continued use.

The purpose of the Policies and Procedures is to provide guidance to ensure consistent handling of the topics addressed. This manual should be reviewed periodically but not less often than at the beginning of each Lions' year (July). After review and changes, if any, the manual should be officially adopted for use by the Board of Directors.

## **REPRESENTATION OF THE THURMONT LIONS CLUB PROHIBITED**

**Representation by either direct, indirect or inferential means that a communication, whether oral or written, is by or on behalf of the Thurmont Lions Club in any correspondence, electronic media, public or private communication is prohibited without the expressed consent and authority of the Thurmont Lions Club Board of Directors. Members are cautioned to clearly identify their personal opinions and/or observations in any such communication identified above so to avoid any possible violation of the prohibited conduct.**

## **RESPONSIBILITIES**

Refer to list of Officers/Directors and Committees and description of the responsibilities of each (as prepared by Thurmont Lions Club President each year). See Appendix C: Thurmont Lions Club Administrative Committees Descriptions.

# **Thurmont Lions Club**

## **Policy and Procedures**

### **Table of Contents**

1. Administrative Fund Raisers & Activities
2. Allowance of Tributes
3. Annual Audit
4. Annual Budget
5. Chevrons, Awards and Recognitions
6. Insurance Coverage
7. Membership
8. Membership Participation in Club Activities
9. New Club Consideration
10. Nominating Committee
11. Officer Qualifications and Duties
12. Replacement of Officers
13. Payments of Dues and Meal Charges
14. Record Keeping
15. Structure of Committees
16. Thurmont Lions Club-Owned Equipment
17. Training Opportunities for Members
18. Visitations
19. Amendments

### **Appendices**

Appendix A: Equipment Loan Agreement

Appendix B: Thurmont Lions Club Administrative Committees Descriptions

# 1. Administrative Fund Raising & Activities

These fund-raising and activities are used to raise funds to support the membership and activities of the Thurmont Lions Club.

Fund raising: Barter Night, Mini-Barters, 50/50 drawings (in keeping with the spirit of Lionism, 50/50 drawings on public-intensive nights, such as Community Night; Youth Night; Education Night and Scout Night, will go into the Activities Account) and Tail Twister fines.

Activities: Charter Night, Christmas Party, Picnic, Information displays, Conventions, Orientation Program, Visitations to other Clubs, Membership, Meetings, Public Relations, Officers and Board of Directors, Newsletter.

No public funds are taken, distributed or used by the Thurmont Lions Club.

## 2. Allowance of Tributes

This policy is intended to convey our members' concern for its fellow members and families whose condition may result in one's temporary absence from our meetings or ability to carry on normal activities and for tributes as expressions of sympathy and remembrance when confronted with bereavement. The policy is to serve as a guide for the Sunshine Committee. From time to time, circumstances may suggest alternative or multiple expressions. However, caution should be exercised to avoid the appearance of treating members with varying degrees of concerns. This policy is not intended to serve as a substitute for individuals in the club who may wish to render their own personal expressions in whatever form they desire.

### Illness, Accident or other life-threatening situations:

Members and spouses, when confined to a hospital, other health care facility, or when confined to their own homes while convalescing from illness, accidents, etc. may have a floral or plant arrangement sent or taken to them as soon as practical circumstances permit, or at the committee's discretion, have a fruit basket, a book, or any other useful token of suitable expression taken to them by the committee or some other designated member. The value of any such form of expression is to remain in the realm of \$50 and will be paid by our Treasurer promptly from the **Administrative Account**. It is also suggested that the committee purchase and send appropriate cards in the name of the club costs to be reimbursed by the club from the Administrative Account.

### Bereavement:

#### 1. Death of a current club member:

When the family of the deceased member requests donations be sent to one or more charities in lieu of flowers, the committee will make every attempt to honor such a request (though this is not mandatory). An amount of up to \$100 may be donated to one or split with other charities. If no specific charity is designated, the committee may send the club's memorial donation to one of the MD 22 or 22-W Lions Foundations. Recommendations for Memorials designated for charities will be communicated promptly to the TLC Foundation Treasurer who will make the final decision on disbursement from the TLC Foundation account. Note that

the committee may wish to split our \$100 memorial between a Lions-related charity and a floral tribute in the event the family makes no designation. In this case disbursement should be split with the donation suggested from the TLC Foundation and the floral arrangement from the Thurmont Lions Club account.

**2. Death of a spouse of a club member:**

The same expression of sympathy may be adhered to as in #1 except the amount of one or more forms of tributes should total not more than \$75

**3. Death of other close relatives of members** – including children, brother, sister, parents, and grandparents: The same expression of sympathy may be adhered to as with #1 except that it is confined to a single tribute in the amount not more than \$50.

Sympathy cards – It is also appropriate for the Sunshine Committee to send a sympathy card to the club member, spouse, or other family member.

**4. Death of a spouse or relative of a former member:** The spouse or family member of a former member will receive a sympathy card upon notification of the former member's death. The Thurmont Lions Club Board will determine if any additional tributes are to be made based on the former member's participation in the club and the recommendation of the Sunshine Committee.

### 3. Annual Audit

The Audit Committee shall be sure to notate at the beginning of the report the period that the audit/review covers. The Audit Committee report will be presented to the Thurmont Lions Club Board for approval. The Audit Committee can be one or more people.

Audit Procedure:

Verify timely submission of:

1. Form 990 EZ, or appropriate submission, for Thurmont Lions Club (6/30 Year End) Submission no later than November 15.
2. Verify beginning balance with prior year ending balance
3. Spot check invoices to checks and to statements for 5 checks per month.
4. Spot check deposit slip to bank statement and financial statement for 2 deposits per month.
5. Spot check one invoice to check payable to Financial Treasurer per month.
6. Spot check three invoices to debit card payments to bank statements
7. Spot check 2 other member reimbursements per month (looking for invoices provided to Treasurer for the reimbursements).
8. Verify that all spot-checked payments show on financial reports
9. Verify Lease Agreement is in hand, signed for prior year and current year.
10. Verification of the ending Thurmont Lions Club cash plus reserves on the financial statement to the Form 990 report
11. Verification of Sales and Use Tax payments

12. Review any un-cashed checks for prior year and determine Treasurer's plan regarding those checks (i.e. contact payee and replace check or write-off and add back into balance) and time frame for those actions.
13. Review prior Audit Report comments and determine if they were addressed. A copy of the audit/review report will be retained by the Financial Treasurer and by the Board Secretary.
14. Review of any procedures appearing outside the norm
15. Tieback any transfers between TLC/TLCHF
16. Verify cost per meal charged by our primary venue is the cost charged per meal on member statement.

## **4. Annual Budget**

A Budget will be developed by the Budget and Finance Committee and presented to the Board of Directors in a time frame consistent with approval by the Thurmont Lions Club Board and recommendation for approval by the general membership prior to the beginning of the new Lions' year (July 1) for the Administrative budget

## **5. Chevrons, Awards & Recognition**

Years of service as a Lion is often recognized via the presentation of Chevron pins – once a member reaches their 10<sup>th</sup> anniversary, pins designating years of service are presented at 5-year increments thereafter. It is customary for the Thurmont Lions Club to present these Chevron pins during their annual Charter Night celebration. Thus, members who qualify for the milestone pins from the prior November through the current October are presented the pins during Charter Night in late October. This process has been transferred to LCI and all chevrons are sent by LCI to the District Governor for presentation. In the event, LCI no longer does this, we will revert to these procedures.

Even though Lions members do not expect recognition, it is still important to recognize members who have performed exceptional service to the Club and/or the community. Those awards involving expended funds (more than a certificate), other than the Lion of the Year Award, require the approval of the Board of Directors. The Board is charged with the responsibility of monitoring the health of the Administrative Account since all costs associated with in-house awards and recognitions are expensed to that account. The "Lion of the Year" award may be presented at the sole discretion of the President and does not require approval by the Board. Other awards (e.g., Life Membership, Privileged Membership, Distinguished Service Award, etc.) require Board approval. **Melvin Jones Fellowship and Arnall Patz Fellowship recognitions are approved by the Melvin Jones Committee and the Arnall Patz Fellowship Committee and do not require approval of the Board though the Board can make suggestions to the Committee.** Consideration for specific awards should be based upon the guidelines of Lions Clubs International, if

available, in conjunction with known activities of the member (e.g., Life Membership should be considered not only on length of service but rather length of service combined with level of activities, contributions and accomplishments throughout his/her life as a Lion).

## **6. Insurance Coverage**

Lions Clubs International insures all administrative activities conducted by the Thurmont Lions Club. Insurance certificates can be obtained by going to the LCI Web Site and putting Legal in the search field, then select Legal Forms and Publications, then select Insurance, and follow the instructions.

The Thurmont Lions Club will purchase Property and Officer & Directors (O&D) insurance each year in an amount necessary to protect the property and Thurmont Lions Club Board members and TLC Foundation Board members. The Treasurer will get quotes annually and present recommendation to the Board, if change of coverage level, type of coverage of insurance Broker/Carrier is deemed advisable.

## **7. Membership**

Because “Membership” is such a vital part of the life of any organization, it is an area that deserves and begs for continual attention and emphasis. At the direction of Lions Clubs International, the club’s Membership Committee is comprised of the past three Club Presidents but can also include additional members. Each of the Past Presidents moves up to chair the committee on the third year they are on the committee.

### **Membership Committee See *Bylaws, Article IV, Section 2 Check for accuracy***

The Committee will continually encourage all members to actively look for men and women whom they believe would make good members. The Committee will develop “prospective member packages” and make them available at each meeting. The Committee will develop a Membership Plan for the Club at the beginning of each Lions Club calendar year. The Membership Plan will be submitted to the Board for review no later than the August Board Meeting. Once approved, the Plan should be submitted to the District Governor.

The Committee will schedule, plan and implement at least one prospective member event during the Lions Club calendar year.

The Committee will contact each Member-at-Large member on a semiannual basis (January and July) to determine if that member’s situation has changed and if they can perhaps return to active status. Whether the member can return to active status or needs to remain in the Member-at-Large category, the Committee should attempt to get the member’s commitment as to which activities they will be assisting with and when. The contact should occur soon after the member has been on member-at-large status for six

months, with a general report to the Board, including the members' names and projects the members expect to support (names/projects should also be provided to the Committee responsible for that project for appropriate follow-up).

The Secretary or Treasurer will inform the Sunshine Chair if a member has been absent for two (2) consecutive meetings without the Club having knowledge of health/work issues. The Sunshine Committee will be responsible for contacting that member by phone prior to the next meeting. Contact would be to let them know that we had missed them and to see if something was wrong. Should the absence be a result of a membership issue, the Membership Committee will be notified.

### **Acceptance and Induction of New Members**

New members are the lifeline of any organization and it is imperative that new members are treated in a way that makes them feel needed and special. The initial visit by a prospective member includes a complimentary meal (expense absorbed by the club's Administrative Account). If the prospect is interested in becoming a member, he/she submits a completed application to the sponsor who passes it to the Membership Chair for review. The Membership Committee makes a recommendation at the next Board Meeting and the Board acts upon the request. If accepted, the Membership Committee will promptly provide a letter: 1) recognizing the person as a "Member-Elect"; 2) notifying them of the date of their Entrance Interview and date of their planned Induction; 3) encouraging them to attend meetings and events in the meantime; and 4) explaining that they will pay at the door for meals until they are inducted at which time they will begin being billed for meals and dues. The new member will be reported to Lions Clubs International when they are inducted into the club.

Members transferring from other Lions Clubs will be handled similarly to new members – once the Transfer Form is received, the Membership Committee will make a recommendation to the Board, the Board will act upon the request and the Membership Committee will promptly provide them a letter as described above. If new members are scheduled to be inducted within a reasonable timeframe, the transfer member(s) will be inducted at the same time. Otherwise, a mini-induction ceremony will be held as quickly as feasible to recognize the transfer member(s) and allow time for him/her to address the club.

Members that are resigning from the club should submit a letter of resignation, The Board will vote on the members request, and the Membership Chair should conduct an exit interview to find out why the member is leaving the club. Results of exit interviews should be reported back to the Board.

## **8. Member Participation**

### **in Administrative Activities of the Club**

Members are strongly encouraged to participate in the various committees, service projects, and administrative fundraisers carried out by the Thurmont Lions Club. Participation by members in these activities contributes to the success of the Thurmont Lions Club. In addition, members working together to create, plan, and complete projects

strengthens the organization and fosters the teamwork essential for the long-term sustainability of the club. Therefore, in addition to paying dues, members are encouraged to participate in at least two functions (between Club and Foundation) each year to remain in good standing. See Payment of Dues Section for requirements **See Section 7.**

## **9. New Club Consideration**

LCI encourages membership growth and one form of that is the establishment of new clubs. Everyone should celebrate the new club and one way that the Thurmont Lions Club does that is in donating to the newly established club to assist them in getting a good start in Lionism. As a guideline, the Thurmont Lions Club will donate \$50.00 to newly formed Lions Clubs within District 22-W. Newly formed LEO Clubs, within District 22-W, will received a \$25.00 donation. These donations will come from the Administrative Fund.

## **10. Nominating Committee**

Officers and Directors of the Thurmont Lions Club shall be nominated by a Nominating Committee, which shall be chaired by the 1<sup>st</sup> Vice President, and shall include at least two other club members. The Nominating Committee will present the proposed slate of officers for the next year at the February Club Board meeting for approval. The nominations will be announced at the two club meetings in March and nominations from the floor can be made. Nominations will be published in the April newsletter. The nominations will be voted by the Club membership at the first meeting in April. Nominations from the floor cannot be made at this meeting.

## **11. Officer Qualifications and Duties**

**PRESIDENT**—Serves following his/her election for a term of one year. The President must be a member of the club for a minimum of four (4) years and be in good standing.

**FIRST VICE PRESIDENT**--Serves following his/her election for a term of one year. The First Vice President must be a member of the club for a minimum of three (3) years.

**SECOND VICE PRESIDENT**--Serves following his/her election for a term of one year. The Second Vice President must be a member of the club for a minimum of two (2) years.

**THIRD VICE PRESIDENT**--Serves following his/her election for a term of one year. The Third Vice President must be a member of the club for a minimum of one (1) year.

**SECRETARY**--Serves following his/her election for a term of one year.

ASSISTANT SECRETARY--Serves following his/her election for a term of one year.

FINANCIAL TREASURER--Serves following his/her election for a term of one year.

DUES TREASURER--Serves following his/her election for a term of one year.

ASSISTANT TREASURER--Serves following his/her election for a term of one year.

COMMITTEE CHAIRPERSON--Is selected and assigned by the President and serves for a period of one year concurrent with the President's term.

**OFFICER DUTIES:**

**NOTE: All Thurmont Lions Club Board Members have voting privileges except the President, who can only vote to break a tie vote.**

**PRESIDENT--** is the CEO of the Club and conducts all meetings. The President serves as the Club Global Action Team Chairperson. The President is a non-voting member of the TLC Board. The president appoints all committee chairpersons and assigns each Vice President a list of committees as a liaison. The President is a member of the District Governor's Advisory Committee. If the President holds a second Board "voting" position, the quorum will be reduced by one.

**FIRST VICE PRESIDENT—**Shadows the President to become familiar with the president's duties and performs the President's duties during the President's absence or temporary incapacity. The First Vice President is the Club Leadership Chairperson. The First Vice President is the chair of the Nominating Committee for Officers and Directors. In addition, the First Vice President shall be assigned to various committees of both the Club and the Foundation by the President as the liaison between the Board and the Committee Chairpersons. Shall assist his/her assigned Committees in planning, organizing and executing their duties. Shall be assigned such other duties as the President may deem necessary for the good of the Club.

**SECOND VICE PRESIDENT—**Performs the President's duties during the President's and First Vice President's absence or temporary incapacity. The Second Vice President also serves as the Club Service Coordinator. In addition, the Second Vice President shall be assigned to various Committees of the Club by the President as the liaison between the Board and the Committee Chairpersons. Shall assist his/her assigned Committees in planning, organizing and executing their duties. Shall be assigned such other duties as the President may deem necessary for the good of the Club.

**THIRD VICE PRESIDENT**—Performs the President’s duties during the President’s, First Vice President’s and Second Vice President’s absence or temporary incapacity. The Third Vice President also serves as the Club Marketing Coordinator. In addition, the Third Vice President shall be assigned to various Committees of the Club by the President as the liaison between the Board and the Committee Chairpersons. Shall assist his/her assigned Committees in planning, organizing and executing their duties. Shall be assigned such other duties as the President may deem necessary for the good of the Club.

**Continued next page**

**SECRETARY**-- Shall maintain a record of the meetings of the Club and provide copies of the records promptly following the meeting to all Board Members for approval and after approval, shall maintain the minutes as part of the permanent record of the Club.

The Secretary is responsible for all reporting to Lions Clubs International. Shall be assigned such other duties as the President may deem necessary for the good of the Club. The Secretary is a member of the District Governor’s Advisory Committee.

**ASSISTANT SECRETARY**-- Shall be assigned such duties as the Secretary or President may deem necessary for the good of the Club. This is not a voting Board position; however, the Assistant Secretary assumes a voting position in the Secretary’s absence.

**FINANCIAL TREASURER**--Shall be an authorized signatory on the checking and other accounts of the Thurmont Lions Club. Shall maintain all the financial records of the Club and provide copies of the pertinent records promptly at the meeting to all Board Members for review and presentation for approval at the meeting of the Board and, after approval, shall maintain the records as part of the permanent record of the Club. Shall oversee the preparation and filing of all necessary tax and regulatory forms as required by law. Shall monitor and assist in establishing the budget for the Thurmont Lions Club. Shall be assigned such other duties as the President may deem necessary for the good of the Club and the Foundation.

**DUES TREASURER**--Shall invoice, collect and maintain records of the dues and other assessments of the Club and provide monthly reports to the Thurmont Lions Club Board as to the status of each member’s account as maybe necessary to bring to the Board’s attention issues regarding any member’s account. Promptly remit to the Financial Treasures all funds that come into his/her possession. Shall be assigned such other duties as the President may deem necessary for the good of the Club.

**ASSISTANT TREASURER**— Shall be assigned such duties as the Financial Treasurer or President may deem necessary for the good of the Club.-This is not a voting Board position; however, the Assistant Treasurer assumes a voting position in the Financial Treasurer’s absence.

Immediate Past President – Serves as a voting member of the Board and Advisor to the President. The IPP will also normally serve as the Club LCIF Chairperson. DIRECTORS serve for a period of two years with two Directors elected each year. The Directors provide guidance to the President and the Board.

## **12. Replacement of Officers**

Should an officer or director resign or die during the Lions year, the President will be responsible for finding a replacement for completing the unfinished term. The President should feel free to ask for assistance with this task from whomever he/she feels is appropriate. Once a replacement has been identified, the President should get Board approval and then ask if the member is agreeable to the appointment. The membership will then approve the appointment at the next regularly scheduled meeting.

## **13. Payment of Dues and Meal Charges**

The purpose of this policy is to document the procedures used for billing members for dues and meal charges.

**Entrance Fees** – Entrance fees of new members as imposed by Lions Clubs International (LCI), is currently \$25. The entrance fee will be paid by the club. Members who transfer into the Thurmont Lions Club will be billed the transfer fee of \$30 charged by LCI to the Club.

Member Dues will be billed once a year in July.

New members will pay a prorated amount for the remainder of the year ending on June 30.

Dues payments are non-refundable if a member leaves the club prior to June 30.

As described in the Standard Club By-Laws, Article V, Section 2; each member is billed in advance for dues. The current dues structure is as follows:

Club Dues: \$23.75 annually  
District and Multiple District Dues: \$7.25 annually  
Lions Club International Dues: \$43.00 annually  
Total Annual Dues \$74

**Note:** Lions Clubs International dues for family members living at the same address pay: Head of household \$43.00 annually. All others up to a total of five pay \$21.50 annually.

- Active, Privileged, and Member at Large-- International dues \$43.00 annually District 22 W and MD 22 dues = \$7.25 annually, TLC Club dues = \$23.75 annually. **Total annual dues \$74**
- Life Members – are charged District 22 W and MD 22 dues \$7.25 annually. The club does not charge Life Members Club dues or International dues since the Life Membership was granted under a one-time fee of \$650 to LCI. **Total annual dues \$7.25**
- Honorary Members—Thurmont Lions Club – are not subject to dues but are recognized as special members who have provided (and/or continue to provide) special services to the club and/or the community. Examples of current Club Honorary Members include the LEO Faculty Advisors.
- Associate Members – pay only Club ~~Local~~ dues of \$23.75 annually since the International and District dues are paid via their “Home ~~active~~” Club. Total annual dues \$23.75. There are restrictions associated with this classification of which the Associate Member should be aware.

### **Complimentary Meals**

Complimentary meals are traditionally provided to

1. Guest speaker(s) and one guest
2. District Governor and his/her spouse at the Governor’s official visit and other TLC events to which the District Governor is invited by the Club.
3. Cabinet members (i.e., CS, CT) on District Governor official visit night
4. Spouses of deceased members during the Annual Picnic
5. Scouts and the Scout Master on Scout Night who are in uniform\*
6. Community Representatives on Community Night (one per organization)\*
7. Scholarship Recipients, Educational Guests on Education Night with one parent\*
8. Winners of Essay/Peace Poster and one parent in this category on Youth Night\*
9. Potential Members – First meal only

\*Note those asterisked items are reimbursed by the TLC Foundation

**Guest Meals: Members** bringing guests, including spouses and significant others, are to pay the Treasurer when they arrive. Meals not paid for before the meeting ends will be billed to members at the guest meal rate.

Let the Treasurer know if the member and/or guest will not be eating that night.

All members not eating must check in (sign-in) with the Treasurer or the Treasurer’s Designee. Failing to sign in the Non-Eating List will result in being billed for the meal that night.

**Members not attending meetings:** Should call or email the Meeting Venue Liaison no later than the Sunday prior to the meeting so we can give the venue an accurate count and the room can be set up for the number of members attending.

**Members bringing guests:** should notify the Meeting Venue Liaison (as above) on the Sunday prior to the meeting

**Visiting Lions:** will pay the treasurer for their meals when entering the meeting

**Members' meals:** will be billed every month to reduce paying for meals and dues on one large bill.

**Change in Meal Price:** The members will be notified when the venue changes the cost of meal prices. The change in meal prices will be passed on to the members when the changes go into effect by the venue.

## 14. Record Keeping

### **Financial Records and Audits:**

Accounting records MUST be maintained for Administrative funds; (cost of operating the Thurmont Lions Club) No public funds (TLC Foundation, Inc.) can be used to cover any expenses of operating the club.

Although donations of materials and/or voluntary purchases to support projects and events are appreciated, the club expects to pay the costs of its events and encourages members to submit receipts and accept reimbursement in a timely manner. All reimbursements are expected to be submitted to the Treasurer within 30 days after the expense is incurred. Any receipt not received by the Treasurer after 60 days of the event will be considered a donation to the Thurmont Lions Club.

Monthly reports MUST be provided to the Board of Directors and should include identification of any reserved funds, accounts receivable, accounts payable, beginning balances, receipts, expenditures, and ending balances for the Administrative Fund. The use of a transfer account is allowed for flow through funds (i.e. credit/debit for Trolley Trail transfers) this will help prevent material swings in the financial statements. No Treasurers Report will be given on the public intensive meeting nights (as listed in Section 1) or on the Joint Meeting Night.

An internal review must be conducted no less frequently than annually and each time a change in the position of Treasurer occurs. A written report from the Audit Committee will be presented to the Thurmont Lions Club Board of Directors. The audit should be performed as soon as practicable after the close of the Lions' year (June 30) but not later than September 30 of the same calendar year. Follow-up to be done by 12/1 to verify filing of Form 990 for the Thurmont Lions Club.

NOTE: Changing Banks could cause the Club to have to register with the State of Maryland as a Non-Stock Non-Profit Corporation.

**Secretarial Records:**

Secretarial records (including, but not limited to, attendance, minutes, correspondence, etc.) will be maintained in a complete and accurate fashion and made available upon request of the Board of Directors and/or membership. Hard copies will be kept of all important club documents.

When financial and secretarial records are four years old, they will be provided to the Club Historian for retention or disposal, as appropriate.

## **15. Structure of Committees**

Committee Chairpersons are selected and assigned by the President and serve for a period of one year concurrent with the president's term. He/She is responsible for carrying out the mission of the Committee and leading its members for the function or event of the Club for which the Committee was established. To work with the Vice President assigned as the Committee's liaison to the Board to keep the Board fully informed about the progress of the function or event so that the Board may provide any assistance as may be necessary to address any issue or problem being encountered. To maintain a record of the actions taken and contacts made by the Committee to assist any successor Chairperson in carrying out any plans that may be carried over or repeated on a regular basis.

**Committees** –It is the responsibility of the current President to form groups of members who will carry out the responsibility of the various projects and events. The President will also appoint a VP to each committee to facilitate success and provide support. A minimum of those areas designated by Lions Clubs International must be formed; additional areas as dictated by tradition of the club and preference/passion of the President may be included. Some areas of responsibility will be planned and implemented by the previous year's Committee – such as the groups that plan events for the July timeframe (i.e. the Float Design for the local parade). Since these events occur in early to mid-July (when the Lions year has just begun on July 1 and new committees have just been formed), the previous year's Committee will plan during that previous year and implement the event in July – even though the next Lions year has already begun. This then allows the new year's committee ample time to plan and implement the next year's event. The incoming president should make sure members assigned to these duties fully understand for which year's events they are responsible. The President is welcome to attend any/all committee meetings, however in the interest of the morale of the membership the President is to encourage the committee to develop/plan their agenda and submit reports through the supporting VP to the Board. The President is available for guidance should it be requested by the committee or to correct the direction of the committee if necessary.

See Appendix C for List of Committees.

## **16. Thurmont Lions Club Owned Equipment**

This policy is intended to document all club-owned equipment and provide guidance for the storage/maintenance/replacement of such.

Refer to the current listing of all equipment owned by the Thurmont Lions Club, its current storage location, and current club liaison. This listing must be updated as changes occur and maintained by the Chairperson of The Equipment Inventory Committee. Members involved with acquiring additional new/used equipment are responsible for reporting the pertinent information (type of equipment, model, serial, date purchased, value, storage site, etc.) to the Chair of the Equipment Inventory Committee. The Club Secretary and the Club Treasurer will retain an updated listing. . Listing should be presented annually to the Board at a time to coincide with the Property Insurance renewal.

### **Equipment Owned by the Club:**

Equipment owned by the Thurmont Lions Club and leased by the TLC Foundation Inc. (e.g., food/storage trailers, Lions/Santa suits, etc.) will be stored at the most appropriate location possible. Repairs/replacements will be made as necessary and will be done in compliance with the current budget and/or approval by the Thurmont Lions Club Board of Directors.

Removal of items from their storage site is allowed only after approval by the Lion Tamer. .

Equipment may be loaned to other Lions Clubs, Fire Department, Ambulance Company and other Community Service Organizations, if available, with the approval of the Chair of the Fundraising-Food Sales.

## **17. Training Opportunities for Members**

To prepare various members for leadership positions, it is imperative that the club support training for those members willing and interested in accepting future leadership positions. Education is also an important factor in retention in any club; therefore, each member should be provided all information available to understand and respect the goals and objectives of Lions throughout the world.

**Local Club Training** – Members, who are provided the opportunity to learn about their own local Lions club, as well as the worldwide organization, more fully accept ownership in their club. To that end, it is preferable to offer local members orientation no less frequent than semi-annually – and more often at times when new members have been inducted. This orientation should focus on the local goals, objectives and structure. However, exposure to the worldwide organization and accomplishments should also be provided. It is suggested that the club absorb any costs associated with this training to encourage participation. Currently the Orientation/Mentoring Program provides much of this training.

**District, Multiple District, and International Training** – At various times, training is offered by the District, Multiple District and Lions Clubs International. Members who are currently serving in, or are interested and willing to advance to, positions addressed in these training sessions are encouraged to attend. The Board of Directors will determine on a case-by-case basis if the club will absorb the cost of such training based on budgetary constraints in the Administrative budget/account.

## **18. Visitations**

Visitations to other Lions clubs are encouraged by the District Governor and are beneficial in observing how other clubs operate. In addition to good inter-club rapport, visitations to other clubs provide the opportunity to obtain helpful ideas for many areas, including fundraising, recruitment, public relations, etc.

Each member is expected to make a visitation to at least one other Lions club during the year. The Visitation Chair will provide a list of clubs in Region III that we must visit in addition to three clubs out-side of our Region III and one club outside our District. – Two members are required to make a visitation.

Visitations for our club traditionally include visits to all clubs in Region III, as well as three visits to clubs in other Regions of District 22-W and one club outside of District 22-W (specific criteria determined by District Governor – see District Roster Book).

After completion of a visitation, the members of the team will provide the signed visitation slip to the Visitation Chair or Club Secretary and will report on any ideas worthy of consideration to the appropriate committee.

## **19. Amendments**

These Policies and Procedures may be altered, amended or repealed at any regular or special meeting of the club Board of Directors at which a quorum is present, by the vote of a majority of the board members present in person and voting. No amendment shall be put to vote, unless written notice, stating the proposed amendment shall have been published to the board member through regular post or electronic means, or delivered personally to each board member at least fourteen (14) calendar days prior to the meeting at which the vote on the proposed amendment is to be taken.

# Appendix A

## Equipment Loan Agreement

(Last updated 07/19/17)

**The Thurmont Lions Club is pleased to loan to:**

---

The following item(s): (include serial number)

---

For use on (date(s): \_\_\_\_\_

Location/address where item(s) will be used: \_\_\_\_\_

---

The borrower agrees that the Thurmont Lions Club shall not be liable for any property damages or personal injuries while the property is in the possession of the borrower. The borrower agrees to use special care in the use and storage of the borrowed item(s) and will return item(s) in the same condition as when received, allowing for reasonable wear. The borrower will be financially responsible for repairs or replacement arising from negligent use or storage of the item(s). The item(s) must NOT be moved to another location without approval of the Thurmont Lions Club. If item(s) are borrowed for an approved extended period, however are not needed for that entire period, the Lions Club liaison should be notified immediately so that the item(s) can be made available for use by other needful persons.

\_\_\_\_\_  
(Signature of borrower)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Phone #)

\_\_\_\_\_  
(Signature of Thurmont Lions Club liaison) (date)

\_\_\_\_\_  
(phone #)

If problems and/or concerns arise related to this equipment, please notify the Thurmont Lions Club's Equipment Liaison (name) at (phone no.) \_\_\_\_\_

FOR CLUB USE ONLY: Include notes regarding usage, repairs, condition, etc. below:

---

---

## **Appendix C**

### **Thurmont Lions Club**

### **Administrative Committees**

**Alert** – Serve as a contact for District Alert Coordinator in case need arises during natural disaster or other emergency.

**Audit** – Review Club financials after 6/30 year-end.

**Barter** – arrange a fun evening for all; advertise among members; raise funds for club treasury.

**Budget & Finance** – meet with Treasurer to develop Club Budget in early May with Board submission at May meeting and to members in June.

**Business Showcase** – Set up innovative; fresh display for event. Arrange for manpower during event and clean up after event is over.

**Cabinet Display** – Arrange with Library for cabinet display in October; develop a fresh innovative display to celebrate our history and promote upcoming events.

**Chaplain** – Give thanks for all we have and ask for assistance in all we do at club meetings and other appropriate events. Arrange a time for a group of Lions to pay respects for any Thurmont Lion who would pass.

**Charter Night** – arrange an appropriate celebration for our anniversary; deciding venue and food as well as door prizes, etc.

**Christmas Party** – arrange a fun, festive and relaxing evening celebrating the season; deciding on venue and food as well as entertainment, door prizes, etc.

**Club Directory** – provide an up-to-date member listing; sending out new version every 3 months – if new/lost members in that period.

**Community Show Information Table** – set up professional looking display that highlights upcoming events and plans; arrange for staffing by individuals willing to converse with potential members.

**Constitution & By Laws/Policy & Procedures** – Keep Constitution and By Laws up to date based on LCI and District edicts. Review Policy and Procedures to make sure it is up to date based on next President's agenda.

**Convention** – encourage attendance at convention. Discuss volunteer needs with FVDG candidate and arrange for assistance based on those needs.

**Equipment Inventory Liaison** - Be a contact if anyone wants to borrow club equipment; run loan of equipment. Make sure all equipment is in good working order.

**FVDG Candidate Fundraiser** – Decide on fundraiser; Advertise within District; work with club volunteers to conduct event.

**Float Committee (July 2021)** – Develop theme; design; build. Complete paperwork; get volunteer to pull float and walkers. Purchase neon sticks for distribution along route, as well as event schedule for adults. Clean up.

Food Bank – Collect donations (whether food or monetary); deliver to Treasurer for pass-thru check. Deliver food or funds to Food Bank.

**Friendship Night** – Organize/Host Friendship Night at D&D's in early December; Work with Membership Committee for prospect list – issue invites. Arrange for light refreshments. Develop program for evening that is fun and informative – not boring.

**Greeter Committee** – Greet new and old members; sell 50/50 tickets as people enter; make sure guests/visitors are taken care of; make sure new/potential members are seated with their sponsor/mentor or other seasoned member. Make sure President/Treasurer/Secretary are aware of visitors.

**Historian** – Develop retention plan for Board review/approval. Make sure records retained comply with approved Retention Schedule.

**Leadership Development** – Work with; Mentor new chairpersons of committees to build confidence through a successful event.

**Lions Wear** – Bring something to each meeting to show members; take orders; make out bills, deliver orders. Maintain “catalog”.

**Melvin Jones Meeting** – Our first meeting in January is 1/13 – Melvin Jones' Birthday. Develop a meeting that is a fun/educational observance of the day.

**Membership** – Focus on growth and retention. Develop a membership plan and present to board at the July Board Meeting. Follow the plan.

**Mentoring/Orientation Committee** – Work with Membership Committee. Develop a fun/informative orientation session for new members. Be willing and able to conduct quarterly, depending on recruitment success. Work to place a new member with a seasoned member as a mentor, if necessary.

**Mini-Barter** – Arrange for 2 items (maximum) per non-public meeting.

**Newsletter** – Develop and transmit newsletter on a monthly basis; send to District personnel. Mail to those that do not receive electronically.

**Photographer** – Pictures of all club meetings. If you cannot be there, arrange for substitute photographer. Send to Newsletter, Scrapbook, PR and Social Media contacts after meeting.

**Picnic** – Arrange site; food; set up/clean up. Think of something fun and different for members for picnic.

**Program Committee** – Set up speakers; follow-up to confirm. Get introductions; do intro; arrange for a speaker gift. Write thank you note to speaker after meeting.

**Public Relations/Advertising** –Develop and submit meeting follow-up picture/articles to Banner; Emmitsburg Times and Frederick News Post. Give to social media contacts to post as appropriate.

**Seamstress** – Sew badges on club banner as needed.

**Social Media** – keep Lions meeting visible in all ways possible:

Webmaster – keep website up to date; upload monthly newsletter; put pictures and information from each meeting as received from Photographer and PR.

MyLion – Upload meeting information one week prior to each meeting.

Facebook - Upload meeting information one week prior to each meeting; Put follow up information to each onto Facebook within 24 hours.

SnapChat/Twitter/Instagram – Research and set up; using to publicize upcoming meetings.

**Sunshine Committee** – Send Birthday greetings to each member; Keep club members apprised of member and member’s immediate family’s health issues – through newsletter and club announcements; Announce any good news for members at meetings; Send/deliver appropriate item to member who is ill. Make appropriate remembrance of deceased member or member immediate family.

**Venue/Town Liaison** – Let venue know estimated number of attendees for meetings so space is adequate; let venue know any special meeting needs. Let venue know when we will not meet there. Help advise for town/club interaction.

**Visitations** – Ask member preference; Develop visitation teams with assignment; Notify members of assignment; Encourage completion of visit; Keep “score” and report quarterly in newsletter

**Webmaster** – Develop exciting and user-friendly website; Monitor website for accuracy; Update with monthly newsletter and other pertinent information.