

**Indianapolis Washington Township
Lions Club**

**Policies and Procedures of Administration
for the Board of Directors**

Revised 2002



The Indianapolis Washington Township Lions Club operates under the standards of the Constitution and By-Laws of the International Association of Lions Clubs, and the Constitution and By-Laws adopted for the Club.

Administration

President:

The Club President by the second meeting in July after his installation in office shall present to the membership the following items:

- Directory with a Roster of Membership
- Schedule of meetings for the upcoming year
- *Administrative Budget
- *Projects Budget
- Committee Chairmen
- Listing of Goals and Objectives for the coming year
- Appointment of a chairman for the Melvin Jones and WP Woods selection committees

**Both Administrative and Projects Budgets shall be presented to the membership for majority approval of those in attendance at a regularly scheduled meeting after the 2nd July meeting.*

First Vice-President:

- Shall be the chairman of the Corn Stand Project.
- Shall be in charge of the meeting and/or board meeting if the President is absent.
- Shall be a voting member of the Board of Directors
- Shall assist the budget committee in recommending line items for support by the club's project fund.
- Shall follow all duties as described in the Constitution and By-Laws of the Club.
- Shall attend Zone, Cabinet, Visitations and the State Convention if possible, and participate in Officer's Training prior to becoming President.

Second Vice-President:

1. Shall be the chairman of the Tree Stand Project.
2. Shall be in charge of the meeting and/or board meeting if the President and the First Vice-President are absent.
3. Shall be a voting member of the Board of Directors.
4. Shall assist the budget committee in determining income budget for the club.
5. Shall perform all duties as described in the Constitution and By-Laws of the club.
6. Shall attend Zone, Cabinet, Visitations and the State Convention if possible, and participate in Officer's Training prior to becoming First Vice-President.

Third Vice-President:

1. Shall be the Program Chairman and Club Goodwill Committee Chairman.
2. Shall be in charge of the meeting and/or board meeting if the President, First Vice-President, and Second Vice-President are absent.
3. Shall be a voting member of the Board of Directors.
4. Shall perform all duties as described in the Constitution and By-Laws of the club.
5. Shall attend Zone, Cabinet, Visitations and the State Convention if possible, and participate in Officer's Training prior to becoming Second Vice-President.

Secretary:

1. Shall submit monthly membership reports to Lions Clubs International, the District Governor, and Zone Chairman as required by Lions International.
2. Shall take minutes of each meeting (both board meetings and regular meetings). Shall attend Zone, Cabinet, Visitations and State Convention if possible, and participate in Officer's Training prior to taking office.

Treasurer:

1. Shall submit a written Treasurer's Report to each member of the club at the first meeting in October, January, April, and the final report on the first meeting in July.
2. The Treasurer shall serve on the budget committee to shape and determine the club's Administrative and Projects budget. An oral treasurer's report shall be given at the first meeting of each month.
3. The treasurer shall assist with the financial affairs of each of the major projects.
4. Shall perform the duties as outlined in the Constitution and By-Laws of the Club.

Other Officers:

Tail-Twister, Lion Tamer, Directors (2-year and 1-year), Membership Chairman. shall perform the duties as outlined in the Constitution and By-Laws of the Club.

Policy No. A-2

Name Badges and Hats

Every Lion in the club will have a name badge (provided by the club) and will have a “golf” style cap to wear at club projects and community projects. Each new Lion to the club will receive a badge and hat at no additional cost. (covered in fees). Those other members of the club who wish to purchase additional hats or badges may do so at the club cost. The secretary shall be informed of such need.

Policy No. A-3

Meal Charges

Every Indianapolis Washington Township Lion shall be assessed a meal charge to be designated by the Club at the beginning of each fiscal year for each regularly scheduled meeting at which a meal is served if the Lion is present for the meal. Callers will contact each of the Active members prior to a meeting to determine if the member will be at the meeting for purposes of letting the cook know how many to prepare for the meeting meal. Members-at-large will pay for their meal at any meeting they attend where a meal is served.

Policy No. A-4

Budget and Finance Committee

1. The Board of Directors in common shall constitute the Budget and Finance Committee of the Indianapolis Washington Township Lions Club.
 2. Any non-budget line item exceeding \$500 shall require majority approval of the membership in attendance at a regularly scheduled meeting. Lesser non-budget line items of less than \$500 will require a majority approval of the Board of Directors. The Treasurer shall report all expenditures to the Club membership.
 3. The Treasurer shall be allowed, upon direction of the board and the submission of billing invoices to disburse monies of the club's budget.
 4. A special Budget committee shall be appointed by the President early in the Lions year to submit a Project Budget, and an Administrative Budget to be presented and voted on by the club members. This budget shall be ready for presentation to the club by the 2nd meeting in July as stated in the policies for the President. Voting on the budget shall be at another meeting and shall be considered in force by a simple positive majority of the members present at the meeting presented.
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Policy No. A-5

Reimbursement of Expenses

Project Chairmen, the Treasurer, and any other member designated by the Board may be reimbursed for out of pocket expenses and vehicle mileage costs expended in the pursuit of a Lions Club project or activity. Upon prior approval of the Board of Directors, mileage shall be paid at the rate of .26 per mile. A written vehicle log giving beginning and ending odometer readings, actual miles driven and description of the Lions project presented to the Club Treasurer shall be suitable for such reimbursement. For out of pocket expenses, cash register or written receipts and a description of the Lions project for which items were purchased is to be presented to the Club Treasurer for suitable reimbursement.

Melvin Jones Fellowship Requirements

Basic consideration and qualification for the Melvin Jones Fellowship may include, but is not limited to the following guidelines:

1. Has been a Lion in good standing in a Lions Club for 5 years.
2. Has an excellent attendance record.
3. Has sponsored new members into Lionism.
4. Has served as an Officer in the Lions Club.
5. Has been a dependable volunteer, doing his/her share on committee assignments and work projects.
6. Has served as a Delegate to the District Cabinet, MD-25 and or Lions International Conventions.
7. Has been active in District 25-F by making visitations to other Lions Clubs, attendance at District 25-F meetings.
8. Any non-Lion who has rendered outstanding service to the Lions Club and/or the community may be considered as a candidate to receive the Melvin Jones Fellowship.

A committee made up of past Melvin Jones Fellows will make the selection of the Melvin Jones Fellowship candidate. The number of candidates to receive the Melvin Jones Fellowship will be determined by the funds available in the budget of the Lions Clubs, which are designated to LCIF and/or SightFirst. If there are funds in the budget that will not complete a Melvin Jones Fellowship, these funds may be sent to LCIF designated as a partial payment for a future unnamed Melvin Jones Fellow.

A meeting of the selection committee will be held, and a list of candidates will be made. A secret ballot will be taken and the candidate receiving the most votes will be selected. In case of a tie, additional ballots will be taken until there is a winner. If more than one candidate is to be selected, additional ballots will be taken until all candidates are selected matching the funds available for this presentation. Progressive Melvin Jones Fellowships may be presented if the committee deems the candidate's service to the club; district or community worthy of presentation of a Progressive Fellowship provided there are not any other eligible candidates available for that year.

W.P. Woods Award Requirements

Basic consideration and qualification for the W.P. Woods Award may include, but is not limited to the following guidelines:

1. Has been a Lion in good standing in a Lions Club for 3 years.
2. Has an excellent attendance record.
3. Has sponsored new members into Lionism.
4. Has been a faithful volunteer and worker on our projects.
5. Has shown leadership capabilities in the club.
6. Has given freely of their time to the club.
7. Any non-Lion who has rendered outstanding service to the Lions Club and/or the community may be considered as a candidate to receive the W.P. Woods Award

A committee made up of past W.P. Woods Award recipients will make the selection of the W.P. Woods Award candidate. The number of candidates to receive the W.P. Woods Award will be determined by the funds available in the budget of the Lions Clubs, which are designated to the Indiana Lions Foundation.

A meeting of the selection committee will be held, and a list of candidates will be made. A secret ballot will be taken and the candidate receiving the most votes will be selected. In case of a tie, additional ballots will be taken until there is a winner. If more than one candidate is to be selected, additional ballots will be taken until all candidates are selected matching the funds available for this presentation.