

EASTON LIONS CLUB, INC. & LIONS CLUB OF EASTON FOUNDATION, INC., THE



Policy

September 12, 2018 Revision

Revision History

Refer to the document “*Supplement-Roberts-Rules-and-Revisions-20180912rev.docx*” for an overview of revisions made to the Easton Lions Club governance documents.

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PREAMBLE

These policies apply to the Easton Lions Club, Inc., and the Lions Club of Easton Foundation, Inc., The, in the Commonwealth of Massachusetts, for the purpose of establishing guidelines for the Constitution and Bylaws.

Governance Documents

There are three additional governance documents referenced in the Easton Lions Club, Inc. and Lions Club of Easton Foundation, Inc., The, Policy, (hereinafter called the “**Club Policy**”).

1. The Lions Club of Easton Foundation, Inc., The, Bylaws, September 12, 2018 Revision, (hereinafter called the “**Foundation Bylaws**”).
2. The Easton Lions Club, Inc., Constitution and Bylaws, September 12, 2018, Revision, (hereinafter called the “**Club Constitution & Bylaws**”).
3. Supplement of Robert’s Rules, Revisions, & Future Issues, Easton Lions Club, Inc. & Lions Club of Easton Foundation, Inc., The, September 12, 2018 Revision, (hereinafter called the “**Supplement**”).

ARTICLE I - MEMBERSHIP -

A. Friends of the Lions

There shall be a category known as “Friends of the Easton Lions” made up of people who provide special assistance to our Club. They will be identified separate from the general membership in the roster and may be recognized at Club events or meetings at the discretion of the President with approval of the Board of Directors.

PROPOSED GUIDELINES:

1. New “Friends” will be nominated and approved by the Board of Directors meeting on an annual basis. The President will be responsible for notifying the person responsible for maintaining the Club roster for this membership category and proposing new members as well as removing others, as needed, with the approval of the Board.

2. Include people because of their position in the town organizations, businesses and government. Below a suggested list to be used as reference.

| | |
|---------------------------------|---------------------------|
| Oakes Ames Memorial Hall | NRT of Easton |
| Southeast Reg. VoTech High Schl | Oliver Ames High School |
| Easton Middle School | Easton Elementary Schools |
| Shovel Town Brewery | Powers & Waitt, CPA |
| Old Colony YMCA | Children’s Museum |
| Big Y Supermarkets | Roche Bros. Supermarkets |
| Shaws Supermarkets | Target |
| American Legion | VFW |
| Wash ‘N’ Depot Car Wash | Dunkin Donuts |
| Town of Easton Administrator | Town of Easton DPW |
| Police Department | Fire Department |

3. Include those who supported the Club for many years in large and small tasks. People not in top position on town entities but that have demonstrated continuous and important support for the Lions might be considered in this category
 - a. Friends of the Lions can come to all activities as regular paying guest including club meetings.
 - b. After approval of the names by the Board, a letter will be sent requesting their agreement to be in the list with an explanation of what this special membership encompasses and asks for confirmation of their contact information. Only after receipt of agreement by the individual, the name should be added to the Friends of the Lions list.

- c. Friends of the Lions without electronic mail will receive the newsletter via regular mail. At the discretion of the President with approval of the Board, Friends of the Lions could be invited as guests to one of the Club activities.

B. Member Orientations

There shall be two new member orientations each year. One in November and one in March.

C. Loss of Family Member

Our Health and Wellness Chair shall send a floral arrangement for loss of a family member (parent, spouse or children). A card shall be sent for losses of others in a member's family.

D. Club Roster

1. There will be a person appointed by the President responsible for the maintenance of the membership roster and Friends of the Lion list as an electronic file.
2. The club Roster is confidential and cannot be used for purposes other than internal needs of the Club.

ARTICLE II

– BOARD OF DIRECTORS –

A. Consensus

In all matters the Board of Directors should strive for consensus. However, in controversial issues where there are two or more members in opposition, a written ballot will be taken.

B. Orientation Meeting

The President Elect shall call and hold an orientation meeting of the Board of Directors Elect as soon after elections as practical, but no later than August 15, for the following purposes:

1. Reviewing the Constitution, Bylaws, and Policies of the Club and Foundation.
2. Outlining goals and duties of Board members for the coming year.
3. Reviewing the budget for the new fiscal year.
4. Reviewing the calendar for the new fiscal year.
5. Distribution of responsibility for overseeing activities for the vice presidents.
6. Status of committee chairpersons and other important assignments.
7. The President Elect will lead the effort of finding the chairpersons and other important positions for the different committees. The President and Vice Presidents Elect should have a complete list of functions completed before the first meeting of the Board and report on the status.

C. Project Proposals

For each event or project which the Easton Lions undertakes the chairperson and the vice-president assigned to the activity present a proposal using the standard form to the Board of Directors for approval including:

1. Project/event purposes and goals,
2. Personnel needs,
3. Timeline (from beginning to completion),
4. Budget,
5. Final report submitted within one month after the activity is completed
6. For new activities, it is strongly recommended, to prepare and or update the "Chair's Planning Guide". This should be a thoroughly detailed document that describes how the activity is run.

D. President's Discretionary Fund

As stated in the Bylaws, the President has a budgeted discretionary fund. This policy establishes the value for the fund to be up to \$1,000 for the year to be spent in urgent cases. This amount is to be periodically revised and approved by the board.

ARTICLE III – FINANCES –

- A. Each member shall pay annual dues consistent with their membership status as determined by the Board of Directors. Members experiencing a hardship in paying their dues should talk to our Dues Treasurer or President if they want special consideration.
1. Active Member: Dues will cover the cost of the State dues, District dues, the meals provided in the meetings and other administrative expenses of the Club. Annual dues will be paid to the Club each year as follows:
 - Option 1:** \$200 discounted annual dues due no later than mid-September.
 - Option 2:** \$220 annual dues due no later than mid-October.
 - Option 3:** Two installments as follows:
\$110 semi-annual installment no later than mid-October.
\$110 semi-annual installment no later than beginning of February.
 2. Member-at-Large: Dues will cover the cost of the State dues, District dues and other administrative expenses of the Club. Meal costs are paid by the Member at Large the Treasurer at the start of each meeting. Annual dues will be paid to the Club each year as follows:
 - Option 1:** \$100 discounted annual dues due no later than mid-September.
 - Option 2:** \$110 annual dues due no later than mid-October.

3. Honorary Member: The Club shall pay fees and dues for this member in accordance with Article I, Section A of the Bylaws.
 4. New members will be billed for dues at one-tenth of the total annual dues pro-rata for the remainder of months remaining in the Lions year.
- B. At Lions activities members are encouraged to support the Club by voluntarily contributing to costs of food and beverages that they consume.
- C. The Club will provide complimentary meals to:
1. Prospective members (one time).
 2. Guest speakers.
 3. Leo Club members at Lions general membership meetings.
 4. Invited guests of the President.
- D. The Club does not purchase or supply alcoholic beverages for its members.
- E. The Club does not maintain petty cash funds.
- F. At least two members of the Club will be present to count any cash receipts.
- G. The gross amount of cash receipts be deposited.

- H. Members at Large and visitors other than first time prospective members will pay for their meals. The Treasurer is responsible for collection of meal costs at meetings.
- I. Financial Reports based on the budget
1. The Treasurer will provide a monthly detailed report of the finances for the Club and the Foundation as they refer to the budget.
 2. An annual financial report from a committee that is appointed by the President and confirmed by the Board of Directors will be required.
- J. Complimentary tickets to Easton Lions events shall be approved by the Board of Directors.
- K. Our President shall be supported with a total of up to \$250 per event to offset expenses at the Winter Conference and State Convention.
- L. The Treasurer will be responsible for issuing a warning to the Board when the accounts are approaching the following minimal balance amounts:
1. Administration Account of the Club: \$ 1,500
 2. Activities Account of the Foundation: \$ 3,000
 3. Holiday Festival Account of the Foundation: \$1,500
 4. Yardley-Wood Rink Account of the Foundation: \$ 500

- M. The treasurer will provide a monthly detailed report of the finances for the Club and the Foundation as they refer to the budget.
- N. In the case of low funding in the accounts the Treasurer will immediately request a board meeting to resolve the conflict. Tail Twister can fine members for a maximum amount of \$2 per meeting.

ARTICLE IV

– SOCIAL MEDIA GUIDELINES –

“Social media” are web-based applications that let people to share digital text, graphics, audio and video content and to express themselves by commenting on content or others’ comments. Some well-known social media platforms are: Facebook, Twitter, Google+, LinkedIn, YouTube, Foursquare, various types of web blogs. Many forums and websites have social media features, too. Websites are social if they enable comments on their content.

A. For the Public

The Club strives to nurture a vibrant and robust community, and are enthusiastic about using social media to open new channels of communication and collaboration. Social media can help us to communicate better about things we care about, so we can work together to make things happen.

Since social media are new to most of us, we have created these guidelines to help everyone understand some basic rules. When participating in websites maintained by the Easton Lions Club, (hereinafter called “the Sites”), which include, but is not limited to

- EastonLions.org & EastonLions.com,
- Facebook/EastonLions,
- Facebook/EastonThriftStore,
- Facebook/YardleyWoodRink, and
- Twitter/EastonLions

please keep these guidelines in mind:

1. We invite all individuals' participation in the Sites, but people's thoughts are their own; they don't represent the view of this Lions club. We want people with all kinds of passions, ideas and goals to be able to express themselves as they wish and to be free to comment on each other's thoughts.
2. Your behavior will affect how people perceive you and create your reputation, so be courteous and respect others as you would like to be respected. It is okay to disagree and have vigorous debates without insulting anyone. State your opinions and make your case without cutting people down.
3. Strive to be helpful to people and the group, which will improve your reputation. Tie your comments to the topic that people are discussing. If you want to talk about something else, feel free to start another topic. In general, the Sites are not the place to talk about potentially divisive topics like politics or religion because Lions serve people irrespective of either.
4. Don't pick up the gauntlet. If someone makes negative comments about something you hold dear, resist the urge to write something negative in return. Rise above. Most negative comments are really frustrations or requests for help, so try being helpful rather than negative. Your behavior in these situations goes a long way in defining your reputation.
5. Understand that anything you share digitally can be distributed on the Internet, and most content is searchable. Even if you share a comment, picture or video in a site that you believe is "private," anyone can take it and share outside, so keep in mind that all content is explicitly or potentially public. Although it's often best to use your real name on social media sites, it's probably not a good

- idea to share personal details such as physical address, phone numbers, work schedules, ID numbers, etc.
6. Keep it clean. We reserve the right to remove any content at any time that does not adhere to this policy or federal, state or local law. This includes any text, picture, audio or video content or link that promotes illegal activity, discrimination, profanity, sexual material, uninvited selling or spamming, promotion of unsafe behavior, viruses or malware or that violates copyright or confidentiality. People who repeatedly share forbidden content may be barred from the Sites.
 7. Please understand that this club cannot be responsible for links and thoughts that people share here. Links and opinions do not imply endorsement of our club. We are very interested in your thoughts and questions about this site and policy, so we invite you to post questions or comments publicly or contact the administrator to give your feedback or voice your concerns privately.

B. For Club Members

Club members, in addition to the above guidelines, please consider these:

1. When you interact on social media sites, including our club's sites, please represent yourself, not our club or Lions Clubs International, unless you are a club officer authorized to speak publicly for your club. Clubs should never represent LCI.
2. The Lions Clubs International Board Policy applies on social media sites, too. Consideration, confidence and trust are the basis of healthy communities, so it's generally not a good idea to discuss confidential topics or share internal documents on social media sites.

3. Be transparent. When you are discussing Lions clubs or causes, whether on one of your club's presences or another site, disclose that you are a Lion, so people know where you're coming from.
4. Each platform has features that let you "flag" false or spam posts, so you can help the Club administrator(s) by flagging spam posts. Usually only administrators can remove spam, but you can alert them. Note that "spam" doesn't mean posts you don't like or disagree with, it is blatant, impersonal selling on your site.
5. Please observe Lions Trademark Policy when using the Lions name and logo.

C. For Club Social Media Coordinators

In addition to the above guidelines, club social media coordinators are administrators of club social media presences and have special considerations:

1. Just like physical "meeting rooms," social media sites are most welcoming when people feel that the host is present and truly interested in what guests have to say. It is a balancing act between encouraging people to share, permitting a wide range of behavior and intervening only if things are getting out of hand.
2. It is very important to uphold your policy consistently, so everyone knows the rules are real. Along with this, plan on adjusting your policy when some part doesn't make sense, so it works for your club, and it's easy to uphold.
3. If someone posts a comment that you or club members feel is critical or "negative" to your club or cause, read it several times before you react. Is it constructive? If so, don't be afraid to dialog with the person, great things can come out of it. On the other hand, if you feel that it violates this policy, you can remove it.

4. By far, the most common offense is people spamming your presence; for example, housewives getting rich "working from home." Immediately remove those posts, and report them to the platform (i.e. Facebook, Twitter) as spam. If you don't remove them, they can signal to your members that your space isn't well tended.
5. Practice good password management. Assign each administrator his/her own account rather than managing from one account.
6. Make sure an administrator understands and agrees to your club's guidelines before you put him/her into the role

D. Infractions and Abuses

Infractions and abuses reported to the Club's board of directors will be reviewed and could result in removal as a Club member for a cause, as described in the Club's Constitution, Article III, Section C., Forfeiture of Membership. Cause is defined as doing harm to a person or the Club's reputation as defined by Purpose in Article II of the Club's Constitution.

ARTICLE V

– AMENDMENTS TO THE POLICY –

- A. **NOTICE:** No amendment shall be put to vote, unless written notice, stating the proposed amendment shall have been published to the Board of Directors through regular post or electronic means, or delivered personally to each Board member of this Club at least fourteen (14) calendar days prior to the meeting at which the vote on the proposed amendment is to be taken.

- B. **AMENDING PROCEDURE:** These Policies may be amended at any regular or special meeting of this Club's Board of Directors at which a quorum is present, as defined in Article VII, Section B of the Constitution, by the vote of a majority of the Board members present in person and voting.