



The International Association of Lions Clubs

FREEDOM DISTRICT LIONS CLUB, INC.

Policy and Procedures Manual

January 18, 2023

INTRODUCTION

These Policy and Procedures are a supplement to the Freedom District Lions Club, Inc. (FDLC) constitution and bylaws currently in effect.

This reference manual is a compilation of policies and procedures that: 1) are dictated by Lions Clubs International (LCI) and our Articles of Incorporation, 2) are a continuation of an acceptable procedure that has become a tradition in the club by continued use, or 3) have been specifically developed and approved by the Freedom District Lions Club's Board of Directors and Club Membership.

The purpose of these policies and procedures is to provide guidance to ensure consistent handling of the topics addressed. This manual pertains only to the operation of the Freedom District Lions Club Inc. and does not, cover the governance of the Freedom District Lions Club Foundation. This manual should be reviewed periodically but not less than at the beginning of each Lions' business year (in July) by a committee appointed by the Board of Directors. After review, if there are any changes, the manual should be submitted for approval to both the Board of Directors and Club Membership.

ABOUT THE LIONS

Since 1917, the men and women of Lions Clubs International have strived to meet the needs in their communities, district, nation, and the world beyond. Lion service is as diverse as its members, but centers around helping the vision impaired, preventing & controlling diabetes, feeding the hungry, helping children who have cancer, improving the environment, supporting youth programs; and providing relief to others in need. The members of the Freedom District Lions Club have been committed to doing these things by giving freely of their time and labor to serve the Sykesville / Eldersburg community since September 1947.

REPRESENTATION OF THE CLUB PROHIBITED

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

communication identified above to avoid any possible violation of the prohibited conduct.

ACKNOWLEDGEMENTS

The Freedom District Lions Club wants to acknowledge and thank the following sources for assistance in the development of this policy and procedures manual.

- Thurmont Lions Club
- Lions Clubs International (LCI)
- LCI Use of Funding Guidelines
- Freedom District Lions Club Constitution & Bylaws
- Freedom District Lions Club “Articles of Incorporation”
- Freedom District Lions Club Members

CHRONOLOGY OF REVISIONS AND DATE

Freedom District Lions Club, Inc.

Policy and Procedures Manual

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References

- *Freedom District Lions Club Constitution and By-Laws
- *Freedom District Lions Club Foundation Manual

“Where There Is A Need – There Is A Lion!”

FREEDOM DISTRICT LIONS CLUB, INC. POLICY AND PROCEDURES

Section I

Club Background

Section 1-01 LIONS CLUBS INTERNATIONAL (LCI) MISSION STATEMENT & GLOBAL SERVICE CHALLENGES – LCI’s mission statement is to empower volunteers to serve their communities, meet humanitarian needs, encourage peace and promote international understanding through Lions clubs. LCI has established five global service goals centering on vision, diabetes, hunger, childhood cancer and the environment. Clubs maintain the flexibility to augment these goals with other projects/causes to serve their local community.

Section 1-02 ORIGINS OF THE CLUB - The Freedom District Lions Club (FDLC) was chartered on September 16, 1947. Our sponsor was the Westminster Lions Club. This club is built on the principles of our SERVICE to others.

Section 1-03 OUR CLUB’S LOCATION IN LIONISM – The Freedom District Lions Club is a member of Lions Clubs International (LCI) and is located within Multiple District 22 consisting of all the Lions clubs in Maryland, Delaware, and the District of Columbia.

We are members of Lions District 22. The District is made up of five Sub-Districts: A (Baltimore City and counties north of Baltimore), B (beach and counties on the MD eastern shore), C (capitol region and counties around Washington DC), D (all of Delaware), and W (counties of Western MD). We are members of District 22-W consisting of Lions clubs in the five western counties of Maryland (Carroll, Frederick, Washington, Allegany and Garrett). We are a member of Region IV which consists of the Lions clubs in Carroll County and locally a member of Zone 3 along with the Deer Park Lions Club, Greater Carroll Lions Club, Roaring Run Lions Club, South Carroll Lioness Lions Club, and the Taylorsville-Winfield Lions Club, and those sponsored LEO clubs within this zone, namely Century H.S. Leos, and Liberty H.S. Leos.

Section 1-04 SERVICE AREA – LCI does not designate service areas for each Lions Club, but the Freedom District Lions Club through its years of service to others has broadly defined its general working area as the Sykesville/Eldersburg postal code (21784) and Marriottsville postal code (21104). Since the postal code of 21784 covers a wide expanse, the club has defined its own boundaries within that postal code to the North around the Route 32 bridge at Liberty Reservoir, South to the southern limits of the

town of Sykesville, East to Wards Chapel Road, and West to Route 97. Please note FDLC will consider supporting activities outside this service area when asked by Lions Clubs International, Lions Multiple District 22, Lions District 22W and/or its fellow clubs, government officials, community representatives or other organizations.

Section 1-05 LIONS CODE OF ETHICS

LCI created a Code of Ethics for all members to promote responsible actions.

- To show my faith in the worthiness of my vocation by industrious application to the end that I may merit a reputation for quality of service.
- To seek success and to demand all fair remuneration of profit as my just due, but to accept no profit or success at the price of my own self-respect lost because of unfair advantage taken or because of questionable acts on my part.
- To remember that in building up my business it is not necessary to tear down another's; to be loyal to my clients or customers and true to myself.
- Whenever a doubt arises as to the right or ethics of my position or action towards others, to resolve such doubt against myself.
- To hold friendship as an end and not a means. To hold that true friendship exists not on account of the service performed by one another, but that true friendship demands nothing but accepts service in the spirit in which it is given.
- Always to bear in mind my obligations as a citizen to my nation, my state and my community, and to give them my unswerving loyalty in word, act and deed. To give them freely of my time, labor and means.
- To aid others by giving my sympathy to those in distress, my aid to the weak, and my substance to the needy.
- To be careful with my criticism and liberal with my praise; to build up and not destroy.

FREEDOM DISTRICT LIONS CLUB, INC. POLICY AND PROCEDURES

Section 2

Membership

Section 2-01 MEMBERSHIP RECRUITMENT & RETENTION

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. Every club needs members to help with its service activities that support the community and to obtain resources from fundraising projects. Members of differing backgrounds, experience, and leadership skills working together and supporting one another can overcome many obstacles in our service to others. While our motto is "We Serve" club officers, committee chairpersons, and the membership itself need to remember all officers and members are serving as volunteers.

The club's Membership Committee will continually encourage all club members to actively look for men and women whom they believe will make good new members in

the Freedom District Lions Club. The Committee will develop prospective membership packages and informational tri-folds and make them available along with LCI Membership application forms for distribution at each club meeting or event.

The Committee will develop a “Membership Growth Plan” for the Club at the beginning of each Lions Fiscal year and share with the Board of Directors for their approval. The Committee is to help aid in the recruitment of new members by scheduling at least one prospective new member event (i.e., Friendship Night or a Social event) during each Lions business year.

The Club Secretary will be responsible for providing an attendance roster chart for members to “sign-in” when attending each club business meeting. The Club Secretary will provide a copy of the actual “sign-in” attendance chart to the Club President and Membership Chairperson within three (3) days after each business meeting. The Membership Chairperson will use this attendance chart to help determine those members who might be eligible for the 100% attendance pin presented at the end of each Lions year. *(For additional information on the Membership Committee, please refer to Section 6-21 of this manual.)*

Section 2-02 RETENTION OF CURRENT MEMBERS

While recruiting new members is important, the retention of current club members is just as important. The Club President and Board of Directors should strive to engage all members in the service, fundraising, and social/fellowship activities of the club during the year.

The Membership Chairperson should review the attendance charts to determine if a “regular/active” member who has missed several business meetings should be contacted by the sponsoring lion or a member of the Board of Directors to let them know that we have missed them and to see if something is wrong and if the club can help in anyway. The members of the Board of Directors may also assist in retention efforts by each being responsible during the year for contacting several members of the club to reach out and remind them of their importance to the club and to listen to any suggestions or concerns they might have.

The Membership Committee might be asked by the Board of Directors to survey the current club members to determine their satisfaction with the club’s service and fundraising projects, fellowship events, meetings and program speakers, meeting time and meals, etc. to obtain their feedback and suggestions.

The Membership Committee will contact each current Affiliate and At-Large club member on a semi-annual basis to determine if that member’s situation has changed and if they can perhaps return to “regular/active” status. Please note all members are required to support two service and two fundraising projects each Lions year.

Section 2-03 ACCEPTANCE AND INDUCTION OF NEW MEMBERS

New members are the lifeblood of any organization and it is imperative that new members are treated in a way that makes them feel needed and special in the Freedom District Lions Club.

FDLC requires prospective members to attend a minimum of one and preferably two business meetings of the club before submitting a membership application. This requirement is so the prospective member can experience a club business meeting, meet club members, and learn more about the Lions organization and club activities before deciding if they would like to possibly be a part of this club. The initial two (2) visits by a prospective member to regular business meetings normally includes a complimentary meal (this expense will be absorbed by the club's Administrative account).

The Membership Chairperson and/or Committee will then meet with the prospective member to informally discuss his/her application and to answer any questions the prospective member might have about Lions Clubs International, the Freedom District Lions club, our service & fundraising projects and membership obligations. After this meeting, the Membership Committee will make a recommendation regarding the application to the Board of Directors at the next board meeting.

The Board of Directors votes by secret ballot on a new member's application. If the prospective member's application is accepted by the Board of Directors: the Club President or Club Secretary will promptly provide a welcoming letter (or email) to the new member informing them: a.) of their acceptance as a member in the Freedom District Lions Club; b.) their LCI membership number; c.) the tentative date of their ceremonial induction as a member; d.) and encourage them to begin attending business meetings and other club events, paying for any meals at the door until they begin being billed for dues (and possibly meals) via a statement from the Financial Secretary. The new member is considered an "official" club member upon the approval of their membership application by the Board of Directors and will be reported as such to Lions Clubs International by the Club Secretary. The President after consulting with the new member for his/her interests will assign him/her to at least two (2) club committees / activities and inform the chairpersons of those committees.

Section 2-04 CEREMONIAL INDUCTION OF NEW MEMBERS

The Club Secretary in consultation with the Club President will contact the District Governor or a Past District Governor to arrange a suitable date for the new member's ceremonial induction. The Membership Chairperson will be responsible for bringing the completed membership certificate & pin; sponsor's certificate; and a nominal gift (ex. Lions car magnet, Lions baseball hat) to be given the new member at the induction meeting. These certificates and pins are included in the membership kits provided by LCI. The Club Secretary will be responsible for ordering a name badge for the new member.

The club also ensures that each new member receives a copy of the Club's Constitution and Bylaws as well as this Policy and Procedures Manual.

Section 2-05 SPONSORING MEMBERS DUTIES

Traditionally, a member of the lion's club invites his neighbors and friends (those he believes who would make good lions) to attend a lions meeting. If they join the club, he becomes their sponsor. A sponsor helps the new member acclimate to the club. He answers questions about lionism, he introduces the new member to other club members, and he helps the new member to become involved in club activities. Occasionally, a new

member comes to the club without having someone invite him. In this case, a sponsor is assigned by the Membership Chair or volunteers to perform these duties.

Section 2-06 MEMBERS TRANSFERRING IN

Current Lion members “in good standing” wishing to transfer from another Lions Club to the Freedom District Lions Club should inform our Club President or Club Secretary of this request in writing who will then submit their request to the Board of Directors for approval. Once the Board approves the transfer request, the Club President or Club Secretary will inform the member being transferred and the Club Secretary will complete the transfer action according to Lions Clubs International reporting procedures. If new members are scheduled to be inducted within a reasonable timeframe, the transfer member will be recognized at the same time. Otherwise, a brief ceremony should be held as quickly as feasible at a future business meeting to recognize the transfer member and allow time for him/her to introduce themselves to the club.

Section 2-07 ORIENTATION OF NEW MEMBERS

As often as is necessary during the year, the Membership Chairperson with the assistance of other club members should conduct informal orientation sessions for prospective, new club members, and newly transferred members. Members who are provided an opportunity to learn about their own Lions club, as well as the worldwide organization, will hopefully more fully accept ownership in their club. This orientation should focus on the club’s history, structure, membership requirements, goals, and objectives. However, exposure to the Lions District, Multiple District and worldwide organization structure and accomplishments also should be provided. It is suggested that the club absorb any costs (excluding meals) associated with this training to encourage participation.

Section 2-08 ENTRANCE FEE FOR NEW MEMBERS

The entrance fee for new members is established by Lions Clubs International (LCI) and the current amount is \$35.00. (*This amount became effective July 1, 2017*). Checks should be made payable to “FDLC”. Please note the entrance fee for any Lion member in good standing from another Lions club who wishes to transfer into our club will be waived by Freedom District Lions Club upon their transfer being approved by the Board of Directors.

Section 2-09 MEMBERSHIP CATEGORIES

LCI offers the following membership categories.

- **Regular/Active Member:** This is our “standard” priority membership level. Regular membership is for members interested in volunteering, serving their community & the world beyond, and attending club meetings where they can meet new friends and hear interesting speakers regarding various programs & happenings in our community. To better accomplish its mission of serving the Sykesville/Eldersburg community, it is the goal of the Freedom District Lions Club to have a membership primarily consisting of active regular members.
- **Affiliate Member:** An affiliate member is someone who is not able to participate fully as a regular member of the club at this time, but desires to still support the

club and its community service and fundraising initiatives as a member. Please note to maintain a strong foundation consisting of mostly regular/active members in the club, the number of Affiliate members cannot exceed 25 percent of the total actual membership of the Freedom District Lions Club.

- **Privileged Member:** A privileged member is a Lion who has been a member for fifteen (15) or more years but must relinquish active status because of illness, infirmity, advanced age or some other reason.
- **Member-at-Large:** A member-at-large is a member of the club who because of personal reasons is granted up to a 6-month leave of absence by the board of directors and is unable to regularly attend club meetings but desires to retain membership in the club.
- **Life Member:** A life member is a Lion who has maintained active membership for at least 20 years, or at least 15 years if the member has reached age 70. Life membership may also be granted to a Lion who is critically ill. A life member does not pay LCI dues since the honor of a Life Membership was granted to him/her under a one-time fee of \$650.00 paid by the Freedom District Lions Club to LCI. Separately, the FDLC board of directors reserves the option and privilege with no payment of a monetary fee to the association of designating a member as a “Club Life Member” and the club paying that member’s future international dues as long as that designated member remains in good standing in the Freedom District Lions Club.
- **Associate Member:** An associate member is a member who holds their primary membership in another Lions club but also wants to maintain a relationship with the Freedom District Lions Club. Associate members in FDLC do not pay any dues to our club and are not reported in the count of club members to LCI. Their contact information is included in the club’s yearly directory pamphlet.
- **Honorary Member:** An honorary member is not an official member of the Freedom District Lions Club, and therefore is not reported in the count of club members to LCI, but has been granted the special status of “honorary membership” in recognition of their service to this club and/or the community and are welcome to attend all club meetings. They have no voting privileges and are not subject to any dues but must pay the cost of their meal at any meetings they attend. (Two examples of an Honorary Member could be a school faculty advisor who has provided outstanding support over a period to our sponsored LEO Clubs or a business member who has contributed significantly to our programs).

Section 2-10 SPECIAL MEMBERSHIP (DISCOUNT) PROGRAMS

To help clubs recruit new members, LCI offers several discount membership options for families, college students, former Leos and young adults who want to be Lions. Below is a description of some of the options. Please refer to the LCI website for any additional options or changes to the discount membership program.

- **Family Member:** The Family Membership Program provides families with the opportunity to receive a special dues discount when they join our Lions club. The first family member (head of household) pays full international dues, and up to four additional family members then pay only half the international dues amount. All family members pay the one-time entrance fee and still need to pay the appropriate multiple district, district and club dues. **Please note the first family member also will pay the full FDLC “club” dues amount but all other qualifying family members will pay only half of the FDLC “club” dues amount.**

The Family Membership Program is open to family members who are (1) eligible for Lions membership; (2) currently in or joining the same club, and (3) are living in the same household and are related by birth, marriage or other legal relationship. Please contact the club’s Membership Chairperson to complete any other forms that might be required to participate in the Family Membership Program.

- **Student Member:** Students enrolled in an educational institution that are between the age of legal majority and through age 30 pay no entrance fees and only half the international dues. Student members still need to pay the appropriate multiple district, district and club dues.
- **Leo Lion Member:** Leo Lion membership allows current or former Leos between the age of legal majority through age 30, who have been a Leo for at least a year and a day, to continue doing volunteer work with LCI by becoming a Lion. Leo Lions pay no entrance fee and pay half the international dues. Leo Lions members still need to pay the appropriate multiple district, district and club dues.
- **Former Leo Member:** Former Leos over the age of 30 who have been a Leo for at least a year and a day pay no entrance fee when joining a Lions club. To receive the fee waiver, they must complete the Leo to Lion Certification and Years of Service form and submit with their membership application.

Section 2-11 PAYMENT OF DUES AND MEAL CHARGES

The purpose of this section’s policy is to document the procedures used for billing members for dues and meal charges. The amounts of dues stated was current as of this writing. The exact amounts of the dues are subject to change. Members will have the option to pay quarterly, annually, by cash, check, or via credit card.

Dues - As described in the FDLC By-Laws, Article VI, Section. 2 “Annual Dues”; each member is billed in advance on a quarterly basis for dues. The current annual dues (excluding meals) are as follows:

• International dues	\$43.00
• MD22/District 22W dues	\$ 7.25
• FDLC “club” dues	<u>\$35.00</u>
Annual Total	\$85.25

Please refer to Section 2-10: Special Membership (Discount) Programs for information on any possible discounts with above dues.

Quarterly Dues Statements -

- Statements will be issued to members by the Financial Secretary (or in his/her absence – the Club Secretary) on a quarterly basis via email, regular mail service, or at club meetings no later than 10 days after the beginning of each quarter (July-September, October-December, January-March, and April-June). Checks should be made payable to “FDLC” and submitted to the Financial Secretary.
- Members have the option of paying all dues owed for the entire business year “one-time” upfront at the beginning of the year (in July) instead of on a quarterly basis. Please note there will be no refund of dues paid by members who terminate their membership during the business year.
- A refund might be issued to a member if their membership is revoked during the year by the Board of Directors. This refund will be adjusted based on any remaining obligations due for that member to LCI, Multiple District 22 or the club.
- If applicable, a member’s quarterly statement will include any appropriate meal charges.
- Credits for meal charges will be included in the next quarterly statement in such cases where a previous scheduled & paid for dinner/meal has been cancelled.
- The Financial Secretary shall inform the Board of Directors regarding any member who is in arrears of their dues or other monetary obligations owed the club by 60 days or more. The Board of Directors will then determine what action, if any at the time, is appropriate to take to collect the outstanding obligations including whether to drop the member from the roster for non-payment.
- The Club Secretary and Club Treasurer shall be exempt from all dues during their term in office in recognition of their donation of time, talent, and service in the execution of their duties for the club. Please refer to FDLC Bylaws Article VI, Annual Dues.

Meals Charges – The cost of meals at club meetings will be reviewed and determined by the Board of Directors on an as needed basis. Members must reserve a meal one week in advance and can pay for their meal “at the door” on the night of the meeting. Members are not required to partake of a meal and may bring their own meal to the meeting.

Section 2-12 COMPLIMENTARY MEALS

Complimentary meals from FDLC are traditionally provided to the following guests at club meetings:

1. District Governor, Cabinet Secretary and Cabinet Treasurer on the District Governor’s official visitation to our club each year. (Funded from the Administrative Account.)
2. District Governor (or his/her representative) and their spouse at the club’s annual Charter Night event. (Funded from the Administrative Account.)

3. District Governor and his/her spouse at other FDLC events during their year in office. (Funded from the Administrative Account.)
4. Program speaker(s) at regular business meetings. (Funded from the Activities Account – Program Committee)
5. Spouses of deceased members at the club’s annual Charter Night event. (Funded from the Administrative Account.)
6. Prospective Members when attending their initial two (2) business meetings. (Funded from the Administrative Account.)
7. The current student president of any FDLC-sponsored LEO club when they attend an FDLC regular business meeting. (Funded from the Activities Account – Youth Outreach.)
8. Special Honourees at meetings (ex. Principal or other school representative when Freedom Lions Academic Grants are presented). (Funded from the Activities Account – Educational Services Committee)
9. Recipients of our annual College Scholarship(s) and two parents/guardians. (Funded from the Activities Account – Educational Services Committee)
10. Recipients of our Student Volunteer Service Awards and two parents/guardians. (Funded from the Activities Account – Educational Services Committee)
11. Recipients of the club’s American Heritage, Preservation & Patriotism essay contest award, Peace Poster contest award or other similar district programs and two parents/guardians of the youth recipient. (Funded from the Activities Account.)
12. Recipients of donations given to organizations outside of the club (e.g., Sykesville Police Jr. CSI program; veterans attending Veteran’s Appreciation Celebration paid by veterans committee budget).

Other Guest Meals: Other family members or friends are welcome to attend meetings with honorees but must pay the current nominal meal cost. Also, club members bringing guests to meetings/events (excluding prospective members), but including spouses or significant others, are to pay the Financial Secretary or Club Treasurer the meal cost for their guest(s) when they arrive.

Section 2-13 ALLOWANCE OF TRIBUTES

It is the heartfelt goal of the Freedom District Lions Club 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 due to illness or other reasons; and for tributes as expressions of sympathy and remembrance when confronted with bereavement. The club’s tributes or other appropriate response will be normally the responsibility of the FDLC Greeter & Sick 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 to their fellow member or his family.

Section 2-14 RESIGNATION OF A MEMBER

Members may resign at any time during the year. They must do so in writing addressed to any Board of Directors. The member will be considered “in good standing” and

eligible to return to the lion's club if all dues are paid up to date. The Membership Chairperson, another Board of Directors, or the sponsoring lion will contact a member upon their submission of a resignation request and conduct an exit interview with the member. They will evaluate status of the person's situation and make a recommendation to Board of Directors on accepting the resignation. The Club President or Club Secretary will send a letter to the member informing them of the Board's decision.

Section 2-15 CLUB MEMBERSHIP REMOVAL

Members may be removed from the club by a quorum vote of the Board of Directors for the following reasons.

- Being in arrears of paying dues by three quarters.
- Members actions that are not conducive to the good order and discipline of the lion's club.

FREEDOM DISTRICT LIONS CLUB, INC. POLICY AND PROCEDURES

Section 3

CLUB MEETINGS & OPERATIONS

Section 3-01 CLUB MEETINGS

The regular business meeting(s) of the Freedom District Lions Club shall be held at a time, location and means (in person or using appropriate technology) recommended by the Board of Directors and approved by the club membership. Meals at meetings are optional. All meetings shall begin and end, promptly, at the regular set times. Meetings should not exceed two hours including dinner without the approval of the attendees. The Club President or presiding officer is responsible for the conduct and flow of the meeting. All oral reports should be concise and informational. LCI recommends that all clubs have at least one regular business meeting each month. FDLC normally holds one regular business meeting each month. They may have a special second meeting as well.

Meetings of the Board of Directors shall be held at a time, location and means (in person or using electronic technology) as the Board shall determine. It is recommended that the Board meet at least once each month.

Proper notice of the date, time and location of regular business meetings and board meetings will be provided to the club membership.

Section 3-02 USE OF ELECTRONIC MEDIA FOR MEETINGS

The use of electronic means to conduct a Board of Directors meeting or meetings of Club committees such as the use of, but not limited to; conference calls, video teleconferencing, speaker phones, text messaging, or other technology methods, etc. is approved. The use of electronic media to primarily conduct the club's regular business meeting(s) is also permitted but should only be used in rare instances since members meeting together in fellowship is also a valuable function of Lionism. The secretary advises the club membership when these rare conditions present themselves. Rare

instances might be described as due to weather, a meeting location not being available, some type of health concerns, etc.

Section 3-03 ORDER OF MEETINGS

The club president will preside at all club business meetings and Board of Directors meetings during his/her term in office. In the absence of the club president, one of the vice presidents in order of succession will preside at the meeting. To expose the first vice president to conduct a meeting before he/she becomes president, the current president should hand over the meeting responsibility at least one time during the president's term. All oral reports should be kept concise and be of informational value to the attendees.

The suggested agenda for club business meetings is as follows:

- Call to Order
- Pledge of Allegiance
- Song – (“America”, “America the Beautiful” or some other patriotic song)
- Invocation
- Lion’s Toast
- Dinner
- Introduction of Head Table & Guests
- Program/Speaker
- Tail Twister Time (optional)
- Reading/Review/Approval of Previous Meeting’s Minutes
- Secretary’s Report & Correspondence
- Treasurer’s Report
- Other Officers & Committee Reports
- Old/New Business
- Announcements
- Song – (“God Bless America” or some other patriotic song)
- Adjournment & Pictures

Section 3-04 TAIL TWISTER TIME – When time allows at regular business meetings, a period of several minutes should be set-aside for the Tail Twister. He/she is responsible for maintaining harmony and to encourage good feelings and enthusiasm at meetings by bringing the members together in friendship. He/she shall impose and collect small fines (25 cents or less) from members only (not guests) at meetings and shall use his/her best judgment when doing so. Much of the success of club meetings will depend upon his/her resourcefulness in promoting fellowship, fun and laughter among the members and guests present.

Section 3-05 LEADERSHIP OPPORTUNITIES FOR MEMBERS - To prepare various members for possible 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 membership retention; therefore, each member should be provided all the information available of training opportunities to better understand and respect the goals and objectives of Lions throughout the world. Such opportunities could include: USA/Canada Forum, District or Multi-District Training, Lions Learning Center, Lions Leadership Institute and other on-line 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 possibly 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 any of the cost associated with such training based on budgetary constraints in the Administrative Budget.

Section 3-06 CHEVRONS, AWARDS & RECOGNITIONS OF MEMBERS - Years of service as a Lion is often recognized via the presentation of Chevron pins – once a member reaches their 10th anniversary, pins designating years of service are presented at five year increments thereafter. The issuance (and timing) of these Chevron pins is the responsibility of Lions Clubs International (LCI), but it is customary for Freedom District Lions Club members to be presented their Chevron pins or any other awards at one of the following special events: a.) the District Governor’s official visit; b.) our annual Charter Night celebration; or c.) the Installation of new Club Officers meeting.

Even though Lions’ members do not expect recognition, it is still important to recognize members who have performed exceptional service to the Freedom District Lions Club, District 22-W, Lionism, and/or the community. The list of awards available vary, but include a possible Melvin Jones Fellowship, Arnall Patz Fellowship, Knights of the Blind Pyramid, District 22-W Honor Roll (Hall of Fame), District Governor’s Medal of Commendation, Progressive Melvin Jones or Arnall Patz Fellowships, Life Membership, or a Freedom District Lions Club Distinguished Service Award (plaque), etc.

The recommendation of a member for any of these awards by the Club requires the approval of the Board of Directors. Any awards involving expended funds (more than an Award certificate) also require the approval of the Board of Directors. Please note that some awards will require the expenditure of funds from the Administrative account while others will require an expenditure funded from the Activities account (e.g., presentation of a Melvin Jones Fellowship reflects a donation to LCIF from the Activities account).

Consideration for specific awards should be based upon the guidelines of Lions Clubs International and/or District 22-W, if available, and in conjunction with known activities of the member (e.g., the awarding of a Life Membership should be considered not only based on length of service but rather length of service combined with the member’s level of involvement in activities, contributions and accomplishments throughout his/her life as a Lion).

Attendance Pins: The Freedom District Lions Club has a tradition of recognizing members who have achieved 100% attendance at our business meetings during the previous Lions year. The Membership Committee will be responsible for deciding which members have met the recognition requirements and then informing the Club Secretary on how many pins to order. As a policy, members who have missed an FDLC business meeting normally have been able to offset (substitute) that missed meeting by attending a meeting at another Lions Club, attending a FDLC Board of Directors or Committee meeting, or working on an FDLC service or fundraising activity that occurs within 30 days of the missed club meeting and reporting such make-up to the Membership Chair.

Recognition of Club President: It has been another tradition of this Club to recognize the outgoing President with the awarding of a plaque in appreciation for his/her service of

leadership to the Club over the previous 12 months. The Club Secretary will be responsible for ordering this plaque with funds from the Administrative account. The plaque will be presented by the incoming President or Club Secretary on behalf of the club membership at the Installation of Club Officers meeting.

The Club Secretary to the best of his/her ability should annotate the receiving of awards on the "Member's Record" in the club secretary's notebook.

Section 3-07 IMPORTANCE OF VISITATIONS TO OTHER CLUBS

Visitations to other Lions clubs are encouraged by the District Governor and the FDLC Board of Directors and are beneficial in observing how other clubs operate. In addition to good inter-club fellowship, visitations to other clubs provide the opportunity to obtain potential helpful ideas for many club functions, such as on the operation of meetings, new service or fundraising activities, recruitment, public relations, etc.

Each member is expected to make a visitation to at least one other Lions club as part of an FDLC team during the Lions calendar year. A visitation team shall consist of at least two club members. The Visitation Chairperson will provide a list of clubs to be visited and begin to gather assignments no later than August of each year. Visitations for our club traditionally include visits to all the clubs in Region IV, as well as three visits to clubs in other regions outside of Region IV in District 22-W, and to one club outside of District 22-W (*Please refer to specific visitation criteria included each year in the District 22-W Roster Book*). FDLC friendship mini banners are available for members to present as a gift when visiting a Lions club located outside of Maryland.

Visitations may be made at Zone or Region meetings; however, visitation credit may only be awarded by the club hosting this meeting. In addition, any of our club's members serving as Region Chair, Zone Chair, Club President or Club Secretary (or their designated substitutes) may not be counted as part of our club's visitation team at these specific meetings, as they are required to be present at the Zone or Region meeting.

Lions intending on making a visitation **MUST** notify the club secretary of the club being visited at least six (6) days prior to their meeting. After completion of a visitation, the members of the FDLC team will provide a signed visitation slip (signed by the President or Secretary of the Lions Club visited) to our Visitation Chairperson or Club Secretary and will report on their visitation to the membership at the next business meeting - or the appropriate FDLC committee on any ideas they heard at the other club that might be worthy of consideration.

Section 3-08 EMAIL POLICY & ETIQUETTE –

Club's Email Policy: All members will receive via email the following:

- Lions Clubs International headquarters correspondence
- Lions District 22-W Weekly News email
- Lions District 22-W monthly newsletter
- FDLC Business Meeting Minutes
- FDLC Board of Directors Meeting minutes
- FDLC monthly newsletter
- Informational correspondence from FDLC Club President or Club Secretary
- Treasurer Reports from FDLC Club Treasurer

- Informational correspondence from various FDLC Committee Chairpersons when warranted (e.g., updates on service or fundraiser projects, update on health of members, etc.)

If available, members of the Freedom District Lions Club will be provided with access to the club's established "group or alias forwarding lists" of domain names in order to send Lions business-related emails to an individual member, club committee or to our entire club membership. Members also have the option of setting up their own personal email grouping lists.

Email Etiquette: Members are reminded to be professional when using email. Please use the email addresses of Lions members for Lions' business only (No jokes, stories, political or religious messages) unless you have received the prior approval of the individual member.

Include your name and contact information (e.g., phone number, email address & club name) in your email messages in case someone needs to contact you for additional information. Do not use the "Reply All" feature unless your response is applicable to everyone who was copied on the original email message.

Please respond to emails in a timely fashion, usually within 24-48 hours. If you need more time to formulate a complete response, send a reply indicating this so that the sender knows you have received the original email and are preparing a response on the issue.

Section 3-09 SELECTION OF CONVENTION DELEGATE(S) AND ALTERNATES

The Board of Directors or its designated committee shall name and appoint, subject to approval of the club membership, the delegates, and alternates of this club to district, multiple district, and international conventions. Eligible delegates and alternates must be a member of the club for a minimum of one year, in good standing, and entitled to vote at the convention in accordance with the rights and privileges as defined by Lions Clubs International.

The FDLC delegates and alternates are normally appointed from a list provided to the Board of Directors by the Club Secretary from those club members registered or planning to attend the appropriate convention. The club's appointed delegates can vote for candidates and support resolutions as they choose unless the club membership has taken an official vote in support of a specific candidate or resolution.

Section 3-10 CLUB OFFICERS AND QUALIFICATIONS

The Club's Officers (which make up the Board of Directors) will consist of the following positions. The term of office for each officer normally parallels the Lions calendar year (July 1st through June 30th).

PRESIDENT – Is nominated by the Nominations Committee and serves following his/her election for a term of one year. The President must be a member of the club for a minimum of two (2) years and be in good standing at the time of his/her election to office. The president will preside at regular Business and Board of

Directors meetings of the club but will only cast a vote in those instances of a tie vote of the other members present. A president will not be eligible to serve no more than three (3) consecutive one-year terms in this office.

IMMEDIATE PAST PRESIDENT – Is nominated by the Nominations Committee and serves following his/her election as Immediate Past President for a term of one year. The Immediate Past President must be a member in good standing at the time of his/her election to office. The Immediate Past President has voting privileges at Board of Directors meetings. Should the president serve more than one consecutive year in office, the nominating committee will select a former president to serve in this capacity.

FIRST VICE PRESIDENT--Is nominated by the Nominations Committee and serves following his/her election for a term of one year. Following that term in office, it is expected that the individual will move up and become president the following year. The First Vice President must be a member of the club for a minimum of two (2) years and be in good standing at the time of his/her election to office. The First Vice President has voting privileges at Board of Directors meetings. Should the president serve more than one consecutive terms in office, the nominating committee will nominate a member to serve in this capacity.

SECOND VICE PRESIDENT-- Is nominated by the Nominations Committee and serves following his/her election for a term of one year. Following that term in office, it is expected that the individual move up and become the first vice president the following year. The Second Vice President must be a member of the club for a minimum of two (2) years and be in good standing at the time of his/her election to office. The Second Vice President has voting privileges at Board of Directors meetings. Should the president serve more than one consecutive terms in office and the second vice president does not move up, the nominating committee will nominate a member to serve in this capacity.

THIRD VICE PRESIDENT (optional) -- Is nominated by the Nominations Committee and serves following his/her election for a term of one year. Following that term in office it is expected that the individual move up and become the second vice president the following year. The Third Vice President must be a member of the club for a minimum of one (1) year and be in good standing at the time of his/her election to office. The Third Vice President has voting privileges at Board of Directors meetings. Should the president serve more than one consecutive term and the third vice president does not move up, the nominating committee will nominate a member for this position.

CLUB SECRETARY-- Is nominated by the Nominations Committee and serves following his/her election for a term of one year. The Secretary must be a member of the club in good standing at the time of his/her election to office. The Club Secretary has voting privileges at Board of Directors meetings.

FINANCIAL SECRETARY (optional) -- Is nominated by the Nominations Committee and serves following his/her election for a term of one year. The Financial Secretary must be a member in good standing at the time of his/her

election to office. The Financial Secretary has voting privileges at Board of Directors meetings.

TREASURER-- Is nominated by the Nominations Committee and serves following his/her election for a term of one year. The Treasurer must be a member of the club for a minimum of one (1) year and be in good standing at the time of his/her election to office. The Treasurer has voting privileges at Board of Directors meetings.

MEMBERSHIP CHAIRPERSON-- Is nominated by the Nominations Committee and serves following his/her election for a term of one year. The Membership Chairperson must be a member of the club for a minimum of one (1) year and be in good standing at the time of his/her election to office. The Membership Chairperson has voting privileges at Board of Directors meetings.

LCIF CLUB CHAIRPERSON -- Is nominated by the Nominations Committee and serves following his/her election for a term of one year. The LCIF Club Chairperson must be a member in good standing at the time of his/her election to office. The LCIF Club Chairperson has voting privileges at Board of Directors meetings.

LION TAMER-- Is nominated by the Nominations Committee and serves following his/her election for a term of one year. The Lion Tamer must be a member in good standing at the time of his/her election to office. The Lion Tamer has voting privileges at Board of Directors meetings.

TAIL TWISTER (optional)-- Is nominated by the Nominations Committee and serves following his/her election for a term of one year. The Tail Twister must be a member in good standing at the time of his/her election to office. The Tail Twister has voting privileges at Board of Directors meetings.

CLUB DIRECTORS (maximum of 4 members) -- Are nominated by the Nominations Committee and serve following their election for a term of a minimum of one year. Traditionally, two (2) members are elected to serve a one-year term and another two (2) members are elected to serve a two-year term. Club Directors must be members in good standing at the time of his/her election to office. Each Club Director will have voting privileges at Board of Directors meetings.

Note: **OTHER COMMITTEE CHAIRPERSONS** -- Are selected and assigned by the Club President and serve for a period of one year concurrent with the President's term of office. Committee chairpersons have no voting privileges when attending Board of Director's meetings unless authorized by the club membership. (*Please refer to Section 3-12, 3-13, 3-14 and Sections 4, 5, and 6 in this manual for additional information about Club Committees.*)

Section 3-11 DUTIES OF CLUB OFFICERS

PRESIDENT -- Serves as the chief executive officer of this club; presides at all meetings of the Board of Directors and this Club; issues the call for regular

meetings and special meetings of the Board of Directors and the club; prepares meeting agendas with club secretary; appoints the standing and special committees prior to the beginning of his/her term in office of this club and cooperates with their chairpersons to effect the regular functioning and reporting of such committees; see that regular club elections are duly called, noticed and held; and cooperates with, and is an active member of, the District Governor's advisory (Zone) committee of which this club is located. Also, serves as an ex-officio member on all club committees and on the Freedom District Lions Club Foundation's board of directors.

IMMEDIATE PAST PRESIDENT -- Serves as a mentor and advisor to the President; he/she and the other past presidents shall officially greet members, their guests and other visitors at club meetings and shall represent this club in welcoming all new service-minded people in the community to our club. The immediate past president is a member of the club's Membership Committee and chairperson of the Nominations Committee for the year following their term as president. Also, serves as an ex-officio member on the Freedom District Lions Club Foundation's board of directors.

FIRST VICE PRESIDENT—Presides during the President's absence or temporary incapacity. Serves as the Club Service chairperson unless that position is filled by the election of another member. In addition, the First Vice President shall be assigned to various Committees of the Club by the President as the liaison between the Board of Directors and the Committee Chairpersons. He/she shall assist those assigned Committee(s) in the planning, organizing, and executing of their duties during the business year. He/she shall be assigned such other duties as the President may deem necessary for the good of the Club. The first Vice President also serves as an Ex-Oficio member of FDLC Foundation Board.

SECOND VICE PRESIDENT--Serves during the President's and First Vice President's absence or temporary incapacity. Serves as the Club Marketing Communications chairperson unless that position is filled by the election of another member. In addition, the Second Vice President shall be assigned to various Committees of the Club by the President as the liaison between the Board of Directors and the Committee Chairpersons. He/she shall assist those assigned Committee(s) in the planning, organizing and executing of their duties during the business year. He/she shall be assigned such other duties as the President may deem necessary for the good of the Club.

THIRD VICE PRESIDENT (optional) --Serves during the President's, First Vice President's and Second Vice President's absence or temporary incapacity. In addition, the Third Vice President shall be assigned to various Committees of the Club by the President as the liaison between the Board of Directors and the Committee Chairpersons. He/she shall assist those assigned Committee(s) in the planning, organizing and executing of their duties during the business year. He/she shall be assigned such other duties as the President may deem necessary for the good of the Club.

SECRETARY-- Prepares meeting agendas with club president. Shall maintain a record (minutes) of the meetings of the Club and Board of Directors and provide copies of the minutes following each meeting to the Board of Directors and Club members for review and approval and shall maintain the approved meeting minutes as part of the permanent record of this Club. The Secretary shall have custody and maintain other records of the Club including those of the bylaws, policy & procedures, elections, committee appointments, each member's current contact information and a record of the member's service to Lionism. The Secretary is responsible for reporting membership changes and service activities of this Club and any other required reporting to this Lions District and/or Lions Clubs International. He/she shall act as the liaison officer between the Club and the District in which this club is located. He/she shall cooperate with, and be an active member of, the District Governor's advisory (Zone) committee of which this club is located. He/she shall be an authorized signatory on the checking and other accounts of the Club along with the Treasurer and Financial Secretary. He/she shall be a member of the Membership Committee. He/she shall be assigned such other duties as the President may deem necessary for the good of the Club.

FINANCIAL SECRETARY (optional) -- Shall invoice, collect, and maintain records of the dues and other monetary obligations owed the Club by its members and bring to the Board of Directors attention any member with outstanding obligations of over 60 days. Promptly remit to the club treasurer all funds that come into his/her possession. He/she shall be an authorized signatory on the checking and other accounts of the Club along with the Treasurer and Secretary. He/she shall be assigned such other duties as the President may deem necessary for the good of the Club.

TREASURER- Shall be an authorized signatory on the checking and other accounts of the Club along with the Secretary and Financial Secretary. Shall maintain all the financial records of the Club in accordance with Lions Clubs International established procedures; and provide copies of the pertinent records promptly at meetings of the Board of Directors and general membership for review and presentation and, shall maintain these 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 (i.e., IRS-990 forms). Shall assist in the preparation and monitoring of the annual budgets for the Club. Shall submit all financial records for audit when requested by the Audit Committee. He/she shall be assigned such other duties as the President may deem necessary for the good of the Club.

MEMBERSHIP CHAIRPERSON- Shall lead the Membership Committee and help them to develop and implement a yearly growth program for the club as approved by the Board of Directors. Shall regularly report to the board and club and encourage and assist members in bringing qualified new members into the club, always using proper recruitment methods. Shall monitor attendance of current members at business meetings and as warranted, follow-up with those members who have missed several consecutive meetings. In addition, will work with the club's leadership in insuring that membership losses are kept at a

minimum. Shall conduct an exit interview with members who have resigned from the club and submit a report to the Board of Directors. Shall serve as a member of any Zone level membership committee and cooperate generally with membership programs at the district level.

LCIF CLUB CHAIRPERSON- He/she shall serve as our club's official local representative for the Lions Clubs International Foundation (LCIF). He/she shall share the success and benefits of LCIF programs with members and others, motivate others to support LCIF, and help enable the foundation to advance its humanitarian work in our community, district, and around the world. He/she will work closely with the club leadership and communicate directly with the District's LCIF Chairperson to ensure alignment with any District 22-W goals.

LION TAMER- Shall oversee and be responsible for the club's property (flags, club banners & poles, podium, gong, gavel, personal address (P.A.) speaker system, song books, etc.) used at meetings. Shall see that they are properly placed prior to the beginning of each regular business meeting. He/she also will assist the past presidents as the official greeters at meetings, always welcoming guests and seeing that seating places are provided for all.

TAIL TWISTER- Shall be responsible for maintaining harmony and encourage good feelings and enthusiasm at meetings by bringing the members together in friendship. He/she shall impose and collect (small) fines from members at meetings and shall use his/her best judgment when doing so. Much of the success of club meetings will depend upon his/her resourcefulness in promoting fellowship, fun and laughter among the members and guests present.

CLUB DIRECTORS (maximum of 4 members)- Shall with the other officers and members of the Board of Directors assist in formulating and executing the policies of the club. Two of the four Club Directors (along with another club member from outside of the Board of Directors) will serve as the Audit Committee.

CLUB ARCHIVIST/HISTORIAN (Optional) Shall assist the Secretary in maintaining long-term club records and reports. These may be held hardcopy or via electronic means.

Section 3-12 DUTIES OF CLUB COMMITTEE CHAIRPERSON(s)

He/she will be responsible, along with their committee members, for carrying out the mission (function/project/event) for which their position or committee was established. Chairpersons are expected to involve the other committee members in the project and not do it alone. Chairpersons and committee members should mutually agree to the specific tasks and timeframes necessary to successfully accomplish the committee's mission. Chairpersons need to remember committee members are volunteers and they are responsible for fostering a good working environment to mutually accomplish the committee's tasks.

As needed, the Chairperson should consult with the Club President or a Club Vice President (if a Vice President has been assigned as the committee's liaison) so as to keep

the Board of Directors fully informed about the progress of the project or event so that the Board may provide any assistance as may be necessary to address any issue or problem that is encountered. The Committee Chairperson should maintain a record & timeline of the actions taken and contacts made by the specific committee in fulfilling their task so as to assist any future Chairperson of this same committee in carrying out the plans for those projects or events that may be carried over or repeated on a regular year-to-year basis. Committee chairpersons must submit a report to the secretary delineating the project, how many members were involved, the volunteer hours expended by the members and how many people were impacted by this project. These reports are transmitted to LCI by the secretary.

If this is a fundraising project, the Committee Chairperson is expected to submit a financial report upon the conclusion of the fundraising project to the Board of Directors identifying/summarizing by categories all donations, both monetary and in-kind, income and expenses related to the project, the final “profit or loss” of the fundraising project, and any recommendations on the operation of the fundraising project for the next year. A similar report noted in the previous paragraph will be submitted to the secretary upon completion of the fundraiser. for submission to LCI or the district.

A similar report is to be made if this is a service project. At the minimum, it will be a verbal report to the membership stating the project goals, the number of lions involved, the number of people helped, and any lessons learned.

Both fundraising and service projects will be reported to the Club’s Secretary so that they be reported to Lions Club International (LCI) via MyLion..

Section 3-13 STRUCTURE OF CLUB COMMITTEES

It is the responsibility of the incoming President to form groups of members as committees who will carry out the responsibility of leading the club’s various service projects, fundraising activities, and other events expected to occur during his/her year as Club President. **The incoming President should have the chairpersons and members of each club committee appointed and announced prior to assuming office on July 1st.** Each able-bodied club member is expected to serve on a minimum of two (2) committees or projects every year. The President may also appoint a club Vice President to oversee a large group (committee) to facilitate success and provide support.

Please note a minimum of committee areas designated by Lions Clubs International must be formed while additional committee areas as dictated by the traditions of this club and the preference of the Club President & Board of Directors may be included and vary from year to year. Committees or projects within the Freedom District Lions Club can be identified by nature of their mission into three (3) categories - Service Activities, Fundraising Projects, and Administrative operations. Below is a list of the Standing Committees as identified in the club’s bylaws. These committees along with some additional special club committees/projects or key positions are described in more detail in Sections 4, 5 and 6 of this manual.

Service Activities Committees: Alert/Safety, Childhood Cancer, Citizenship Services, Club Merchandise Diabetes Awareness, Drug Awareness, Educational Services, Environment Services, Feeding the Hungry Projects, Fire Department Liaison, Hearing

Preservation Awareness & Action, International Relations, Medical Equipment, National Night Out, Preschool Vision Screening, Reading Action Program, See More Support Group, Sight Conservation, Social Services, Sykesville Liaison, Veterans Support Services, and Youth Outreach & Leo Support.

Fund Raising Committees: Carnival French Fries Sales, Carnival 50/50 Raffle, Citrus Fruit Sales, FDLC Golf Tournament, Nell's Acres Bingo, and Freedom Park Snack Shack.

Administrative Committees: Attendance, Audit, Catered Meals, Chaplain, Charter Night, Constitution & Bylaws, FDLC Foundation, Finance/Budget, Greeter & Sick, Holiday Party, Information Technology, Marketing Communications, Membership, Newsletter, Nominations, Programs, Social, and Visitations.

Some areas of responsibility might be planned and implemented by the previous year's Committee – such as groups that need to plan events that will occur early in the next Lions year (e.g., FDLC Golf Tournament). The incoming President should make sure members assigned to committees fully understand their duties and for which year's events they are responsible. The President is to encourage the committee to develop and plan their agenda and submit reports through the supporting Vice President as their liaison to the Board of Directors. The President is available to provide guidance should it be requested by the committee or to correct the direction of the committee if necessary.

Section 3-14 APPROACH TO STRENGTHEN COMMITTEES

Members often find themselves involved in a project for the first time with many questions and few answers readily available. The following three actions are offered as assistance:

Develop Turnover Folders: Each current Committee Chairperson is requested to develop a turnover folder for their service activity, fundraising project, or administrative function that will provide key information to their successor about the structure and operation of the specific committee, including key contacts, needed implementation steps, suggested timeline for completing various tasks/steps, history of the project/event, and information on traditions related to the project that have evolved over the years, etc. It is expected that these folders will be provided (turn over) by the Committee's current chairperson to the next incoming chairperson when there is a change in that committee's leadership.

Utilize Previous Committee Chairpersons and Members: As needed to supplement the information in the Turnover Folder, new incoming Committee Chairperson(s) should contact the previous Committee's chairperson or its members to obtain any additional needed information.

Establish a Resource Group: As needed to supplement information available from the above, and as a way to provide on-the-job coaching, the chairperson might consult other reliable club members to serve as a possible resource group that might help him/her to becoming more comfortable in leading and implementing his/her assigned project/event. Upon request, this resource group might be able to provide suggestions and recommendations while encouraging and coaching the committee chairperson &

members to also step outside the box and bring new life to their project/event. Those members part of a resource group should only serve to SUPPORT and ENCOURAGE, - but NOT to direct or takeover the event – instead, allow the current committee members to do their job and to help them succeed. The resource group also should remind the Committee Chairperson(s) of the importance of developing (or adding information to) the appropriate Turnover Folder for the committee’s next chairperson’s future use.

Section 3-15 DEFINITION OF ADMINISTRATIVE FUND

Fund is made up of payments from Lions through dues, fines, advertisement revenue, rental fees and other individual Lions contributions. These funds may be used for either public projects or for internal Lions use such as meeting and convention expenses, leadership training expenses. incorporation fees, audit fees, newsletters, bulletins, and other club operating and administrative expenses. *(From LCI Board Policy Manual, Chapter XV, Paragraph B)*

Section 3-16 DEFINITION OF PUBLIC / ACTIVITY FUNDS

Are the net earnings of income raised from activities open to the public, public contributions, bequests, and money accumulated from invested public funds. *(From LCI Board Policy Manual, Chapter XV, Paragraph B)*

Section 3-17 FUNDRAISING ACTIVITIES

Much of FDLC’s service to our community, district and world is dependent upon effective and profitable fundraising activities by the club every year. All club members in all membership categories are expected to participate in fundraising activities to the extent they are able. The club currently conducts four major fundraisers during the year: a Fall Golf Tournament, Citrus Fruit Sales, Freedom Park Snack Shack, and the Carnival French Fries Sales. *(Please refer to Section 5 for a further description of these fundraisers.)*

It is hoped that every member will support the club’s fundraisers by gathering orders from family & friends, seeking sponsors, making donations, working at the event, or personally buying at least one item from the fundraiser so that we can achieve 100% support of the event by the membership.

It is suggested that an “lessons learned” effort occur after each fundraiser by its committee to determine if the particular project is cost effective and successful and/or if changes need to be implemented in the future. Upon the recommendation by the specific fundraising committee, the Board of Directors will approve/disapprove the changes or the elimination of a fundraiser – and the appropriate recommendations will then be submitted to the club membership for approval.

All club members are encouraged to offer suggestion(s) for new fundraising projects to the Board of Directors for consideration.

Reimbursement to Members: Although donations of materials and/or voluntary purchases to support fundraising events are appreciated, the club expects to pay the costs of its events and encourages members to submit receipts in a timely manner and accept reimbursement. All reimbursements are expected to be submitted to the Club Treasurer

within 30 days after the expense is incurred. Any receipt **not** received by the Club Treasurer after 60 days of the event will be considered a donation to the Club.

Use of Fundraising Funds: As a general guideline, monies collected through fundraising should be spent on the club's charitable service activities within one year of collection. While ample funds to satisfy day-to-day needs and emergency requests must be maintained, stockpiling large sums of money without specific targeted needs is discouraged. Targeted needs examples are funds carried over from the fiscal year to pay for pre-expenses incurred for large fund raisers e.g., fruit, golf tournaments, etc. A close monitoring of the club's actual (yearly) income and the possible need for any changes in the amount of dollars disbursed to service projects/programs must be maintained by the Board of Directors.

Section 3-18 FOOD CONSUMED BY MEMBERS AT FUND RAISERS

Most fundraisers could not be conducted without the involvement of many club members as volunteers. Every effort of every member and other volunteers is greatly appreciated. Most participants become part of that event because they want it to be successful to allow the club to help others in need. Therefore, to assure maximum profit, unless otherwise stated, all members should pay for food they consume at the fundraising event. Refreshments (bottle water and/or soda) will be available gratis (free) to members and volunteers during their work time at certain events (e.g. carnival fries stand, pop-up food pantry). In circumstances where Leos are volunteering at Lions fundraisers, they are expected to follow this same standard.

Section 3-19 PROCUREMENT OF GAMING / RAFFLE PERMIT

From time to time, some fundraising projects/events (e.g.; carnival raffles, bingo, casino nights, etc.) that the Freedom District Lions Club might conduct will require the application for a gaming/raffle permit from the Carroll County Government offices in Westminster. Prior to applying for this permit, the Chairperson of the specific fundraising project/event should first submit an oral or written request on the need for a permit in a timely manner to the Board of Directors for their consideration/approval. The Committee chairperson or his/her designee cannot apply for a gaming/raffle permit at the Carroll County Government officers until the Board of Directors has given their approval. These requests must be carefully considered as the misuse of a gaming/raffle permit could have serious repercussions on the club's reputation.

Section 3-20 ACTIVITIES OUTSIDE OF THE FREEDOM DISTRICT AREA

Occasionally, we might be requested or invited to conduct service activities or fundraising projects outside our local community (postal codes 21784 and 21104 / refer to Section 1-04). When this occurs, we must be cognizant of our fellow Lions Clubs and avoid "intruding" into their areas without proper discussion and agreement. Prior to committing to participate in an activity in an area where another Lions club is located, courtesy phone calls should be made to those Lions clubs. For example, if we are asked to consider providing a food booth for an event to be held in Smallwood, we should first contact the Deer Park Lions Club and Roaring Run Lions Club to determine if they have any concerns with us doing so.

Section 3-21 RECOGNITION OF NEW & OTHER LIONS CLUBS

LCI encourages membership growth and one form of that is the establishment of new clubs. Everyone should celebrate a new club and one way that the Freedom District Lions Club can do that is by donating to the newly established club to assist them in getting a good start in Lionism. As a policy, the Freedom District Lions Club will donate \$50.00 to newly formed Lions Clubs within District 22-W. These donations will come from the Administrative Account and must be approved by the Board of Directors.

Also, when funding in the Administrative Account will permit, and with Board approval, the Freedom District Lions Club will recognize the other Lions Clubs in Region IV/Zone 3 celebrating milestone anniversaries (e.g.; 25th, 50th, 75th, 100th year, etc.) and are having a special banquet and/or program booklet (ads) by making a donation not to exceed \$100.00.

Section 3-22 RECORD KEEPING, BUDGETS, UNBUDGETED ITEMS AND AUDITS

Financial Records:

Separate accounting **MUST** be maintained for the **Administrative funds** (cost of operating the Freedom District Lions Club) versus the **Activities funds** (funds received from the public and dispersed back to the public). No public funds can be used to cover any administrative expenses of operating the club. Monthly (treasurer) reports, detailed accounting records and bank statements **MUST** document this separation of funds.

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 in a timely manner and accept reimbursement. All reimbursements are expected to be submitted to the Club Treasurer within 30 days after the expense is incurred. As stated in Section 3-14 *Fundraising Activities*, any receipt **not** received by the Club Treasurer after 60 days of the event will be considered a donation to the Freedom District Lions Club.

Monthly (treasurer) 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 Activities Fund, and any other accounts maintained under the auspices of the Freedom District Lions Club. If applicable, the use of a transfer account is allowed for flow through funds to help prevent material swings in the financial statements.

Preparation of Annual Budgets:

The Club's budgets for the next Lions (fiscal) year will be developed by the Club Treasurer and the Finance Committee; and presented to the Board of Directors in a time frame consistent with approval by the Board of Directors and a recommendation for approval to the general membership. Committee chairpersons are expected to submit any budget requests for the next year to the Club Treasurer by May 31st. All club budgets for the new fiscal year must be approved by the club membership no later than August 31st. There will be two budgets – an Administrative Budget and an Activities Budget. During preparation of the Club's budgets, consideration should be given to include funding for those items listed under the "Club Excellence Award" guidelines for the upcoming year in the District 22-W Roster Book.

If, for some reason, the Club budgets cannot be approved by the membership before the start of the next Lions fiscal year, the Board of Directors will approve a motion prior to June 30th that will authorize the Club Treasurer to continue to pay the club's obligations through a specific date in the new Lions year and/or at a specific expenditure level.

Review & Approval of Unbudgeted Items:

Committee chairperson(s) are expected to complete their committee's yearly objectives/tasks within their approved funding level - if one has been issued to their committee via inclusion in the club budget. During the year, Committee chairpersons should alert the Club President and Club Treasurer as soon as possible if their committee's actual spending and remaining tasks-to-still-be-completed might justify a request for additional funding or have other recommendation(s) to be submitted to the Board of Directors.

The Board of Directors, after due consideration, are authorized to approve individual unbudgeted items up to \$650.00 that are received during the year. Unbudgeted items exceeding \$650.00 will require the approval of the club's membership at a business meeting following a recommendation by the board.

Procedures for the Annual Financial Statement Audit/Review

An internal audit must be conducted no less frequently than annually and each time a change in the position of Club Treasurer occurs. A written report from the Audit Committee will be presented to the Board of Directors upon completion of the audit. The audit should be performed as soon as practicable after the close of the Lions' business year on June 30th, but no later than November 30th of the same calendar year.

The Audit Committee shall be sure to annotate at the beginning of the report the period that the audit/review covers. The Audit Committee report will be presented to the Board of Directors by its December meeting for approval.

Audit Procedure:

- a. Verify using bank statements, etc. beginning balance with prior year ending balance for each club account matches treasurer's financial records/reports.
- b. Spot check invoices to checks to statements for a minimum of four (4) checks per month for the Freedom District Lions Club.
- c. Spot check deposit slips to bank statement and financial statement for two (2) deposits per month for Freedom District Lions Club
- d. Spot check two reimbursements to club members (looking for invoices provided to Club Treasurer for the stated reimbursements). If there were not enough reimbursements in any one-month, it should be noted as such.
- e. Verify bank statement's ending balance (as of June 30th) for each club account matches treasurer's financial records.
- f. Review any un-cashed checks for prior year and determine Club Treasurer's plan in regard to those checks (i.e. contact payee and replace check or write-off amount and add back into balance) and time frame for those actions.
- g. Review prior year's Audit Report comments and determine if they were addressed by Club Treasurer and/or the Club.

- h. Write this year's Audit Report and submit to the Board of Directors by its December meeting.

A copy of the completed audit/review report will be retained by the Club Treasurer, the Audit Committee chairperson, and the Club Secretary.

IRS Form 990:

The Audit Committee and Club President are to do a follow-up by October 31st to verify yearly filing of the appropriate IRS Form-990 for the Freedom District Lions Club will be completed and submitted by the Club Treasurer (or a designated accountant/representative approved by the Board of Directors) before the required date of November 15th. This is especially important since there is a potential sizeable fine to the club if this document is not submitted to IRS timely. If the IRS Form-990 cannot be completed for some reason by November 15th an extension request must be submitted to the IRS.

Other Records:

Club records (including, but not limited to, attendance, meeting minutes, other correspondence, etc.) will be maintained by the Club Secretary in a complete and accurate fashion and made available upon request of the Board of Directors and/or membership. When financial and secretarial records are four years old, they will be provided to the Club Historian for retention or disposal, as appropriate. Records may be kept in hard copy or in other electronic means.

Section 3-23 PROPER USE OF FUNDS

The operations of the Freedom District Lions Club are to be in accordance with the provisions of the Lions Club International (LCI) policy and guidelines on the use of funds (*Please refer to LCI Board Policy Manual - Chapter XV, Section B, effective July, 2011, "General Policy on Funds Raised from Lions Clubs Activities"*) and State and Federal regulations.

The Freedom District Lions Club's Policy and Procedures Manual is to be consistent with the LCI policy and guidelines on the use of funds, but all members are reminded of the following specific policy and guidelines. *For additional guidance, please refer to LCI "Use of Funds Guidelines" effective February 2012).*

1. Funding raised from the public shall not be used to benefit any individual Lion, or a dependent family member as an individual.

a. Individual Lions: The use of public funds for individual Lions generally is not allowed. However, funding for Lions members is allowable if the public funds are provided as part of a program open to the general public and the Lions meet the same eligibility criteria established for the disbursement of funds and assistance.

b. Relatives of Lions: As long as a Lion will not receive a financial benefit, relatives of Lions may be considered for public funds. However, another part of the guidelines implies that a decision for funding (e.g.; scholarship) for children and grandchildren of Lions should be made by a group outside of the control of the Lions Club. This provision is presumably a safeguard to prevent favoritism.

Based upon the above, Freedom District Lions members, their family members and relatives may receive public funds as part of a Lions assistance program as long as the program is open to the public, and they, their family members and relatives are not given preference, fully qualify for the assistance, and are subject to the same evaluation procedure as all other applicants.

However, the funding for medical costs or other financial needs of Lions apparently may not be funded through special Lion Club events, (e.g., a benefit Breakfast fundraiser) since funds would be raised from the public.

2. Private individuals or entities: The LCI policy also states that public funds must not be solely used for the benefit of any private individual or entity.

a. **Individuals:** The general purpose of the Lions Club is to provide assistance to others, including the local community and those individuals in the community needing assistance due to conditions such as vision loss, other health issues, poverty, natural disasters, etc. A ban of all assistance to individuals would defeat the purpose of the Lions Club. Therefore, the Freedom District Lions Club will continue to assist the local community and specific needy members of the community. In providing such assistance, the Freedom District Lions Club, when appropriate, may sponsor and hold special public fundraisers to benefit specific needy individuals in the local community, as long as the public is made aware of the reason(s) for the event and the identity of the recipient(s).

b. **Private Entities:** Since some individuals in our local community can best receive assistance through a private entity, the Freedom District Lions Club will continue to provide assistance through private entities if such assistance is provided in a way that the full benefit of the funding flows through to individuals from the local community and such assistance does not benefit the private institution. For example, funding may be provided to students in local private schools but such funding must not benefit the private school and, since the Lions Club is a non-partisan and non-sectarian organization, must not be used for religious or political purposes. Similar conditions would apply to resources provided to occupants of local private nursing homes, etc.

3. Lion Clubs, as non-partisan charitable organizations, cannot use public or administrative funds to support or endorse political candidates.

Section 3-24 USE OF SPECIFICALLY DONATED FUNDS

The purpose of this policy is to document the guidelines to be followed when the Freedom District Lions Club has in its possession funds that have been obtained or allocated for use in assisting medical or other related needs for person(s) in the community. Often these funds are derived from the public's support of a specific club fundraiser that has been designed as a benefit for a specific person or family. It is the policy of the Freedom District Lions Club that fundraisers held for the benefit of a specific person or entire family is restricted to those located within the Sykesville/Eldersburg postal code 21784 (refer to Section 1-04 *Service Area*) or Marriottsville postal code 21104. The individual or family must be contacted to obtain their agreement/approval to proceed with the event for their benefit and made aware of the planned advertising and the planned method of dispersing funds (see next paragraph), as well as the ultimate disposition of any remaining funds after the original intent is

satisfied. These plans/agreements should be in a written form prior to the event and provided to the individual or family along with the planned advertisements (announcement to media, flyers, etc.).

There might be occasions when the Freedom District Lions Club will perform a fundraiser for a specific cause where the fundraiser will be under a Joint Service Clubs or community fundraising effort. When planning this type of a fundraiser, agreement between the other Service Clubs and/or other organizers of the community fundraiser, and the Freedom District Lions Club is required with final approval by the FDLC Board of Directors.

Any funds held for future disposition for a designated purpose must maintain identification as to the source and purpose. Financial Reports must be footnoted to earmark funds collected, expended and remaining available for these specific purposes. Expenditures should not be made directly to the individual or family, but rather made to providers (e.g., hospitals, doctors, pharmacies, etc.) on behalf of the individual or family. However, the Board of Directors may also approve the use of funds for the general support of an individual or family in distress. In such cases, the club may provide funds directly to the individual or family for “non-medical” expenses such as housing, utilities, food, or other routine expenses. The individual or family must be made aware that a full accounting of the use of the funds is required. Any funds remaining after the need ceases to exist, will continue to be identified as “Assistance” funds, but will lose the identity of the original designee. This fact **MUST** be adequately communicated to all at the time the “benefit” is planned so as to not mislead the individual or family or the public. Since financial obligations may continue for an extended period after the need appears to cease, the funds will retain their original identity and availability until one year has elapsed with no activity or use. At that time, any remaining funds will become available to other person(s) in the community for medical and other related needs, unless other arrangements have been made between the original recipient (or family) and the club.

Section 3-25 FINANCIAL ASSISTANCE PROVIDED BY FDLC

When needed, the appropriate FDLC committee or a special committee will interview requestors of financial assistance to determine the need and to gather all appropriate information that might be needed by the Board of Directors for their consideration. The Committee will then evaluate the request and submit a recommendation to the Board of Directors. The Board will act on the request based on the application & supporting documentation and recommendation of the Committee. If approved, payment requests will be sent to the Club Treasurer for processing. Unless a special exception has been granted, all payments are to be made to vendors (rather than directly to individuals or families) to insure proper direction of the funds. Additionally, we do not participate in “reimbursable funding” – if a family finds a way to pay their bills prior to receiving our assistance, we believe that our funds will then be better used to assist others elsewhere.

Section 3-26 FINANCIAL ASSISTANCE PROVIDED BY FDLC FOUNDATION

From time to time, the Freedom District Lions Club Foundation, Inc might be requested by individuals, groups, or other organizations to be the collection umbrella for a fundraising effort. All these requests must be carefully considered by the FDLC Foundation’s board of directors, as any mistreatment of the foundation’s tax-exempt 501-C3 status could have serious repercussions to the foundation and club. If it is agreed to; a

FDLC Foundation, Inc. board member (preferably the Foundation's treasurer) should be involved in the activity for the entire duration of the project. All funds for the specific cause or project will be accounted for by the FDLC Foundation's treasurer reflecting both income and disbursement/expenses for tracking ease.

Section 3-27 FREEDOM DISTRICT LIONS CLUB-OWNED EQUIPMENT

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

The club shall maintain a listing of all equipment (including medical assistance equipment) currently owned by the Freedom District Lions Club, the normal storage location of the equipment, and the club committee or member responsible for the equipment. This listing must be updated as changes occur and maintained by the Chairperson of the Medical Equipment Committee. Members involved with acquiring additional new or used equipment for the club are responsible for reporting the pertinent information of the equipment (type of equipment, model, serial number, date purchased, value, storage site, etc.) to the Chairperson of the Equipment Inventory Committee or Medical Equipment Committee who will provide a copy of his/her updated list to the Club Secretary and the Club Treasurer.

Equipment Owned by the Club:

Equipment and other property owned by the Freedom District Lions Club Inc. (including medical assistance equipment) will be stored at the club's storage building on the grounds of the Sykesville Freedom District Fire Department unless the Board of Directors has otherwise given their approval of another location. If possible, all equipment should be labeled as owned by the Freedom District Lions Club. Repairs, replacements and/or discard of old equipment will be made as necessary and done in compliance with the approval of the appropriate club committee and the Board of Directors. If funding, that is not budgeted, is needed to purchase additional equipment, the appropriate Committee Chairperson will submit a request for consideration and approval to the Board of Directors. Removal or loaning of items from the storage site is allowed only after completion of the appropriate club form(s).

Equipment Available for Use by the Public:

Except when prohibited by prior written agreements, FDLC equipment may be loaned to the public, to club members, to other Lions Clubs in District 22-W, to other community organizations, and the Freedom District Lions Club Foundation only after any appropriate training has been provided to the user(s).

1. **Awareness** – The appropriate committee chairperson or designee will take the lead on publicizing the availability of designated equipment via appropriate resources – social or other media, etc. and will make recommendations to the Board of Directors as to whom it should be provided and for what period of time.
2. **Training** – The appropriate committee chairperson or designee will provide adequate training of equipment for intended user(s) and inform the Board of Directors of any concerns.

3. **Placement of Equipment** – In order to allow maximum utilization, all equipment should be located at the club’s storage building where multiple users can gain access. If another storage location appears necessary, such placement of stated equipment must be approved by the Board of Directors and the membership informed of the equipment’s alternate location.
4. **Repair/Replacement** – Repairs and/or replacements of equipment will be considered by the Board of Directors on a case-by-case basis and will be based upon the recommendation of the appropriate committee, cost of such equipment, past history of use and problems, the club’s budget, etc.
5. **Identification** – Upon acquisition, each item of equipment if possible, must have a permanent tag attached or engraving indicating it is the property of Freedom District Lions Club. This tag should also include model/serial number, etc., when possible.
6. **Length of Use** – The loaning of each piece of equipment still outstanding should be evaluated no less than every six (6) months by the appropriate club committee chairperson to determine if the individual or organization still has a need to retain our equipment and no other potential user(s) with a need have been identified.

FREEDOM DISTRICT LIONS CLUB, INC. POLICY AND PROCEDURES

Section 4

Description of Service Activities / Projects

Note: Chairperson of the below committees or projects are responsible for reporting their committee’s activities to the Club Secretary via email on a monthly basis or no later than as their projects are completed. This report should include as appropriate: 1) date of activity/event; 2) name of committee; 3) brief description of activity/event; 4) number of FDLC Lions participating; 5) total estimated number of volunteer hours worked by FDLC Lions on activity/event; 6) funds raised or spent; 7) estimated number of people served; and 8) any other appropriate information about the activity/event. The Club Secretary will be responsible for reporting these club activities to Lions Clubs International. Additionally, the Chairperson will make a brief oral report of the activity to the club’s membership.

Section 4-01 ALERT / SAFETY COMMITTEE: Coordinates possible assistance to local disasters as might be requested by District 22-W Alert Program chairperson; works in conjunction with local entities on needs or projects within the community of which the club might choose to assist with manpower and/or funding; and makes recommendations to the Board of Directors. Maintains & distributes a club phone tree to be used by membership in the event of an emergency. Ensures all activities of the club are performed without potential harm to anyone. Checks for reasonable safety compliance at

club meeting site and before & during special events of the club such as fundraisers (ex. French fries stand) and follows up to ensure timely and sufficient corrective action has been taken when necessary.

Section 4-02 AMERICAN HERITAGE / CITIZENSHIP COMMITTEE: Provides an educational program on the history of the American flag to fifth grade students in local elementary schools each year. As an example, a committee of FDLC volunteers has been conducting this program at Piney Ridge Elementary School for many years. Normally, it is about a 90-minute program on an afternoon in March or April. At the conclusion of the educational program, the committee provides each student with a gift of a small American flag and wooden pedestal.

This committee is also responsible for overseeing the club's participation in the annual Lions District 22-W "American Heritage, Preservation & Patriotism Essay Contest" if FDLC chooses to sponsor this contest locally. This contest has several category judging levels (e.g., Elementary age, Middle School age, High School age, Adult (non-Lion), and Adult (Lion member). Essay topics, categories and the district's due date will be announced by District 22-W. The FDLC essay contest is open to residents living within the Freedom District Lions Club's service area. The committee will be responsible for sharing contest information with those schools in our service area that choose to participate – and then judging the submitted essays. The committee will invite each category's (age group) essay winner in the locally FDLC-sponsored contest to a club meeting where they will be given an opportunity to read their essay to club members and receive a \$25.00 value prize & certificate. Their winning essays also will be forwarded to the Zone and/or Regional for further essay judging contest.

Section 4-03 BACK TO SCHOOL SUPPLIES PROJECT: This project is a collaborative effort with Century High Leo Club and Liberty High Leo Club members. Each August, members of the Century High Leo Club & Liberty High Leo Club along with some FDLC members shop at Wal Mart for school supplies & backpacks for children in need at the five local elementary schools.

Section 4-04 CHILDHOOD CANCER COMMITTEE: This committee is responsible for providing the club with ways to possibly assist children with cancer in our community or elsewhere; also coordinates the club's purchase or collection of new children's toys, games & stuffed animals for delivery several times each year to hospitals where children suffering from cancer are undergoing treatment.

Section 4-05 CHRISTMAS / HOLIDAYS GIFTS PROJECT: This project is a collaborative effort with Century High Leo Club and Liberty High Leo Club members. On a Saturday in December, the Leos, FDLC Lions & faculty advisors shop at Wal Mart for holiday gifts for children-in-need in the Sykesville/Eldersburg community. The group then goes to a location where they wrap all the gifts. The parents or guardians of the children pick up the bags of gifts later that afternoon. In addition, shopping cards might be given to some of the parents to purchase food at a local grocery store. Usually, \$100.00-\$125.00 has been spent on each child. In recent years, approximately 55-65 children have been provided with gifts. This project is funded from several sources including a budgeted item in the FDLC Activity account, Leo funds, along with personal

donations from FDLC members, and other donations from businesses or organizations in the community.

Section 4-06 DIABETES AWARENESS COMMITTEE: Organizes a meeting program each year and/or other events to promote diabetes awareness and research to club members and the community. This could include encouraging club members to participate in fundraising activities (e.g., walks) and/or the committee making club donations in support of diabetic youth camperships to Camp Merrick or other diabetes awareness programs.

Section 4-07 DRUG AWARENESS COMMITTEE: Organizes a meeting program each year and/or other events to promote drug awareness in our community to members. This could include encouraging club members to participate in drug prevention activities in the community and/or the committee making club donations in support of private or government drug prevention programs in Carroll County.

Section 4-08 EDUCATIONAL SERVICES COMMITTEE: There are nine (9) county public schools within the service area of the Freedom District Lions Club (FDLC). The goal of the club's Educational Services Committee is to maintain current club programs and to seek out possible new endeavors that continue to foster relationships with those schools. The Educational Services Committee currently oversees the following programs:

- **Freedom Lions Academic Grants (FLAG)** - In November 2013, FDLC established the Freedom Lions Academic Grants (FLAG) to assist, in a small way, the elementary, middle and high schools in our community. This grant is in the form of a separate \$500.00 yearly award to three (3) of the nine public schools in our service area on a rotation basis subject to our club's availability of funding. These grants are to be used to directly benefit student(s) at the schools either as individuals or as a group; and is another example of funds raised in the community by the Freedom District Lions Club being returned to the community. The principals (or other school representatives) are invited by letter to a club meeting (usually in January-March period) to receive their school's grant (and a certificate) and to inform club members of how the funds will be used at their school. The first 3 years of the rotation went as follows: in the 2013-2014 school year, the recipients were Liberty High School, Sykesville Middle School and Linton Springs Elementary School. In the 2014-2015 school year, the recipients were Oklahoma Road Middle School, Piney Ridge Elementary School, and Freedom Elementary School; and in the 2015-2016 school year, the recipients were Century High School, Carrolltowne Elementary School and Eldersburg Elementary School.
- **FDLC College Scholarships** - Each May, the Freedom District Lions Club awards a one-time scholarship (and certificate) to a graduating senior at both Century High School and Liberty High School. The amount of each scholarship currently is \$1,500.00. The awardees are selected based on their submitted application that demonstrates the highest qualities of academic excellence (3.00 or higher Grade Point Average); cumulative community volunteer service hours; and the student's participation and leadership in other

activities at their school (ex: clubs, drama, honor society, music, sports, student class officers or government, etc.). Applications are distributed to each school's guidance department beginning in January and the completed applications must be submitted by early April. The committee then reviews each application based on a pre-ordained point system criteria. The selected awardees and their parents/guardians are invited by letter to be our club's guests and to receive this scholarship (and a certificate) at a club dinner meeting when we celebrate FDLC Education Night in May. A member of the Educational Services Committee also usually attends each high school's end-of-year Community Awards Night to repeat the scholarship presentation. In addition to these two scholarships, the club funds a separate \$1,500.00 scholarship at Carroll Community College (CCC) to a student(s) who graduated from either Century High School or Liberty High School. The award process for this scholarship is handled completely by Carroll Community College, but a representative of Carroll Community College also is invited as our guest to the FDLC Education Night in May.

- **FDLC Student Outstanding Volunteer Service Awards** - The Freedom District Lions are part of Lions Clubs International, the largest service organization in the world. To encourage volunteer service among the young people in our community, the FDLC each school year recognizes the top *three* (3) eighth graders from Oklahoma Middle School and Sykesville Middle School as well as the top *three* (3) seniors from Century High School and Liberty High School who have earned the highest "cumulative" volunteer service hours through March of that year as confirmed by their school in correspondence with the Educational Services Committee. The twelve (12) selected awardees and their parents/guardians are invited by letter to be our guests to receive this recognition (a certificate & \$25.00 gift card) at a club dinner meeting when we celebrate FDLC Education Night in May.

Please note that our club's sponsorship of the LEO clubs at Century High School and Liberty High School are overseen separately by the FDLC Youth Outreach Committee.

Section 4-09 ENVIRONMENT COMMITTEE: This committee regularly picks up trash at several sites; along a section of Route 32 (just north of the Liberty Road bridge), Freedom Park, and Liberty Reservoir. The committee chairperson sends out an email announcing the date & time of the next trash pickup and requests club members to respond if they are available to help. The Chairperson provides volunteers with trash bags, spike poles and safety vests. This committee also will be responsible for coordinating any other environmental activities chosen by the club such as tree plantings, cleaning of local parks, cleaning of school grounds.

Section 4-10 FEEDING THE HUNGRY PROJECTS: These projects can be a stand-alone task or might fall under the responsibility of another committee, such as the FDLC Youth Outreach Committee which coordinates the Thanksgiving Dinner Project.

Lions District 22W has a service goal for each club to collect or donate to local food banks and/or to families-in-need (at least 12 food items or the equivalent of \$12.00/member) each year based on their club's membership as of beginning of the Lions

business year on July 1st. As an example, if we have 60 members on July 1st our club would be expected to donate 720 food items or \$720.00 to food causes during the year. In the past, since many of our members support their church with the donation of food items, FDLC has met the district goal by making monetary donations in support of local food programs including Carroll County Food Sunday, Feed My Sheep, South Carroll Food Pantry, and Maryland Food Bank and/or conducted service projects such as the following:

Thanksgiving Dinner Project - This project is a collaborative effort with Century High Leo Club and Liberty High Leo Club members. Families or individuals in need in the Sykesville / Eldersburg area are identified by the committee's contact with the county's Social Services, local churches, schools, or other organizations. Each meal with a turkey, all the trimmings, and dessert are prepared by a local restaurant. FDLC members along with Leo parents serve as drivers as the Leos & Lions deliver the Thanksgiving dinners to usually 25-30 families-in-need (100-120 people). The dinners are delivered to the homes on the Wednesday afternoon before Thanksgiving. This project alone usually costs over \$1,000.00.

Pop-Up Food Pantry - In May 2020, due to an increase in local unemployment resulting from the coronavirus shutdown of businesses and in response to a request from the Carroll Community Organizations Active in Disasters (CCOAD), FDLC members operated a pop-up food pantry as a service project every Sunday for 21 weeks. This project served 105-180 people (35-60 families/cars) each Sunday by distributing milk, eggs, bread, fresh vegetables, and other groceries into cars during a two-hour period.

Rise Against Hunger Project – This project is a collaborative effort with Century High Leo Club and Liberty High Leo Club members. This event is usually held in April or May on a Saturday morning and involves FDLC Lions, Leos and guests packaging & boxing 10,000 meals in two hours. These meals are then shipped to areas where children are suffering from hunger in the world. FDLC provides the financial resources (est: \$3,900.00 annually) to pay for the rice, vitamins, soy protein, other food ingredients and associated project costs related to the preparation and shipment of the 10,000 meals.

Other – The committee as it deems necessary might ask the club to support a food collection drive or other event to help a specific individual, family, or cause.

Section 4-11 SYKESVILLE LIAISON: FDLC and the community of Sykesville have a long history of mutual cooperation and support. The club's liaison serves as our point-of-contact with the Sykesville Community, the Sykesville Freedom District Fire Department, and the Sykesville Police Department officials to keep two way communications between our organizations at optimum level. Examples of liaison are Holiday Tree Decoration, Carnival, National Night Out, and Jr. CSI. Fund raising or committee projects may require the need for using fire company grounds. Committee chairs are to coordinate with the fire department liaison for permission on its use. The liaison coordinates the presentation of FDLC's donation check to SFDFD at a club meeting each year.

Section 4-12 HEARING PRESERVATION, AWARENESS & ACTION COMMITTEE: Collects used hearing aids for donation to Lions District 22-W

recycling program at the same sites used for eyeglass collection. Organizes a meeting program and/or other events such as free hearing screenings at the local library to provide opportunities for the community to have their hearing tested and to receive hearing loss-related information. Reviews any requests received from individuals for assistance in the purchase or replacement of hearing aids; and proposes what assistance FDLC or Lions District 22-W might provide.

Section 4-13 HOLIDAY TREE DECORATION: In October, chairperson of this project will check with officials in the town of Sykesville to determine if there is a suitable tree in town that club members and their families can decorate as a project to celebrate the holidays and as a goodwill gesture to the town and its residents. If yes, the chairperson will alert the club of the date and time for this event. The town of Sykesville will be responsible for putting any lights on the tree. The club will be responsible for all other decorations. Entertainment may be considered which would encourage participation by local youth. Also, the club might provide hot chocolate and cookies at the decoration event – and arrange for a possible visit by Santa Claus and/or the Lions club mascot.

Section 4-14 INTERNATIONAL COOPERATION: Communicates with our twin clubs in Brighton, England and in Dhaka, Bangladesh. This includes the sharing of club newsletters.

Section 4-15 JUNIOR CSI PROGRAM: Maintains communication with the Sykesville Police Department (SPD) regarding the club’s sponsorship of their junior CSI program for Middle High aged youth held in September.

Section 4-16 MEDICAL EQUIPMENT COMMITTEE: This committee loans various pieces of club-owned medical equipment (e.g., hospital beds, wheelchairs, walkers, crutches, bathroom items, etc.) to the community free-of-charge. This equipment normally is stored at the FDLC Storage Building on the grounds of the Sykesville Freedom District Fire Department. A form needs to be completed before equipment is loaned out and then processed once the equipment is returned to FDLC. Members of this committee, on a rotating basis, handle the responsibility of monitoring the FDLC phone mailbox 410-549-LION (5466) for messages left by the public. Committee members are responsible for sanitizing all equipment as it is returned to the FDLC Storage Building.

Section 4-17 NATIONAL NIGHT OUT – SPONSOR COMMITTEE: Beginning in 2019, FDLC assumed co-sponsorship of this annual event with the Sykesville Freedom District Fire Department and the Sykesville Police Department. The goal of National Night Out is to foster good relations between the police & fire department and the community they serve. This event is normally held the first Tuesday in August from approximately 6:00pm-9:00pm on the Sykesville Freedom District Fire Department carnival grounds. This committee is responsible for coordinating the location/logistics, contacting the participating organizations, community groups, & restaurants - and arranging publicity for a successful National Night Out (NNO).

Section 4-18 NATIONAL NIGHT OUT – (FDLC FRENCH FRIES STAND): Chairperson organizes approximately seven (7) club members to cut, fry, and distribute “free” French fries from our carnival stand to the public attending the National Night Out

event held in August. Lions working the stand should arrive by 5:30pm. Supplies needed include 6 or 7 bags (each 50 lb.) of potatoes, cooking oil, paper serving trays, aluminum foil, paper towels, ketchup, salt, vinegar, Old Bay, cooking & serving utensils, trash bags, and cleaning detergent & wash rags. The chairperson is authorized to place a “donations” container at the stand for members of the public who want to make an unsolicited “free-will” cash donation to FDLC. One or two other club members might staff an FDLC informational table outside the French Fries stand during the NNO event.

Section 4-19 PARADE COMMITTEE: Coordinates the club’s possible participation in any Memorial Day Parade or Independence Day Parade. Participation helps to promote the club’s existence and good works in the community and serves as an opportunity to recruit new members. The committee is responsible for completing any registration paperwork needed to cover the club’s participation. Several of the Lions clubs in Carroll County participate in the Memorial Day parade held in Westminster each May. In 2018 & 2019, Sykesville held a “Let Freedom Ring” parade to celebration the country’s birthday. The committee will ask club members who wants to participate in the parade and arrange for suitable vehicles (trucks, flatbed trailer, cars) that might be used to represent the club in the parade. Decorating the trailer with suitable club banners, etc. & possibly having candy, miniature flags or other “freebies” to distribute to the citizens along the parade route.

Section 4-20 PEACE POSTER CONTEST COMMITTEE: This group will be responsible for overseeing the club’s participation in the annual LCI & District 22-W “Peace Poster Contest” if FDLC chooses to sponsor this contest locally for school age children. The FDLC contest is open to residents living within the Freedom District Lions Club’s service area. The committee chairperson should ask the Club Secretary to order peace poster kit from LCI in July. This committee will be responsible for sharing contest information with those schools in our service area that choose to participate – and then judging the submitted posters. The Peace Poster topic (subject), contest rules and district’s due date will be announced by District 22-W, but the contest is normally conducted in the fall with judging for the club’s winner in late October, the district’s winner chosen in November, and Multiple District winner in December. The FDLC timeline should coordinate with the District and International contest to allow the club’s winning poster to advance in the competition. The committee will invite the first and second place winners to a club meeting with their parents/guardians. Other guests of the student are welcome to attend with payment of the current meal cost for visitors. A certificate and cash prizes will be given for first and second place club poster winners of \$50 and \$25 respectively.

Section 4-21 PRE-SCHOOL VISION SCREENING COMMITTEE: Each year, this club committee strives to provide a free vision screening to 250-400 preschool age (2 to 5 year-old) children at approximately ten early childcare facilities in the Eldersburg/Sykesville area. The screening period normally begins in late August and is completed no later than May of that fiscal year. The preschools are contacted and a schedule is developed for doing the screening. scheduling and timeframes to do the screenings are shared with the school coordinators to advise the parents. The chairperson determines whether there is a need for camera operator training within the committee and scheduling it if needed. Also, the chairperson will check with committee members to see when they are available before scheduling PSVS screenings at the childcare facilities –

usually a team of 3 or 4 club members works each vision screening session. Most of the screening sessions are normally scheduled in the morning. The committee provides the results of the eye testing via a letter that each child will take home to their parent/guardian. Included in the letter is an FDLC informational tri-fold brochure. The club chairperson will be responsible for providing any requested information about the club's PSVS screenings to the Region IV PSVS chairperson, District 22-W PSVS Chairperson, and the Secretary of the FDLC.

Section 4-22 READING ACTION PROGRAM: The club participates in the District 22-W Reading Action Program by donating at least \$100.00 in books in support of a book drive or literacy program, or by participating in a reading program. Books or monetary donation may be given to a library, school, daycare center, Maryland Book Bank, etc. In the past, this club has conducted a book drive where members have donated old books which the club has donated to a local shelter or the Maryland Book Bank. Also, the club has made monetary donations to the local public library.

Section 4-23 SEE MORE SUPPORT GROUP: This club committee supports a group of blind and low-vision residents of Carroll County who normally meet monthly by helping them to arrange informational programs & speakers of "common interest" and to help them attend social events together. Most meetings are held at the South Carroll senior citizen facility.

Section 4-24 SIGHT CONSERVATION COMMITTEE: Members of this committee collect old eyeglasses on a regular basis from Lions boxes located in approximately 7-10 businesses in the Eldersburg/Sykesville area including the Walmart. Committee members then sort & count these eyeglasses before packaging them in boxes to be taken to the Region IV Sight Conservation chairperson or District 22-W Sight Conservation chairperson. These recycled glasses will eventually be sent to those in need of glasses in this country or elsewhere in the world. This committee is also responsible for reviewing & evaluating requests received from individuals for financial assistance to help pay for an eye exam and/or new eyeglasses; and proposes what assistance FDLC or a local eyecare business might provide.

Section 4-25 SOCIAL SERVICES COMMITTEE: This committee is responsible for addressing, when it can, those individual or family situations that arise in our community where people might be in need of some short-term or minimal assistance due to the loss of job, loss of housing, health issues, etc. Members of the committee need to assess the circumstances of each situation and decide what assistance, if any, the club might be able to provide. The committee, at times, in the past has also provided assistance to the South Carroll Senior Center, Springfield Hospital, addiction rehabilitation centers, blood drives, and other local organization; and worked in conjunction with the Sykesville Freedom District Fire Department to support some common community activities (ex. coat drives, filling Christmas stockings, etc.). This committee also is responsible for coordinating FDLC's presence at the annual Seniors-on-the-Go Expo described below further:

- **Seniors-On-The-Go Expo** - Each April, the Carroll County Bureau of Aging & Disabilities holds this Expo at the Carroll County Ag Center (Shipley Arena) in Westminster. This Expo is well attended by both vendors & the public and normally operates from 9:00am to 2:00pm. It includes many vendors/exhibitors,

offers of health screenings, demonstrations of interest to the senior population, speakers & seminars and the opportunity to purchase lunch. Vendors/Exhibitors have to pay for their exhibit space. FDLC, along with the Deer Park Lions Club and Taylorsville-Winfield Lions Club jointly staffed (and share in the cost of) one vendor booth space at the Expo where they distribute information on Lionism, their own club (distribute tri-fold brochures) and its service activities. The Lions at this booth also display some health equipment that might be available for “loan” from many of the Lions clubs in Carroll County. If the other two clubs are participating, then FDLC will only need to provide (3) members the entire day. Each member to work a two-hour shift at the booth. The FDLC team also should bring the Club’s banner (and stand) to display in the booth. Please note admission to the Expo is “free” for attendees.

Section 4-26 VETERANS SUPPORT SERVICES COMMITTEE: Determines how the club can best support active and retired military personnel. Traditionally, this committee holds a free dinner meeting for veterans during our regular meeting where we recognize the veterans in our community.

Section 4-27 VISION DAYS: Each year, the club normally makes a donation to the Lions Vision Research Foundation (LVRF) in support of the Wilmer Eye Clinic at Johns Hopkins Hospital. Some years, club members collect donations from the public outside the local Safeway to help offset or enhance the club’s donation. These public collections also give FDLC another opportunity to be “visible” in and to the Sykesville/Eldersburg community. The collections for LVRF are called “Vision Days” and occur usually on a Friday evening (3:00pm-7:00pm) and a Saturday (9:00am-3:00pm) in October or November. The coordinator or his/her designee is responsible for obtaining permission in advance from the general manager at Safeway for FDLC members to collect donations from the public; setting up a schedule of 2-hour shifts for club members to sign-up (the process of obtaining club volunteers should begin several weeks/meetings before the collection dates); and providing a small table and containers for the club members to use to collect donations. Club members also can use their 2-hour shift as an opportunity to distribute FDLC tri-fold brochures to the public and recruit prospective new members. The coordinator or his/her designee will turn over all funds collected at this event as soon as possible to the Club Treasurer.

Section 4-28 YOUTH OUTREACH COMMITTEE: This committee oversees most of the club’s activities related to the support of the youth in our community up to the age of eighteen. Reviews requests for the club’s financial support to various youth programs in the community such as the Sykesville Raiders Youth Football & Cheer Program, Sykesville Baseball Program, Freedom Optimist Soccer, Junior Firefighters of the Sykesville Freedom District Fire Department, Boy Scouts, Girl Scouts, Eagle Scout Projects, Future Farmers of America Association / 4-H groups, Robotics Clubs, etc.; and other activities in which youth participate.

This committee provides club advisors and guidance to the two Leo clubs that FDLC sponsors – one Leo Club at Century High School (since January 2002) and one Leo Club at Liberty High School (since December 2010). The club advisors are responsible for attending Leo Club meetings that occur at each school. The Leos are responsible for

developing their own service projects each year, such as providing gift packages for soldiers overseas, dresses for cancer patients for prom night at Johns Hopkins Hospital, clothing for Springfield Hospital patients, and many other noteworthy projects. To support their club activities, the Leos conduct their own fundraisers such as car washes, citrus fruit sales, and the selling of gift cards for use at local businesses and restaurant nights. The Leos also help at the French Fries stand during carnival week; with the delivering of Thanksgiving dinners to 25-30 needy families; the purchasing & wrapping of Holiday (Christmas) gifts for 40-60 needy children in December; and the Rise Against Hunger project.

FREEDOM DISTRICT LIONS CLUB, INC.

POLICY AND PROCEDURES

Section 5

Description of Fundraising Projects

Why does the club need to conduct fundraisers? To cover the annual costs of service activities listed above in Section 4 of this manual and to fund our donations to Lions causes (e.g. Leader Dogs for the Blind, Lions Clubs International Foundation, Lions Saving Kids Sight, Lions Vision Research Foundation, Lions Youth Foundation, etc.) and other community needs as they are identified and approved. All money raised from the public must be spent on projects to benefit the public.

Much of FDLC's service to our community, district and world is dependent upon effective and profitable fundraising activities by the club every year. All members are expected to participate in the club's fundraising activities to the extent they are able. The club currently conducts four major fundraisers during the year: Fall Golf Tournament, Citrus Fruit Sales, Freedom Park Snack Shack, and Carnival French Fries Sales.

Each fundraising event will be evaluated on a yearly basis to determine its effectiveness and profitability and the appropriate committee should make any appropriate recommendations to the Board of Directors regarding continuance, possible changes needed, or discontinuance of the specific fundraising event.

Chairpersons of the below fundraising committees or activities are responsible for reporting the outcome of their committee's events to the Club Secretary via email. This report should include as appropriate: 1) date of activity/event; 2) name of fundraising event; 3) brief description of activity/event; 4) number of FDLC Lions participating; 5) estimated total number of hours volunteered by FDLC Lions on activity/event; 6) funds raised; 7) estimated number of people served; and 8) any other appropriate information about the activity/event. The Club Secretary will be responsible for reporting these activities to Lions Clubs International.

Section 5-01 FDLC FALL GOLF TOURNAMENT:

Since 2013, the club has been conducting a Fall Golf Tournament on the last Friday of September (shotgun start at Noon) at the Oakmont Green Golf Course, 2290 Golf View Lane in Hampstead MD.

- In January or February – Chairperson should receive correspondence from the golf course confirming this year’s tournament date & time, and the golf course’s prices for greens fees, carts, range balls, and food options.
- In May – Chairperson discusses golf tournament with the Board of Directors.
- In May/June – Chairperson has an initial committee meeting of club volunteers to determine who will be responsible for various tournament tasks (e.g. prepare initial letters & trifolds, record sponsor donations as they are received, record golfer registrations as they are received, prepare golfer gift bags, door prizes coordinator, banners & tee signs coordinator, tournament day volunteers coordinator, other tasks, etc.). Discuss with committee members the price of sponsor packages & golfer registration fees.
- In June – Prepare two letters & trifold to be sent to potential sponsors and golfers and have these documents printed (approximately 300 copies).
- In June – Activate the tournament’s website.
- In early July – Mail the letters & trifolds to potential sponsors and golfers.
- In July – Distribute tournament trifolds to all club members at meeting and via email and ask their help to recruit sponsors, golfers and collect door prizes.
- In August – Club members continue to recruit sponsors and golfers for tournament and collect door prizes.
- In August – The committee member responsible for tournament signage takes inventory of sponsor banners & tee signs left from previous year.
- In early September – The committee member responsible for tournament signage orders new sponsor banner & tee signs on an ongoing flow basis as needed so they are printed and available at tournament.
- In early September – The committee member responsible for “tournament day” volunteers will email the club members requesting 10-11 volunteers to help on the day of the golf tournament. Will later email all volunteers with their tournament day assignment.
- In September – Club members continue to recruit sponsors and golfers with a push in the final two weeks before tournament day. Try to have enough door prizes so every golfer gets something.
- In September (one week before tournament) – Chairperson provides the golf course with a list of golfers by name & by foursome group that have registered to play.
- In September – (night before tournament) – Committee members make sure they have all banners, tee signs, poles, golfer gift bags, door prizes, registration materials, raffle rolls and start-up cash for registration table to take to golf course on Friday.
- In September – (day of tournament) – Volunteers should arrive by 10:15am. Set up registration tables, erect banners and tee signs, go over assignments for the day. Prizes will be awarded to golfers or teams at the dinner held at end of the tournament. Chairperson or their designee will pay the golf course by a club check for their expenses before leaving the golf course. Chairperson also will reserve a tentative date with the golf course for the following year for the FDLC

golf tournament. Volunteers will return banners, tee signs, and poles to the Lions Building.

- By November, Chairperson will provide the Board of Directors with a final report on the golf tournament including a breakout of income, expenses, final profit, and any other comments/recommendations.

Section 5-02 CITRUS FRUIT SALES:

For many years, the club has been selling Florida navel oranges, pink grapefruits, and some other fruit as one of its largest fundraisers. The major tasks are:

- In July – Chairperson contacts various Florida grower(s) to get fruit options & prices for this year’s fundraiser.
- In July – Chairperson discusses the fruit options & prices with Board of Directors.
- In August – Have grower provide fruit flyers or have them printed elsewhere.
- In September – Distribute fruit flyer to all club members at meetings & via email requesting them to ask their family, friends, neighbors & coworkers for fruit orders.
- In September, erect banner(s) or other signs at locations in the community advertising this year’s fruit fundraiser.
- In September – Prepare, print & mail letter to all “front door” customers requesting their orders by October 15th. The letter could offer a contest with several gift card prizes to encourage the submission of early fruit orders.
- In late October – Have club members make follow-up phone calls to those “front door” customers who have not submitted a fruit order. Also, check to see if those customers want to remain on this list or be removed.
- By mid-November – Deadline for all fruit orders from members & other customers to be submitted to chairperson. Chairperson forwards totals to grower.
- November – Email members requesting volunteers to sign up to help when fruit truck arrives and/or when customers pick up their fruit orders on first weekend in December (work shifts usually two hours or less).
- Late November – Mail postcards to “front door” customers reminding them of the date(s), time, and location to pick up their fruit orders.
- Early December weekend – Customers pick up their fruit from FDLC volunteers working at the Lions building.
- December – Make follow-up contact with any customers who did not pick up their fruit orders over the weekend and then make decision on what to do with remaining fruit (ex. donate to a local food pantry).
- By February – Submit written final report to Board of Directors on number of boxes sold for each fruit type, income, expenses, final profit/loss of this fundraiser, and any other comments/recommendations.

Section 5-03 FREEDOM PARK SNACK SHACK:

In 2022, the Freedom District Lions Club’s Board of Directors accepted a request from Freedom Optimist Soccer for the Lion’ club to operate a snack shack at the youth soccer games being played at Freedom Park in the fall. This was accepted as a combined service project and club fundraiser giving FDLC another opportunity to be more visible

in the community we serve; to help in the recruitment of new members; and to raise funds to support the club's service activities.

- Schedule: The snack shack was operated for ten weekends, mostly on Saturdays. The games normally began at 9:00am and finished about 2:30pm. Two shifts of five or six person volunteer teams (8:00am-11:30am & 11:30-3:00) were used to cover each day of operation.
- Volunteer Teams: The committee divided those able-bodied club members into eight different groups (or pools) consisting of 8-10 members that would be asked to help at the snack shack on a rotational basis throughout the fall schedule. An email was sent to each pool five days before their assigned Saturday to see how many members would be available to work their upcoming day/ shift. A snack shack Day Coordinator was set for each operating day who had the keys to open and close the snack shack. They were also responsible for final scheduling of team and accounting for finances for the day. Start up cash was set at \$200.00.
- Equipment Needed: The snack shack with electricity already existed at the soccer fields. A Refrigerator and a Freezer were installed. Smaller appliances such as electric griddle, hot dog roller, electric warmer, microwave, multiple crock pots, coffee pots, micro-fridge were purchased or donated. Additional racks with shelves and plastic storage containers were also installed.
- Credit Card sales: The FDLC Board of Directors approved the purchase of a Clover credit card reader that allowed the snack shack to accept credit card purchases (\$2.00 Minimum).

Section 5-04 CARNIVAL FRENCH FRIES SALES:

Each June, FDLC sells French fries as a club fundraiser from its stand on the carnival grounds during the Sykesville Freedom District Fire Department carnival.

- The chairperson(s) or committee is responsible for ordering sufficient potatoes, cooking oil, ketchup, vinegar, salt, paper serving trays, aluminum foil sheets, paper towels, cleaning supplies, ice, water bottles & sodas (for the volunteers), and other materials that will be needed during the length of the carnival.
- The chairperson(s) will be responsible for selecting a nightly "team captain" and developing a schedule of FDLC members who will staff the stand each night (7-8 members per night). It is hoped that all able-bodied club members will volunteer to work in the French Fries stand at least one evening during the carnival.
- In May, the chairperson(s) will issue a "draft" of the work schedule (including nightly dates, the starting time, identifies a team captain and list of team members working each night) and then make any changes that might be requested by club members – and reissue a revised work schedule.
- In May, the chairperson or designee(s) will check the fryers to make sure they are in operating order and not in any need for repairs.
- In June, the chairperson, or designees(s) will wash all the fryers.
- During carnival week, nightly team captain and members should arrive at French Fries stand by 5:30pm with the goal of start selling fries by 6:00pm.
- Nightly team captain retrieves starting cash for French Fries stand each night from the Sykesville Freedom District Fire Department (SFDFD).

- At the end of each evening, the team cleans & washes all the kitchen equipment used (pans, tongs, utensils); cleans the booth; and counts the cash and submits a nightly paper report to the SFDFD and FDLC.
- After the conclusion of the carnival and all expenses have been identified and paid, SFDFD issues FDLC a check representing the profit from the sale of French Fries at the carnival.
- In July - Chairperson submits written final report to Board of Directors on number of bags of potatoes sold, total income, expenses, final profit/loss of this fundraiser, and any other comments/recommendations.

When available, members of the Century High Leo Club and Liberty High Leo Club might help the nightly FDLC teams in the stand. These young people can earn volunteer service hours for the time they work in the stand.

Section 5-05 SALE OF GIFT CARDS, ORNAMENTS, or RAFFLE TICKETS:

From time to time, The Freedom District Lions Club may sponsor a special sale of these items to support a special cause such as Pediatric Cancer. These are usually not considered our main funds raisers, but they are helpful in keeping FDLC service projects visible to the community.

Section 5-06 CARNIVAL 50/50 RAFFLE: For many years, FDLC conducted a 50/50 raffle during the Sykesville Freedom District Fire Department Carnival held in June. In February/March, the chairperson of this raffle, or their designee, would begin the process by obtaining the proper raffle permit from Carroll County government per the procedures outlined in *Section 3-17 of this manual*. Approximately 3,000 tickers would be printed after the permit number is obtained. In March, raffle tickets then would be distributed to those members willing to sell tickets in advance of carnival week. During the carnival, the chairperson would schedule one or two club members each evening to sell raffle tickets at the FDLC informational table set up outside the French Fries stand. The actual profit from this raffle tended to vary widely (\$400.00-\$800.00) from year-to-year based on ticket sales. Due to a lack of ticket sales and the desire to focus on its other fundraisers, the club last held this raffle in June 2017.

FREEDOM DISTRICT LIONS CLUB, INC. POLICY AND PROCEDURES

Section 6

Description of Administrative Committees or Positions

Section 6-01 ATTENDANCE COMMITTEE: Welcomes members & guests as they arrive at the club's regular business meeting and sign-in on attendance charts. Prior to the end of the meeting gives the attendance charts to the club secretary for review. The club

secretary will forward a copy of that meeting's attendance chart to the Club President and Membership Chairperson later that week.

Section 6-02 AUDIT COMMITTEE: Consists of two of the four elected Club Directors (along with another club member from outside of the Board of Directors). This committee is responsible for conducting an examination of the club's prior fiscal year financial records. The committee's report should be completed by November 30th of each year with a written report on its findings, suggestions, and any other comments submitted to the Board of Directors no later than its December meeting. The committee also is responsible for verifying that the Club Treasurer (or a designated accountant/representative approved by the Board of Directors) has submitted the IRS-form 990 to the government by the required date of November 15th each year or requested an extension.

Section 6-03 CATERED MEETING MEALS COMMITTEE: In 2018, FDLC moved from in-house meal preparation to catered meals from local restaurants. The committee negotiates menus and meal costs with restaurants interested in providing the meals at our business meetings. There are currently three restaurants, namely Salerno's, Libertores and Bullocks that provide meals on a rotating basis. A meal count of members & guests coming to the next meeting is taken and conveyed to the restaurant on a Monday preceding the scheduled meeting. The committee helps to set up and maintains the food table prior to the meeting and coordinates club member's clean up after the meeting.

Section 6-04 CLUB CHAPLAIN: Shares the invocation before the club's business meetings and other special events. When the family agrees, conducts an FDLC memorial service for a deceased member.

Section 6-05 CHARTER NIGHT COMMITTEE: Organizes the club's annual celebration of its chartering and history as a Lions Club. The club was chartered in September 1947. The committee confirms the event's date, location, meal, and cost with the Board of Directors as soon as possible. Develops the evening's program & schedules entertainment (e.g.; school choral or other music group) or a speaker if it is so desired.; invites past district governors, widows & widowers of our deceased members; sends letters of invitation out to neighboring clubs as appropriate; sends a flyer to the Cabinet Secretary about this event for distribution throughout District 22-W; assists the Club President in conducting the evening's proceedings. If applicable, with the Club President and Club Secretary arranges for the presentation of any club awards or membership chevrons (*please refer to Section 3-06 of this manual - Chevrons, Awards & Recognition of Members*). The evening's proceedings should include a remembrance of all our deceased members that occurred during the past year.. Note that special milestones of the club are celebrated generally every five years (e.g. 65th, 70th, 75th, etc.) and could include the event being held at a special location with a keynote speaker and invitations to state and county dignitaries, etc.

Section 6-06 CLUB DIRECTORY PAMPHLET EDITOR: Based on club information as of July 1st, the incoming Club President will designate someone to prepare a pamphlet containing each club member's & spouse name, address, phone number(s) and email address. The pamphlet also will contain a list of club committees & their members for the new business year, and any other pertinent information. This pamphlet should be

printed and distributed to all club members by August 31st of each year. During the year, the club secretary will be responsible for emailing all members any changes in the directory's contact information section due to the addition or deletion of members from the club roster.

Section 6-07 CLUB MERCHANDISE COORDINATOR: Provides members an opportunity once or twice a year to purchase club merchandise such as exterior jackets, polo shirts, tee shirts, baseball hats, replacement name badges, etc. Members will be charged the actual cost of the merchandise as provided by the vendor (rounded up to the next whole dollar with any shipping costs). There will be no other markup or profit for the club's selling of merchandise. Members need to pay club in full at time of ordering. All sales are final. Coordinator will be responsible for delivering merchandise to members.

Section 6-08 CONSTITUTION & BYLAWS COMMITTEE: Shall review the governing documents of the club (Constitution, Bylaws, and Policy & Procedures Manual) before the beginning of each new Lions year (prior to July 1st) and recommend changes (if any) to the Board of Directors for their approval and then to the general membership for their approval. Notice of any vote to approve changes to these documents shall be given to the general membership via email or other means at least fourteen (14) days prior to the meeting at which the vote is to occur.

Section 6-09 EQUIPMENT INVENTORY COORDINATOR: An inventory of all equipment owned by the club will be maintained identifying the type of equipment, its condition, current estimated value, responsible party (Name of Club Committee or Lion member), and storage location of the equipment. This coordinator's position can be held by the chairperson(s) of the Medical Equipment Committee at the discretion of the Club President. FDLC equipment should be loaned only after the proper form or agreement has been completed. Equipment should be visually inspected when returned to determine if there is a need for any repairs or a decision on whether to discard. A listing of the inventory of all equipment owned by the Club will be retained by the Equipment Inventory Coordinator, Medical Equipment Committee Chairperson(s), the Club Secretary and the Club Treasurer.

Section 6-10 FINANCE / BUDGET COMMITTEE: Members with the Club Treasurer prepare and present the proposed Administrative and Activities Budgets for the upcoming Lions (fiscal) year to the Board of Directors for their review & approval by their board meeting in July. The budget is then presented to the general membership at a business meeting for their approval. During the budget preparation, attention should be paid to reviewing those requests submitted by club committees and to include funding of those items listed under the "Club Excellence Award" guidelines for the upcoming year in the District 22-W Roster Book. This committee along with the Club Treasurer will monitor actual income and spending versus approved budgeted levels throughout the year and inform the Board of Directors of any funding issues or adjustments that might be required.

Section 6-11 GREETER & SICK COMMITTEE: Committee members along with the past club presidents greet visitors and guests and welcomes them to our meetings/events. Assists them in finding seating and providing them with any material relevant to the

meeting such as agendas, etc. Advises the Club President or Secretary of all guests and visitors and their relationship to a club member, if applicable. Sends cards to members in time of need (illness; family death); calls members for health updates as warranted; and with discretion, provides information at meetings and for inclusion in club newsletter; and recommends memorial donations or orders flowers/fruit baskets for members, etc. according to the club's policy.

Section 6-12 HISTORIAN: Maintains archives of club's records; provides occasional short column or note for monthly club newsletter celebrating our heritage. With the written approval of the Board of Directors, destroys those club documents and records no longer of need to be maintained. This position is currently not active within the FDLC.

Section 6-13 HOLIDAY DINNER or PARTY COMMITTEE: Recommends to the Board of Directors by their October board meeting whether this event should be a family-oriented party at the club's meeting location or an adult's dinner out at a local restaurant or possibly hold both events – and the projected cost. These events should occur within the first two weeks of December. If applicable, the committee develops a program and arranges for entertainment, and Santa's visit; and assists Club President in conducting the proceedings at the Holiday Dinner or Party.

Section 6-14 INFORMATIONAL OUTREACH COMMITTEE: Arranges to provide an informational table staffed by club member(s) at various events in the Sykesville/Eldersburg community during the year (e.g.; Town festivals, Strawberry festival, National Night Out, etc.) where information about FDLC, Lionism, our service activities & meetings can be shared with the public. If applicable, members working this outreach table will add the names of interested citizens to our "phone call list" in support of the Citrus Fruit Sales fundraiser. At some events, the committee might choose to conduct a small "free" raffle to draw interest to the table and help recruit prospective club members.

Section 6-15 INTERNATIONAL COOPERATION COORDINATOR: Establishes a connection and relationship (twinning) to a Lions Club located in another country. This relationship might include the cross-sharing of correspondence (e.g., monthly newsletters, etc.) and emails with members, and if possible, even the arranging of travel visits to our club and by our members to the other club. For many years, our club had a twinning relationship with the Brighton Lions Club in England.

Section 6-16 LIAISON TO FDLC FOUNDATION: The Club President and Immediate Past President will serve as ex-officio members and liaisons to the FDLC Foundation.

Section 6-17 LIONS CLUB MASCOT: Helps to promote the presence of the Freedom District Lions Club in the community by appearing in costume at some club and community events (e.g. FDLC Golf Tournament, parades, service activities, fundraisers).

Section 6-18 LIONS IN THE DEN - DRAWING COORDINATOR: Conducts a drawing at regular business meetings to encourage member's attendance and to add some additional fun to club meetings. These drawings at meetings will not begin until September and after approval of the Administrative account budget. The jackpot begins

at \$15.00 and goes up by \$10.00 each meeting if the member is not there when his/her number is drawn. The member must be in attendance at the time of the drawing to win the jackpot.

Section 6-19 LIONS MD22 CONVENTION COORDINATOR: Announces to membership via email and at club meetings - the next Lions Multiple District 22 convention dates, the headquarters hotel and other information (this announcement usually is made by end of January); encourages club officers and members to attend the convention; coordinates the submission of the completed convention registration forms & checks for those members who want their forms sent in together to Convention Secretary or Treasurer. Please note all members are responsible for making their own hotel reservations to attend the convention. Traditionally, the Multiple District 22 Convention is held in April or May of each year.

Section 6-20 MARKETING COMMUNICATIONS COMMITTEE (PUBLICITY): Publicizes club activities including meetings, service projects, fundraisers, donations to others, etc. to both club members & external audiences using email, local newspapers, radio & television, print advertising, club newsletter, Facebook & website, and other communication platforms. Writes and distributes news releases and/or Public Service Announcements (PSA) to community newspapers, radio, other media, etc. promoting upcoming club events, service activities and fundraising projects – or their outcomes after these events have occurred. Works closely with Membership Committee to use news releases and other social media platforms to reach out to potential new club members. Also works closely with club's Newsletter Editor and Social Media Committee.

Section 6-21 MEMBERSHIP COMMITTEE: Lions Clubs International states that a club's Membership Committee should be comprised of the past three club Presidents and any additional members, but at FDLC this committee operates differently with at least four club members comprising the elected Membership Chairperson, the club's immediate past president, the club secretary, and at least one other member of the club. They are responsible for submitting an annual plan to the Board of Directors and to the Zone Chair addressing the recruitment and retention of members; also ensures each prospective new member is provided an effective orientation regarding Lionism and FDLC activities & requirements prior to joining the club; oversees with sponsors that new members are provided opportunities to become engaged in club activities meaningful or of interest to them; maintains a record of attendance of members at each club business meeting; recognizes those members who meet the criteria for 100% attendance for the Lions year; at the Board's direction surveys the members to determine their satisfaction with the club's current service & fundraising projects, fellowship events, program speakers, meeting time & meals, etc. to obtain their feedback and suggestions. *For additional information, please refer to Section 2 "Membership" of this manual.*

Section 6-22 NEWSLETTER EDITOR: Serves as editor of the club's monthly newsletter which is an important position since this tool helps to keep all our members connected to what is happening in the club, Zone & District and Lionism; this includes writing & organizing submitted articles & pictures and adding appropriate graphics to newsletter; encourages members to submit articles & pictures for the newsletter by a specific date each month; distributes the monthly newsletter via email to club members,

those District 22-W officers as required in the District Roster Book, and others. Also, mails a printed copy of the newsletter to non-internet FDLC members.

Section 6-23 NOMINATIONS COMMITTEE: Consists of the past five club presidents still in good standing and is chaired by the Immediate Past President; arranges for the submission of the names of candidates for various club offices in accordance with the club's By-Laws, Article II "Elections and Filling Vacancies" & *Section 3-10 of this manual – "Club Officers and Qualifications"*; suggests date(s) for the Nominations meeting and Elections meeting to the Board of Directors (normally held in March and April). The Club Secretary shall report the names of the elected officers for the upcoming year to LCI via the LCI online reporting system or form PU-101 no later than April 30th of each year.

Section 6-24 PHOTOGRAPHER: records via pictures club meetings, service activities, fundraising projects and other club events. Emails or sends by other means copies of the photos to club chairperson of Marketing Communications Committee or their designee for public relations, club Newsletter Editor, club Social Media (Facebook) coordinator, and club Webmaster. When requested, sends club photos to Lions District 22-W Public Relations & Publicity chairperson and/or District 22-W newsletter editor.

Section 6-25 PROGRAM COMMITTEE: Schedules speakers of interest for the club's regular business meetings based on contact(s) and suggestions from other club members; provides a listing of the scheduled program speakers and a brief description of each program topic to the Club Secretary, club Newsletter editor, and club chairperson of Marketing Communications Committee; obtains a bio on the speaker prior to meeting to use for introduction; welcomes speaker when they arrive & introduces him/her to Club President & other members; assists speaker to their seat; introduces speaker at appropriate time in meeting or assigns a club member to perform the introduction; provides the club's customary "gift pen" to Club President for presentation to speaker; and follows up meeting with a written thank you note or email to speaker. Program speakers should be confirmed as soon as possible, but as a working timeline the speakers for July through September meetings should be confirm by June. Speakers for October through December meetings should be confirmed by September. Speakers for January through March meetings should be confirmed by December and speakers for April through June meetings confirm by March.

Section 6-26 RAFFLE (50/25/25) DRAWING CHAIRPERSON: Oversees a raffle with two winners at each club business meeting. The club's share is deposited into the administrative account.

Section 6-27 SOCIAL MEDIA COMMITTEE: Responsible for updating and maintaining the club's website, Facebook page, and other social media/ information technology systems ensuring these platforms are providing club members, potential new members, and the general public with up-to-date information on the club's meetings and various service activities & fundraisers. Works closely with the Marketing Communications Committee and Membership Committee.

Section 6-28 SONG LEADER: Along with the Tail Twister helps to encourage fun and enthusiasm at meetings by leading the membership in song(s). Tasks might require the printing and distribution of lyrics of songs to members prior to the beginning of meetings.

Section 6-29 STRATEGIC PLANNING COMMITTEE: When needed is responsible for examining future growth options for the club by exploring potential new service opportunities, fundraising options, and other issues that might benefit the club's viability and long-term service to the community.

Section 6-30 TAIL TWISTER PICNIC COMMITTEE: led by the outgoing Tail Twister organizes the club's annual summer picnic (normally held in July, August or September) confirming the event's date, location, and anticipated menu with the Club President as soon as possible. Picnic expenses are to be budgeted from within Tail Twister fines imposed during the previous Lions calendar year and the club's normal meal guarantee for one meeting – if the picnic is going to take the place of a regular business meeting. Members, family, children and guests are welcome to attend. Members might be asked to provide a side-dish or dessert to share. This is a “fun/social” time of fellowship for members & guests – no club business to be conducted at picnic unless it is of an emergency in nature. In the past, this picnic has been held at such locations as a local state park, Piney Run Park and at Messiah Lutheran Church's Celebration Hall.

Section 6-31 VISITATIONS CHAIRPERSON: Visitations to other Lions clubs are encouraged by the District 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 in many areas, including changes to our own meetings, possible new service or fundraising activities, recruitment, public relations, etc. Chairperson will prepare a chart listing all the clubs our members need to make a visit to during this Lions year. This chart will be displayed at our regular business meetings for members to examine and sign up. A chart with similar information also will be emailed to all members. Visitations for our club traditionally include visits to all the Lions clubs in Region IV (Carroll County), as well as three visits to clubs in other Regions of District 22-W, and to one club outside of District 22-W (please refer to specific criteria included each year in the District 22-W Roster Book). A visitation team shall consist of at least two club members. Each member is expected to make a visitation to at least one other Lions club during the current Lions year (July-June). The Visitation Coordinator will provide the above chart and gather initial assignments no later than August 14th of each year. Will report on status of completed visitations at club meetings and provide updates via email and to Club newsletter editor. After completion of a visitation, the members of the team will provide a signed visitation slip (signed by the President or Secretary of the Lions Club visited) to our Visitation Chairperson or Club Secretary and will share any ideas they heard at the other club that are worthy of consideration at a future Club meeting or to the appropriate Committee.

LION’S ABBREVIATIONS & ACRONYMS

Like any other organization, the Lions utilize abbreviations and acronyms which can be confusing to members who are not familiar with them. Following is a listing of common “Lion’s” abbreviations and acronyms.

22-A	Part of MD-22, consisting of Anne Arundel, Baltimore, Hartford, and Howard Counties plus Baltimore City
22-B	Part of MD-22, consisting of Caroline, Cecil, Dorchester, Kent, Somerset, Talbot, Wicomico, and Worcester Counties
22-C	Part of MD-22, consisting of Calvert, Charles, Montgomery, Prince George’s, and St. Mary’s Counties plus Washington D.C.
22-D	Part of MD-22, consisting of the State of Delaware
22-W	Part of MD-22, consisting of Allegany, Carroll, Frederick, Garrett, and Washington Counties
AHAP	Affordable Hearing Aid Program
ALERT	Lions Emergency Preparedness and Response Program
CC	Council Chairperson
CN	Charter Night Anniversary
COG	Council of Governors
CS	Cabinet Secretary
CT	Cabinet Treasurer
DG	District Governor
GAT	Global Action Team
GLT	Global Leadership Team
GMT	Global Membership Team

GST	Global Service Team
ID	International Director
IP	International President
IPCC	Immediate Past Council Chair
IPDG	Immediate Past District Governor
IPIP	Immediate Past International President
KL	King Lion (Club President)
LCI	Lions Club International
LCIF	Lions Club International Foundation
LEO	Leadership, Experience. Opportunity
LEHP	Lions Eye Health Program
LOVRNET	Lions Low Vision Rehabilitation Program
LSKS	Lions Saving Kids Sight
LVRF	Lions Vision Research Foundation
LYF	Lions Youth Foundation
MD-22	Multiple District 22, consisting of Delaware, Maryland, and Washington D.C.
MJF	Melvin Jones Fellow
MyLION	Lions Club International App
NAMI	North American Membership Initiative
PCC	Past Council Chairperson
PDG	Past District Governor

PID	Past International Director
PIP	Past International President
PR	Public Relations
PSVS	Preschool Vision Screening
RC	Region Chairperson
VDG	Vice District Governor
ZC	Zone Chairperson