

POLICIES AND PROCEDURES HANDBOOK

This handbook contains statements of policies and procedures for the UW-Whitewater/Community Optimist Club. It is designed to be a working guide for officers, directors, and committee chairs in the administration of Club affairs and is intended to complement the Club's bylaws.

These written policies should increase understanding, eliminate the need for personal decisions on matters of Club policy, and help to ensure uniformity throughout the organization. It is the responsibility of every member of the Board of Directors to administer these policies in a consistent and impartial manner.

Procedures and practices in the field of member relations are subject to modifications and further development in the light of experience. Each member of the Board of Directors can assist in keeping our member program up-to-date by notifying the President whenever problems are encountered or improvements can be made in the administration of the Club's policies.

1.0 Leadership

1.01 Officers

General guidelines for the duties of officers are outlined below. These guidelines are not intended to be limiting. It is the responsibility of each officer and member of the Board of Directors to maximize their definition of the duties of their respective office.

President

- Serves on the Board of Directors and chairs monthly Board meetings.
- Presides over all Club meetings.
- Serves as liaison to other Optimist Clubs, the Zone, District, and Optimist International as well as other service Clubs in the community.
- Administers the affairs of the Club in accordance with the Club policies and bylaws.
- Develops and implements goals and objectives for the Club.
- Represents the Club at Zone, District, and Optimist International meetings, or provides for the Club's representation by an accredited representative.
- Works closely with the Membership Committee
- Serves as an ex-officio member of all committees.
- Serves as a mentor for the President-Elect.
- Determines appropriate awards and recognition for individual Club members. Works with Secretary in ordering awards.
- Receives prospective member applications for action at the next scheduled Board of Directors meeting.

President-Elect

- Serves on the Board of Directors and attends monthly Board meetings.
- Works with Club officers to learn the administrative components of the Club.
- Attends Zone, District, and Optimist International meetings with the President.
- Coordinates an ad hoc committee to annually review the Club policies and bylaws and has ready for membership action at the annual business meeting in May.
- Serves as President in the absence of both the President and Vice President.
- Selects committee chairs no later than August 1 for the following Optimist year.
- Appoints the Secretary and Treasurer no later than July 1 for the following Optimist year.
- Coordinates the Annual Club Planning Conference (ACPC) meeting for the upcoming year and works with the Finance Committee to develop the budget for the upcoming year.
- Coordinates the ordering (working with the Secretary) and presentation of an award for the outgoing President.

- Chairs the Nominating Committee and presents a full slate of officers no less than 15 days prior to the annual business meeting in May.

Vice President

- Serves on the Board of Directors and attends monthly Board meetings.
- Receives copy of membership applications and assigns members to Club committees.
- Maintains Club calendar.
- Ensures that activity evaluation forms are completed.
- Assists the Membership Committee in communicating with potential members.
- Assists the Membership Committee Chair with preparing/maintaining member name badges.
- Works on special projects as assigned by the President.
- Serves as President in his/her absence.
- Assists the newsletter editor in maintaining an electronic roster of members for Club and District purposes.

Secretary

- Serves on the Board of Directors and attends monthly Board meetings.
- Coordinates/schedules the taking of minutes at all Club and Board meetings.
- Prepares correspondence from the Club.
- Completes and submits required reports to the District and International Organizations.
- Maintains a record of attendance at meetings.
- Maintains an accurate Club roster and prepares Club Roster Adjustment forms.
- Coordinates the preparation of the Community Project Award (CPA) booklet.
- Notifies Membership Chair of all changes in membership.
- Orders necessary pins for the induction of new officers and new members. Collects pins from outgoing officers.
- Assists with ordering other awards upon direction of the President and President-Elect.

Treasurer

- Serves on the Board of Directors and attends monthly Board meetings.
- Maintains all financial records of the Club and prepares financial reports for presentation to the Board and to the membership.
- Selects a bank and recommends it as a depository to the Board of Directors.
- Ensures all licenses and permits are in good standing.
- Prepares and distributes bills and collects dues.
- Pays bills and maintains checkbook.
- Serves as liaison to the Finance Committee.

- Works with the Finance Committee to prepare a preliminary budget no later than September 15.
- Works with the Finance Committee to recommend fund-raising projects for the year.
- Maintains investments and recommends investment policy.
- Coordinates annual audit of the Club's financial records.

Past President

- Serves on the Board of Directors and attends monthly Board meetings.
- Serves as a mentor for the President, offering advice and suggestions.
- Assists with making necessary reservations for Club activities, conferences, and banquets, etc.
- Maintains Club archives.
- Serves as Sunshine Chair. Recommends budget for the Sunshine Fund to the Treasurer.
- Ensures a copy of the current Club policies and bylaws is accessible and reviews them with the President and with the President-Elect for update.
- Serves on ad hoc committee and assists with the review of the Club policies and bylaws.

Board Members (3)

- Serves on the Board of Directors and attends monthly Board meetings.
- Performs all business functions of the Club.
- Serves as the liaison to one or two committees, assisting them with planning and implementing various activities (i.e., Community Service, Finance, Fellowship, Membership, Program, Public Information, Student Optimist Clubs, and Youth Activities).
- Performs other duties as assigned by the President.

1.02 Election of Officers

A slate of officers will be prepared each year by the President-Elect and presented for a vote by the membership at the annual business meeting in May.

1.03 Orientation of Officers and Board of Directors

The outgoing President and President-Elect will plan a meeting of the incoming Board. The Club's goals and expectations for the coming year will be established at that meeting. Outgoing officers should meet with their successors prior to the changeover of officers no later than September 15.

1.04 Awards for Outgoing Officers

At the completion of their year of service, the President, Vice President, Secretary, Treasurer, and Board Members shall be formally recognized. At that time, they shall pass their current pins on to the respective incoming officers via the Secretary.

1.05 Removal and Filling Board/Officer Vacancies

Any member of the Board of Directors who has three unexcused absences in any one year from Board meetings may forfeit the office as approved by the Board of Directors. Notice of said action shall be mailed to all Board members by the Secretary. Appeals may be heard by the Club at the subsequent Club business meeting.

In the event of a Board vacancy, the President shall appoint a member of the Club to fill that vacancy for the remainder of the term.

In the event of a vacancy of the Past President Board position, the most immediate Past President should be given first consideration to fill that vacancy for the remainder of that term.

In the event of a vacancy of the current President--the Vice President, President Elect, Past President, and Board members should be given first consideration to fill that vacancy for the remainder of that term in that order.

1.06 Committees

The work of the Club is carried out through the volunteer efforts of its members. Committees organize and direct the talent and energies of members into meaningful activities. There are two types of committees, standing and ad hoc/project committees. The standing committees typically are responsible for the conduct of ongoing Club functions and activities such as Community Service, Fellowship, Finance, Membership, Program, Public Information, Student Optimist Clubs, and Youth Activities. The ad hoc/project committees are responsible for specific activities such as Breakfast with Santa, Pedal to the Kettle, Badger State Games, Fourth of July Gyro Stand, Installation Banquet, etc.

A member of the Board is assigned as a liaison to each of the committees and each committee has a chair appointed by the President-Elect prior to the start of the Optimist fiscal year. The following identifies a general set of responsibilities for all committee chairs. In addition, there are specific responsibilities that may be unique to a particular committee. Those unique responsibilities are identified in the role and responsibilities description for each committee chair.

General responsibilities:

- Familiarizes oneself with the purpose of the committee to gain a full understanding of the expectations for the committee and its chair.
- Through tact and enthusiasm, ensures the committee achieves its purpose.
- Reviews the archive files on the committee's past activities and meets with Club members that were either previous chairs or worked as members on the committee.
- Develops a budget and submits to the Finance Committee by no later than September 1.
- Works with the Vice President to ensure the committee is appropriately staffed.
- Organizes the committee, arranges for meetings of the committee, chairs the meetings, facilitates discussion that results in decisions, and decisions that result into actions.
- Develops a timetable of critical events for the committee.
- Determines if there are decisions that must be acted on by the Board and accordingly makes recommendations to the Board.
- Ensures that timely communication/publicity is accomplished with the Board, the membership, and the public as necessary and appropriate.
- Ensures succession planning is occurring.
- Completes an event report form, which is submitted to the Past President for future chairs' use.

2.0 Voting Procedures

2.1 Background

The UW-Whitewater/Community Optimist Club Bylaws provide the Board of Directors with the authority to conduct the majority of the official business of the Club. However, the bylaws identify specific instances where the entire membership must be given the opportunity to vote. In addition, Club policies may require a membership vote.

2.2 General Voting Procedures

- With one exception that is noted below, all action items will be reviewed and approved by the Board of Directors prior to taking them to the membership.
- The Board of Directors shall, after review, make a specific recommendation to the membership.
- **EXCEPTION:** Per Article IX Section 2 of the bylaws, a special meeting may be called upon receipt of a written request signed by at least five members in good standing. Action items resulting from this

type of special meeting may not have a prior review and recommendation by the Board of Directors.

- Each Club member shall be notified of the proposed action item(s), as stipulated in the bylaws or in these policies, and of the date of the meeting. Said notice shall be no less than seven (7) days prior to the vote, except for a proposed change to the bylaws, which requires a two (2)-week notice.
- Items that require advance notice include: Election of officers and directorships, proposed changes in the Club bylaws, in the meeting time and place, in the Club policies, in membership dues, in Club status (merging with another club or dissolution), and other items as determined by the Board of Directors.

2.3 Proxy Voting

- Proxy votes are allowed in situations when a member, due to work or other circumstances beyond their control, is unable to attend a meeting when a vote is occurring.
- Proxy votes are allowed only for those action items that require advance notice as identified in Section 2.2 of this policy.
- To cast a proxy vote, a member must provide a written and signed statement identifying the reason they are not able to attend the meeting and the Club member they have designated to vote on their behalf. That statement can be delivered to the President in advance or by the designated proxy prior to the vote.
- The proxy designation is valid for that meeting only and only for the items that require advance notification.
- The designated member must be present at the meeting and is the only individual that can cast the proxy vote.

3.00 New Members

3.01 Recruitment and Orientation

New members are the lifeblood of the Club, giving it vitality, new ideas, and the added strength to maintain or extend an effective program of service to youth and the community. The Membership Chair must ensure that recruitment and orientation are ongoing. All members should actively seek out individuals who are willing to follow the precepts of Optimism. Effective recruitment includes:

- Informing prospective members of the Club's purpose (use Club brochure)
- Welcoming guests at meetings (pre-arrange payment of lunch)
- Holding an orientation meeting for newly inducted members.

- Planning at least one annual new member recruitment activity (e.g. New Optimists Wanted (NOW) meeting).

3.02 Admission of a New Member

A prospective member will submit a completed membership application to his/her sponsor or the President with the appropriate fee. The Board of Directors reviews and approves the application. Upon approval, the induction of that new member will be planned.

3.03 Admission of Former Member

Any former member of this Club or another Optimist Club may be admitted to membership by Section 1 of Article IV of the Club's bylaws. Such prospective members shall have been a member in good standing when their former membership(s) were terminated. If such transfer or renewal of membership occurs, the membership fee shall be equal to the Optimist International membership fee. Admission of former members shall be neither required nor automatic.

3.04 Membership Induction

The chairperson of the Membership Committee shall plan and coordinate (with the President) the formal induction of all new and former members, including the preparation of new member name badges. The induction shall be held at such time that a number of individuals can be inducted simultaneously. The ceremony should take place at a Club meeting or Installation Banquet no later than two months after a new member has been approved by the Board of Directors.

3.05 Committee Assignments

The Vice President will assign the newly inducted members to the standing committee(s) and or Club project(s) of their choice. The new member's sponsor or the chairperson of the Membership Committee will introduce the new member to the standing committee's chairperson and assist them in their initial involvement in the Club.

4.0 Dues

4.01 Current Member Dues

Annual membership dues are \$21.25 per member per quarter (October, January, April, and July) or \$75 if paid in full by December 1. Club dues are set annually by the Board of Directors as appropriate to support the Club's goals and objectives. The membership dues cover costs such as Optimist International dues, the Optimist Magazine, SWIS

District dues, and local administrative expenses (newsletter, printing, publicity, mailing costs, membership recruitment, luncheon speaker programs, officer training, etc.).

4.02 New Member Fees

The initiation fee for new members is \$40 payable with the submission of the membership application form. Of this amount, \$15 goes to Optimist International, and \$25 is used by the Club for administrative expenses. New members will not be billed for quarterly dues in the quarter that they become a new member. Dues will be prorated starting the quarter after the member joins the Club. Membership begins upon acceptance by the Board of Directors.

4.03 Dues in Arrears

If a member submits a letter of resignation and has dues in arrears, he/she will be notified by the Treasurer with a request for payment of dues in arrears. Upon receipt of payment, a notation indicating the member resigned in good standing will be made for the file.

Any member who is two or more quarters in arrears will be placed on probation and receive a written notification from the Treasurer. Those members on probation who do not pay their outstanding balance within 30 days of notification will have their membership status brought to the Board for removal.

If that member chooses to resign, an invoice of \$21.25 per quarter in arrears will be sent requesting them to pay all past due amounts. Upon receipt of payment, a notation indicating the member resigned in good standing will be made for the file. A member removed, not-in-good standing, will be reinstated only upon receipt of the entire balance (\$21.25 per quarter in arrears).

5.0 Expense Reimbursements

5.01 District Conferences/Conventions and Zone Meetings

Members designated by the President to attend any District Conferences/Conventions, Zone meetings, or training workshops are entitled to reasonable reimbursement based on the Club's financial status. This may include meals, registration, lodging and/or transportation if approved by the Board in advance. **Receipts will be required for reimbursement.**

5.02 Optimist International Convention

Each year, the Board of Directors will set aside monies to be used to help defray reasonable expenses associated with the registration, lodging, and transportation for the President-Elect to attend the International Convention based on the Club's financial status. In the event that the President-Elect cannot attend this convention, the Board of

Directors may make all or part of the money available to any Club member(s) who attend if approved by the Board of Directors in advance. **Receipts will be required for reimbursement.**

5.03 Life Membership

A committee consisting of current life members may select a qualified individual for life membership. The previous year's recipient will chair the committee. The Club will pay the one-time enrollment fee of \$240. The recipient will have quarterly dues reduced by the amount of the Optimist International dues.

6.0 Financial

6.01 Incurring and Paying Obligations

The Treasurer is authorized to pay normally recurring bills, such as meals, Optimist International and District dues, etc., or specifically budgeted items without prior Board approval. All special expenditures require prior approval of the Board of Directors before any member commits the Club to an obligation. The President, Secretary, and Treasurer are authorized to sign checks with one signature being required.

6.02 Budget

The President-Elect will ask all committee chairs and the chairs of special projects to submit budget requests to the Treasurer by August 1, to aid in the allocation of Club funds.

The Finance Committee shall prepare a budget of Club operations and submit it to the incoming Board of Directors in September for review with approval coming at its first Board meeting. The Secretary, incoming President, and incoming President-Elect will also serve in this process. The budget should include a contingency line item for unexpected expenditures.

6.03 Bank

The Board of Directors, at the recommendation of the Treasurer, approves a bank to be used as a depository for Club funds. Excess funds not currently needed for operations shall be placed in a savings or money-market account.

6.04 Fund Raising

Since the extent and success of the Club's youth and community service programs depend greatly on fund raising, the Board of Directors shall act carefully and prudently in choosing such activities. The fund raising activity shall comply with federal, state, and local laws. The activity should also enhance the reputation of the Club. Professional advice shall be sought before entering any contractual agreement binding the Club.

6.05 Donations to Other Organizations

Requests for donations to other organizations or groups shall require a written request or formal presentation to the Board of Directors for approval. Generally, donations are made only to individuals and/or non-profit organizations/groups. Preference shall generally be given to requests that affect school-age youth of the community or from the greater Whitewater area whether it is for scholarship, recreation, athletics, civic development, or another worthy cause.

The Board of Directors is authorized to approve up to \$100 for any single request. Requests over \$100 must be approved by the membership at the business meeting following Board consideration. A two-thirds majority vote of the membership present at a Club meeting will constitute approval.

The membership should not vote on any contributions without the recommendation of the Board of Directors.

6.06 Restrictions on Funds Allocated to Club Operations

Member dues are assessed at a level sufficient to cover District and International obligations as defined in Section 3.01. A share of funds raised for youth and community service projects may be allocated to the general account to offset any operating deficit. In no case may this amount exceed 15% of the funds raised in a fiscal year.

6.07 Social Events

Social events play an important role in the success of the Club. The goals of these events are to enhance the camaraderie and fellowship of the members and also serve as an opportunity to recognize non-members for their contributions to the Optimist program. It is expected that these affairs will be self-supporting through an appropriate charge.

An annual family event is an exception to the above rule. As its name implies, it is a family affair with emphasis on the entertainment of members' children. The cost may be subsidized by the general fund.

7.0 Regular Meetings

7.01 Conduct at Regular Club Meetings

Club meetings are a time for fellowship and humor, but it is also a time to extend respect for guests and invited speakers. While attending meetings, members should display proper decorum and are encouraged to greet one another as well as guests and prospective members.

7.02 Alcohol

No alcoholic beverage shall be consumed at regular Club meetings, youth activities, or when the public relations status of the Club would be adversely affected.

7.03 Civic Affairs

The Club shall affirm its role in civic affairs but shall not as a Club take positions in matters of strictly partisan politics. In taking a position on any civic affair, the Club should exercise caution and sensitivity of the membership; even in so doing, there may be instances where the majority of the Club will rule.