

# **THE LINCOLN HILLS ITALIAN CLUB**

## **BOARD POLICIES**

### **Board Policy #1 – Membership**

- A. The LHIC Board of Directors (herein called “Board”) shall have the authority, by a majority vote of the Board members in attendance at a regularly scheduled meeting or a special meeting, to suspend a member for conduct, which, in the Board’s judgment reflects negatively on the reputation and character of the club and/or Board of Directors. The following steps will be taken to review any said member.
1. The President shall form a three-member committee to meet with the said member to discuss the inappropriate activity that has been brought into question.
  2. The three-member committee shall report at a subsequent meeting their findings regarding the said member.
  3. The Board shall have the authority to suspend the said member for any period of time up to one year.
  4. The vote will be taken at a LHIC Board Meeting and will be done by roll call vote.
  5. Any suspension shall prohibit the said member from attending LHIC events for the duration of the suspension.
  6. A member who has been suspended may request to be reinstated as a member at the conclusion of the suspension.
- B. The LHIC Board of Directors shall have the authority, by a two-thirds vote of the Board members in attendance at a regularly scheduled Board meeting or a special meeting to expel a member for inappropriate conduct, which is detrimental to the reputation and character of the club and/or Board of Directors. The following steps will be taken to review any said member.
1. The President shall form a three-member committee to meet with the said member to discuss the inappropriate activity that has been brought into question.
  2. The three-member committee shall report at a subsequent meeting their findings regarding the said member.
  3. The Board shall have the authority to expel the said member up to two years.
  4. The vote will be taken at a LHIC Board Meeting and will be done by roll call vote.
  5. Any expulsion shall prohibit the said member from attending LHIC events for the duration of the expulsion.
  6. A member who has been expelled may request to be reinstated as a member at the conclusion of the expulsion
- C. The Board of Directors reserves the right to refuse membership to any (individual or previous member) for prior conduct, which has reflected poorly on the reputation and character of the club and/or Board of Directors. The vote by the Board of Directors shall be a two-thirds vote of the Board members in attendance at a regularly scheduled Board meeting or a special meeting to refuse membership for prior

inappropriate conduct, which is detrimental to the reputation and character of the club and/or Board of Directors. The following steps will be taken to review any said member.

1. The President shall form a three-member committee to meet with the said member to discuss the inappropriate activity that has been brought into question.
2. The three-member committee shall report at a subsequent meeting their findings regarding the said member.
3. The Board shall have the authority to refuse membership to the said member.
4. The vote will be taken at a LHIC Board Meeting and will be done by roll call vote.
5. Any member who has been refused membership shall be prohibited from attending LHIC events.
6. A member who has been refused membership may become a member two years from the refusal date.

**07/01/2015** Approved by Board of Directors

**10/07/2015** Amended by Board of Directors

**10/16/2015** Approved by the membership at Annual General Membership meeting

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## **Board Policy #2 – Board Duties**

### **President**

#### **The duties of the President are as follows:**

- A. Prepare an agenda for, distribute the agenda, and preside at all club meetings.
- B. Call additional meetings when necessary.
- C. Sign on account for the Club with the Treasurer.
- D. Oversee all activities of the Club.
- E. Appoint a club member to fill each of the following Board positions at the start of the fiscal year:
  - Publicity
  - Webmaster
  - Photographer
  - Historian
  - Officer-at-Large
  - Membership
  - Activities

### **Vice President**

#### **The duties of the Vice President are as follows:**

- A. Fulfill all duties of the President in his/her absence.
- B. Perform any other duties assigned by the President.

- C. Review the Bylaws annually with a committee of three board members at the beginning of each fiscal year.
- D. Report the findings of the Bylaw review committee to the Board by the September Board meeting of each year.
- E. Present any changes to the Bylaws to the membership at the October Annual General Membership (AGM) meeting.
- F. Maintain and administer the Bylaws.
- G. Endeavor to have a listing available, from within the membership, of qualified persons willing to serve in the event of incapacitation of key Board members.

### **Secretary**

#### **The duties of the Secretary are as follows:**

- A. Serve as the official custodian of all club records except those specifically assigned to others such as Treasurer's books.
- B. Record and read minutes at all Board meetings where business is conducted.
- C. Act as correspondence secretary receiving and answering all Club mail.
- D. Send Get Well, Sympathy, and Thank You cards to members as needed.

### **Treasurer**

#### **The duties of the Treasurer are as follows:**

- A. Be responsible for all LHIC funds.
- B. Deposit all monies received into the LHIC account(s).
- C. Pay all authorized Club bills accounting for any disbursements with a receipt.
- D. Keep accurate records, which shall include monthly financial reports, accounts received, and all bank records using Generally Accepted Accounting Principles (GAAP).
- E. Prepare financial reports at the end of the fiscal year and present them to the Board for their approval.
- F. Submit the end of the fiscal year reports, along with records and books, to the auditor.
- G. Ensure that the auditor prepares and submits all required annual tax forms.

### **Activities Director**

#### **The duties of the Activity Director(s) are as follows:**

- A. Plans, supervises, and coordinates all monthly events, scheduling for events at least six months in advance, and report all activities to the Board for approval.
- B. Submit all activity information and current activity "flyer," to the Webmaster and Publicity Director.
- C. Each July, the Activities Director(s) shall form and serve as Chairperson(s) of the Activities Committee by appointing at least six (6) persons from the membership to the Committee to help plan, assist, or chair the monthly events. They are encouraged to include new members who have requested to help out with events.
- D. Maintain a list of attendees and guests at all functions and report the final number to the treasurer for their records.

- E. Shall receive and record all registrations/checks for the monthly activities.
- F. Share list of attendees and guests with the Membership Director so he/she can arrange Ambassadors for upcoming events.

### **Membership Director**

#### **The duties of the Membership Director are as follows:**

- A. Provide information to all new prospective members.
- B. Maintain all paid membership records, including mailing addresses, phone numbers, email addresses, heritage, and any other information as needed.
- C. Provide a list of all prospective members who have made application to the Board for the members to be approved at the next Board Meeting.
- D. Annually establish and chair a Membership Matters Committee whose function it is to create a membership drive for the new year.
- E. The plan for each new membership drive should be presented to the Board for their approval.
- F. Organize and chair the Ambassador Program.
- G. Mail annual renewal notices in May and collect membership dues.

### **Publicity Director**

#### **The duties of the Publicity Director are as follows:**

- A. Submit articles and photos to the Lincoln Hills *Compass* and the *Sun Senior News* regarding monthly events for all Italian Club members. Submit any additional information, articles, and photos that highlight the club to the *Lincoln News Messenger* or other publications when appropriate.
- B. Write and submit obituaries to the Webmaster for posting on the LHIC website.

### **Photographer**

#### **The duties of the Photographer are as follows:**

- A. Photograph all Italian Club activities. Submit all photos to the Webmaster for posting on the Italian Club website for member viewing, and provide for annual archiving.
- B. By August of each year, photograph all Board members and new members and forward to the Webmaster to post on the LHIC website.
- C. Photograph members for posting in the Members Photo portion of the website and update as needed.
- D. Furnish photos for Publicity Director monthly or as needed.

### **Webmaster**

#### **The duties of the Webmaster are as follows:**

- A. Maintain, update and post all club information to the Italian Club website as requested by the Board.
- B. Maintain the LHIC email system/software associated with the website.
- C. Develop a back-up plan to insure the maintenance of the website due to their absence.

## **Historian**

### **The duties of the Historian are as follows:**

- A. Serve as the official custodian of all club records, except those specifically assigned to others.
- B. Maintain monthly records of Board minutes, activities, publicity, LHIC roster, and Treasurer's report.
- C. Maintain files of Letters of Incorporation, latest insurance policy, LHIC Bylaws, LHIC Policies, membership correspondence, current membership forms, current and past Board members, letters of appreciation from charitable organizations, and the AGM meeting review.

## **Officer-at-Large**

### **The duties of the Officer-at-Large are as follows:**

- A. Aid the other officers in the management of the LHIC.
- B. Keep an inventory of all Club equipment and supplies.
- C. Undertake special projects at the request of the President.
- D. In the case of any office becoming vacant, at the request of the President, may fill and assume all of the responsibilities of that office.

## **Immediate Past President**

- A. Shall remain a member of the Board up to two years following their Presidential term.
- B. Shall vote only in the case of a tie vote.
- C. Is able to make a motion at a Board Meeting.
- D. Shall serve as an LHIC Ambassador.

**03/09/2018** Approved by Board of Directors

**10/03/2018** Approved by the membership at the Annual General Membership meeting