CLUB PROCEDURES GUIDE




WELCOME
We are the Rogue Valley Lions Club, one of the fastest-growing local Lions Clubs in the nation.
Our mission is to empower volunteers and partners to improve health and well-being, strengthen communities, and support those in need through humanitarian services and grants that impact lives locally, regionally and globally.
Our motto is simply:
“We serve.”

INTRODUCTION

Background

The **Rogue Valley Lions Club (the Club)** is a local non-political service club headquartered in Central Point, OR. We are a 501(c)(3) charitable organization that raises funds and provides volunteers for local causes**.** We are one of over 48,000 clubs across 200 countries as part of **Lions International,** established in 1916 in Chicago, Illinois.

Purpose of this Guide

- To provide clear and consistent directions on day-to-day operational actives of the Club.
- To make meetings more efficient, orderly, and respectful of member's time.
- To make future Club activities easier to organize and more repeatable.
- To recommend practical ways to share responsibility across the Club, encouraging broader participation beyond the members who traditionally take on most of the work.

MEETINGS

Regular meeting Guidelines

Our goal is to conduct orderly and focused meetings, that respect people's time while offering social interaction and connection before and after meetings.

- **Meeting times:** members are encouraged to come early at 6:00 PM to order food; the business meeting will be called to order promptly at 6:30 PM by the President and will normally run one to one hour and a half, with adjournment usually by 8:00 PM.
- **Room configuration**: tables to be set up in "U" configuration to facilitate face-to-face interaction.
- **Minutes:** previous meeting minutes will be emailed by the Secretary to the membership 3-4 days before a regular meeting, so they don't require reading during meetings. Any corrections to the minutes can be made by replying to the email. A motion to approve will be entertained at the beginning of each regular meeting.

- **Meeting conduct:** Meetings follow Robert's Rules of Order (RRO). A one-page RRO guide is available in the Member Resources section of the Club website.
- **Motions:** the President shall repeat any motion on the table along with whoever moved and seconded the motion, to be recorded by the Secretary. "It has been moved by xxxx and seconded by xxxx that we …" Discussion takes place after a motion has been seconded. After discussion, a vote will be called for by the President.
- **Speaking etiquette:** If you wish to speak, raise your hand to request permission to be recognized.
    - Wait to be called upon by the President to speak.
    - Keep comments brief, to the point, and please project your voice.
- **New activities:** any proposed new activity needs a Lead to organize the activity; if no Lead comes forward, the activity should not proceed at the present time. The President may refer a new activity to a committee for further exploration.

Annual Planning/Visioning Meeting

This meeting should be held in lieu of the first regular meeting each year to set the direction of the Club's activities throughout the year.

- The meeting should be led by a Facilitator supported by a note taker. The facilitator should have a background in leading brainstorming activities and does not necessarily need to be the President.
- First half of the meeting-brainstorming:
    a. No business will be conducted at this meeting, just brainstorming and idea facilitation.
    b. Use a tall white 27" x 34" easel pads (Easel pads-Staples)) and colored marking pens to record ideas.
    c. When brainstorming, there are no "yes buts" or discussion on the idea's worthiness or how the idea should be implemented. The purpose of brainstorming is to get as many ideas documented as possible.
- Second half of meeting-prioritizing:
    a. Categorize ideas generated into three priorities:
        i. 1) Must have
        ii. 2) Nice to have
        iii. 3) Needs further consideration
- The facilitator and note taker will develop **a Summary Report** to the Executive Committee listing all ideas and their priorities for further action.
- After review, the Executive Committee will report back to the membership the status of each item proposed during the Planning Meeting.

COMMITTEES



There are two types of committees:

1. **Standing Committees** – ongoing and meet on a regular basis throughout the year. continue their effort throughout the year, and
2. **Ad Hoc Committees** - created to provide a specific function or service, then disband when their duties are complete (e.g., By Laws, etc.). Ad hoc is a Latin phrase meaning "for this."

Standing Committees:

- **Executive committee**: consists of the Club Officers to maintain the Club's operational momentum. Consult the Club's by Laws for the roles of each officer.
- **Philanthropy/Scholarship**: recommends to the Club how we should donate funds to local charities and to whom we should award scholarships. Ask the Chair for a recommendation form or download it from the Member Resources section of Club's website if you wish to recommend an organization for donation. The Philanthropy Committee develops and maintains a set of giving guidelines to provide direction on awarding gifts.
- **Membership**: facilitates recruitment and encourages new members to join and orients new members as to our activities and procedures. The membership committee also facilitates and coordinates guest speakers.
- **Fund Raising**
    - General Community fund raising
    - **Wine Walk**: organizes and produces charity events in the spring and fall pairing local wineries with Central Point businesses.
- **Sight and Hearing Center**: provides a liaison to one of our ongoing charity partners in the Valley.
- **Flag Education Program**: provides presentations to grade school students that tell the story of the creation of our flag.
- **Food Insecurity Systems**:
- **Road Clean-up**: regular clean-up of Old Stage Road from Jacksonville to the corner past Hummingbird Winery (approximately 2 miles)
- **Community Involvement/Activities**:
    - MISO
    - Central Point Garage Sale
    - Jacksonville School Play traffic control
    - 4th of July Parade
    - Christmas Parades in Jacksonville and Central Point

- **Website**: development and maintenance of the Club's website
- **Social Media**: Facebook

Committee operational guidelines:

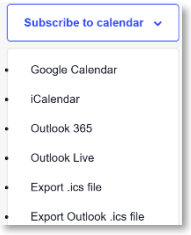
- Committee reports, both Standing and Ad Hoc, are on the agenda at every business meeting and are limited to short, to-the-point presentations. To ensure being heard properly:
  - Stand up when giving committee reports.
  - Speak clearly, project your voice, and maintain a steady pace.
- Committees can meet at any time and location of their choosing. Coffee shops are frequent venues for committee meetings.
- Let the Club Secretary know about meeting times to get on the web site master calendar.
- Committees need a designated Chair and an assistant/note taker.
- Committee meetings are open to all members.
- Committee Chairs should have a basic knowledge of digital tools like Excel and Word for notes for maintaining minutes and procedure documents or have a designated person to perform sec duties.
- Robert's Rules of Order "light" should be practiced at committee meetings.
- Each committee will develop a checklist to assist others in taking on committees' tasks and responsibilities when membership changes. These checklists will evolve over time to reflect best practices and evolving tasks. Task checklists are attached to the Appendix of this document.
- Promote an **accountability culture**. Integrity is simply doing what you say you are going to do, therefore if you commit to a task or to show up for an event, please follow through with your commitment; if you cannot follow through, find someone who can take your place and let the event or committee lead know of the change.

Club calendar

Our Club meetings and events are posted on the Rogue Valley Lions Club website master calendar, including:

- Business and social meetings
- Local events
- Committee meetings

Access the calendar via the Club website (www.roguevalleylions.org) using any browser. The website Home page has a five-line Upcoming Events display for events in the near future, and the main calendar page shows a month-by-month display of all Club events.



The Calendar page has a **Subscribe to Calendar** dropdown to link the website Calendar to personal Google Calendars and others.

To add an event to the calendar, download the event form from the Club Resources section of our website (or request an event form from the Secretary at a regular meeting) and email the request to Secretary or Vice President or present the request at any Club meeting.

RVLC website updates

- Visit and bookmark our Club website: Rogue Valley Lions Club
- Everyone is encouraged to take pictures during events and submit them to our Web Master for posting and for marketing efforts, including submission to the Oregon Lions magazine.

Social media updates

Follow the Club on Facebook: Rogue Valley Lions Club.
The Club has a dedicated person responsible for keeping the Facebook page updated.

Other media

The Club has a dedicated person responsible for submitting articles and images to the Oregon Lions magazine

APPENDIX

Task check lists

1. **Wine Walk**
2. **Philanthrophy Committee**
   - **2.1. Giving Guidelines**
   - **2.2. Donation List**
3. **Christmas Parades**
4. **4th of July Parade**
5. **Web Site Updating Procedures**
6. **School Vision Screening**
7. **Food Insecurity Systems**
8. **Flag Education**