



POLICY MANUAL

DISTRICT 33K LIONS EYEMOBILE, INC

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Introduction

The purpose of this manual is to list the policies that have been approved and implemented by various Boards of Directors of District 33K Lions Eyemobile, Inc. (also known as the Corporation). The entire contents of this manual shall be in effect until such time as they are revised or rescinded, either in whole or in part, by the Board of Directors.

The By-Laws of the Corporation shall take precedence over any discrepancy between the By-Laws and this manual which shall be revised accordingly should discrepancies arise.

Chronological Index

<u>Action</u>	<u>Date</u>	<u>Comment</u>
Adopted	June 15, 2009	
Reformatted with no change in content	October 15, 2012	
Revised Rules for Reserving the Eyemobile in Chapter 1, Policies	October 15, 2012	Added \$150 fee for use of the Eyemobile by Clubs not within District 33K.
Revised several sections as noted under "Comment" and deleted "Chapter 3, Procedures".	June 17, 2013	<p>Under Handicap Accessibility revised the first sentence of the first paragraph by adding the word "not" and deleting the words "on a limited basis".</p> <p>Under Nominations for Director revised the second paragraph by deleting the words "and shall be on Club letterhead (if sent via email then from President or Secretary)".</p> <p>Under Rules for Reserving the Eyemobile the words in the first paragraph were changed from "... more than one year in advance" to "... more than nine months in advance".</p> <p>Removed Chapter 3 in its entirety and any words associated throughout.</p>

Chapter 1 – Policies

Definitions

Cause: The term 'cause', as it applies to the removal from office or forfeiture of membership, shall be defined as any Officer or Director that has failed to fulfill their role as defined in the policy manual or as determined by a majority vote of the Board.

Good Standing: The term 'good standing' shall be defined as any Club or Member that has:

- No outstanding debts over the amount of \$50 to Lions Clubs International more than ninety (90) days old.
- No outstanding dues to MD33.
- No outstanding dues to District 33K.

Mail: The term 'mail' shall be defined as any acceptable form of postal service or electronic mail.

Distribution of Literature or Membership Information

Lions Clubs may distribute literature at events where the Eyemobile is present excluding any literature that promotes or seeks funds.

Fundraising

No Lions Club may in any way associate or infer a fundraising program in connection with the use of the Eyemobile.

Handicap Accessibility

The Eyemobile is not handicap accessible. The unit is a motorized van with raised entryways. Persons must be able to navigate stairs in order to access the Eyemobile. There are no other means to enter or leave the unit.

The District 33K Eyemobile does not have to comply with the Americans with Disabilities Act (ADA). The ADA allows for exemptions under certain conditions. Non-profit organizations that are not engaged in commerce - the exchange of money, goods or services – are exempt under the act.

District 33K Lions Eyemobile, Inc. meets the requirements for exemption. The IRS has granted the Eyemobile non-profit status pursuant to section 501(c) (3) of the Internal Revenue Code. Services provided by the District 33K Eyemobile and sponsoring Lions Clubs are free to the public and without any exchange of money, goods or services.

Nevertheless, alternative, gratis services may be offered by the sponsoring Lions Club to persons not able to access the Eyemobile. The services will be comparable and limited to those being offered on that occasion. The alternative services will be offered at a time and place to be arranged.

Hardship Cases

The District 33K Lions Eyemobile, Inc. does not have any funds set aside to assist Clubs in providing additional services for clients seen on the Eyemobile. Clubs who need assistance should contact the District Governor for

assistance from the District Governors Emergency Fund or take advantage of the Lenscrafter's Program that is offered through Lions Clubs International or other such programs.

Minimum Screening Ages

No child under the age of ten (10) years old shall be screened.

Children between the ages of ten (10) and seventeen (17) must be accompanied by a parent or guardian who must provide authorization.

Nominations for Director

Clubs must be in good standing as of the date of nomination of a director. Nominations shall only be accepted from the Club from which the nominee is a member. All nominations must be submitted via mail in accordance with nominations request letter sent to Clubs

Nominations shall be signed (electronic signature acceptable) by Club President or Club Secretary.

Candidates for 33K Eyemobile Director are allowed to distribute campaign flyers before and during the 33K Eyemobile annual meeting.

Rules for Reserving the Eyemobile

The Eyemobile shall be reserved on a first come basis. The Eyemobile may not be reserved more than nine months in advance. A reservation is not valid until confirmed by the Board or its authorized representative.

Any Club not within District 33K shall be charged a fee of \$150 payable in advance for use of the Eyemobile.

Chapter 2 - Job Descriptions

President

The president is the chief executive officer of the Corporation. The president shall preside at all meetings, issue the call for special meetings of the Corporation's Board of Directors; appoint committees as deemed appropriate or necessary for the proper functioning of the Board of Directors or as required by the By-Laws. The president will assure the regular functioning and reporting of such committees. The president shall see that elections are duly called, noticed and held. The president shall serve as an ad-hoc member of all committees.

Vice President

If the president is unable to perform the duties of office for any reason, the Vice President next in rank shall occupy the position and perform the duties with the same authority as the president. The Vice President shall, under the direction of the President, oversee the functioning of such committees designated by the President or undertake other duties assigned by the President.

Secretary

The secretary is responsible for the legal documents of the Corporation and maintaining records that accurately reflect the business conducted by the Board. The secretary's responsibilities shall include but not be limited to:

- Maintain all corporate records including meeting minutes, maintenance logs, required annual filings with the State, financial reports and annual tax filings submitted by Treasurer, and other documents which might be requested by the President or the Board of Directors of the Corporation.
- Provide administrative support to the Executive Board, and to any committees as may be requested;
- Keep accurate minutes of all Board of Directors meetings and provide them not later than one week following said meetings;
- File such annual reports as required by the Secretary of the Commonwealth of Massachusetts including Annual Report, Notice of change of address of Corporate Office, and Notice of change of Directors and Officers of the Corporation.
- Record in the official records all donations received by the Corporation and pass on said donations in a timely manner to the Treasurer of the Corporation for deposit.
- In conjunction with the President provide agendas for Board of Directors meeting not less than one (1) week prior to said meeting;
- Record attendance for all meetings;
- Under the direction of the President of the Corporation cause notifications of openings on Board of Directors to be mailed to all Clubs and, if requested by the President, accept nominations for same to be presented to the BOD and maintained with other corporate records;
- Handle all internal and external correspondence in a timely manner.
- Turn over all records to any newly elected Corporate Secretary.
- Perform other tasks which may be requested by the President or by the Board of Directors

- Perform as secretary at the annual meeting of the Corporation including:
 - Recording all actions and providing minutes to the Board
 - Providing ballots, including braille ballots, as approved by the Board
 - Obtaining a list of delegates present and voting and include such list in the minutes. As a minimum the list shall include the number of delegates present and voting.

Treasurer

The Treasurer shall manage the finances and administer the fiscal matters of the Corporation including but not limited to the following:

- Maintain the current fiscal year's financial records in a manner approved by the Board of Directors or its appointed body.
 - Past fiscal year financial records shall be turned over to the Secretary within 105 days of the close of that fiscal year.
- Maintain funds in institutions and in financial instruments with the advice and consent of the Board of Directors or its appointed body.
 - All financial instruments shall have the name of the Treasurer and one other officer approved by the Board of Directors as having the authority to execute financial instruments. The Treasurer shall have the primary responsibility to execute financial instruments. If the Treasurer is not readily available or able to perform this duty, the responsible person to execute financial instruments shall be the second named officer.
- Disperse funds as approved by the Board of Directors.
- Prepare and submit financial reports at all Board meetings for review and approval by the Directors present and voting.
 - Such reports shall show the current financial state of all financial matters in a manner approved by the Board of Directors or its appointed body.
- Give bond for the faithful discharge of his office and duties in such sum and with such surety as determined by the Board of Directors.
- Prepare and submit in timely manner any and all financial reports required by Government Bodies with jurisdiction including but not limited to the Internal Revenue Service and Massachusetts Attorney General.
 - Such reports shall be reviewed prior to submittal by a body appointed by the Board of Directors.
- Develop financial policies and procedures as requested by the Board of Directors for their review and approval.
- Be an active member of the Finance Committee.
- Prepare a financial report at the end of the fiscal year and distributing it by mail to each Lions Club in the District no later than September 30th of that year.

- The report shall show the financial status of the Corporation including as a minimum all income, expenditures and investments for that fiscal year.
- Make available all necessary financial records for a financial audit within 30 days of the close of the fiscal year at a place and time as instructed by the Board of Directors or its appointed body.
 - The financial audit shall be conducted by a party other than the Treasurer and as determined by the Board of Directors or its appointed body.

Directors

A director is a member of the governing and directing body of the Corporation hereinafter known as the Board of Directors or Board. As such a director is charged with execution of the purpose and objective of the Corporation.

The purpose and objective of the Corporation is to provide free health screenings to the residents of Massachusetts as requested by local Lions Clubs and approved by the Board of Directors of this Corporation.

A director shall perform his or her duties in a manner he or she reasonably believes to be in the best interests of the corporation, and with such care as an ordinarily prudent person in a like position with respect to similar corporation organized under this chapter would use under similar circumstances. (*Chapter 180, Section 6C, Massachusetts General Laws*)

The responsibilities of a director shall include but not be limited to the following;

- Regularly attend board meetings and important related meetings.
- Actively participate in planning the business of the Corporation.
- Thoroughly review and become acquainted with all financial matters pertaining to the business of the Corporation.
- Willingly accept committee assignments as delegated by the President
 - Make a serious commitment to actively participate in committee work and completes them thoroughly and on time
- Prepare well for meetings and review and comment on minutes and reports.
- Build a collegial working relationship with other directors that contribute to consensus.
- Visit local Lions Clubs and other organizations as a spokesperson for the Corporation promoting goodwill for the Corporation.
- Be computer literate and capable at least to the degree of corresponding and accepting correspondence through the Internet.
- A director's responsibilities may not be subrogated to another body or person. Failure to carry out these responsibilities may be reason to initiate removal from the position for just cause as permitted in the Corporation's By-Laws.

Unit Scheduler

The unit scheduler is responsible for managing the use of the Eyemobile by Lions Clubs both within and outside of District 33K for purposes approved by the Board of Directors including but not limited to health screenings and publicity events (e.g. parades).

The responsibilities of the unit scheduler shall include:

- Maintain the master reservation schedule. The master schedule shall include the following information as a minimum:
 - The name of the sponsoring Lions Club
 - The date(s) of the event
 - The name of the contact person and means of contact
 - The reason for the event
 - The assigned driver
- Schedule reservations as received on a first come basis from Lions' Clubs.
 - Only Lions' Clubs may use the Eyemobile
 - Once a Club requests a reservation, notify the Club in writing that the reservation has been accepted or not depending whether the requested date is available or not
 - On line reservations may be made on-line by via *www.33keyemobile.org* or by mail addressed to the scheduler.
 - Reservations for District 33K Clubs can only be made up to one year in advance of the requested date.
 - Reservations from other Districts can only be made up to 30 days from the requested date with a \$100 fee. The Scheduler is responsible for collecting the fee.
- Find a sponsoring Club for outside parties that have requested use of the Eyemobile.
 - If a sponsoring Club cannot be found after a reasonable effort, communicate the fact with the President prior to notifying the outside party that the Eyemobile is not available. The final decision shall jointly be made.
- Communicate schedule changes to other parties that require such information.
 - Provide a copy of any revised schedule to the Driver Scheduler, Club Liaison Person, and President
- Maintain the on line schedule calendar.

- The calendar can be accessed via *www.33keyemobile.org* and then *Calendar of Events*. A password is required to modify the calendar. It's available from the secretary.
- Communicate with Clubs and the assigned drivers.
 - Within two weeks of a scheduled event, notify the sponsoring Club of the name and contact information of the assigned driver providing a driver has been assigned by the Driver Scheduler. Likewise notify the assigned driver the contact and contact information of the sponsoring Club.

Driver Scheduler

The driver scheduler shall be responsible for coordinating with the unit scheduler to ensure that a driver is obtained for each event that is scheduled. The Driver Scheduler shall contact the driver so that the Club is contacted by the designated driver at least two (2) weeks prior to the scheduled event. This may be accomplished through either contact with the club from (a) the driver scheduler (b) the unit scheduler (c) the driver or (d) the Club Liaison.

Club Liaison

The function of the Club Liaison person will be to contact Lions Clubs who are sponsoring an Eyemobile event. Contact must be made prior to the event and the purpose will be to

- Determine if the Club has sufficient help to make their event successful.
- Determine if additional assistance is needed.
- Contact the Club after an event to determine whether the event was successful, or not, and the reasons for lack of success if applicable.
 - All Clubs sponsoring the Eyemobile for a screening event must be contacted four to six weeks prior to the scheduled event. In cases where the screening is scheduled less than the four-week period, then the Club must be contacted within two days. If the scheduled event is less than two weeks, then the contact requirement is waived.
 - Contact must be person-to-person using the contact information provided in the Eyemobile Schedule by the Eyemobile Scheduler. Call back messages may be left if the Club contact cannot be reached and should be repeated three times. If you are unable to contact them after three times, then notify the Eyemobile President immediately who will determine any further action that might be required.
 - Inquire whether assistance is needed to make the event successful offering the Eyemobile Board of Directors assistance such as doctor's names and contact information where available. If the request for assistance is not readily available within the Eyemobile's Board of Directors, inform the Eyemobile President immediately who will determine any further action that might be required.
- Keep a written log of events.

- Follow up each completed screening with the Eyemobile driver for the event and sponsoring Lions Club within ten days of the event. Obtain reasons for the success or failure of the event.
- Contact information for the driver and sponsoring Club are available on the Eyemobile Schedule.
- Follow up first with driver and then with the sponsoring Club and keep a written log of events.
- Person to person contact is preferred but mail or email may be used. Call back message attempts are acceptable as meeting this requirement.

Driver Trainer

The Driver Trainer shall assure that the following driver's certification procedures are met:

In order to become a certified Eyemobile driver, a person must:

- Have a valid Massachusetts Driver's License
- Have an acceptable driving record
- Pass a driving test
- Demonstrate skills and knowledge in operating the Eyemobile and its equipment.

Only certified drivers can drive the District 33K Eyemobile.

The Drivers Manual is on the District 33K Eyemobile website in a document called "Drivers Manual".

A prospective driver must first obtain a copy of their driving record from the Registry of Motor Vehicles for review by the Board or its appointed member.

- Two or more moving violations over a three-year period shall be reason for disqualifying the prospective driver.
- The driving record shall be returned to the named person immediately after review.

A prospective driver must pass a driving test administered by a qualified person; such qualifying person may be subject to approval by the Board. If the qualifying person is not a Board member then a Board member must be present during the test.

A prospective driver must demonstrate skills and knowledge in operating the Eyemobile and its equipment by driving the Eyemobile at least twice in screenings; each time with different certified drivers. Both certified drivers must agree on the suitability of the prospective driver.

- As a minimum, the prospective driver must be knowledgeable about the material included in the latest edition of Eyemobile Driver's Manual.

A driver's certification may be revoked upon occurrence of an accident with the Eyemobile or two or more moving violations.

- The Board or its appointed member has the right to request a current driver's record from the Registry of Motor Vehicle at any time.
- The Board shall make the final determination if certification is to be revoked.

Upon completion of these requirements a driver shall be certified for the current Lions year. Certification may be extended annually by the Board or its appointed member. A certified driver may be required to recertify if that driver has been inactive for one year at the discretion of the Board or its appointed member and must be recertified if inactive for two years or more.

Webmaster

The District 33K Lions Eyemobile Webmaster shall be an appointed position by the Board of Directors and shall be ratified on an annual basis by the Board.

The Webmaster need not be a member of the Board of Directors but shall be able to maintain the website as needed by the Board of Directors.

In the event that the Webmaster is not a member of the Board the President or Secretary of the Corporation shall advise the webmaster of any changes that may need to be made to the website and provide a time frame for such updates.

The Webmaster shall be responsible for the following tasks:

- Annually update of officers and directors.
- Provide proper passwords for all email accounts associated with the Eyemobile website
- Update links as needed.
- Upload via FTP any documents approved by the Board of Directors and ensure proper links are provided to make those documents available from the proper location on the website.
- Assist as needed in teaching any Board of Directors member or others who are involved with the Eyemobile how to use various features of District 33K Lions Eyemobile Website.

The Webmaster shall inform the Eyemobile Board of Directors any additional features which might make the website more usable by the Lions Clubs of District 33K, the District 33K Lions Eyemobile Inc. Board of Directors or other visitors to the website. Additional features shall not be added without the consent of the Board of Directors.

The Webmaster shall review at least on an annual basis with the Board of Directors all information that is stored at Zoho and/or on the Eyemobile website to verify accuracy.

If the Eyemobile Board of Directors feels they wish to participate in the annual contest of websites through Lions Clubs International the Webmaster shall be responsible for submitting the application.

From time to time, as future technology provides, the Webmaster shall keep the Board informed of new technologies that may enhance the Eyemobile website and/or documentation provided thereon.

Other Board Functions

Additional functions, which may require attention from year to year on an as needed basis, may be assigned by the President to committees and /or individual directors.

Public Relations

Providing generic press releases for use by the Lions Clubs of District 33K

Providing a generic Club only brochure for use by the Lions Clubs of District 33K

Providing a generic 'visitors' brochure to keep on the Eyemobile

Seek additional ways to create visibility of the Eyemobile.

Fundraising/Grants

Preparing semiannual letter to be sent to Clubs

Preparing thank you letter for Clubs

Investigation of potential recognition for Clubs for donations/support

Investigation of possible solutions to replacement funds

Keep statistical records for use in seeking donations or requests for funds.

Programs/Education

Assisting with ensuring all materials on Eyemobile are kept in stock

Investigating possible materials to keep on the Eyemobile for Clubs use

Advising Clubs of potential programs to enhance their Eye Health Programs

Club Visitation Schedules

Work with the Board to set up visits to Clubs with the following emphasis:

- Clubs that do not use the Eyemobile.
- Clubs that do not donate to the upkeep of the Eyemobile.
- Region/Zone Chairs to be a speaker at their meetings

- Inform Clubs through articles in Bulletin of willingness to speak at meetings

Manuals Upkeep

Constitution & By Laws review for changes/potential changes

Policy Manual additions, changes and/or corrections

Club use manual additions, changes and/or corrections