

LWOC Practices and Procedures Handbook (2023)

MEMBERSHIP

1. A member in good standing shall be defined as any person accepted for membership in Lincoln West Optimist Club who is current in payment of all dues and fees.
2. An active member shall be defined as one who attends meetings, serves on committees and participates in the activities conducted by the Lincoln West Optimist Club.
3. Members in good standing shall be eligible to vote.
4. In addition to club level participation, Lincoln West Optimist Club members are encouraged to participate in other Optimist functions such as those sponsored by OI, the district, the zone, SCOYF, and other Optimist Clubs.

ADMISSION TO MEMBERSHIP

1. Background checks using information available in the public domain and including searches for outstanding warrants, criminal court records and level three sex offender listings will be done on each applicant for membership before the application is submitted to the board of directors.
2. Background checks will be conducted by a point person of the club. A meeting with the new member, their sponsor, and the point person of the club at the next available general meeting. The background check will be administered through the Nebraska Health and Human Services website. Then the new member will be added to the next club board meeting for approval.

MEETINGS

1. The Lincoln West Optimist Club will hold evening meetings on the third Wednesday of each month. Social time, a meal and program and club announcement and information will be included, a speaker or program may be featured. These meetings will be held at the Van Horn Lodge at Branched Oak Lake, or a local restaurant, depending on the season and nature of the meeting.
2. Programs and meals will be coordinated between the Program and Social committees and the President.
3. A meeting of the incoming board and the retiring board will be conducted in August for the purpose of planning a calendar of events and activities for the upcoming year.
4. An annual dinner to recognize the accomplishments of the year and install incoming officers and directors will be held the third Wednesday of September. **This event will be coordinated between the Social committee and the out-going and in-coming Presidents.**
5. In cases of severe winter weather, the club will follow the lead of Lincoln Public Schools. If school is cancelled due to weather, meetings scheduled for that day will also be canceled. The President or Secretary will send an email notice to members.

6. Board meetings will be held once a month on the 4th Wednesday of the month at 6:00. Arrangements for a regular meeting room are the responsibility of the President

REVENUE

1. Annual dues for General Members shall be 25% above the OI and Nebraska member dues and rounded up to the nearest \$5.00 increment. Quarterly payments are due on October 1, January 1, April 1 and July 1, or in one payment due on October 1.
2. Annual dues for Life Members shall be 25% above the OI and Nebraska member dues and rounded up to the nearest \$5.00 increment. Quarterly payments are due on October 1, January 1, April 1 and July 1, or in one payment due on October 1.
3. Annual dues for College Members shall be 25% above the OI and Nebraska member dues and rounded up to the nearest \$5.00 increment. Quarterly payments are due on October 1, January 1, April 1 and July 1, or in one payment due on October 1.
4. Any member approved for a campsite assignment at the Lincoln West Optimist Club property at Branched Oak Lake shall pay a \$250 one-time assessment on October 1, or when the campsite assignment is approved.
5. Any member holding a campsite assignment at the Lincoln West Optimist Club property at Branched Oak Lake shall have an annual fee of \$1000.00 payable on October 1, or \$500.00 semi-annually on October 1 and April 1, or prorated monthly when the campsite assignment is approved.
6. All expenditures must be approved in advance. Members submitting receipts for unapproved expenditures may not be reimbursed.
7. LWOC Project or Event Proposal and Plan sheets shall be filled out and reviewed for all club activities and to allow for budget planning for the year. A minimum of two months is requested for additional activities that may be created during the course of the year.
8. Main revenue sources for club income are an annual fundraiser and Pickle Card sales to local bars.

COMMITTEES

1. Special and standing committees required to achieve the purposes of this club shall be selected by the board of directors from those included here and shall operate as described in the following pages.
2. In order to insure that all members have a variety experiences, every effort shall be made to rotate members onto various club committees.

OFFICERS AND DIRECTORS

Refer to By-laws

ELECTION PROCEDURE

1. The **Nominating Committee** (current President-Elect and the two most recent past presidents) shall meet to review their assigned task and the positions to be filled and to discuss candidates for each position. They shall provide a slate of candidates to the secretary by the end of March.
2. The secretary shall prepare a written ballot for each member in good standing including all nominations received from the Nominating Committee and also including blank spaces to facilitate writing in any nominations made from the floor.
3. Ballots shall be distributed by the secretary to the membership at least 7 days prior to the April evening meeting by email or regular mail.
4. Elections will be held at the April evening meetings. The President will ask for nominations from the floor three times. If no nominations are forthcoming, the voting will proceed. Ballots will be counted by 2-3 volunteers who are not Board members with the results to be announced at the end of the meeting.
5. If there is only one candidate for each position, the President may ask for a motion to accept the slate of candidates as presented. If a motion is made and seconded, a voice vote will be called in lieu of a ballot vote.

BANK SIGNATURES

Lincoln West Optimist Club approved bank signature list as per board meeting May 25, 2022:

1. Treasurer
2. Secretary
3. President

If any of the three are married, live together, or cannot reasonably be available, then the Vice President shall be on the list.

CONFERENCES AND CONVENTIONS

The president is expected to represent the club and vote on issues before the body at all three District Conferences and the District Convention and at Optimist International Convention. Training is provided for president-elect and secretary and treasurer designates at the District Convention. Therefore, the club shall provide funding based on approved recommendations of the finance committee as follows:

- The President, the Secretary and President-Elect may be reimbursed for attending Optimist conferences and conventions subject to the guidelines below and to the extent that the budget may allow. Receipts must be presented for reimbursement after the conference.

- Other members of LWOC are invited and encouraged to attend Optimist conferences and conventions at their own expense.

Regarding District meetings, the LWOC guideline is that the President and Secretary may be reimbursed for attendance at four District meetings per fiscal year, and the President-Elect may be reimbursed for attendance at two District meetings per fiscal year. The expenses to be reimbursed are: the registration fee, one group luncheon and one group banquet at each meeting. Additionally, each of these three officers may be reimbursed for hotel expenses at such District meetings for a maximum of two nights per fiscal year. Other expenses, including transportation, will not be reimbursed. Receipts must be presented for reimbursement after the conference.

Expenses for Regional Optimist meetings, if any, are not reimbursed.

Regarding Optimist International conferences, the LWOC guideline is that the Club will consider partial but not complete funding for one officer to attend in any fiscal year, that officer being either the President-Elect or the Secretary-Elect. Reimbursement will be subject to what the budget permits in any given fiscal year. If the full amount budgeted for District meetings is not used in any fiscal year, that amount may be added to the amount budgeted for the International conference. The officer must submit a written proposal to the Finance Committee prior to attending an Optimist International meeting itemizing any amounts requested. The Finance Committee will review any requests for compliance with these guidelines. The LWOC Board will then either approve or disapprove any funding requests.

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