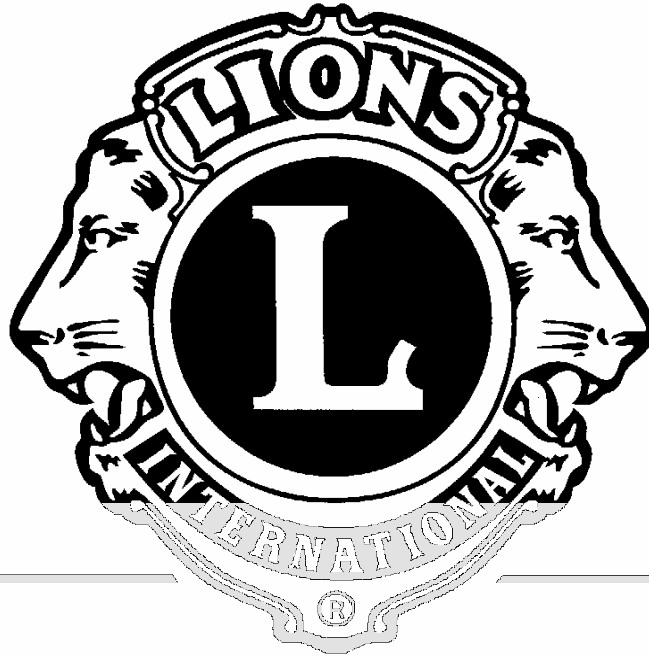


**MASSACHUSETTS LIONS EYE RESEARCH FUND, INC.**

**POLICY MANUAL**



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*We Serve*

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*Revision 0*  
*March 17, 2000*

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## **PREFACE**

### **A. Introduction**

**B. Purpose:** This manual is intended to serve as a standardized method of operation for the Executive Officers and Board of Directors of the Massachusetts Lions Eye Research Fund, Inc.

**C. Distribution:** Copies of this manual shall be distributed to each newly appointed Directors of the Massachusetts Lions Eye Research Fund, Inc. by the incumbent President at the first meeting immediately following the MD 33 Convention. The President shall further distribute copies to any Lion the Board of Directors may deem advisable.

This Policy Manual was compiled and made possible through the dedicated efforts of members of the MLER Long Range Planning Committee and other dedicated Lions. The software application used to generate this manual is Microsoft Word 97.

### **1999-2000 Committee**

Edward L. “Ted” Irvin, PDG 2 <sup>nd</sup> Vice President	N
Arthur R. Thomas, IPDG	Y
Joseph Protano, PDG	A - Vice Chairperson
Charles E. Kostro, IPID	N - Editor
Richard Dunn, PDG	K - Clerk
Carl A. Munroe, PCC	S - Chairperson
William T. Murphy, PCC	S

## **PRESIDENT'S TIME TABLE**

### **APRIL**

1. Schedule Eye Research Institute visitations for the coming year.
2. Request to speak at the first Council meeting of the District Governor –Elects and outlines the MLER program.
3. Select Awards & Installation Banquet planning Committee, including Installing Officer, Keynote Speaker, and Master of Ceremonies
4. Select location for Board of Directors meetings and schedule meetings (taking into account USA/Canada Forum, holidays, etc).
5. Secure a date and location from the 1<sup>st</sup> Vice President on the site of the installation of Officers for the coming year.

### **MAY**

1. Obtain the name of the new Board of Director appointees from each District Governor –Elect.
2. Provide each District Vice-Governor –Elect and the District Governor –Elect with a copy of MLER schedule for the coming year.
3. Offer to attend and speak at District Cabinet and/or Advisory meetings.
4. Request a set of mailing labels of Club Presidents and Secretaries from each District Governor –Elect.
5. Provide each District Vice-Governor –Elect with a copy of the MLER Policy Manual.

### **JUNE**

1. Generate a proposed budget for the year.
2. Finalize your appointee to the Executive Committee (all Districts must have an Executive representative).
3. Schedule an Executive Committee meeting for July.

## **PRESIDENT'S TIME TABLE (Continued)**

### **JULY**

1. Prepare information for MLER Directory, Directories should be available for distribution at the August Board of Directors meeting.
2. At Executive Committee meeting finalize all Committees assignment and the proposed budget.
3. President or applicable Vice President must notify each Director to which Committees he/she has been assigned.
4. Committee Chairpersons must be briefed on Committee responsibilities and expectations.
5. Ensure that new MLER Stationery, both specific (President & Secretary), reply postcards and generic stationery is ordered.

### **AUGUST**

In preparation for the District Mid-Winter Conventions:

- a) Offer to arrange for Eye Research speaker at each Convention.
- b) Offer to present Appreciation Awards from MLER to individuals that the Governor feels has done an outstanding job for Eye Research during his year and that you would like to present the Appreciation Award at the Saturday evening banquet.
- c) Request space at each of the District Mid-Winter Conventions for MLER Display
- d) Request to speak at the Business meeting.
- e) Send a letter to all Clubs thanking them for their donations and include the MLER goals for the upcoming year.
- f) At the August Board of Directors meeting have the proposed budget as recommended by the Executive Committee approved by the Board.

## **PRESIDENT'S TIME TABLE (Continued)**

### **SEPTEMBER**

1. First Eye Catcher mailing, input required by September 1
2. Hold working meetings of all Committees at the scheduled Board of Directors meeting

### **OCTOBER**

1. Hold working meetings of all Committees at the scheduled Board of Directors meeting

### **NOVEMBER**

1. Hold working meetings of all Committees at the scheduled Board of Directors meeting

### **DECEMBER**

3. Mail Grant Request letters and packet to Eye Research Institutions

### **JANUARY**

### **FEBURARY**

### **MARCH**

1. Request space for Eye Research display at the MD 33 Lions Convention
2. Second Eye Catcher mailing, input required by March 1

### **APRIL/MAY**

1. Present MLER Year To Date Report to the MD 33 Lions Convention at the Business session.
2. Inform Eye Research Institutions of the Grant Request Results.
3. April mailing to all Clubs thanking them for money donated thus far and the status of total donations raised toward the MLER goal

## **1<sup>st</sup> VICE PRESIDENT**

1. Shall assist the President at all times
2. Attend all meeting of Committees for which he/she is responsible
3. Committee Responsibilities
  - Grants
  - Finance
  - Nominations
  - Other Committees as assigned by the President.
4. The 1<sup>st</sup> Vice President shall serve as Chairman of the Finance Committee
5. All members of the Executive Committee shall be members of the Finance Committee.
6. Preside at any functions the President is not available.
7. Overall responsibility for Installation of Officers & Awards Banquet.
  - Appoint a Committee to be responsible for the detailed planning and implementation of the Banquet.

## **2nd VICE PRESIDENT**

1. Shall assist the President at all times
2. Attend all meeting of Committees for which he/she is responsible
3. Committee Responsibilities
  - Trust & Endowment
  - Eye Catcher Staff
  - By-Laws
  - Long Range Planning
  - Other Committees as assigned by the President.
4. Preside at any functions the President & 1<sup>st</sup> Vice President are not available.



### **3rd VICE PRESIDENT**

1. Shall assist the President at all times
2. Attend all meeting of Committees for which he/she is responsible
3. Committee Responsibilities
  - Journey For Sight
  - Memorial
  - Club Coordination
  - Public Relations
  - Other Committees as assigned by the President.
4. Preside at any functions the President, 1<sup>st</sup> Vice President & 2nd Vice President are not available.

## **IMMEDIATE PAST PRESIDENT**

The Immediate Past President (IPP) is an officer of the corporation and a member of the Executive Committee. The IPP shall assist and aid the President in all matters pertaining to or associated with office of the Presidency.

Included in the IPP responsibilities are:

1. Chair the annual meeting of the MLER Fund, Inc. in July. After the Secretary's report, Treasurer's report, and IPP final remarks, the meeting will be turned over to the newly elected President.
2. The IPP serves as the Chair of the Nominating Committee. A Director from each of the other four Districts will serve on this Committee.
3. Nominations for Outstanding Dedication to Eye Research Awards by District.
4. Obtaining Club membership figures as of June 30, for determining highest per capita donation awards.
5. Obtaining, from the Treasurer, total donations by Club & District. Each Club donating \$5,000 and over, \$10,000 and over is eligible to receive a plaque. Each District Governor is also eligible to receive a plaque.
6. Obtaining from the Treasurer, total cumulative Club donations to determine which Club(s) has reached the \$200,000, \$250,000 and \$300,000 cumulative level in donations. Each Club is eligible to receive a plaque when it reaches one of these cumulative levels.
7. Ordering of all plaques for the Annual Installation & Awards Banquet, including:
  - President
  - Secretary
  - Outgoing Treasurer
  - Club – including Per Capita Awards & Outstanding Club Awards
  - District Governor - Total District Donation & 100% Participation
  - Outstanding Dedication to Eye Research Awards
  - Special
8. Present Grant checks to a representative of the Eye Research Institutes, which were awarded Grants during his/her year, at the appropriate time.

## **TREASURER**

The Treasurer is the Chief Financial Officer of the Corporation and as such is a member of the Executive and Finance Committees. The term of office is five (5) years and is served as an uncompensated volunteer. Prerequisites for this position should include available time to devote to the demand of acknowledging memorials and the receiving and accounting for all monies. Background should include knowledge of Lionism and having served as a District Governor, MLER Director and/or President of MLER. Computer skills are a plus.

The Treasurer receives and is accountable all donations from Clubs, Memorials, personal and Corporations, including Journey for Sight and Trust & Endowment monies. The Treasurer is also accountable for earned interest, special event income and other outside research grant funds.

Disbursements are made for payment of operating and administrative expenses, transfers to the T&E Fund, and the payment of approved MLER Grants. The MLER President or the Secretary countersigns all major Grants. At the beginning of each fiscal year the Treasurer should receive a written budget report from the Chairperson of the Finance Committee. This budget should include the annual estimated expenses for all administrative and Committee expenses and it must be approved by the Executive Committee and the MLER Board of Directors. This budget will be used as a guide to disbursing funds.

The Treasurer will prepare a Treasurer's Report for all scheduled Board of Directors meetings, reconciling all bank accounts, statements and records individually, including all Club, Memorial and special donations. The Treasurer shall also prepare an Annual Report of all income and expenses, a breakdown of all Club and special donations and an accounting of all individual Memorial donations made during the fiscal year. These reports are to be prepared for printing and then distribution to all Lions. Lioness and Leos of Multiple District 33 in the first issue of the Eye Catcher news letter after the close of the fiscal year.

The Treasurer may invest the monies available in CDs or other secure instruments provided, however, that all investments are 100% protected by FDIC and DIFC insurance. Monies should always be made available to pay all MLER Research Grants after the Annual Meeting.

### **TREASURER (Continued)**

The Treasurer is also responsible for the following:

- Holding in safe keeping the Corporate Seal for the MLER Secretary
- Filing of all Corporate Tax returns, including the 990 Form
- Secretary of State filings annually
- Tax exempt filing 501 C3 every five (5) years

To assist the Treasurer with these filings the Corporation shall hire, with the approval of the Executive Committee, an independent auditor (CPA) who will conduct an audit of all monies including the Trust & Endowment Fund and prepare all State and Federal tax forms and filings. The auditor shall also prepare a financial statement, which shall be distributed, to the Board of Directors at the first scheduled meeting of the Board after such tax filings. The Corporation mailing address should be the home address of the Treasurer.

All records and books are available for review or inspection at any time. All tax filings and records must be kept for a seven- (7) year period.

## **SECRETARY**

The Secretary is an officer of the corporation and as all officers takes office at the close of the annual meeting. In addition to serving as Secretary of the board of Directors, is a member and serves as Secretary of the executive Committee and the finance Committee.

The Secretary should have good communications with the President. The Secretary should insure he/she starts the year with sufficient stationery and envelopes with the Secretary's name and return address on each. The Secretary should have a sufficient supply of return reply postcards. The President often orders these items.

The Secretary may use a tape recorder if desired. The President sets the agenda for the Board of Director meetings and the Executive Committee meetings; and the Secretary prepares the agenda. The Secretary plans which officer and/or Director will lead in each of the five (5) point opening at board of Director meetings and hospital visits. This should be rotated with the Districts and Directors. The first Vice President sets the agenda for finance Committee meetings and the Secretary prepares the agenda and does all mailings. Since article 7 and article 13 somewhat conflict, it may be advisable to do mailings of agendas twenty-one (21) days prior to the meetings. The Secretary is responsible for an attendance report at each meeting to insure a quorum especially when a vote is taken. The Secretary calls in the meal count for board of Directors meetings, collects the money and pays the check.

The Secretary completes minutes of the board of Director meetings, executive Committee meetings, and Finance Committee meetings and mails them with the next agenda. The mailing list should include all officers and Directors, past Presidents, members of the trust and endowment Committee whether Directors or not, eye catcher editor, and reporters, the auditor, other non-Directors serving on Committees, and others the President desires to include.

Traditionally the hospital hosting the meeting for the presentation of grant checks does the mailing. The Secretary should supply mailing labels of the corporation mailing list plus the grant recipients. The Secretary should prepare an agenda for this meeting to include the 5 point opening and send to the hospital in advance as the agenda is usually prepared on the hospital's stationery. If the presentation meeting is held in July, it is usually considered the annual meeting. If the meeting is held in June, the annual meeting must be a meeting in July.

### **SECRETARY (continued)**

With the May mailing, the Secretary sends a copy of the nomination report from the Chairman of the Nomination Committee.

With the June mailing, the Secretary sends a copy of the nomination report from the Chairman of the nomination Committee and any nominations from the floor at the May meeting

## **DIRECTORS**

The Board of Directors consists of a minimum of thirty (30) members at least six (6) from each sub-District which includes the District Governor and Vice District Governor.

Each year the District Governor shall appoint one (1) new Director to a four (4) year term so the four (4) appointed Directors from each sub-District will serve staggered terms (one expiring each year).

The by-laws provide that the President, the Immediate Past President, the three (3) Vice Presidents, and the Secretary who term is expiring may be elected to the next office and added to the thirty (30) members of the board.

In the event a Director resigns or is unable to serve; the sitting District Governor from the sub-District where the vacancy exists shall appoint a replacement for the balance of that term.

Each Director shall actively serve on a Committee or Committees as appointed by the President.

The Directors shall actively attend monthly Board of Director meetings, Eye Research Institutions visitations, and actively visit Clubs within his or her sub-District to promote the Massachusetts Lions Eye Research Fund, Inc.

## **EYE CATCHER COMMITTEE**

The Eye Catcher is the official publication of Massachusetts Lions Eye Research Fund, Inc. and in most recent years as been published twice a year.

The Committee consists of an editor and a reporter from each District.

The Eye Catcher is distributed to every Lion on Lions Clubs International mailing list for MD33, the Research Institutes receiving grants, International officers and Board members, and other interested readers.

The position of editor has historically been an ongoing position as long as the editor and President consent to the appointment. Historically the editor has sought out and selected qualified willing reporters for each of the five- (5) Districts.

Each sub-District submits news relating to Eye Research projects, activities, and fundraisers through their sub-District reporter.

Each District Governor and his/her cabinet are urged to keep their sub-District reporter apprised of the Eye Research projects, activities, fundraisers and outstanding individuals in their sub-District.

The eye catcher traditionally includes a message from the President, articles from the Eye Research institutes, advance notice of the annual installation and awards banquet, and other Eye Research information.



## **NOMINATION COMMITTEE**

The nomination Committee consists of five (5) members one from each District. The Immediate Past President serves as chairman and the President appoints four other members, who are not officers, one from each of the other Districts.

The Committee shall meet in April to recommend a slate of officers for a one-year term - President, 1st Vice President, 2nd Vice President, 3rd Vice President, and Secretary. If the Treasurer's term is due to expire the Committee will recommend a Treasurer for a five-year term.

The Committee will also recommend a two-year term to fill terms expiring on the trust and endowment fund insuring that a majority of the seven (7)-member Committee is Directors.

The chairman of the nomination Committee shall send a written report of the Committee's findings to the secretary in sufficient time for the secretary to include with the notice for the regularly scheduled meeting in May. Additional nominations may be made from the floor at the May meeting but must be duly seconded.

An election meeting shall be held in June and the recommendations of the nomination Committee and those nominated from the floor of the May meeting must be sent in advance to each Director.

Within thirty (30) days of a vacancy of an unexpired term on the trust and endowment Committee, the nomination Committee shall recommend a replacement, and shall cause his/her name to be published in an advance notice of the next board of Directors meeting. Said notice shall state that there shall be an election and that additional nominations may be made from the floor. Election shall be by a majority secret ballot vote of those Directors present and voting at said meeting.

## **BY-LAWS COMMITTEE**

The By-Laws Committee will review the by-laws annually and review proposed changes submitted to the Committee.

The by-laws may be amended only at Board of Directors meetings with an affirmative vote of two-thirds (2/3) of the Directors present and voting by a secret written ballot. No amendment shall be reported to a meeting of the Board for a vote until the amendment has been presented in writing to the President and a copy mailed to each Director. The meeting at which a vote on the proposal will be made shall be no sooner than fifteen (15) days after presenting a copy of the amendment in writing to the President and all the Directors.

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## **TRUST AND ENDOWMENT COMMITTEE**

The Trust and Endowment consists of Committee of seven (7) members, elected by the Board of Directors to overlapping two (2)-year terms. Non-Directors may serve on the Committee but at least four (4) members of the Committee must be corporate Directors. Within 30 days of the close of the fiscal year, the outgoing Chairman shall call a meeting of the newly elected Committee to elect for a one- (1) year term a Chairman, Vice Chairman, and Clerk. A vacancy of Vice Chairman or Clerk shall be filled in every instance and within thirty (30) days of the vacancy.

The Trust and Endowment Committee oversees the functions of the Trust and Endowment Fund. Committee recommendations are reported to the Board of Directors for their consideration. Only income accrued in the most fiscal year may be used but it must be withdrawn on or before December 31 of that year.

## **CLUB COORDINATION COMMITTEE**

The Club coordination Committee consists of a Director from each sub-District that coordinates with the other Directors of his or her sub-District to insure that a Director from each sub-District visits each and every Lions Club, Lioness Club, and Leo Club in his or her sub-District. The purpose of the Club visit can be but not limited to:

- Presenting a certificate of appreciation for the Club's donation in the previous year
- Thanking the Club for their donation and their cumulative donation.
- Encouraging Clubs that to donate, explaining how the money is used.
- Presenting the Club with a current MLER Directory and briefly explain the contents.
- Deliver memorial envelopes
- The free Journey for Sight supplies that are available
- The Sight Award and Trust and Endowment awards
- Speaking briefly on something you as a Director learned at your visit to one of the Eye Research Institutions.

## **MEMORIALS COMMITTEE**

The Memorials Committee consists of a Director from each sub-District appointed by the President. The Committee elects a Chairman, Vice Chairman, and Clerk. The Committee inventories the memorial/in honor of envelopes, obtains estimates, and submits a budget to the finance Committee, and Directors to reorder the envelopes and other supplies such as "Take One Holders" for funeral homes. The Committee insures that the envelopes are distributed to the Clubs by way of the Directors.

## **FINANCE COMMITTEE**

The Finance Committee consists of the members of the Executive Committee and is chaired by the First Vice President. The Secretary of the Corporation serves as Secretary of the Finance Committee.

Projected income for the fiscal year is provided by the Treasurer.

The 1st Vice President gathers expenses from the various standing committees Chairpersons, such as: Memorials, Trust & Endowment, By-Laws, Long Range Planning, Grants, Journey for Sight, Public Relations, the Treasurer and any special project being proposed. (See next page for an example)

The proposed budget is then submitted to the Executive Committee for approval and is then presented by the President to the Board of director at the first meeting of the new fiscal year. The Board of Directors then votes for approval or disapproval. The budget is only a guide for the fiscal year. Actual expenditures should be voted upon individually by the Board of Directors as they occur during the fiscal year. Large expenses (greater than \$500.00) should always have at least two independent bids.

To claim expenses, one must submit a voucher to the Treasurer with an itemized paid receipt.

## **JOURNEY FOR SIGHT COMMITTEE**

The Journey for Sight Committee consists of at least one Director from each sub-District appointed by the President. The President usually appoints the Committee Chair and the Committee elects a Clerk. The President, with approval of the respective District Governor, may request non-Directors to serve on the Committee such as sub-District Journey for Sight Chair, sub-District Eye Research fundraising chair or similar cabinet positions.

The Committee offers ideas to the Clubs for Journey for Sight fundraisers and make available low cost or no cost items available to the Clubs such as canisters, tags for tag days or voluntary toll booths, banners, posters, signs, caps, tee shirts, aprons, window decals, etc.

The Committee should prepare a budget to present to the 3<sup>rd</sup> Vice President, which in turn goes to the Finance Committee and then the Board of Directors for approval.

Journey for Sight began after the 1982 Lions International Convention as an idea created by Lions Clubs International. Journey for Sight was designed to enable Clubs and Districts to raise funds for sight related activities and increase Club and District visibility and reputation in the community.

Massachusetts Lions Eye Research Fund, Inc. adopted "Journey to Sight" shortly after the 1982 International Convention and later changed the name to Journey for Sight. The first Journey for Sight Weekend was May 1983. The initial idea was for all Clubs to hold a Journey for Sight project on the same weekend of May each year. The idea was also that the Clubs would raise an additional amount for Massachusetts Lions Eye Research Fund, Inc. over their usual donation with the intent to raise a cumulative amount across the State as if a sixth (6<sup>th</sup>) District was added.

## **LONG RANGE PLANNING COMMITTEE**

The President appoints this Committee and there should be continuity of some members serving more than one year. The President approves the Chair and the Clerk, which are elected by the Committee.

### **Objective:**

- 1) To determine, by thorough and systematic studies, long range issues affecting MLER's operations and to make recommendations for Board action to meet the same.

### **Duties:**

- 1) The Committee will be responsible updating the Massachusetts Lions Eye Research Fund, Inc. Policy Manual as necessary.
- 2) The Committee should solicit from the officers, Directors, Past Presidents, and others as to where they would like to see Massachusetts Lions Eye Research Fund, Inc. in five (5) years, ten (10) years, etc.
- 3) With this information, the board should prioritize what needs to be accomplished. The Long-Range Planning Committee would then develop a plan (a timetable) as what should be accomplished in year one, year two, etc.
- 4) This plan should be reviewed each year as to whether changes in priorities need to be made or goals and whether the plan is on target.

It should be remembered that the Committee is an advisory Committee. Long Range Planning can be an effective tool used to move Massachusetts Lions Eye Research Fund, Inc. forward and not stand still.



## **FILM PRODUCTION COMMITTEE**

The President appoints the Film Production Committee.

### **Objective:**

- 1) This Committee is to work with professionals and/or experienced persons in film production to develop an up to date video, which is suitable to promote the Massachusetts Lions Eye Research Fund, Inc. The video should be designed to show to Lions, Leo, and Lioness Clubs. This video may also be shown at Zone meetings, District meetings, cablevision, and public meetings such as senior citizen meetings, eyemobiles, etc.

### **Duties:**

- 1) The Committee should review the video from time to time so an updated video is always available.

## **PUBLIC RELATIONS COMMITTEE**

The Public Relations Committee consists of one Director from each District as appointed by the President. The President will also appoint the Committee Chair; the Committee member will elect one of its members to be Clerk. The Clerk is responsible for recording meeting minutes and notifying members of meetings.

The Committee should submit a budget to the 3<sup>rd</sup> Vice President and the Finance Committee. All budgets are subject to Board approval.

### **Objective:**

- 1) To enhance the image, prestige and acceptability of MLER with Lions and the public through a public relations program designed to acquaint both Lions and the general public with MLER's purposes and accomplishments.

### **Duties:**

- 1) Originate and suggest public relation ideas, projects and policies to the Executive Committee and the Board of Directors.
- 2) Evaluate ideas and opinions on public relations from individuals, Clubs, District Officers, etc. and where deemed practicable, recommend their adaptation for used by MLER.
- 3) Review and evaluate image and effectiveness of MLER awards.

## **GRANTS COMMITTEE**

The Grants Committee consists of at least one (1) Directors from each sub-District as appointed by the President. Usually the Presidents will appoint the Committee Chair and the Committee members elect a Clerk. The Clerk is responsible for recording meeting minutes and notifying members of meetings.

### **Objective:**

- 1) Review all Grant requests to ensure they meet the criteria as stated in the MLER By-Laws and make recommendations to the Board of Directors.

### **Duties:**

- 1) The President will mail out a Grant application package to all I qualified Massachusetts Eye Research Institutions or persons in December.
- 2) The Grant applications are scheduled to completed and available for review in mid-February. Two copies of the applications are distributed to each member of the Grants Committee and one copy to each of the other Directors and each active Past President.
- 3) Each Member of the Committee is to review all the requests for merit and consideration of grants for eye research only.
- 4) Members of the Grant Committee will use their second copy of the applications to submit to an eye professional, such as an optometrist or ophthalmologist or other knowledgeable individual, for their input.
- 5) The Committee will also request input from the other Directors.
- 6) The Chair obtains from the Treasurer, of the Corporation, the total amount of funds available to be awarded.
- 7) The Committee will analyze the Grant applications and develop their recommendations.
- 8) The Committee Chair will make a formal written presentation of the Committee recommendations to the Board of Directors. This is normally done at the May Board of Directors meeting.
- 9) After the Grants are voted the President will mail a letter to each recipient, notifying the institution of the amount of the Award or that the Grant request was not approved.
- 10) The actual Grant checks are usually presented in June.

## **SIGHT AWARD COMMITTEE**

The Executive Committee will serve as the Sight Award committee.

The First Vice President will serve as the chairman of the Sight Award committee. The secretary of the corporation will serve as secretary of the committee. The President will appoint a Sight Award historian each year.

### **Objective:**

1. Review all Sight Award requests to ensure they meet the criteria as recommended by the Board of Directors. Estimated time to complete the review process is 6-8 weeks from receipt of the application.

### **Duties:**

1. Applications for the sight award will be submitted to the treasurer.
2. The treasurer will review the club's Massachusetts Lions Eye Research Fund, Inc. donation history to insure that the club has donated at least one thousand dollars (\$1,000) more than the club's usual annual donation and transmit the application to the first vice president by fax, U.S. mail, e-mail or other.
3. The first vice president shall transmit a copy of the application to each of the other members of the committee.
4. The chairman of the sight award committee will call a meeting of the sight award committee to review the applications. At this time the Committee will vote whether the award should be granted.
5. If the majority of the committee vote to grant the awards, the chairman will cause the plaque to be made either personally or by delegation. The chairman will also arrange for someone on the committee to contact the "shipped to person" to determine if the club would like the MLER president, other officer, or director to make the award and when and where.
6. The chairman of the committee will notify the sight award historian who will keep a permanent record of all the recipients and notify the eye catcher editor.
7. If the majority votes to not grant the award, a letter will be mailed to the "shipped to person" indicating why.