

LAKESIDE CLUB

Policy Number: CNVL-005

Last Revision Date: 12/12/2017

Policy Group: 4. Community Involvement

Replaces Policy Number(s): D-500

The Crawfordsville Lakeside Club is a voluntary association of employees whose purpose is to maintain and promote recreational and athletic activities for its members. The Club is organized under its own Constitution and By-Laws and is open to any employee of the Crawfordsville Division of LSC Communications.

PROCEDURE

Board of Directors

The Club is governed by a Board of Directors elected from and by the Club members. Officer elections are held each year on the second Tuesday of September by means of a secret ballot for a one-year term. Directors are appointed to the Lakeside Club by recommendation and ten signatures from their corresponding department. All areas of the plant are represented on the Board according to a representation plan that is a part of the Club Constitution. The retiring Club President, and a Company representative appointed by the Crawfordsville Division Director are ex-officio members of the Board. Regular business meetings are held the second Tuesday of each month.

Club Income

Income to finance Club activities is derived from three sources:

1. Each employee pays two dollars (\$2.00) per month dues. This amount is collected by the Company Cashier through monthly payroll deductions.
2. The Company contributes fifty cents (\$.50) per Club member per month.
3. Commissions from vending machines throughout the plant are donated to the Lakeside Club. The Club will use these funds to support the activities that it promotes. The Club's programs and budget will be reviewed by the Company Representative to see that they are prudent and meet the objectives of the Club. If the income from commissions varies from the amount required for approved Club programs, the prices of the items dispensed in the vending machine will be adjusted to keep income reasonably close to the budget level.

▼Donnelley Club Constitution

ARTICLE I Name

Section 1 This organization shall be known as the Lakeside Club.

ARTICLE II Objective

Section 1 The objective of this organization shall be to maintain a club for the purpose of promoting good fellowship and well-being among its members.

Section 2 All objectives of the organization are to be financed by means of monthly dues (paid by all members), income from investments (if any), and contributions as made by LSC Communications.

ARTICLE III Membership

Section 1 Anyone employed in the Crawfordsville Division by LSC Communications shall be eligible for membership.

Section 2 Active Membership in the Club shall cease immediately upon termination of the member's employment with LSC Communications.

Section 3 Any member of the Lakeside Club who retires from the Company in good standing will become an honorary (non-dues) member of the Club, retaining all privileges from "active" membership.

ARTICLE IV Administration

Section 1 The government of the Club is the responsibility of the Board of Directors.

Section 2 The management of LSC Communications shall appoint a Company Representative who, together with the preceding President of the Club, shall be ex-officio members of the Board of Directors. Ex-officio members of the Board of Directors are not eligible for elections as officers, or able to vote.

Section 3 The Board of Directors shall consist of area Representatives selected by members of the Club in their respective groups.

ARTICLE V Nominations

Section 1 Nominations of directors require ten (10) signatures of members in the respective group. Nominations shall be filled with the executive committee.

ARTICLE VI Terms of Office

Section 1 The annual election of Officers shall be held in September.

Section 2 The term of office for directors shall be three (3) years. All groups will hold elections in the appropriate year as designated in the By-Laws

Section 3 No Director may be re-elected until a lapse of one (1) year from the expiration of his/her previous term, unless waived by the Board of Directors.

Section 4 An employee must be 21 years of age and have two (2) years of continuous service with the Company in order to be considered an eligible candidate for a Lakeside Club Director.

Section 5 The list of individuals selected by each group to serve on the Board of Directors will be reviewed by the Executive Committee.

ARTICLE VII Officers

Section 1 The officers of the Club shall be:
President

Vice President
Recording Secretary
Treasurer

Section 2 The officers will be elected by ballot by members of the Board of Directors, both incoming and outgoing, and will hold office for one (1) year, or until their successors are elected. The officers of the Board of Directors shall also be the officers of the Club. Included also, is a Permanent Secretary and Treasurer. Any elected officer can be removed by a two-thirds vote of the committee.

ARTICLE VIII Duties of Board Of Directors

Section 1 The Board of Directors shall elect their officers from among their number, one month preceding the election of the new Directors. The retiring President shall preside at this election. Directors must have one (1) year of service on the Board of Directors to be eligible for the office of Vice President, and two (2) years of service on the Board of Directors to be eligible for the office of President.

Section 2 The Board of Directors shall have general management of the affairs and funds of the Club. It shall be their responsibility to have all accounts audited each year at times authorized by the Board.

Section 3 The Board of Directors shall interpret all rules of this Constitution and make determinations regarding the violations of such rules.

ARTICLE IX Executive Committee

Section 1 The officers of the Club, together with the ex-officio members shall form an Executive committee of the Club with authority to manage affairs of the Club as delegated to them by the By-Laws or by the Board of Directors.

ARTICLE X Committees

Section 1 The President shall appoint a committee and its chairperson for each branch of activity which the judgment of the Board of Directors deem advisable to promote. The chairperson of each branch shall exercise direct supervision in all matters relating to that branch, shall appoint assistants, call meetings, and provide a report of such meetings to the Board of Directors.

ARTICLE XI Amendments

Section 1 Amendments to this Constitution must be proposed in writing to the Board of Directors and approved by them for submission to members for approval. The Executive Committee shall send to each member a printed copy as record of the proposed amendment with a notice stating the day when the vote on such amendment will be taken.

Section 2 If two-thirds of the members of record vote in favor of the proposed amendment, it shall be declared adopted and become a part of the Constitution one month from the day of adoption.

▼Donnelley Club By-Laws

ARTICLE I

Membership

Section 1 Any employee in the Crawfordsville Division of LSC Communications shall be eligible for membership as specified in Article III of the Constitution.

Section 2 Applications for membership may be obtained in the Human Resources Department.

ARTICLE II Dues

Section 1 The dues shall be connected by the Payroll Department by monthly payroll deduction.

Section 2 The dues in this Club shall be two-dollars (\$2.00) a month for each member.

Section 3 Payments to supplement the cost of special events may be charged to participating member.

ARTICLE III Administration

Section 1 Distribution of Lakeside Club Directors shall change with the increase/decrease of members within a given group/department.

Section 2 Whenever membership in any group increases to more than 150 members per director, an additional director from that group will be added. Whenever membership in any group decreases to less than fifty (50) members per director, the group will be combined with another small group (under 150 members).

ARTICLE IV Funds

Section 1 Orders to cover expenditures must be referred to the Board of Directors.

Section 2 A voucher must be signed by the President and Permanent Secretary before money can be paid out by the Permanent Treasurer.

Section 3 Expenditures made for Club purposes shall be distributed and charged under the direction of the Permanent Treasurer.

ARTICLE V Duties of Officers

Section 1 It shall be the duty of the President to preside at all meetings. The President shall direct all meetings of the Club.

Section 2 The Vice-President, in the absence or disability of the President, shall be vested with the power of the President. The Vice-President shall:

- a. have supervision over all accounting and records of the Club to insure their accuracy and proper maintenance.
- b. Call all meetings upon request of the President.
- c. Have responsibility of the membership records of the Club.

Section 3 The secretary shall keep the minutes of all meetings of the Board of Directors and the Executive Committee.

Section 4 The Treasurer shall be custodian of all current funds belonging to the Club. The treasurer shall also check for accuracy, sign, and mail out all checks for bills pertaining to the activities of the Lakeside Club.

Section 5 The Permanent Secretary shall:

- a. Attend all regular and Executive meetings

- b. receive vouchers from Directors.
- c. Receive all mail and distribute appropriately
- d. Type notices to be posted
- e. Type letters and notices for Directors
- f. Act as contact between Directors when necessary
(2nd & 3rd Directors)

The Permanent Secretary does not have voting privileges.

Section 6 The Permanent Treasurer shall:

- a. Receive copies of all voucher requests and receipted bills of payment.
- b. Receive statements of income from the Controller Department, and all other sources of income.
- c. Maintain a complete set on income and expense records of each year.
- d. Make monthly and yearly statements of Lakeside Club net worth (balancing club accounts)
- e. Provide Corporate Accounting with complete annual records for tax purposes.
- f. Have records available and answer questions for Company auditors.
- g. Maintain a complete file of all vouchers, requests, statements, etc.
This file is maintained for a five year period.

The Permanent Secretary does not have voting privileges.

Section 7 In the event of absence or disability of the Permanent Secretary, the Treasurer shall act in his/her place until a new officer is appointed by the Board of Directors.

Section 8 In the event of absence, disability, or refusal to act, of any officer, the Board of Directors may delegate such powers or duties to any other officer or director.

ARTICLE VI Duties of Committees

Section 1 The Executive Committee shall receive the reports and recommendations from other committees and members and shall act upon the same. The Executive Committee shall always act in the best interest of the Club.

Section 2 The activities of the Club shall be divided into committees as the Board of Directors deem necessary.

ARTICLE VII Meetings

Section 1 The Board of Directors shall meet on the second Tuesday of each month. Special meetings may be called at the discretion of the President and the Board of Directors being duly notified.

Section 2 Any Director who misses more than two (2) consecutive meetings or three (3) in a calendar year may be subject to suspension by the Board of Directors.

Section 3 The Executive Committee shall meet as called by the President, each member being duly notified.

Section 4 The meetings of other committees shall be called by their respective Chairperson.

ARTICLE VIII Amendments

Section 1 The By-Laws may be amended by a two-thirds (2/3) vote of the Board of Directors fully assembled.

Section 2 An Amendment cannot be passed at the same meeting in which it was proposed.

Section 3 Due publicity must be given to a proposed amendment by posting it on the Bulletin Boards at least ten days before it is passed upon.

Section 4 All points of order not covered by the Constitution and By-Laws shall be ruled upon according to Robert's Rules of Order.

ARTICLE IX Distribution of Assets if Club is Dissolved

Section 1 Upon dissolution of the Lakeside Club, all assets after all outstanding obligations have been met shall become the property of the Montgomery United Fund of Crawfordsville, IN.

Section 2 The above amendment to the Lakeside Club By-Laws is necessary to qualify the Club as a non-profit organization thereby being exempt from Federal taxation.

Section 3 This amendment was voted on by the Lakeside Club Directors on June 17, 1958. This will not change the operation or purpose of the Lakeside Club in any manner.

Last Modified By: [Teresa J Clark](#) **Last Modified Time:** 12/12/2017 11:33:44 AM

End of Document