

# Lititz Lions Club

Of Lititz, Pennsylvania

*Chartered: February 5, 1941*

## CONSTITUTION AND BY-LAWS



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***We Serve***

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*Chartered by and under the jurisdiction of*

**THE INTERNATIONAL ASSOCIATION OF LIONS CLUBS**

# LITITZ LIONS CLUB

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## LITITZ LIONS CLUB ORGANIZATION PLAN

### **Board of Directors:**

- President
- Immediate Past President (also Membership/Retention Chair)
- 1st Vice President
- 2nd Vice President
- 3rd Vice President
- Two Directors (First Year)
- Two Directors (Second Year)
- Secretary
- Treasurer
- Financial Secretary (optional)
- Assistant Treasurer (optional & nonvoting)
- Lion Tamer(s) (optional)
- Tail Twister(s) (optional)
- LEO Advisor (optional & nonvoting)
- Safety Officer (optional & nonvoting)

### **Standing Committees:**

Advertising  
Attendance  
Audit  
Awards  
Chaplains  
Club Directory  
Constitution and By-Laws  
Convention  
Finance  
Flowers  
LEO Advisory  
Lititz Lioness Club  
Lions Information  
Member Directory  
Membership\Retention  
Newsletter (CLAW)  
Nominating  
Program  
Planning/Education)  
Storage/Inventory  
Supplies  
Transportation  
Web Site

### **Activities Committees**

Refer to Club Directory for complete list and definitions

## LITITZ LIONS CLUB CONSTITUTION

### ARTICLE I

#### Name, Slogan and Motto

**Section 1. NAME.** The name of this organization shall be the *Lititz Lions Club*, chartered February 5, 1941 by, and under the jurisdiction of the International Association of Lions Clubs.

**Section 2. SLOGAN.** Its slogan shall be: *Liberty, Intelligence, Our Nation's Safety.*

**Section 3. MOTTO.** Its motto shall be: *We Serve.*

### ARTICLE II

#### Purposes

The purposes of this club shall be:

- (a) To create and foster a spirit of understanding among the peoples of the world.
- (b) To promote the principles of good government and good citizenship.
- (c) To take an active interest in the civic, cultural, social and moral welfare of the community.
- (d) To unite the members in the bonds of friendship, good fellowship and mutual understanding.
- (e) To provide a forum for the open discussion of all matters of public interest; provided, however, that partisan politics and sectarian religion shall not be debated by club members.
- (f) To encourage service-minded people to serve their community without personal financial reward, and to encourage efficiency and promote high ethical standards in commerce, industry, professions, public works and private endeavors.

### ARTICLE III

#### Membership

**Section 1. ELIGIBILITY FOR CLUB MEMBERSHIP.** Subject to the provisions of Article I of the By-Laws, any person of legal majority (21 yrs & older) and good moral character and good reputation in his/her community, may be granted membership in this Lions club. Wherever the male gender or pronoun presently appears in this constitution and by-laws, it shall be interpreted to mean both male and female persons.

**Section 2. MEMBERSHIP BY INVITATION.** Membership in this Lions Club shall be acquired by invitation only. Nominations shall be made on forms provided by the secretary (Nomination for Potential Membership form) which shall be signed by a member in good standing who shall act as sponsor. The form is then submitted to the membership/retention chairperson or the club secretary. Information from the form shall be published in the monthly newsletter asking for comments from the membership that should be considered by the board of directors in voting on this member prospect. If approved by a 2/3 majority of said board, the prospect may then be invited by the sponsor to become a member of this club. A properly filled out Application for Membership form, provided by the sponsor, and duly signed, including the entrance fee and pro-rated dues, must be in the hands of the secretary before the member can be inducted. The Secretary will include the new member in the monthly M&A

report submitted to International and the District at the end of the month application is approved by the Board.

**ARTICLE IV  
Forfeiture of Membership**

Any member may be expelled from the club for cause by a two-thirds (2/3) vote of the entire board of directors.

**ARTICLE V  
Club Size**

A Lions club shall have the minimum of 10 members in good standing.

**ARTICLE VI  
Club Branch Program**

**Section 1. BRANCH FORMATION.** Clubs may form branches to permit the expansion of Lionism into locations where and when circumstances do not support the formation of a charter club. The branch shall meet as a committee of the parent club and shall conduct service activities in its community. The Lititz Lioness Club is considered to be a branch club meeting as a standing sub-committee within the Lititz Lions Club.

**Section 2. MEMBERSHIP IN PARENT CLUB.** The members of the branch can be granted membership in the parent club and the branch by membership invitation issued by the board of directors of the parent club. Membership shall be in one of the categories listed in Article I of the By-Laws.

**Section 3. FUNDRAISING.** Activity or public welfare monies raised by the branch by asking for public support shall be held in a fund established to record such purpose. They shall be distributed in the branch community unless otherwise specified. The board of directors of the parent club may authorize the branch coordinator to countersign checks and vouchers authorized for payment by the parent club's board of directors.

**Section 4. DISSOLUTION.** The branch may be disbanded by a two-thirds vote of the entire board of directors of the parent club.

**ARTICLE VII  
Officers**

**Section 1. OFFICERS.** The officers of this club shall be president, immediate past president, 1<sup>st</sup>, 2<sup>nd</sup>, & 3<sup>rd</sup> vice presidents, four(4) elected directors, membership/retention chair, secretary, treasurer, financial secretary(optional), assistant treasurer (optional), lion tamer(s) (optional), tail twister(s) (optional), and safety officer (optional).

**Section 2. REMOVAL.** Any officer of this club may be removed from office for good cause by two-thirds (2/3) vote of the entire club membership.

**ARTICLE VIII  
Board of Directors**

**Section 1. MEMBERS.** Members of the board of directors shall be the president as presiding officer, immediate past president (who is also the membership/retention chair), the three vice presidents, the four elected

directors, secretary, treasurer, financial secretary(optional), assistant treasurer(optional), lion tamer(s)(optional), tail twister(s) (optional), LEO Advisor.(optional & non-voting), and safety officer (optional & non-voting).

**Section 2. QUORUM.** The presence in person of a majority of the voting members of the board of directors shall constitute a quorum at any meeting of the board of directors. Except as otherwise specifically provided, the action of a majority of the voting members of the board of directors present at any meeting of the board shall be the action and decision of the entire board of directors.

**Section 3. DUTIES AND POWERS.** In addition to those duties and powers, express and implied, set forth elsewhere in this constitution and by-laws, the board of directors shall have the following duties and powers:

(a) It shall constitute the executive board of this club and be responsible for the execution, through the club officers, of the policies approved by the club. All new business and policy of this club shall be considered and shaped, first, by the board of directors for presentation to and approval by the club members at a regular or special club meeting.

(b) It shall authorize all expenditures and shall not create any indebtedness beyond the current income of this club, nor authorize disbursement of club funds for purposes inconsistent with the business and policy authorized by the club membership.

(c) It shall have power to modify, override or rescind the action of any officer of this club.

(d) It shall have the books, accounts and operations of this club audited annually or, in its discretion, more frequently and may require an accounting or have an audit made of the handling of any club funds by any officer, committee or member of this club. Any member of this club in good standing may inspect any such audit or accounting upon request at a reasonable time and place.

(e) It shall appoint, on recommendation of the finance committee, a bank or banks for the deposit of the funds of this club.

(f) It shall appoint the surety for the bonding of any officer of this club (treasurer & secretary).

(g) It shall not authorize, nor permit, the expenditure, for any administrative purpose, of the net income of projects or activities of this club by which funds are raised from the public.

(h) It shall submit all matters of new business and policy to the respective standing or special club committee for study and recommendation to the board.

(i) It shall name and appoint, subject to approval of the club membership, the delegates and alternates of this club to district, state, and international conventions.

(j) It shall maintain at least three (3) separate funds governed by generally accepted accounting practices. The first fund is to record administrative monies such as dues, tail twisting fines, club 50/50 monies, and other internally raised club funds. A second fund shall be established to record activity or public welfare monies raised by asking support from the public. The third fund is the bingo fund as required by state law. Disbursement from such funds shall be in strict compliance with Section (g) of this article.

## **ARTICLE IX**

### **Delegates to International and District Conventions**

**Section 1. DELEGATE ENTITLEMENT INTERNATIONAL CONVENTION.** Inasmuch as Lions Clubs International is governed by Lions clubs in convention assembled, and

in order that this club may have its voice in association matters, this club shall have power to pay the necessary expenses of its delegates to each annual convention of the association. This club shall be entitled in any convention of this association, to one (1) delegate and one (1) alternate for every twenty-five (25), or major fraction thereof, of its members as shown by the records of the international office on the first day of the month last preceding that month during which the convention is held, provided, however, that this club shall be entitled to at least one (1) delegate and one (1) alternate. The major fraction referred to in this section shall be thirteen (13) or more members. The selection of each such delegate and alternate shall be evidenced by a certificate signed by the president or secretary or any other duly authorized officer of this club, or, in the event no such club officer is in attendance at the convention, by the district governor-elect of the district of which this club is a member (14D).

**Section 2. DELEGATE ENTITLEMENT DISTRICT/STATE CONVENTION.** Inasmuch as all district matters are presented and adopted at the district conventions, this club shall be entitled to send its full quota of delegates to all such conventions and have power to pay the necessary expenses of such delegates attending such conventions. this club shall be entitled in each annual convention of its district to one (1) delegate and one (1) alternate for each ten (10) members who have been enrolled for at least one year and a day in this club, or major fraction thereof, of this club as shown by the records of the international office on the first day of the month last preceding that month during which the convention is held, provided, however, that this club shall be entitled to at least one (1) delegate and one (1) alternate. Each certified delegate present in person shall be entitled to cast one (1) vote of his/her choice for each office to be filled by, and one (1) vote of his/her choice on each question submitted to, the respective convention. The major fraction referred to in this section shall be five (5) or more members.

#### **ARTICLE X Dispute Resolution**

All disputes arising between any member or members, or a former member or members, and the club, or any officer on the board of the club, relative to membership, or the interpretation, breach of, or application of the club's constitution and by-laws, or the expulsion of any member from the club, or any other matter whatsoever which cannot be satisfactorily resolved through other means, shall be settled by dispute resolution.

Any party to the dispute may file a written request with the district governor asking that dispute resolution take place. All requests for dispute resolution must be filed with the district governor within thirty (30) days after the member knew or should have known of the occurrence of the event upon which the request is based. Within fifteen (15) days of receipt, the district governor shall appoint a conciliator to hear the dispute. The conciliator shall be a past district governor who is currently a member in good standing of a club in good standing, other than a club which is a party to the dispute, in the district in which the dispute arises. The selected conciliator shall be acceptable to the parties. Upon being selected, the conciliator shall arrange a meeting of the parties for the purpose of conciliating the dispute. The meeting shall be scheduled within thirty (30) days of the appointment of the conciliator. If such conciliation efforts are unsuccessful, the conciliator shall have the authority to issue his or her decision relative to the dispute. The conciliator shall issue the decision no later than thirty (30) days after the date on which the initial meeting of

the parties was held, and the decision shall be final and binding on all parties. All decisions of the conciliators are subject to the authority of the International Board of Directors.

## **ARTICLE XI Amendments**

**Section 1. AMENDING PROCEDURE.** This constitution may be amended at any regular or special meeting of this club, at which a quorum is present, by the affirmative vote of two-thirds (2/3) of the members present in person and voting, provided that the board has previously considered the merits of the amendments.

**Section 2. NOTICE.** No amendment shall be put to vote, unless written notice, stating the proposed amendment shall have been mailed or delivered personally to each member of this club at least fourteen (14) calendar days prior to the meeting at which the vote on the proposed amendment is to be taken.

## **Lititz Lions Club BY-LAWS**

### **ARTICLE I Membership**

**Section 1. MEMBERSHIP CATEGORIES.**

(a) **Active:** A member entitled to all rights and privileges and subject to all obligations that membership in a Lions club confers or implies. Without limiting such rights and obligations, such rights shall include eligibility to seek, if otherwise qualified, any office in the club, district or association and the right to vote on all matters requiring a vote of the membership; and such obligations shall include regular attendance, prompt payment of dues, participation in club activities, and conduct reflecting a favorable image of the Lions club in the community. All active members shall pay such dues as the local club may charge, which dues shall include district and international dues. If an Active member's participation drops below the required minimum (attending any combination of at least six (6) meetings or functions/activities per year), then that member may be required to pay the special additional assessed annual dues (Art V, Sec 3) as determined by the Board of Directors.

(b) **Member-at-Large:** A member of the club who has moved from the community, or, because of health or other legitimate reason, is unable to regularly attend club meetings and desires to retain membership in the club, and upon whom the board of directors of the club desires to confer this status. This status is a temporary membership that shall be reviewed for applicability every six months by the board of directors of the club. A member-at-large shall not be eligible to hold office or to vote in district or international meetings or conventions, but shall pay such dues as the local club may charge, which dues shall include district and international dues. Attendance requirements are temporarily waived for this type of membership or as directed by the Board of Directors.

(c) **Honorary (International):** An individual not a member of the conferring Lions club, having performed outstanding service for the community or the Lions club, upon whom the club desires to confer special distinction. The club shall pay entrance fees and international and district dues on such a member, who may attend meetings but shall not be entitled to any privileges

of active membership. Local Club dues for first year of membership will be paid by Club. Follow-on-years local Club dues to be paid by Honoree (or as determined by the Board of Directors). Honorary memberships should not exceed 5% of total membership.

(d) **Honorary (Club):** This category is for the Lititz Club use only and is not recognized by Lions Clubs International, State or our local District. The purpose of this category is to recognize those members who have contributed many years of distinguished service to the Club and Lions Clubs International. Honorary (Club) memberships shall not exceed 20% of total membership. Awardees must meet one of the following categories:

- 75 years of age plus 10 years of service to the Lititz Club.\*
- 40 years of service to the Lititz Club.
- 35 consecutive years of perfect attendance to the Lititz Club.
- 20 consecutive years as an officer to the Lititz Club.
- Charter member to the Lititz Club.
- Past District Governor plus 10 years service to the Lititz Club.\*
- District Governor.
- Disabled or handicapped plus 10 years service to the Lititz Club.\*
- Unless physically unable to do so, this category of Honorary Member will need to maintain an active status. Active status for Honorary Members is defined as attending any combination of at least six meetings or functions per year.

Note: Board of Directors must approve member with unanimous vote. Single descending vote can withhold honor with cause.

\* Years of service could be waived by direction of the Board of Directors

**PRIVILEGES:** Retain International regular active member status with full voting active membership privileges

- Framed certificate and special award dinner
- International, state, and Club dues paid by the Lititz Club, unless waived by member.

(e) **Privileged:** A member of the club who has been a Lion fifteen (15) or more years, who, because of illness, infirmities, advanced age or other legitimate reason as determined by the board of directors of the club, must relinquish active status. Minimum attendance requirements apply (that is--any combination of at least six (6) meetings or functions/activities per year) or as directed by the Board of Directors. A privileged member shall pay such dues as the local club may charge or as directed by the Board of Directors, which dues shall include district and international dues. The member shall have the right to vote and be entitled to all other privileges of membership, except the right to hold club, district or international office.

(f) **Life Member:** Any member of a club who has maintained active membership as a Lion for 20 or more years and has rendered outstanding service to club, community, or this association; or any member of a club who has maintained active membership for 15 or more years and is at least 70 years of age; or any club member who is critically ill, may be granted life membership in the local club upon (1) recommendation of the club, (2) payment to the association of US\$500 or its equivalent in the respective national currency by his/her club in lieu of all future dues to the association; and (3) approval by the International Board of Directors. Nothing herein shall prevent the local club from charging a life member such dues as it shall deem proper. A life member shall have all privileges of active membership so long as all obligations are fulfilled. Minimum attendance requirements (that is--any combination of at least six (6) meetings or functions/activities per year) are required to be met or as directed by the Board of Directors. All

international presidents, upon retiring from office, shall automatically become life members of their respective Lions clubs, without cost to such clubs. A life member who desires to relocate and receives an invitation to join another Lions club shall automatically become a life member of said club. To apply, a club secretary must submit a life membership application form (CLM), together with a check or a copy of a deposit slip in the amount of US\$500. Life members shall not exceed 10% of total membership.

(g) **Associate Member:** A member who holds his/her primary membership in another Lions club but maintains a residence or is employed in the community served by this club. This status may be conferred by the invitation of the board of directors and shall be reviewed annually. The club shall not report an Associate Member on its Membership and Activities Report. An Associate Member may be eligible to vote on club matters, at meetings where he/she is present in person, but may not represent the club as a delegate at district (single, sub-, provisional and/or multiple) or international conventions. He/she shall not be eligible to hold club, district or international office, nor district, multiple district or international committee assignments through this club. International and district (single, sub-, provisional and/or multiple) dues shall not be assessed on the Associate; PROVIDED, however, nothing shall prevent this club from assessing an Associate such dues as it shall deem proper.

(h) **Affiliate Member:** A quality individual of the community who currently is not able to fully participate as an active member of the club but desires to support the club and its community service initiatives and be affiliated with the club. An affiliate member is required to meet the minimum Club participation requirements each year--that is--any combination of at least six (6) meetings or functions/activities per year or as directed by the Board of Directors. Affiliate member status may be conferred by invitation of the club's board of directors. An affiliate member may be eligible to vote on club matters at meetings where he/she is present, but may not represent the club as a delegate at district or international conventions. He/she shall not be eligible to hold club, district or international office, nor district, or international committee assignments. An affiliate member shall be required to pay district, international and such dues as the local club may charge. Affiliate memberships should not exceed 25% of total membership.

**Section 2. DUAL MEMBERSHIP.** No person shall simultaneously hold membership, other than honorary or associate, in this and any other Lions club.

**Section 3. RESIGNATIONS.** Any member may resign from this club, and said resignation in writing shall become effective upon acceptance/recognition by the board of directors. The board may withhold acceptance, however, until all indebtedness has been paid, all club funds and property have been returned, and all right to the use of the name "LIONS," the emblem and other insignia of this club and this association have been surrendered.

**Section 4. REINSTATEMENT OF MEMBERSHIP.** Any member dropped from membership in good standing may be reinstated by majority vote of the club's board of directors, and will retain their prior Lions service record as part of their total Lions service record.

**Section 5. TRANSFER MEMBERSHIP.** This club may grant membership on a transfer basis to one who has terminated or is terminating his/her membership in another Lions club, provided that a member is in good standing at the time of transfer requested. If more than six (6) months have elapsed between termination of his/her membership in another club and submittal of completed transfer member form or current membership card, he/she may acquire

membership in this club only under the provisions of Section 2 of Article III of the constitution.

**Section 6. FAILURE TO PAY.** The financial secretary shall submit to the board of directors the name of any member who fails to pay any indebtedness due this club within 60 days after the announced due date (normally the first of December and June for dues). The board shall thereafter decide whether the member shall be dropped from the roster or retained on the roster as a member not in good standing due non-payment of dues or other lion related indebtedness.

**Section 7. ATTENDANCE.** The club shall encourage regular attendance at club meetings and activities. The minimum Club participation requirements each year are any combination of at least six (6) meetings or functions/activities per year. Where a member misses consecutive meetings or activities, the club (sponsor) will make every effort to contact the member to encourage and promote regular attendance. The board shall therefore decide whether the member shall be dropped from the roster after twelve months of failure to meet minimum attendance requirements or retained on the roster as a member not in good standing due non-attendance.

## **ARTICLE II Officers**

### **Section 1. DUTIES.**

a. **President.** He/she shall be the chief executive officer of this club; preside at all meetings of the board of directors and this club; issue the call for regular meetings and special meetings of the board of directors and the club; appoint the standing and special committees of this club and cooperate with chairpersons to effect regular functioning and reporting of such committees; see that regular elections are duly called, noticed and held; and cooperate with, and be an active member of, the district governor's advisory committee of the zone in which this club is located.

b. **Immediate Past President.** He/she and the other past presidents shall officially greet members and their guests at club meetings and shall represent this club in welcoming all new service-minded people in the community served by this club. Also serves as Membership/Retention Chair.

c. **Vice Presidents.** If the president is unable to perform the duties of his/her office for any reason, the vice president next in rank shall occupy his/her position and perform his/her duties with the same authority as the president. Each vice president shall, under the direction of the president, oversee the functioning of such committees of this club as the president shall designate.

d. **Secretary.** He/she shall be under the supervision and direction of the president and the board of directors and shall act as the liaison officer between the club and the district (single or sub-and multiple) in which this club is located, and the association. In fulfillment of this, he/she shall:

- (1) Submit regular monthly and other reports to the international office of the association on blanks provided by it containing such information as may be called for by the board of directors of this association;
- (2) Submit to the district governor's cabinet such reports as it may require including copies of regular membership and activities reports;
- (3) Cooperate with and be an active member of the district governor's advisory committee of the zone in which the club is located;
- (4) Have custody and keep and maintain general records of this club, including records of minutes of club and board meetings; attendance;

committee appointments; elections; member information, addresses and telephone numbers of members; members club accounts;

(5) Arrange for issuance, in cooperation with the treasurer, quarterly or semi-annual statements to each member for dues and other financial obligations owed to this club, collect and turn the same over to the club treasurer and obtain a receipt;

(6) Give bond for the faithful discharge of his/her office in such sum and with such surety as determined by the board of directors.

e. **Financial Secretary**(Optional) His/her duties include the responsibility for billing and collecting membership dues twice a year and passing these dues to the treasurer. The Secretary will ensure you are provided with a current member listing. He/she is also responsible for preparing and delivering membership cards to those members who have paid dues when billed and for informing the Board of Directors of those members who have failed to pay dues when billed. He/she is responsible for providing dinner reservations to proper individuals at the General Sutter Inn or other meal provider, in as accurate and consistent a method as possible. He/she will act as a go-between in dinner meetings between the club and the Sutter Inn or other meal provider. He/she shall receive meal money from members at each meeting and keep a record of attendance of those members who have made dinner reservations. He/she will attend all Board of Director meetings as a full voting member

f. **Treasurer**. He/she shall:

(1) Receive all monies, from the secretary and otherwise, and deposit the same in a bank or banks recommended by the finance committee and approved by the board of directors;

(2) Pay out monies in payment of club obligations only on authority given by the board of directors. All checks and vouchers shall be signed by the treasurer and countersigned by one other officer, determined by the board of directors;

(3) Have custody and keep and maintain general records of club receipts and disbursements;

(4) Prepare and submit monthly and semi-annual financial reports to the international office of the association and the board of directors of this club;

(5) Give bond for the faithful discharge of his/her office in such sum and with such surety as determined by the board of directors.

g. **Assistant Treasurer**(Optional) In the temporary absence of the Treasurer, the assistant treasurer will serve as acting treasurer. He/she will deposit all monies received in such bank, or banks as are designated by the Board of Directors. In the temporary absence of the Treasurer, he/she will receive meal monies collected at each meeting from the financial secretary and reimburse either the General Sutter Inn or other meal provider for meal expenses. In the temporary absence of the Treasurer, he/she will receive and disburse funds as approved by the Board of Directors. He/she will attend all Board of Director meetings as a full voting member while acting in the treasurer's absence.

h. **Directors**. Directors, along with other officers, form what is termed the Board of Directors of the club. This position is important, because directors assist in formulating and executing the policies of the club. Directors shall authorize all expenditures, being cautious as to not credit any indebtedness beyond the income of the club, nor disburse funds for the purposes that are non-essential to the objects of lions international. As a member of the Board of Directors, directors will individually and collectively promise to stand by this club, live with it and work with it throughout the coming year, and to take such time as may be necessary to perform official duties properly. Directors will faithfully attend the regular and special meetings

of the board, and give unselfishly of their time and effort to advance the club and lions internationalism.

i. **Membership/Retention Chair**. The membership/retention chair shall be the chairperson of the membership/retention committee and is usually the immediate past president. The responsibilities for this position shall be:

- (1) Development of a growth program specifically for the club and presented to the board of directors for approval.
- (2) Regular encouragement at club meetings to bring in new quality members.
- (3) Ensuring implementation of proper recruitment and retention procedures.
- (4) Preparation and implementation of orientation sessions.
- (5) Reporting to the board of directors on ways to reduce the loss of members and increase total membership.
- (6) Coordination with other club committees in fulfilling these responsibilities.
- (7) Serving as a member of the zone level membership committee.

j. **Lion Tamer**(Optional). The Lion tamer shall have charge of and be responsible for the property and paraphernalia of the club, including flags, banners, gong, gavel, sound system, song books, and button board. He/she shall put each in its proper place before each meeting and return the same to the proper storage area after each meeting. He/she shall act as sergeant-at-arms at meetings, see that those present are properly seated, and distribute bulletins, favors and literature as required at club meetings.

k. **Tail Twister**(Optional). He/she shall promote harmony, good fellowship, life and enthusiasm in the meetings through appropriate stunts and games and the judicious imposition of fines on club members. There shall be no ruling from his/her decision in imposing a fine, provided, however, that no fine shall exceed an amount fixed by the board of directors of this club (fifty cents), and no member shall be fined more than twice at any one meeting. The tail twister (optional) may not be fined except by the unanimous vote of all members present. All monies collected by the tail twister (optional) shall be immediately turned over to the treasurer and a receipt be given. He/she shall give special attention to assure that each new member sits with a different group at each meeting so that he/she can become better acquainted.

l. **Safety Officer**(Optional) He/she will serve as the Club's safety and insurance link to Lions International and will be cognizant of Lions International's program of liability insurance. He/she will complete a safety checklist for each Club sponsored activity involving the community. These checklists can be used to prevent and correct hazards common to Club sponsored events. Although these lists do not include all aspects of the safety officer's responsibilities, they should serve as a general guide. He/she will file each completed checklist for future reference. He/she will serve as a direct link between the Club and Lions International concerning insurance/liability issues.

m. **LEO Advisor** (non-voting) Informs board of LEO issues.

**Section 2. ELIGIBILITY FOR OFFICE.** No person shall be eligible to hold office in this club unless he/she is an active member in good standing.

**Section 3. COMPENSATION.** No officer shall receive any compensation for any service rendered to this club in his/her official capacity with the exception of the secretary, whose compensation, if any, shall be fixed by the board of directors.

**ARTICLE III**  
**Meetings and Quorum Requirements**

**Section 1. REGULAR MEETINGS.** Regular meetings of this club shall be held at times and places recommended by the board of directors (monthly on the first and third Thursdays), and approved by the club. All meetings shall begin and end, promptly, at the regular set times (begin: 6:30 PM, end no later than 9 PM). Except as otherwise specifically provided in this constitution and by-laws, notice of regular meetings shall be given in such manner as the board of directors deems proper

**Section 2. SPECIAL MEETINGS.** Special meetings of the club may be called by the president, in his/her discretion, and shall be called by the president when requested by the board of directors, at a time and place determined by the person or body requesting the same. Notice of special meetings setting forth the purpose, time and place shall be given to each member of this club, by mail or personal delivery, at least ten (10) days prior to the date thereof.

**Section 3. CHARTER ANNIVERSARY.** A charter night anniversary meeting of this club may be held each year, usually the last meeting in March, at which time special attention shall be devoted to the purposes and ethics of Lionism, and the history of this club.

**Section 4. ANNUAL MEETING.** An annual meeting of this club shall be held in conjunction with the close of each Lionistic year at a time and place determined by the board of directors, usually the last meeting in June, at which meeting the final reports of the retiring officers shall be read and newly elected officers shall be installed.

**Section 5. QUORUM.** The presence in person of a majority of the members in good standing shall be necessary for a quorum at any meeting of this club. Except as otherwise specifically provided, the act of a majority of the members present at any meeting shall be the act and decision of the entire club

**Section 6. GOOD STANDING.** Any member who fails to pay any indebtedness due this club within sixty (60) days after receipt of written notice from the Club, shall forfeit his/her good standing and shall so remain until such indebtedness is paid in full. Members not achieving minimum attendance requirements may also forfeit good standing. Only members in good standing may exercise the voting privilege and hold office in this club.

**Section 7. BOARD OF DIRECTORS REGULAR MEETINGS.** Regular meetings of the board of directors shall be held at such times and places as the board shall determine. The Lititz Club Board will normally meet after the second monthly meeting each month.

**Section 8. BOARD OF DIRECTORS SPECIAL MEETINGS.** Special meetings of the board of directors shall be held when called by the president, or when requested by three (3) or more members of the board of directors, at such time and place as the president shall determine.

**ARTICLE IV**  
**Elections and Filling Vacancies**

The officers of this club, excluding the immediate past president, shall be elected as follows:

**Section 1. NOMINATION MEETING.** An annual nomination meeting presenting an officer slate shall be held in May of each year, with the date and place of such meeting to be determined by the board of directors. The general membership shall be notified at least fourteen (14) calendar days prior to the date of the meeting. Nominations may be accepted from the floor by the general membership.

**Section 2. NOMINATING COMMITTEE.** The president shall appoint a nominating committee (usually the last three past presidents) which shall submit the names of candidates for the various club offices to the club at the nomination meeting. At this meeting, nominations for all offices to be filled in the succeeding year may also be made from the floor.

**Section 3. NOMINEE UNABLE TO SERVE.** If in the interim between the nomination meeting and the election meeting any nominee is unable for any reason to serve in the office to which he/she was nominated and for which office there was no other nominee, the nominating committee shall submit, at the election meeting, names of additional nominees for that office.

**Section 4. ELECTION MEETING.** An annual election meeting, normally following the nomination meeting, shall be held no later than the first Thursday in June of each year, at a time and place determined by the board of directors, and fourteen (14) calendar days prior written notice shall be given to each member of the club by the secretary, by mail or other means. Such notice shall include the names of all nominees approved at the preceding nomination meeting, and, subject to Section 3 above, a statement that these nominees will be voted upon at this election meeting. No nominations may be made from the floor at the annual election meeting.

**Section 5. ANNUAL TERMS OF OFFICE.** Subject to the provisions of Section 8 of this Article, all officers, other than directors, shall be elected annually and shall take office on July 1st, and shall hold office for one year from that date, or until their successors shall have been elected and qualified.

**Section 6. MEMBERSHIP/RETENTION COMMITTEE.** A membership/retention committee shall be composed of three elected members (all past presidents) for a three year term. Initially three members will be elected. One member shall serve for one (1) year, the second member for two (2) years and the third member for three (3) years. Each year thereafter, a new member will be elected. Each member shall serve for three (3) continuous years on a rotation system subject to annual confirmation for the years remaining by the club's board of directors. The first year member shall be a member of the committee, the second year member shall be its vice chairperson and the third year member shall serve as its chairperson and as membership director on the club's board of directors. The first-year member is encouraged to focus on membership development, the second-year member is encouraged to focus on retention and leadership, while the third-year member (chairperson) is encouraged to focus on extension.

**Section 7. DIRECTORS ELECTION.** One-half of the directors shall be elected annually and shall take office on the July 1st next following their election,

and shall hold office for two (2) years from that time, or until their successors shall have been elected and qualified, with the exception that at the first election held after the adoption of this constitution and by-laws, one-half of the directors shall be elected for two year terms and the other one-half of the directors shall be elected for one year terms.

**Section 8. VERBAL VOTE.** All elections shall be by verbal vote, or as directed by the board of directors, by those present and qualified to vote. A plurality vote shall be necessary to elect.

**Section 9. VACANCY.** If the office of president or of any vice president shall become vacant for any reason, the vice presidents shall advance in office, according to their rank. In the event such provision for advancement shall fail to fill the office of president, or any office of vice president, giving each member in good standing prior fourteen (14) calendar days notice of the time and place, which time and place shall be determined by said board, and such office shall be filled at said election meeting. In the event of a vacancy in any other office, the board of directors shall appoint a member to fill the unexpired term. In the event vacancies shall be of such number as to reduce the number of directors to less than the number required for a quorum, the membership of the club shall have power to fill such vacancies by an election held at any regular meeting of the club upon prior notice, and in the manner, specified in Section 10 hereinafter. Such notice may be given by any remaining officer or director, but if none, then by any member.

**Section 10. REPLACEMENT OF OFFICERS-ELECT.** In the event any officer-elect, before his/her term of office commences, is unable or refuses for any reason to serve therein, the president may call a special nomination and election meeting to elect a replacement for such officer-elect. Fourteen (14) calendar days prior notice of such meeting, setting forth the purpose, time and place shall be given to each member, by mail or other means. The election shall be held immediately after nominations have been closed and a plurality vote shall be necessary for election.

## **ARTICLE V Fees and Dues**

**Section 1. ENTRANCE FEE.** Each new, reinstated and transfer member shall pay an entrance fee of \$25.00 which fee shall include the current association entrance fee and be collected before such member is enrolled as a member of this club and before the secretary may report such member to Lions Clubs International; provided, however, that the board of directors may elect to waive all or any part of the club portion of said entrance fee as to any member granted membership by transfer or reinstatement within six (6) months of termination of his/her prior Lions club membership.

**Section 2. ANNUAL DUES.** Each member of this club shall pay the following indicated regular annual dues which dues shall include an amount to cover current international and district dues (to defray the subscription price of THE LION Magazine, administrative and annual convention costs of the association and similar district costs) and shall be paid in advance at such times as the board of directors shall determine. Dues are normally payable on December 1<sup>st</sup> and June 1<sup>st</sup>:

Active: \$80.00

Member-at-Large: \$80.00

Honorary(International): \$80.00 (paid by Club 1<sup>st</sup> year, then as determined by Bd of Dir)

Honorary (Club): \$80.00 (paid by Club unless waived by member)  
Privileged: \$80.00  
Life: \$500 (paid by Club or individual)  
Associate: \$80.00  
Affiliate: \$80.00  
Family: head of household pays \$80, subsequent family members pay \$60.50.

Annual dues are paid semi-annually (\$40), due and payable on the first of June and December each year. The treasurer of this club shall remit international and district dues to the parties, and at the times, specified in the respective international and district constitution and by-laws.

**Section 3. Special Additional Assessed Annual Dues:** These are dues assessed members who pay their annual dues and wish to remain members but do not meet the minimum attendance requirements (that is--any combination of at least six (6) meetings or functions/activities per year). These dues are determined by dividing the previous year's annual activities monetary intake of the Club by the number of active members of that same year and multiplied by a percentage determined by the Board of Directors. An inactive member costs the Club more than is covered by annual dues alone. The special additional assessed dues compensates for this lost revenue.

#### **ARTICLE VI Branch Club Administration**

**Section 1. COORDINATOR/VICE COORDINATOR.** The members comprising the branch shall elect a coordinator and vice coordinator. The coordinator shall also be a member of the parent club's board of directors and be encouraged to attend general and/or board meetings of the parent club to provide branch records and a report of planned branch activities, a monthly financial report and coordinate efforts to encourage open discussion and effective communication between the branch and parent club. Members of the branch are encouraged to attend scheduled meetings of the parent club.

**Section 2. LIAISON.** The parent club shall designate a member of the parent club to oversee the progress of the branch and provide assistance to the branch, when necessary. The member serving in this capacity shall also serve as the third officer of the branch.

**Section 3. VOTING ENTITLEMENT.** The members of the branch may vote on activities of the branch and are voting members of the parent club, when in attendance at meetings of the parent club. Branch members shall be calculated in parent club meeting quorum requirements only when present in person at the parent club meeting. Attendance at branch meetings fulfills regular club attendance requirements.

#### **ARTICLE VII Committees**

**Section 1. STANDING COMMITTEES.** The following standing committees may be appointed by the president, except for the members and chairperson of the membership/retention committee, who are elected. (See Article IV, Sections 6 and 7)

(a)  
Advertising  
Attendance

Audit  
Chaplains  
Club Directory  
Constitution and By-Laws  
Convention  
Finance  
Flowers  
LEO Advisory  
Lioness Club Committee  
Lions Information  
Member Directory  
Membership\Retention  
Newsletter (CLAW)  
Nominating  
Program  
Planning/Education  
Storage/Inventory  
Supplies  
Transportation  
Web Site

(b)

**Activities Committees:** Refer to Member Directory for complete list and definitions of activities committees.

**Section 2. SPECIAL COMMITTEES.** From time to time, the president may appoint, with the approval of the board of directors, such special committees as may be necessary in his/her judgment or the judgment of the board of directors.

**Section 3. PRESIDENT EX-OFFICIO.** The president shall be an ex-officio member of all committees.

**Section 4. COMPOSITION.** All committees shall consist of a chairperson, and subject to Section 2 above, as many members as shall be considered necessary by the president.

**Section 5. COMMITTEE REPORTING.** Each committee, through its chairperson, should be encouraged as necessary to report, either verbally or in writing, each month to the vice president with coordinating authority for that committee. That vice president will then report to the board of directors.

#### **ARTICLE VIII Parliamentary Practices**

Except as otherwise specifically provided in this constitution and by-laws, all questions of order or procedure with respect to any meeting or action of this club, its board of directors or any committee appointed hereunder shall be determined in accordance with ROBERT'S RULES OF ORDER, NEWLY REVISED, as revised from time to time.

#### **ARTICLE IX Miscellaneous**

**Section 1. EMBLEM, COLORS.** The emblem and colors of this club shall be the same as the emblem and colors of Lions Clubs International.

**Section 2. FISCAL YEAR.** The fiscal year of this club shall be July 1 through June 30.

**Section 3. HONORARY MAILING LIST.** Lions Clubs International and the district governor may be included on the mailing list of this club.

**Section 4. PARTISAN POLITICS/RELIGION.** This club shall not endorse or recommend any candidate for public office, nor shall partisan politics or sectarian religion be debated by members in meetings or activities of this club. All Club sponsored or endorsed activities will not include political or religious agendas.

**Section 5. PERSONAL BENEFIT.** Except to further his/her progress in Lionism, no officer or member of this club shall use his/her membership as a means of furthering any personal, political, or other aspiration, nor shall the club, as a whole, take part in any political or religious movement not in keeping with its purposes and objects.

**Section 6. SOLICITATION OF FUNDS.** No funds shall be solicited from members of the club during meetings by any individual or individuals who are not members of the club without prior approval from the Board of Directors. Any suggestion or proposition made at any meeting of this club calling for the expenditure of money for other than the regular obligations shall be referred to the Board of Directors from the appropriate committee.

#### **ARTICLE X Amendments**

**Section 1. AMENDING PROCEDURE.** These by-laws may be altered, amended or repealed at any regular or special meeting of this club at which a quorum is present, by the vote of a majority of the members present in person and voting.

**Section 2. NOTICE.** No amendment shall be put to vote unless written notice stating the proposed amendment, shall have been mailed or delivered personally to each member at least fourteen (14) calendar days prior to the meeting at which the vote on the amendment is to be taken.

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**Knowledge of the Constitution/By-Laws** makes a good club. It is the instrument which ties your members to your club, and your club to the International Association and assures equal rights to all.