

LIONS CLUB OF GASPORT, NEW YORK CONSTITUTION AND BY-LAWS

PART 1: CONSTITUTION

ARTICLE I Name

The name of this organization shall be the Lions Club of Gasport Inc., New York chartered by, and under the jurisdiction of, The International Association of Lions Clubs.

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 1 of the by-laws, any person of legal majority 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 the Lions club shall be acquired by invitation only. Nominations shall be made on forms provided by the international office, which shall be signed by a member in good standing who shall act as sponsor, and be submitted to the membership chairperson or the club secretary, who, after investigation by the membership committee, shall submit the same to the board of directors. If approved by a majority of said board, the prospect may then be invited to become a member of this club. A properly filled out membership form duly signed, as well as, the entrance fee and dues must be in the hands of the secretary before the member is reported to and officially recognized by the association as a Lion member.

Section 3. **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 (will be by written ballot). Upon Removal from this club, any and all right to use the name "LIONS", the emblem and other insignia of this club and this association shall be forfeited. This club shall remove members whose conduct has been deemed a violation of the International Constitution and By-Laws and Board Policy and unbecoming a Lion by the International Office or otherwise face charter cancellation.

**ARTICLE IV
Emblem, Colors, Slogan and Motto**

Section 1. **Emblem.** The emblem of this association and each chartered club shall be of a design as follows:



Section 2. **Use of the Emblem.** Use of the name, goodwill, emblem and other logos of the association shall be according to the guidelines established from time to time in the by-laws.

Section 3. **Color.** The colors of this association and of each chartered club shall be purple and gold.

Section 4. **Slogan.** Its slogan shall be: Liberty, Intelligence, Our Nation's Safety.

Section 5. **Motto.** Its motto shall be: We Serve.

**ARTICLE V
Supremacy**

The Standard Form Club Constitution and By-Laws shall govern the club unless otherwise amended so as not to conflict with the district (single, sub- or multiple) and International Constitution & By-Laws and policies of Lions Clubs International. Whenever there may exist a conflict or a contradiction between the provisions set out in the club constitution and by-laws, the respective district constitution and by-laws shall govern. In addition, whenever there may exist a conflict or a contradiction between the provisions set out in the club constitution and by-laws and the international constitution and by-laws or board policy, the international constitution and by-laws and board policy shall govern.

**ARTICLE VI
Club Size**

A Lions club should strive to maintain 20 members; the numerical minimum membership required to receive a charter.

**ARTICLE VII
Officers.**

Section 1. **Officers.** The officers of this club shall be a president, immediate past president, the vice president(s), secretary, treasurer, lion tamer, tail twister, membership director and all other elected directors.

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.**

- (a) There shall be a Board of Directors consisting of seventeen (17) members. The members of the board of directors shall be the president, immediate past president, the vice president(s), secretary, treasurer, Lion tamer, tail twister, membership director, and all other elected directors.
- (b) The President must have been a member of the Board of Directors for at least (1) year prior to holding the office of President.
- (c) No person shall be eligible to hold office in this club unless he is an active member in good standing.
- (d) It is advantageous to the stability of the club if Directors have previously served as President and preference will be given to these individuals when considering the selection of Directors.

(e) No officer shall receive any compensation for any service rendered to this club in his official capacity.

Section 2. **Quorum.** The presence in person of a majority of the directors shall constitute a quorum at any meeting of the board of directors. Except as otherwise specifically provided, the act of a majority of the directors present at any meeting of the board shall be the act 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 dispersal 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 office of this club.
- (d) It shall have the books, accounts and operations of this club audited annually or, at 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 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.
- (g) 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.

It shall maintain at least two (2) separate funds governed by generally accepted accounting practices. The first fund to record administrative monies such as dues, tail twisting fines and other internally raised club funds. A second fund shall be established to record activity or public funds raised by asking support from the public. 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 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.

Section 2. **Delegate Entitlement District/Multiple District Convention.** Inasmuch as all district matters are presented and adopted at the district (single, sub- and multiple) conventions, this club shall be entitled to send its full quota of delegates to all such conventions. This club shall be entitled in each annual convention of its district (single or sub- and multiple) 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 on each question submitted to, the respective convention. The major fraction referred to in this section shall be five (5) or more members.

Section 3. **Selection of Club Delegate(s) and Alternate(s).** The Board of Directors or its designated committee shall name and appoint, subject to approval of the club membership, the delegates and alternates of this club to district (single, sub- or multiple) and international conventions. Eligible delegates must be members in good standing in the club and entitled to vote in accordance with the rights and privileges chart set forth in Exhibit A of this Constitution and By-Laws.

ARTICLE X

Club Dispute Resolution Procedure

If necessary, refer to Lions Club International Standard Club Constitution and By-Laws

ARTICLE XI

Club Funds

Section 1. **Public (General) Funds.** All funds raised from the public must be returned to public use, including money accumulated from invested public funds. The only deductions that may be made from the activity account are the direct operating expenses of the fundraising activity. Money accumulated from interest must also be returned to public use.

Section 2. **Administrative Funds.** Administrative funds are supported through contributions from members through dues, fines and other individual contributions.

ARTICLE XII

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 published to the member through regular post or electronic means, 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.

PART 2: BY-LAWS

ARTICLE I

Membership

Section 1. **Categories**

(a) **Active.** A member entitled to all rights and privileges and subject to all obligations which 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 this 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 this Lions club in the community. As provided in the Family Membership Program criteria, qualifying family members shall be Active Members and be entitled to all rights and privileges thereof. As provided in the Student Member Program criteria, qualifying student, former Leo and young adult members shall be Active Members and be entitled to all rights and privileges thereof.

(b) **Member-at-Large.** A member of this club, who has moved from the community, or because of health or other legitimate reason, is unable regularly to attend club meetings and desires to retain membership in this club, and upon whom the Board of Directors of this club desires to confer this status. This status shall be reviewed each six months by the Board of Directors of this 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 shall include district and international dues.

(c) **Honorary.** An individual not a member of this Lions club, having performed outstanding service for the community or this Lions club, upon whom this club desires to confer special distinction. This 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.

(d) **Privileged.** A member of this 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 this club, must relinquish his active status. A privileged member shall pay such dues as the local club may charge, which dues shall include district and international dues. He/she 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.

(e) **Life Member.** Any member of this club who has maintained Active membership as a Lion for 20 or more years and has rendered outstanding service to this club, his/her community, or this Association; or any member who is critically ill; or any member of this club who has maintained such active membership for 15 or more years and is at least 70 years of age may be granted Life Membership in this club upon:

(1) Recommendation of this club to the Association,

(2) Payment to the Association of \$500.00, or its equivalent in the respective national currency, by this club in lieu of all future dues to the Association, and

(3) Approval by the International Board of Directors.

A Life Member shall have all privileges of active membership so long as he/she fulfills all obligations thereof. 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. Nothing herein shall prevent this club from charging a Life Member such dues as it shall deem proper. Former Lioness members, who are now Active members of their Lions clubs or who become Active members of a Lions club on or before June 30, 2007, may apply all of their prior Lioness service toward Life membership eligibility. Lioness members who become Active members of a Lions club after June 30, 2007, will not be eligible for Lioness service credit for the purposes of Life membership eligibility.

(f) **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.

(g) **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. This status may be conferred by the 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 in person, but may not represent the club as a delegate at district (single, sub-, transitional, 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 assignment. An Affiliate Member shall be required to pay district, international and such dues as the local club may charge.

Section 2. **Good Standing.** Any member who fails to pay any indebtedness due this club within sixty (60) days after receipt of written notice from the secretary shall forfeit his/her good standing and shall so remain until such indebtedness is paid in full. Only members in good standing may exercise the voting privilege and hold office in this club.

Section 3. **Dual Membership.** No person shall simultaneously hold membership, other than honorary or associate, in this and any other Lions club.

Section 4. **Resignations.** Any member may resign from this club, and said resignation shall become effective upon acceptance by the board of directors. The board may withhold acceptance, however, until all indebtedness has been paid and/or all club funds and property have been returned. All right to the use of the name "LIONS," the emblem and other insignia of this club and the association cease when membership is terminated.

Section 5. **Reinstatement of Membership.** Any member dropped from membership in good standing may be reinstated by the club's board of directors and will retain their prior Lions service record as part of their total Lions service record. Members that have been dropped from membership for more than twelve (12) months must be approved in accordance with Article III Section 2 of the Constitution.

Section 6. **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 twelve (12) months has 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 Article III, Section 2 of the Constitution. Members that wish to transfer from this club to another club must submit a transfer form to be completed by the Secretary. The Secretary is obligated to complete transfer form without delay unless the board of directors is withholding acceptance of the members resignation and transfer due to the member's financial indebtedness to the club and/or failure to return any club funds or property.

Section 7. **Procedure.** Membership in this Lions club shall be acquired by invitation only and the process toward membership shall be as follows:

- (a) A member in good standing shall act as sponsor and submit the name of a prospective member to the Membership Committee Chairman.
- (b) The Membership Committee shall investigate the nominee and satisfy themselves that he meets the qualifications for membership as required and applicable under Article III, Sections 1 and 2 of the Constitution.
- (c) The sponsor shall then invite the nominee to be his guest at a regular meeting of the club at the expense of the club. The club will pay for up to two dinner meetings.
- (d) The Membership Committee shall submit the nominee's name at the next regular meeting of the Board of Directors, providing the meeting is seven (7) days or more after receipt of the nominee's name from the sponsor, giving a resume of the facts learned by its investigation and citing its approval or disapproval of this nominee for membership.
- (e) The Board of Directors shall approve or disapprove the nominee for membership at its first regular meeting after receipt of the Membership Committee's report of the nominee, said approval requiring a majority vote of members present.
- (f) If approved for membership by the Board of Directors, the Membership Committee shall advise the sponsor in writing within five (5) days of the Board's action.
- (g) The sponsor shall then invite the nominee to membership in the club and shall have completely filled in a standard invitation and acceptance form and submit this together with the entrance fee to the Chairman of the Membership Committee.
- (h) All new members shall be officially inducted into the club with suitable and appropriate ceremonies within a reasonable time after receipt of their acceptance form and membership by the Membership Committee Chairman.

Section 8. **Failure to Pay.** The 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 receipt from the secretary of written notice. The board shall thereafter decide whether the member shall be dropped from or retained on the roster.

Section 9. **Attendance.**

(a) The club shall encourage regular attendance at club meetings and activities. Where a member misses consecutive meetings or activities, the club will make every effort to contact the member to encourage and promote regular attendance. Annual perfect attendance awards are available to members who have attended every regularly scheduled meeting of this club for any twelve consecutive months, otherwise making up any missed meetings in accordance with the attendance makeup rules of the club, if any.

(b) The name of any Active member who shall absent himself from four (4) consecutive regular meetings of the club unless excused by illness, illness in his family, or death in his family, or by other valid and proper excuse in the discretion of the President, which excuse being stated to the President or Secretary shall be given to the Membership Committee. The Membership Committee shall contact the member to encourage his participation in club meetings and activities. Should the member absent himself from six (6) consecutive regular meetings, his name shall be submitted to the Board of Directors by the secretary at the next Board meeting, following the sixth such absence, and the Board of Directors shall decide whether such member shall be dropped from or retained on the club roster. (A member has the privilege of substituting attendance at another club within fourteen (14) days before or after a regular meeting, or by attendance at the meeting of the club's Board of Directors, a duly constituted meeting of a standing committee, a specially called meeting, a regional meeting, zone meeting, district meeting or convention, International Convention and/or by a visit to the International Office. For credit so claimed, the member shall provide the secretary with such evidence in writing.)

(c) To remain an active Gasport Lions Club member, the following minimum requirements must be met during the Lion year (July 1st-June 30th): attend a minimum of 3 meetings (can be a combination of dinner, board or special committee meetings) and participate at a minimum of 4 Lions projects (lottery raffles, Halloween party, Easter egg hunt, chicken BBQ, etc.). Failure to meet these minimum requirements without an acceptable reason(s) will result in the member being automatically dropped from the membership roll.

ARTICLE II

Elections and Filling Vacancies

Elections

The officers of this club, excluding the Immediate Past President, shall be elected as follows:

Section 1. A nomination meeting shall be held in February of each year, with the date and place of such meeting to be determined by the Board of Directors and notice thereof mailed to each member of this club by regular post or electronic means at least fourteen (14) days prior to the time of the holding thereof.

Section 2. The President shall appoint a nominating committee, consisting of the immediate past president and two members, 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. Neither the Nominating Committee, nor any member placing a person in nomination for an office from the floor, can do so unless same is done with the full knowledge and consent of the person so nominated.

Section 4. If at the nomination meeting there is no contest for any office, the motion for the secretary to cast one ballot for each nominee to be elected shall take place. No further election meeting shall take place. No further election meeting is required.

Section 5. 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 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. Other nominations for that position may be made by the general membership at the election meeting.

Section 6. An election meeting shall be held prior to March 31st of each year, at a time and place determined by the Board of Directors, and two weeks prior written notice thereof shall be given to each member of the club by mail, electronic means or personal delivery. 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 election meeting, except to fill a vacancy as in Section 5. above.

Section 7. Subject to the provisions of this Article II, all officers shall be elected annually and shall take office July 1st, and shall hold office for one year from that date, or until their successors shall have been elected and qualified. The Secretary shall promptly report the newly elected officers to the International Office within 15 days of the election.

Section 8. Directors shall be elected annually and shall take office on the July 1st next following their election, and shall hold office for three (3) years from that time, or until their successors shall have been elected and qualified. At the end of their three year term, they can not run for a Directors position for one year. Two or three Directors will be elected annually, based on a rotation basis kept track of by the secretary.

Section 9. The President shall not succeed himself as President, nor shall he be elected to any other elective office during the one club year following his term of office as President.

Section 10. The election shall be by written ballot by those present and qualified to vote. A plurality vote shall be necessary to elect. The officer candidate is required to secure a majority of the votes cast by the club members present and voting in order to be declared elected; for purpose of such election, a majority is defined as a number more than one-half of the total valid votes cast excluding blanks and abstentions. If, on the first ballot, and subsequent ballots, no candidate receives a majority, the candidate or tied candidates receiving the lowest number of votes shall be eliminated and balloting shall continue until one candidate receives a majority. In case of a tie on any ballot, balloting shall continue on the tied candidates until one is elected.

Section 11. Teller(s) shall be appointed by the President at the close of the nominations and no candidates for office shall be eligible to serve as a teller. The results of the election shall be prepared and given to the President who in turn shall announce the results to the members.

Section 12. Removal: Any officer of this club may be removed from office for good cause by two-thirds (2/3) vote of the club membership present (written ballot).

Section 13. A membership committee shall be composed of three elected members 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. Thus, the first year member shall be a member of the committee, the second year member shall be its vice chairman and the third year member shall serve as its chairman and as membership director on the club's board of directors.

Section 14. No person shall be eligible to hold office in this club unless he/she is an active member in good standing.

Vacancies

Section 1. 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, the Board of Directors shall thereon call a special election, giving each member in good standing two (2) weeks prior notice of the time and place thereof, 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 the office of Third Vice-President, the Board of Directors may appoint a member to fill the unexpired term.

In the event of a vacancy in any other office, the Board of Directors shall appoint a member to fill the unexpired term.

Section 2. In the event any officer-elect, before his 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. Two (2) weeks prior notice of such meeting, setting forth the purpose, time and place thereof, shall be given to each member, by mail or personal delivery. The election shall be held immediately after nominations have been closed and a plurality vote shall be necessary for election.

ARTICLE III Duties of Officers

(1) **President.** He/she shall be the chief Executive of this club; preside at all meetings of the Board of Directors and this club; issue the call for regular and special meetings of the Board of Directors and the club; appoint the Standing and Special Committees of this club and cooperate with chairpersons thereof 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. He shall cast a vote only when necessary to break a tie on any issues before the Board of Directors of the club.

(2) **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 persons in the community served by this club. He/she shall chair the nominating committee.

(3) **Vice-President.** If the President is unable to perform the duties of his office for any reason, the Vice-President next in rank shall occupy his position and perform these 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.

(4) **1st Vice President.** He/she is the chairman of the Program Committee. This committee will attempt to have a program at the first dinner meeting each month with a goal of a minimum of five programs scheduled for the year. The President may also assign other responsibilities as the need arises.

(5) **2nd Vice President.** Chairman of the Constitution and By-Laws committee. Duties: to review and update the club constitution and by-laws document as needed. The President may also assign other responsibilities as the need arises.

(6) **3rd Vice President:** Chairman of the Eye Donor Program. This program will coordinate the district program of distribution and collection of eye donor cards. The President may also assign other responsibilities as the need arises.

(7) **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:

(a) 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 therein and otherwise by the Board of Directors of the Association.

(b) Submit to the District Governor's Cabinet such reports as it may require including copies of regular membership and activities reports.

(c) Cooperate with and be an Active member of the District Governor's Advisory Committee of the Zone in which this club is located.

(d) Have custody and keep and maintain general records of this club, including records of minutes of club and Board meetings; attendance; committee appointments; elections; classifications (if any), addresses and telephone numbers of members; members' club accounts.

(e) 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.

(f) Deliver, in a timely manner, at the conclusion of his/her term in office, the general records of the club to his/her successor in office.

(8) **Treasurer.** He/she shall:

(a) Receive all monies and deposit in a bank or banks recommended by the finance committee and approved by the Board of Directors.

- (b) Pay out monies in payment of club obligations only on authority given by the Board of Directors. All checks must be signed by the Treasurer and countersigned by one additional Board member who has been approved by the Board to co-sign checks. The Board shall designate three other Board signors in addition to the treasurer These would include Lions who would remain on the Board for three years and would be available to the Treasurer as a second signature.
- (c) Prepare and submit monthly and annual financial reports to the Board of Directors of this club.
- (d) He/she shall issue annual statements to each member for dues and other financial obligations owed to this club and collect and deposit in the proper fund.
- (e) Have custody and keep and maintain general records of club receipts and disbursements.
- (f) Deliver, in a timely manner, at the conclusion of his/her term in office, the financial accounts, funds and records of the club to his/her successor in office.

(9) **Lion Tamer.** The Lion Tamer shall have charge of and be responsible for the property and paraphernalia of the club, including flags, banner, gong, gavel, song books, and button board. He shall put each in its proper place before each meeting. He 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 and Board meetings. He shall give special attention to assure that each new member sits with a different group at each meeting so that he can become better acquainted. In the absence of the Lion Tamer, the Presiding Officer shall appoint another member to act in his place.

(10) **Tail Twister.** He/she shall promote harmony, good fellowship, life and enthusiasm in meetings through appropriate stunts and games and the judicious imposition of fines on club members. There shall be no ruling from his decision in imposing a fine, provided, however, that no member shall be fined excessively at any one meeting. The Tail Twister may not be fined except by the unanimous vote of all members present. All monies collected by the Tail Twister shall be immediately turned over to the treasurer.

(11) **Membership Director.** The membership director shall be the chairperson of the membership committee. The responsibilities for this position shall be:

- (a) Development of a growth program specifically for the club and presented to the board of directors for approval.
- (b) Regular encouragement at club meeting to bring in new quality members.
- (c) Ensuring implementation of proper recruitment and retention procedures.
- (d) Preparation and implementation of orientation sessions.
- (e) Reporting to the board of directors on ways to reduce the loss of members.
- (f) Coordination with other club committees in fulfilling these responsibilities.
- (g) Serving as a member of the zone level membership committee.

ARTICLE IV Committees

Section 1. The following Standing Committees may be appointed by the President:

(1) Administrative Committees

- (a) Attendance
- (b) Constitution and By-Laws
- (c) Lions information
- (d) Finance
- (e) Information technology
- (f) Membership
- (g) Program
- (h) Public Relations and communications
- (i) Leadership development
- (j) Greeter

(2) Activities Committees

- (a) Diabetes
- (b) Convention
- (c) Publicity
- (d) Programs
- (e) Sight
- (f) Health/Hearing
- (g) Youth programs
- (h) 50/50
- (i) UNYTS
- (j) Sick
- (k) Medical loan closet
- (l) Newsletter
- (m) International Understanding
- (n) Information Committee
- (o) Environment

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. The President shall be an ex-officio member of all committees.

Section 4. All committees shall consist of a chairman and, subject to Section 2 above, as many members as shall be considered necessary by the President.

Section 5. Each committee, through its chairman, shall report, either verbally or in writing, each month to the Board of Directors.

Section 6. All problems pertaining to either administrative or activity matters shall be referred to the corresponding committee for study and recommendation to the Board of Directors.

ARTICLE V

Meetings

Section 1. Regular meetings of this club shall be held on the 1st and 3rd Wednesdays of the month commencing at 7:00 p.m. at a place recommended by the Board of Directors, and approved by the club. Regular meetings will be held during the months of September through May. All meetings shall begin and end promptly, at the regular set times. 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. The Board of Directors meetings shall be held on the 2nd Wednesday of every month.

Section 2. Special meetings of this club may be called by the President, at his 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 thereof shall be given to each member of this club, by mail or personal delivery, at least (10) days prior to the date thereof.

Section 3. An Annual Installation of Officers Dinner by June 30th of each year at a time and place determined by the incoming President shall be held for the purpose of installing newly elected officers.

Section 4. 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.

Section 5. Any member who fails to pay any indebtedness due this club within sixty (60) days after receipt from the treasurer of written notice thereof shall thereon forfeit his good standing and shall so remain until such indebtedness is paid in full. Only members in good standing may exercise the voting privilege and hold office in this club.

Section 6. 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 7. Attendance shall be taken at all regular and special meetings by the secretary.

ARTICLE VI Fees and Dues

Section 1. Each new, reinstated and transfer member except for Honorary members, shall pay an entrance fee of twenty five dollars (\$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 International. 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 twelve (12) months of termination of this prior Lions club membership.

Section 2. Membership Dues for Primary Active members, Member-at-Large, and Privileged members shall be sixty-five dollars (\$65.00) per year, payable annually (December 1st or June 1st) in advance. New members and transfer members shall pay one twelfth (1/12) of the annual dues for each month remaining in the 12 month billing period.

Section 3. If 2 or more members are of the same household, dues for the Primary Active member shall be \$65.00 and \$40.00 for any Secondary Active members payable annually (December 1 or June 1) in advance.

Section 4. Honorary, Life and Associate members will not pay any dues.

Section 5. No dues, fees or assessments in addition to those set forth herein may be levied on or required of any member by this club, its Board of Directors or any officer or member of this club.

Section 6. All money collected from membership fees and dues shall be included in the Administrative Fund and shall be used to defray club expense to include payment of State and International Lions dues. Tail Twister collections will be part of the Administrative Fund.

Section 7. All club expenditures of five hundred dollars and one cent (\$500.01) or more shall be authorized by the Board of Directors and approved by the general membership.

ARTICLE VII Honorary Mailing List

The District Governor, Vice-District Governors, Region Chairman, and Zone Chairman shall be included on the mailing list of this club.

ARTICLE VIII Parliamentary Practices

Except as otherwise specifically provided in the Constitution and By-Laws, all questions on Order of 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 Bereavement Committee and Card Policy

When a death occurs, the Club will send a donation of forty dollars (\$40.00) for any member of the family living at that Lion's address. The donation will be based first on the Lion's first choice; otherwise the clubs Bereavement Committee will decide where the donation should be sent. When a death occurs, the Club will send a sympathy card for immediate family not living at that Lion's address. Any Lion who is sick or in the hospital will be sent a card by the Committee.

ARTICLE X State Convention Policy

When published information is available on the State Convention, the Convention Chairman will determine which members plan to attend. At this time, the Treasurer will issue a check to cover the cost of the

reservations. Each member planning to attend will be required to reimburse the Treasury within 60 days from the date reservations were submitted; if not, the reservations will be returned for proper credit, with the member requesting the reservation picking up the charge for the registration fee. Prior to the convention, the Board of Directors will appoint club delegates, in accordance with Article XIII, Section C. The delegate's dues must be paid up through the time of the convention in order to be eligible as a delegate.

ARTICLE XI

100% Membership/Attendance (20) Point System

A 100% membership recognition will be awarded to any member who has accrued 20 points during the Lion calendar year. A single point may be earned by participating at one of the following: dinner meetings, director's meetings, zone meetings, district cabinet meetings, hands across the border meeting, state & international convention, Halloween party, Easter egg hunt, Christmas baskets for the needy, chicken BBQ, environmental projects, construction projects and other official club activities as the need arises. Attendance logs will be kept and used to verify the validity of this recognition award. Single award points will be tallied for each member. Every member meeting or exceeding a total of 20 points during the course of the Lion calendar year will be credited with a 100% Membership/Attendance recognition award.

ARTICLE XII

Amendments.

Section 1. 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. No amendment to the Constitution shall be put to vote unless written notice thereof, stating the proposed amendment shall have been mailed or delivered personally to each member at least two (2) weeks prior to the meeting at which the vote on the amendment is to be taken.

Section 3. Any By-Laws except By-Laws No. 1 and 2 may be suspended at any meeting of the club at which a quorum is present by the unanimous vote of all members present.

ARTICLE XIII

Miscellaneous

Section 1. 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 of this club.

Section 2. Except to further his progress in Lionism, no officer or member of this club shall use his membership as a means of furthering any personal, political or other aspiration, nor shall the club, as a whole, take part in any movement not in keeping with its purposes and objectives.

Section 3. No funds shall be solicited from members of the club during meetings by any individual or individuals who are not members of the club.

ARTICLE XIV

Decorum

The Gasport Lions Club is a respected organization, dedicated to the betterment of the local community. As such, each Lion should consider his/her membership to be a privilege. All members and guests are expected to conduct themselves in a professional manner at all times during any meeting or club event.

Unprofessional behavior or the use of profanity or otherwise offensive or discriminatory language by any member reflects poorly on the club and is prohibited. Any member who cannot conduct themselves properly will be asked by the President or event chair to leave that meeting/club event. The Board of Directors will consider dismissing any member who continually displays unacceptable behavior.