

# LIONS CLUB OF RANGIORA NZ INCORPORATED



## CONSTITUTION AND BYLAWS

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Motto *"We Serve"*

"Knowledge of the constitution 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."

Thomas Jefferson, 3rd US President, author of the Declaration of Independence

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## ARTICLE I

### **Name and Motto**

1. The name of this organisation shall be the Lions Club of Rangiora NZ Incorporated, chartered by and under the jurisdiction of Lions Clubs International (hereinafter referred to as "LCI".)
2. Its motto shall be: "We Serve."

## ARTICLE II

### **Purposes**

The primary and dominant objects and purposes of this Club shall be:

1. To provide service, financial and other support for individuals, families, groups, whanau or caregivers for the relief of poverty, to advance education or for activities that may benefit the community generally.
2. To place special emphasis on catering for the needs of the blind or those with poor vision within the community.
3. To provide assistance to the local community or other communities in times of disaster.
4. To undertake and coordinate activities and events of a charitable nature, that are in line with the special character, philosophies and values set by Lions International and Lions Clubs in New Zealand generally.
5. To provide assistance to other charitable organisations through hands on service, fundraising events and or the provision of sponsorship.
6. To undertake other general charitable purposes within New Zealand of a similar nature as may be conducive to the obtaining of the above objects.
7. To promote the club and the humanitarian activities of Lions Clubs International abroad.

As ancillary objects and purposes to those set out above and to enable the Club to achieve their primary and dominant objects and purposes, this Club may in carrying out its primary objects:

- A. Promote and nurture local community-based charitable projects, initiatives and works particularly if they will promote the economic, environmental, cultural, social and moral well-being of the people of New Zealand.
- B. Promote the activities of the Club so as to demonstrate to the public how, good government, high ethical standards and good citizenship along with friendship, good

fellowship and mutual understanding, and the principles of serving one's community without personal financial reward are all able to benefit the wider community through undertaking charitable projects.

- C. Provide recognition for charitable achievements in the community, through the provision of prizes, scholarships, endowments and the like.

### ARTICLE III

#### **Emblem, Colours, Fiscal Year**

- 1. The emblem and colours of this club shall be the same as the emblem and colours of LCI.
- 2. The fiscal year of this club shall be July 1 through June 30.

### ARTICLE IV

#### **Honorary Mailing List**

LCI and the District Governor shall be included on the mailing list of this club.

### ARTICLE V

#### **Parliamentary Practice**

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 the established parliamentary procedure.

### ARTICLE VI

#### **Conflict**

a) Where there is a conflict between the provisions of this Club Constitution and the Lions District 202E or Lions Multiple Districts of New Zealand Constitutions or by-laws, the Club's Constitution must prevail.

b) Where there is a conflict between the provisions of the Lions District 202E or Lions Multiple Districts of New Zealand Constitutions or by-laws, and the Lions International Constitution and by-laws or policies, the Lions District 202E or Lions Multiple Districts of New Zealand Constitutions or by-laws must prevail

c) This Constitution shall be governed by and construed in accordance with the laws of New Zealand.

## ARTICLE VII

### Membership

#### Section A. Eligibility for Club Membership

Subject to the provisions of Section B in Article VII and [Appendix I Membership Categories](#) hereinafter, any person of legal majority, good moral character and good reputation in his/her community, may be granted membership in this Lions club.

#### Section B. Membership by Invitation

Membership in this 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 chairman or the Club Secretary, who after investigation, 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 entrance fee and dues must be in the hands of the secretary before the member is reported to and officially recognised by LCI as a Lion member.

#### Section C. Dual Membership

No person shall simultaneously hold membership, other than Honorary or Associate, in this and any other Lions club. No person shall simultaneously hold membership, other than Honorary, in this Lions club and any other service club of like character.

#### Section D. 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 their 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 E. Reinstatement of Membership

Any member dropped from membership in good standing may be reinstated, and will retain their Lions service record as part of their total Lions service record.

#### Section F. Transfer Membership

This club may grant membership on a transfer basis to one who has terminated or is terminating their membership in another Lions club, provided that:

(1) a completed transfer member form is received by the Secretary of this club within (6) months following the date of termination of membership in their former club or if the form is not available, the member's current membership card;

(2) such termination was in good standing; and

(3) such transfer member form or membership card is approved by the Board of Directors. If more than (6) months have elapsed between termination of their membership in another club and

submittal of completed transfer member form or current membership card, the member may acquire membership in this club only under the provisions of Section E Reinstatement of Membership.

### **Section G. The Club Delegate Formula Calculation**

The following membership categories only shall be included in the club delegate formula calculation: Active, Affiliate, Life, Member-at-Large, Privileged.

## ARTICLE VIII

### **Forfeiture of Membership**

1. 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 of written notice thereof. The board shall thereafter decide whether the member shall be dropped from or retained on the register.
2. Any member may be expelled from the club for cause by two-thirds vote of the entire Board of Directors. 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.
3. The name of any active member who shall absent themselves from **both any regular meeting and any single activity or project for a period of 3 months** without acceptable cause being given to the membership committee chairman or the Secretary, shall be submitted to the Board of Directors by the Secretary at the board meeting next following the third month such absence, and the Board of Directors shall direct the membership committee to investigate the reasons for the absences and report the findings to the board. The board shall thereafter decide whether the member shall be dropped or retained.

## ARTICLE IX

### **Resignations**

Any member may resign from this club, and said resignation shall become effective upon acceptance thereof by the Board of Directors. The board may withhold acceptance, however, until all indebtedness has been paid, all club funds and property has been returned, and all right to the use of the name "LIONS", the emblem and other insignia of this club and LCI have been surrendered.

## ARTICLE X

### **Fees & Dues**

#### **Section A. Entrance Fee**

Each new, reinstated and transfer member shall pay an entrance fee as set by the Board of Directors, which fee shall include the current LCI 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 LCI; 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 or termination of his/her prior Lions club membership.

#### **Section B. Annual Dues**

Each member of this club shall pay such annual dues as may from time to time be decided by the club at its general meeting, which dues shall include an amount to cover international and District dues (to defray the subscription price of THE LION magazine, administrative and annual convention costs of LCI and similar District costs) and shall be paid in advance at such times as the Board of Directors shall determine.

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.

This club may require any member to pay club meeting meal costs in advance of any meal, but such costs shall not be assessed as part of regular annual dues.

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.

## ARTICLE XI

### **Officers**

Any Officer shall be entitled to be reimbursed for fair and reasonable expenditure incurred by the officer on behalf of the club, subject in every case to approval by the Board.

No person will be entitled to remuneration for his or her services to the club, provided however the Board may pay reasonable and proper remuneration to any Officer, agent, contractor or servant of the club in return for services actually rendered to the club.

#### **Section A. Officers of the Club**

The officers of this club shall be: the President, Immediate Past President, the Vice Presidents, Secretary, Treasurer and Directors.

#### **Section B. Conditions of Appointment**

No person shall be eligible to hold office in this club unless they are an active member in good standing.

### **Section C. Compensation**

No Officer shall receive any compensation for any service rendered to this club in their official capacity with the exception of the Secretary, whose compensation, if any shall be fixed by the Board of Directors.

### **Section D. Duties of Officers**

Refer to [Appendix II Duties of Officers](#) hereinafter.

## ARTICLE XII

### **Board of Directors**

#### **Section A. Members**

The members of the Board of Directors shall be the Officers of the Club and any of the positions listed under [Appendix III Duties of the Board of Directors](#).

#### **Section B. Regular Meetings**

Regular meetings of the Board of Directors shall be held monthly at such time and place as the Board shall determine.

#### **Section C. Special meetings**

Special meetings of the Board of Directors shall be held when called by the President, or when requested by five (5) or more members of the Board of Directors, at such time and place as the President shall determine.

#### **Section D. Quorum**

The presence in person of a majority of its members 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 E. 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:

(1) 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.

(2) 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.

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



(4) It shall have the books, accounts and operations of this club financially reviewed annually or, in its discretion, more frequently and may require an accounting or have a financial review 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 report arising from such a financial review, upon request at a reasonable time and place. The Financial Reviewer shall be elected annually by the club in general meeting.

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

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

(7) 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.

(8) It shall name and appoint, subject to approval of the club membership, the delegates and alternates of this club to District, Multiple District and international conventions.

(9) It shall maintain at least two 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 and public welfare monies raised by asking support from the public. Disbursement from such funds shall be in strict accordance with Section E. (6) of this Article XII.

(10) It shall be the trustee of all property of this club, whether real or personal and shall have the power to invest any funds or liquid assets in any securities as the Board of Directors may at their sole discretion, determine.

(11) It shall determine the honorarium, if any, of the Secretary.

(12) It shall receive committee reports and recommendations and shall submit to this club in regular meetings, recommendations which it has approved affecting the administration or policies of this club.

(13) It shall determine the time and place of regular club meetings and shall have the authority to call any special meetings considered necessary.

## ARTICLE XIII

### **Elections**

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

#### **Section A. Nomination Meeting**

A nomination meeting shall be held in March of each year, with the date and place of such meeting

to be determined by the Board of Directors and notice hereof mailed or delivered to each member of this club at least five days prior to the time of holding thereof.

### **Section B. Source of Nominations**

The President shall appoint a nominating committee which shall submit the names of candidates for the various club officers to the club at the nomination meeting. At this meeting nominations for all officers to be filled in the succeeding year may also be made from the floor.

### **Section C. Between Nomination and Election**

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 the person 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 D. Election**

An election meeting shall be held no later than April 15 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 the Secretary, by mail or personal delivery. Such notice shall include the names of all nominees approved at the preceding nomination meeting, and subject to Section C 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.

### **Section E. Positions to be Elected**

All officers 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 F. Membership Committee**

A membership committee shall be composed of three Past Presidents.

### **Section G. Ballot**

The election shall be by ballot by those present and qualified to vote. An election shall be decided by simple majority of votes.

### **Section H. Officer 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 XIV**

### **Vacancies**

#### **Section A: Vacant Position**

If the office of President or Vice President shall become vacant for any reason, the Vice President shall advance in office, according to their rank. In the event such provision for advancement shall

fail to fill the office of president, or first or second vice president, the Board of Directors shall thereon call a special election, giving each member in good standing prior two (2) weeks' notice of the time and place thereof, which time and place shall be determined by said board, 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.

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 B hereinafter. Such notice may be given by any remaining Officer or Director, but if none then by any member.

### **Section B: Officer-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. 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 decided by a simple majority of votes shall be held immediately after nominations have been closed.

## **ARTICLE XV**

### **Meetings**

#### **Section A: Regular meetings**

Regular meetings of this club shall be held, no less than twice in each month with one meeting being a tea meeting and the other a meeting of the Board of Directors. Meetings shall be held at a time and place recommended by the Board of Directors, and approved by the club. All meetings shall begin and end, promptly, at the regular set times. Except as otherwise specifically provided in the Constitution and By-Laws, notice of regular meetings shall be given in such manner as the Board of Directors deems proper.

#### **Section B: 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 thereof 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 C: Charter night anniversary meeting**

A charter night anniversary meeting of this club may be held each year, at which time special attention shall be devoted to the objects and ethics of Lionism, and the history of this club.

**Section D: Annual meeting**

An annual meeting of this club shall be held in July of each year at a time and place determined by the Board of Directors, at which meeting the final reports of the retiring officers shall be read and newly elected officers shall be installed.

**Section E: 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.

**Section F: Forfeiture of Good Standing**

Any member who fails to pay any indebtedness due this club within 60 days after receipt from the Secretary of written notice thereof shall thereon forfeit their 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 G: Majority Decision**

Except as otherwise specifically provided, the act of a majority of the members present at any meeting shall be the act and decision of this club.

**Section H. Alternative Meeting Formats**

Regular and/or special meetings of this club and/or board of directors may be held through the use of alternative meeting formats, such as teleconference and/or web conference upon initiation of the President or by any three (3) members of the board of directors.

**Section I. Method of Business Transactions**

This club may transact business by mail or electronic communications, provided that no such action shall be effective until approved in writing by two-thirds (2/3) of the entire number of the club. Such action may be initiated by the president or any three (3) members of said board.

**ARTICLE XVI****Amendments****Section A Meeting Requirements**

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 (2/3rds) of the members present in person and voting, provided the board has previously considered the merits of the amendments.

## **Section B Announcement**

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

## **Section C Topics not Amendable**

No amendments, alterations or additions to the terms and provisions of this constitution shall be approved if ;

- (a) it affects the charitable purposes of this club,
- (b) it affects the personal benefit clause,
- (c) it affects the winding up clause.

The club may seek the prior approval of the Inland Revenue Department to confirm the varied terms would not prejudice the eligibility of the club to claim the exemptions under Tax Laws for charitable entities, or the ability of the club to be registered under the Charities Act 2005.

## ARTICLE XVII

### **Borrowing Power**

This club shall in addition to the powers invested in it, have the power to borrow or raise money from time to time by the issue of debentures, bonds, mortgages or any other security founded or bases on all or any of the property and/or rights of the club or without any such security and upon such terms as to priority and otherwise as shall seem fit to the Board of Directors who shall also be entitled to exercise such power to borrow or raise money.

## ARTICLE XVIII

### **Common Seal**

The common seal of this club shall be that adopted by the Board of Directors and shall be kept in the custody of the Secretary.

The Common Seal shall only be used pursuant to a resolution of the Board of Directors, general or special meeting of this club and every instrument to which the seal is affixed shall be signed by the President and the Secretary.

## ARTICLE XIX

### **Disposition of property**

In the event of dissolution or winding-up of this club, the surplus assets and funds available after the payment of the club's liabilities and winding-up expenses, shall, at a special meeting call for

that purpose and by resolution of the majority of the members present be transferred to any charity as the meeting shall there and then determine. In winding-up of the club, preference shall be given to transfer surplus assets or funds available to another Charity established through, or affiliated with the New Zealand Lions Club or to other entities that have a similar purpose within the North Canterbury region.

## ARTICLE XX

### **Club Dispute Resolution Procedure**

All disputes or claims 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 internal Lions club matter whatsoever which cannot be satisfactorily resolved through other means, shall be resolved in accordance with the Dispute Resolution Procedures established by the International Board of Directors.

## BY-LAWS

### **No. 1 No Politics or Religion Discussed**

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.

### **No. 2 Progress Lionism**

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 should the club as a whole take part in any movement not in keeping with its purposes of objects.

### **No. 3 Regular Obligations Only**

No funds shall be solicited from members of the club during meetings by any individual or individuals who are not members of the club. Any suggestion or proposition made at any meeting of this club calling for expenditure of money for other than the regular obligations shall be referred to the finance committee.

### **No. 4 Committees, President**

#### **Section A Standing Committees**

The following standing committees may be appointed by the President, except for the members and chairman of the membership committee, who are elected ([See Article XIII, Section F](#)).

- (1) Administrative Committees
  - (a) Attendance
  - (b) Constitution and By Laws
  - (c) Convention
  - (d) Finance
  - (e) Lions information
  - (f) Membership
  - (g) Programme
  - (h) Public Relations and Bulletin Editor
  - (i) Greeter
  - (j) Leadership Development
- (2) Activities Committees
  - (a) Youth Outreach Programme
  - (b) Diabetes Awareness
  - (c) Sight Conservation and work with blind
  - (d) Hearing and Speech action and work with deaf

- (e) Environment Services
- (f) Leo Club programme
- (g) Youth Exchange programme
- (h) Lioness Club programme
- (i) International Relations Programme

Other activities of Lionism for which committees may be appointed are Citizenship Services, Educational Services, Health Services, Social Services, Recreational Services, Public Services and International Youth Camps. Also refer to [Appendix IV Other Standing Committees](#).

### **Section B: 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 judgement or the judgement of the Board of Directors.

### **Section C: Ex-officio**

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

### **Section D: Committee Members**

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

### **Section E: Committee Reporting**

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

### **Section F: Committee Responsibility**

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.

## **No. 5 Amendments to Bylaws**

Section A: These bylaws may be altered, amended or repealed at any regular or special meeting of this club at which a quorum is present, by the vote or a majority of the members present in person and voting.

Section B: No amendment 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 ten (10) days prior to the meeting at which the vote on the amendment is to be taken.

## **No. 6 Majority Rules**

Any by-law (except Bylaws Number 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.



## **Lions' Code of Ethics**

TO SHOW my faith in the worthiness of my vocation by industrious application to the end that I may merit a reputation for quality of service.

TO SEEK success and to demand all fair remuneration or profit as my just due, but to accept no profit or success at the price of my own self-respect lost because of unfair advantage taken or because of questionable acts on my part.

TO REMEMBER that in building up my business it is not necessary to tear down another's; to be loyal to my clients or customers and true to myself.

WHENEVER a doubt arises as to the right or ethics of my position or action towards others, to resolve such doubt against myself.

TO HOLD friendship as an end and not a means. To hold true that friendship exists not on account of the service performed by one another, but that true friendship demands nothing but accepts service in the spirit in which it is given.

ALWAYS to bear in mind my obligations as a citizen to my nation, my state and my community, and to give them my unswerving loyalty in word, act and deed. To give them freely of my time, labour and means.

TO AID others by giving my sympathy to those in distress, my aid to the weak and my substance to the needy.

TO BE CAREFUL with my criticism and liberal with my praise; to build up and not destroy.

### Membership Categories

Membership in this Lions Club shall be as follows:

**1. 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 LCI 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 favourable image of his 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.

**2. AFFILIATE:** A quality individual of the community who is currently not able to fully participate as an "Active Member" of this club but desires to support the club and its community service initiatives and be affiliated to this club. This status may be conferred at the invitation of the club's Board of Directors. An "Affiliate Member" may be eligible to vote on club matters at meetings where present in person, but may not represent the club as a delegate at District or international conventions. They 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 this club may charge.

The total number of Affiliate Members in this Club is not to exceed 25% of total actual membership. Any fraction shall permit one additional affiliate member.

**3. ASSOCIATE:** A member who holds their membership in another Lions club but maintains 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 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.

**4. 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 desire to confer special distinction. This club shall pay entrance fees and District and international dues on such a member, who may attend meetings, but shall not be entitled to any privileges of active membership.

The total number of Honorary Members in this Club is not to exceed 5% of total actual membership. Any fraction shall permit one additional honorary member.

**5. LIFE:** 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, their Community, or LCI; 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:

a) recommendation of this club to the LCI

b) payment to LCI of the fee set in US\$, or its equivalent in the respective national currency, by this club in lieu of all future dues to LCI

Nothing therein shall prevent this 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 he/she fulfils 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.

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.

**5. 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 dues shall include District and international dues.

**6. PRIVILEGED:** A member of this club who has been a Lion for fifteen 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 their active status. A Privileged Member shall pay such dues as this club may charge, 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 and international office.

## APPENDIX II

### Duties of Officers

#### 1. President

The responsibilities of this position shall be as follows:

- (a) shall be the Chief Executive Officer of this club;
- (b) preside at all meetings of the Board of Directors and this club;
- (c) chair the Club Global Action Team and ensure the following:
  - (1) Ensure the election of qualified Lion leaders for the position of club service chairperson, club membership chairperson and club vice president, who will serve as the leadership chairperson.
  - (2) Ensure regular meetings to discuss and advance initiatives established by the Global Action Team.
  - (3) Collaborate with the district Global Action Team and other club presidents to further initiatives focused on expanding humanitarian service, leadership development and membership growth.
- (d) issue the call for regular and special meetings of the Board of Directors and the club;
- (e) appoint standing and special committees and cooperate with chairpersons to effect regular functioning and reporting of such committees.
- (f) see that regular elections are duly called, noticed and held.
- (g) ensure the club is operating in accordance with local laws.
- (h) ensure proper administration of club operations by ensuring that all club officers and members adhere to the club's Constitution and By-Laws and the International Constitution and By-Laws.
- (j) encourage diplomacy and solve disputes in a fair and transparent fashion utilising the Dispute Resolution Procedure if needed.
- (k) co-operate with, and be an active member of, the District Governor's advisory committee of the zone in which this club is located.
- (l) serve as a mentor to vice presidents to ensure the continuance of effective leadership.

## **2. Immediate Past President**

The Immediate Past President shall be the Membership Committee chairperson and an advisor and mentor to the President.

## **3. First Vice President**

The responsibilities of this position shall be as follows:

(a) Conduct an annual club quality assessment and collaborate with the club officers, specifically members of the club's Global Action Team and other committee chairpersons during his/her term as first vice president to develop a plan for membership growth, community engagement, and the fulfillment of humanitarian services to be presented and approved by the board of directors during his/her term as president.

(b) Serve as a key member of the club's Global Action Team as the club Leadership Chairperson and along with other members of the leadership committee:

(1) Ensure new members are provided an effective member orientation.

(2) Identify potential leaders and encourage their development as future leaders.

(3) Encourage members to participate in leadership training offered by the district, multiple district and Lions Clubs International.

(c) Communicate the need for training, the names of potential new leaders and leadership development activities that club members attend to the district-level Global Leadership Coordinator.

(d) Take a key role in membership retention and ensure organizational excellence by measuring member satisfaction and utilizing feedback to improve club operations.

(e) Understand the club's role in district activities and events.

(f) Network with the officers of other clubs to gain ideas that may be applied to the club.

(g) Gain in-depth knowledge of district, multiple district initiatives that support leadership development, membership growth and the expansion of humanitarian service.

(h) Be an active member of the district governor's advisory committee of the zone in which this club is located.

(i) 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.

(j) Oversee the functioning of such committees of this club as the president shall designate.

#### **4. Vice President(s)**

Each Vice President shall, under the direction of the President, oversee the functioning of such committees of this club as the President shall designate.

#### **5. Secretary**

The Secretary 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 in which this club is located, and LCI. In fulfilment of this, the Secretary shall:

(a) Submit regular monthly and other reports to the international office of LCI on blanks provided by it containing such information as may be called for therein and otherwise by the Board of Directors of LCI;

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

(c) Co-operate 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; classification (if any); addresses and telephone numbers for members; members club accounts.

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

#### **6. Treasurer**

The responsibilities of this position shall be as follows:

(a) Receive all monies, and deposit the same 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 cheques and vouchers shall be signed by the treasurer and countersigned by one other Officer, determined by the Board of Directors;

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

(d) Prepare and submit monthly and semi-annually financial reports to the International office

of LCI, and the Board of Directors of this club

(e) Issue statements to each member for dues and other financial obligations owed to this club; collect and issue receipts for all monies received.

(g) 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.

(h) Serves as chairperson for the finance committee.

## **7. Membership Chairperson**

The responsibilities for this position shall be as follows:

(a) Serve as a key member of the club's Global Action Team as the club Membership Chairperson.

(b) Collaborate with the District Global Membership Coordinator, district leaders, members of the club's membership committee and others to develop annual membership goals and action plans to recruit new members and to increase membership satisfaction among current club members. Present the plan to the club's board of directors for approval and support.

(c) Develop and lead a membership committee to help implement action plans to achieve the club's membership goals and to positively increase the member experience.

(d) Collaborate with the club service chairperson as well as other club committees to promote membership opportunities.

(e) Understand the different membership types and programs offered and promote membership programs to club members.

(f) Ensure each new member is provided an effective membership orientation and is provided opportunities to be engaged in club activities that are meaningful to the new member.

(g) Attend the district governor's advisory committee meeting of the zone in which this club is located when appropriate.

(h) Participate in Global Membership Team meetings held by the district.

## **8. Director**

The Director provides additional oversight and approval for items placed before the board of directors. The term of office is one year in duration.



## APPENDIX III

### Duties of Board of Directors

In addition to the club officers, the following, if elected, may serve on the Board of Directors in addition to any other elected position.

#### 1. 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 and gavel and shall put each in its proper place before each club meeting and return same to the proper storage place after each meeting. The Lion Tamer shall act as the sergeant-at-arms at meetings, see that those present are properly seated and distribute bulletins, favours and literature as required at club and board meetings. The Lion Tamer shall give special attention to ensure that each new member sits with a different group at each meeting so they can become better acquainted.

#### 2. Tail Twister (optional)

The Tail Twister shall promote harmony, good fellowship, life and enthusiasm in the meetings through appropriate stunts and games and judicious imposition of fines on club members. There shall be no ruling from their decision in imposing a fine, provided, however that **no member shall be fined more than twice** at any one meeting. The Tail Twister may not be fined except by unanimous vote of the members present. All monies collected by the Tail Twister shall immediately be turned over to the Treasurer and a receipt be given therefore.

#### 3. Marketing Communication Chairperson (optional)

The responsibilities for this position shall be as follows:

(a) Develop and implement annual communications plans for internal and external audiences, including club members, news media, supporters/sponsors and potential new members.

(b) Publicize club activities, including service projects, fundraisers, donations, Lions Clubs International sponsored contests and other newsworthy accomplishments both internally and externally via the news media, social media, and other effective means.

(c) Expand humanitarian initiatives, community involvement and membership initiatives through social media.

(d) Provide communication tools to club members and to encourage all club members to participate in promoting the club's activities via social media, referral and other effective means of communication.

(e) Assist the club president in communicating information from the district, multiple district and international headquarters with the club members.

(f) Work closely with the club membership chairperson to target and reach out to new potential club members.

(g) Attend the district governor's advisory committee meeting of the zone in which this club is located when appropriate.

(h) Participate in meetings held by the district marketing communications chairperson.

#### **4. Service Chairperson (optional)**

The responsibilities for this position shall be as follows:

(a) Serve as a key member of the club's Global Action Team as the club Service Chairperson.

(b) Collaborate with the District Global Service Coordinator, club LCIF coordinator, district leaders, members of the club's service committee and others to develop and communicate annual service goals and action plans that address current community needs and align with the Lions Clubs International service framework and/or district service goals when relevant.

(c) Lead the service committee to implement the club's service action plans in order to achieve the club's service goals.

(d) Incorporate opportunities for local youth and Leos to engage in all aspects of service activities, including goal setting, implementation, project evaluation and reporting.

(e) Report service activities to Lions Clubs International.

(f) Serve as a club resource on current community needs by monitoring the service activities of other service clubs, developing community partnerships to expand service, and utilizing tools and resources offered by Lions Clubs International and Lions Clubs International Foundation.

(g) Increase member satisfaction by encouraging participation and engagement in service projects.

(h) Collaborate with the club membership chairperson and other club committees to promote membership opportunities to non-Lions during service projects.

(i) Attend the district governor's advisory committee meeting of the zone in which this club is located when appropriate.

#### **5. Programme Coordinator (optional)**

The Programme Coordinator improves general meetings and keeps members informed of topics of importance to members by scheduling speakers and entertainment for general meetings based on the interests of club members. The program coordinator obtains permission for speakers from the president, informs the club secretary for inclusion on the agenda and informs the marketing communication chairperson to ensure effective communication. The Coordinator welcomes the speaker on arrival and ensures proper seating and welcoming during the event.

#### **6. Club LCIF Coordinator (optional)**

The Club LCIF Coordinator communicates the mission and success of LCIF and its importance to Lions Clubs International, implements LCIF development strategies within the club and collaborates with LCIF district coordinator to promote LCIF in the local area to ensure alignment with district goals. This position also collaborates with the club service chairperson and the Global Action Team to support club initiatives.

#### **7. Safety Officer (optional)**

The Safety Officer ensures that safety measures are in place by reviewing activities to identify potential hazards, completing the self-inspection checklist as available from Lions Clubs International, ensuring adequate supervision and acquiring proper insurance coverage. In the event of an incident, the Officer gathers and reports all significant information relevant to the incident to the insurance company in a timely manner.

## APPENDIX IV

### Other Standing Committees

(a) GLOBAL ACTION TEAM. Chaired by the club president and includes the club first vice president (serving as the leadership chairperson), the club membership chairperson and the club service chairperson. With the support of the board of directors, develops and initiates a coordinated plan to expand humanitarian service, achieve membership growth, and develop future leaders. Meets regularly with club members to discuss the progress of the plan and initiatives that may support the plan. Collaborates with members of the district Global Action Team to learn about initiatives and best practices. Shares activities, achievements and challenges with members of the Global Action Team. Attends the District Governor Advisory Committee meeting and other zone, region, district or multiple district meetings that feature service, membership or leadership initiatives to exchange ideas and gain knowledge that may be applied to club practices.

(b) CONSTITUTION AND BY-LAWS COMMITTEE. Interprets the club constitution and by-laws and may be charged with facilitating changes in accordance with amendment procedures.

(c) FINANCE COMMITTEE. Chaired by the club treasurer to establish a detailed budget for the approval of the club's board of directors, ensure proper documentation and authorization of funds, arrange for the annual audit of club accounts, and ensure the delivery of all financial information to the successor committee.

(d) Membership Committee

The responsibilities for this Committee shall be:

(a) Development of a growth programme specifically for the club and presented to the Board of Directors for approval.

(b) Regular encouragement at club meetings to bring new quality members.

(c) Ensuring proper recruitment procedures.

(d) Preparation and implementation of orientation sessions.

(e) Reporting to the Board of Directors on ways to reduce the loss of members.

(f) Co-ordination with other club committees in fulfilling these responsibilities.

(g) Serving as a member of the zone level membership committee.

(e) **MARKETING COMMUNICATIONS COMMITTEE.** Chaired by the marketing communications chairperson to ensure effective internal and external communication, reshape public opinion and improve visibility of the club's activities in the community.

(f) **SERVICE COMMITTEE.** Chaired by the club service chairperson. Assists in developing service goals and action plans, identifying potential projects, guiding project planning and implementation and involving club members in meaningful service. Coordinates and ensures the effective leadership of service projects relating to the global service framework by supporting chairpersons assigned to each club service initiative. This committee may also be responsible for applying for relevant LCIF grants and developing community partnerships as approved by the club's board of directors.

(g) **INFORMATION TECHNOLOGY COMMITTEE.** Assists members by providing access and/or support to online tools and communication as needed. May also provide support

and/or serve as the club webmaster.

(h) **LEADERSHIP COMMITTEE.** Chaired by the first vice president. Notifies club members of training opportunities offered by the district, multiple district and Lions Clubs International as well as non-Lion programs that could benefit club members.