**DeWitt NOON LIONS CLUB**

**CONSTITUTION AND BY-LAWS**

**LIONS CLUBS INTERNATIONAL**



**THE DeWitt NOON LIONS CLUB SHALL ADOPT THE**

**STANDARD FORM LIONS CLUB**

**CONSTITUTION AND BY-LAWS**

**AS OUTLINED BY THE**

**INTERNATIONAL ASSOCIATION OF LIONS CLUBS**

**The DeWitt Noon Lions Club Web Site will contain the following:**

1. **The International Standard Lions Club Constitution & By Laws**
2. **The approved DeWitt Noon Lions Club Constitution & By Laws**

**Reviewed, Revised, and Approved by Board of Directors**

**Membership Approved: 2020**

# Lions International Standard Club Constitution

**ARTICLE I**

**NAME**

**T**he organization will be known as "THE DEWITT NOON LIONS CLUB” of THE INTERNATIONAL ASSOCIATION OF LIONS CLUBS.

**ARTICLE II**

**PURPOSE / OBJECTS**

Adopt the Standard Form Lions Club Constitution and by-laws as outlined by The International Association of Lions Clubs.

**ARTICLE III**

**MEMBERSHIP**

Adopt the Standard Form Lions Club Constitution and by-laws as outlined by The International Association of Lions Clubs.

**Section 1. ELIGIBILITY FOR CLUB MEMBERSHIP**

Subject to the provisions of Article I 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.

**Section 2. MEMBERSHIP BY INVITATION**

Membership in this Lions club shall be acquired by invitation only. Nominations shall be made 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 dues must be received by the secretary before the member is reported to and officially recognized by the association as a Lion member.

**Section 3. MEMBER APPROVAL - PROSPECTIVE MEMBER**

A. Sponsor will assist the prospective member in completing the Application for Membership and submits the completed form to the Membership Chairman.

B. A recommendation shall be made to the Board of Directors along with the application.

C. Board reviews the application report.

D. Upon Board approval, the club Secretary will notify the sponsor.

1. Appropriate induction ceremony arrangements will be made.
2. Prospective member will be inducted as Lions Club Member.
3. New member given lapel pin and New Members Kit when inducted.
4. New member will be assigned to projects, and sponsoring member will act as a mentor regarding traditions, customs and historical information to enable the new member to feel comfortable and welcome in his/her early term of membership.

**Section 4. FORFEITURE OF MEMBERSHIP**

Any member may be expelled from the club for cause by a 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.

**ARTICLE IV**

**EMBLEM, COLORS, SLOGAN, MOTTO, & FISCAL YEAR**

Adopt the Standard Form Lions Club Constitution and by-laws as outlined by The International Association of Lions Clubs.

**ARTICLE V**

**SUPREMACY**

Adopt the Standard Form Lions Club Constitution and by-laws as outlined by The International Association of Lions Clubs.

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.

**ARTICLE VI**

**CLUB SIZE**

Adopt the Standard Form Lions Club Constitution and by-laws as outlined by The International Association of Lions Clubs.

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

**ARTICLE VII**

**OFFICERS**

Adopt the Standard Form Lions Club Constitution and by-laws as outlined by The International Association of Lions Clubs.

**Section 1. OFFICERS**

The officers of this club shall be a president, immediate past president, the vice president(s), 2nd vice president, secretary, treasurer, and membership chairperson.

**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**

Adopt the Standard Form Lions Club Constitution and by-laws as outlined by The International Association of Lions Clubs.

**Section 1. MEMBERS**

The members of the board of directors shall be club officers, Lion tamer (optional), tail twisters (optional), club LCIF coordinator, if so designated, and all other elected directors and/or chairpersons.

**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.

**Section 3. DUTIES AND POWERS**

Adopt the Standard Form Lions Club Constitution and by-laws as outlined by The International Association of Lions Clubs

**ARTICLE IX**

**DELEGATES TO INTERNATIONAL AND DISTRICT CONVENTIONS**

Adopt the Standard Form Lions Club Constitution and by-laws as outlined by The International Association of Lions Clubs.

**ARTICLE X**

**CLUB BRANCH PROGRAM**

Adopt the Standard Form Lions Club Constitution and by-laws as outlined by The International Association of Lions Clubs.

**ARTICLE XI**

**CLUB FUND**

Adopt the Standard Form Lions Club Constitution and by-laws as outlined by The International Association of Lions Clubs.

**Section 1. PUBLIC (ACTIVITY) 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**

Adopt the Standard Form Lions Club Constitution and by-laws as outlined by The International Association of Lions Clubs.

**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. These By-Laws shall take effect at the close of the Club meeting in which they are adopted.

**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.

**Section 3. AUTOMATIC UPDATE.**

When amendments to the International Constitution and By-Laws are passed at the International Convention, any amendments that would have an effect on this Club Constitution and By-Laws shall automatically be updated in this club constitution and by-laws at the close of the international convention at which adopted unless otherwise specified in the amendment.

# Lions International Standard Club By-Laws

**ARTICLE I**

**Section 1. MEMBERS IN GOOD STANDING**. **VOTING MEMBERS**

Adopt the Standard Form Lions Club Constitution and by-laws as outlined by The International Association of Lions Clubs.

Any member who fails to pay any indebtedness due this club within thirty (30) 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 club office.

**Section 2. DUAL MEMBERSHIP**

No person shall simultaneously hold membership, other than honorary or associate, in this and any other Lions club.

**Section 3. RESIGNATION**

Adopt the Standard Form Lions Club Constitution and by-laws as outlined by The International Association of Lions Clubs.

Any member may resign from this club; 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 4. 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 of the Constitution.

**Section 5. TRANSFER MEMBERSHIP**

Adopt the Standard Form Lions Club Constitution and by-laws as outlined by The International Association of Lions Clubs

**Section 6. FAILURE TO PAY**

Adopt the Standard Form Lions Club Constitution and by-laws as outlined by The International Association of Lions Clubs

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 7. ATTENDANCE AND PARTICIPATION**.

The club shall encourage regular participation in club regular and board meetings and activities/events. Regular club meetings may be replaced by service projects or other events as determined by the club members.

A) All active members should attend meetings regularly.

B) Non-Board Members are encouraged to attend Board of Directors meetings to observe and comment on club business but are unable to vote.

**Section 8.** **DISTRICT MEMBERSHIP**

The DeWitt Noon Lions Club Shall be a part of DISTRICT 9EC, Iowa

## ARTICLE II

**ELECTION AND FILLING VACANCIES**

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

**Section 1. ANNUAL ELECTION**.

Subject to the provisions of Sections 7 and 8 of this Article, all officers and members of the board, other than directors, shall be elected annually and shall take office on July 1st, and shall hold office for one year from that date, or until their successors shall have been elected and qualified. The Secretary shall promptly report the newly elected officers to the International Office within 15 days of the election.

**Section 2. DIRECTORS ELECTION**

The board of directors shall be elected annually and shall take office on the July 1 following their election, and shall hold office for one (1) year from that time, or until their successors shall have been elected and qualified. The re-creation of the original Constitution and By-Laws shall constitute a continuation of previous rules governing the club and not a new means of governance, Directors and tail twisters shall be appointed to one-year terms but may serve a total of two consecutive terms, being designated “First-year director or tail twister” and “Second-year director or tail twister.” Lions serving in those two-year capacity positions should step aside for at least one year before assuming a new office.

**Compensation of secretary**

No officer shall receive any compensation for any service rendered to this club in his/her official capacity with the exception of the secretary, whose compensation, shall be the equivalent of the dues amount paid by other active members.

**Section 3. ELIGIBILITY FOR OFFICE.**

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

**Section 4. NOMINATING COMMITTEE.**

The president shall appoint a nominating committee that shall submit the names of candidates for the various club officers and board members to the Board of Directors by the first week in April.

**Section 5. NOMINATING MEETINGS**

The Nominating Committee will communicate a minimum of three (3) times during the Lion year to develop the Slate of Officers Candidates to be presented at the Nominations Meeting.

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**Section 6. ELECTION**.

An election shall be held in April or as determined by the board of directors, at a time and place determined by the board of directors. Notice of the election shall be published by regular post or electronic means or by personal delivery to each member of the club at least fourteen (14) calendar days prior the date of the election. Such notice shall include the names of all nominees approved at the Board of Directors April meeting along with a statement that these nominees will be voted upon at the scheduled meeting.

**Section 9. VACANCY.**

If the office of president or of any vice president shall become vacant for any reason, the vice presidents shall advance in office, according to their rank. In the event such provision for advancement shall fail to fill the office of president, or any office of vice president, the board of directors shall thereon call a special election, giving each member in good standing prior fourteen (14) calendar days’ notice of the time and place, which time and place shall be determined by said board, and such office shall be filled at said election meeting.

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

In the event vacancies shall be of such number as to reduce the number of directors to less than the number required for a quorum, the membership of the club shall have power to fill such vacancies by an election held at any regular meeting of the club upon prior notice, and in the manner, specified in Section 10 hereinafter. Such notice may be given by any remaining officer or director, but if none, then by any member.

**Section 10. REPLACEMENT OF OFFICERS-ELECT**.

In the event any officer-elect, before his/her term of office commences, is unable or refuses for any reason to serve therein, the president may call a special nomination and election meeting to elect a replacement for such officer elect. Fourteen (14) calendar days prior notice of such meeting, setting forth the purpose, time and place shall be given to each member, by mail or 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 CLUB OFFICERS**

Adopt the Standard Form Lions Club Constitution and by-laws as outlined by The International Association of Lions Clubs

**ARTICLE IV**

**BOARD OF DIRECTORS**

Adopt the Standard Form Lions Club Constitution and by-laws as outlined by The International Association of Lions Clubs

**Section 1. STANDING & APPOINTED COMMITTEES**

Awards/Lion of the Year

Boy Scout #29 Liaison

Charitable Needs Committee

Glasses/Hearing Aids

Diabetes Awareness

Eye Screening

Finance

High School Scholarships

News Editor

Publicity/Photo

Nominating Committee

Soup Challenge

Travelogue Chairperson

Pancake Breakfast

Election lunch

Other fund-raising efforts

Web Master

**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 judgment or the judgment of the Board of Directors.

**Section 7. FINANCE COMMITTEE**

## a. Members

The Finance Committee will include the following members:

President, Treasurer, Secretary Immediate Past President 1st & 2nd Vice Presidents

## b. Budget Preparation

A Preliminary Budget will be prepared by August 1st and presented to the Board of Directors for Review, Revisions & Approval.

The Approved Budget will be presented to the general membership at the first regularly scheduled meeting.

**c.** **Audit**

The Board of Directors will authorize an Annual Audit at the conclusion of the Fiscal Year.

## d. Internal Revenue Service Tax Report

The board of Directors will authorize the Preparation of the Internal Revenue Service Annual Tax Report by treasurer. The completed report will be reviewed by the Finance Committee and approved by the Board of Directors prior to mailing.

**ARTICLE V**

**MEETINGS**

**Section 1. BOARD OF DIRECTORS REGULAR MEETINGS**.

Regular meetings of the board of directors shall be held at such times and places as the board shall determine. (It is recommended that the board of directors meet at least once each month.

## a. Board Meetings: Date, Site, & Time

As approved by the DeWitt Noon Lions Board of Directors (over 50% present)

**Section 2. BOARD OF DIRECTORS SPECIAL MEETINGS**

Special meetings of the board of directors shall be held when called by the president, or when requested by three (3) or more members of the board of directors, at such time and place as the president shall determine.

**Section 3. REGULAR CLUB MEETINGS / EVENTS**

Regular meetings of this club shall be held at times and places recommended by the board of directors and approved by the club 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 to effectively communicate the meeting and/or event to all club members and encourage involvement. Regular club meetings may be replaced by service projects or other events as determined by the club members.

Any change requires voting eligible members approval of recommendation (over 50% present).

**Regularly Scheduled Meetings**

1. SITE: Current site: DeWitt Community Center

b) DATES: Regularly Scheduled Meetings, 1st Thursday 3rd Thursday, monthly

## c) TIME: Regularly Scheduled Meetings: Current Time: Noon

**Section 4. SPECIAL CLUB MEETINGS**.

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

**Section 6. 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.

**ARTICLE VI**

**FEES & DUES - AS APPROVED BY THE CLUB MEMBERS AT AN ANNUAL MEETING**

**Section 1**. **ENTRANCE FEES: NEW, REINSTATED AND TRANSFER MEMBER** Adopt the Standard Form Lions Club Constitution and by-laws as outlined by The International Association of Lions Clubs.

**Section 2. DUES**

Each member of this club shall pay the following indicated regular annual dues which dues shall include an amount to cover current international and district (single or sub- and multiple) dues (to defray the subscription price of LION Magazine, administrative and annual convention costs of the association and similar district costs) and shall be paid in advance at such times as the board of directors shall determine:

**Section 3.** **DUES: ANNUAL REVIEW**

The Finance Committee will conduct an annual review and present a recommendation to the DeWitt Noon Lions Board of Directors.

**Section 4.** **DUES: REVISION**

All changes in dues require eligible voting members’ approval of the DeWitt Noon Lions Club Board recommendation.

**Section 5. DUES: PAYMENT SCHEDULE**

Members will be assessed dues payable on or before June 1st of each year.

**Section 6. DUES / ENTRANCE FEES: DOLLAR AMOUNTS**

Current member annual dues: $75

Current member Spouse annual dues: $43.50

New member initiation fee $35 for initial costs plus regular dues. This fee will be prorated if they join late in the year.

Checks payable to DeWitt Noon Lions sent to the below address by June 1 each year.

DeWitt Noon Lions Club

P.O. Box 475

DeWitt, Iowa 52742

**ARTICLE VII**

**MISCELLANEOUS**

**Section 1. FISCAL YEAR**.

The fiscal year of this club shall be July 1 through June 30.

**Section 2. PARLIAMENTARY PRACTICES**.

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

**Section 3. PARTISAN POLITICS/RELIGION**.

This club shall not endorse or recommend any candidate for public office, nor shall members in meetings of this club debate partisan politics or sectarian religion.

**Section 4. PERSONAL BENEFIT**.

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

**Section 5. COMPENSATION**.

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

**Section 6. SOLICITATION OF FUNDS**.

No funds shall be solicited from 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 the expenditure of money for other than the regular obligations shall be referred to the appropriate committee or to the board of directors for further review.

**Article IX Sections 3, 4 & 6 cannot be altered, suspended or deleted.**

All other by-laws may be suspended at any meeting of the club by the unanimous (100%) vote of all members in attendance

**ARTICLE VIII**

**CLUB DISPUTE RESOLUTION PROCEDURE**

Adopt the Standard Form Lions Club Constitution and by-laws as outlined by The International Association of Lions Clubs

## ARTICLE IX AMENDMENTS

**Section 1. AMENDING PROCEDURE.**

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

**Section 2. NOTICE**.

No amendment shall be put to vote, unless written notice, stating the proposed amendment shall have been 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.

**Section 6. COMMITTEE CHAIRMANSHIP**

All chairpersons are responsible to notify the Board of Directors for approval of any SINGLE ITEM expenditure over $500.