

Cortland Lions Club

Constitution

And

By-Laws



October 2004

Cortland Lions Club Constitution and By-Laws

**CORTLAND LIONS CLUB
Cortland, Ohio
2007 – 2008 Officers**

President.....	Jim Gorse
First Vice-President.....	Ryan Barnot
Second Vice-President.....	Joe Arp
Third Vice-President.....	Mike Wisniewski
Recording Secretary.....	Tom Williams
Treasurer.....	Lee Ford
Financial Secretary.....	Marc Arnal
Chaplain.....	Bruce Gullberg
Lion Tamer.....	Pete Kozup
Tail Twister.....	John David
Immediate Past President.....	Dan Pedigo

DIRECTORS

2 year Directors.....	Dennis Cook & Bob Popovich
1 year Directors.....	Basil Jarrett & Dennis Demsey

MEETINGS

Regular Meeting Wednesday
At 6:15 p.m. in the Lion's Den

Located at 197 Main Street
Downtown Cortland

Board of Directors meet the
Third Wednesday of each month

Cortland Lions Club Constitution and By-Laws

CONSTITUTION ARTICLE I

Name, Slogan and Motto

Section A. The name of this organization shall be the Cortland Lions Club, chartered by, and under the jurisdiction of, The International Association of Lions Clubs (hereinafter referred to as “Association”).

Section B. Its Slogan shall be: Liberty, Intelligence, Our Nation’s Safety.

Section C. Its Motto shall be: We Serve.

Article II Purposes and Objectives

The Objectives 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 individuals to serve their community without personal financial reward, and to encourage efficiency and promote ethical standards in commerce, industry, professions, public works and private endeavors.

ARTICLE III Membership

Section A. Membership in this Lions Club shall be as follows:

Cortland Lions Club Constitution and By-Laws

(1) **ACTIVE:** A Member entitled to all rights and privileges and subject to all obligations which membership in the 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 Lion Club in the community.

(2) **MEMBER-AT-LARGE:** A member of this club who has moved from the community, or because of health or other legitimate reasons, is unable to attend club meetings and desires to retain membership in this club, and upon whom the Board of Directors of this club desire to confer this status. This status shall be reviewed each six month 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.

(3) **HONORY:** 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 individual may attend meetings, but shall not be entitled to any privileges of active membership.

(4) **PRIVILEGED:** A member of this club who has been a Lion 8 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. He 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.

(5) **LIFE MEMBER:** Any member of this club who has maintained continuous active membership as a Lion for 25 or more years and has rendered outstanding service to this club, his community, or this Association, or any member of this club who has maintained such continuous active membership for 10 or more years and has served as an Officer of this Association may be granted Life Membership in this club upon:

- (A) Recommendation of this club to the Association
- (B) Payment to the Association that is now required by Lions International in lieu of all future dues to the Association, and
- (C) Approval by the International Board of Directors

A Life Member shall have all privileges of Active Membership so long as he fulfills all obligations thereof.

Section B. No person shall simultaneously hold membership, other than Life or Honorary, in this and any other Lions Club; and no person shall simultaneously hold membership, other than Honorary, in any service club of like character.

Section C. 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. This prospective member shall have attended two club meetings. Three past presidents will explain the history and what the responsibilities will be to the club. If he then wishes to still become a member, his membership form should be filled out with membership fee presented to the secretary. This in turn will be presented to the

Cortland Lions Club Constitution and By-Laws

directors for final decision. The vote is to be by secret ballot. Four negative votes would reject the membership.

Section D. Reinstatement of Membership: Any member dropped from membership in this club may be reinstated, within six (6) months from the date of termination of his membership by a majority vote of the Board of Directors. In the event more than six (6) months have elapsed between such a termination and his reinstatement application, it will be necessary for him to come into the club under the procedure set forth in Section C of this Article III.

Section E. Transfer Membership: this club may grant membership on a transfer basis to one who has terminated or is terminating his membership in another Lions club, provided that (1) the application for transfer of membership is received by the secretary of this club within six months following the date of termination of membership of his former club; (2) such termination was in good standing; and (3) the applicant provides a statement from the secretary of his current or former club, as the case may be, showing his record in such a former club and (4) such application and statement are approved by the Board of Directors. If more than six months have elapsed between termination of membership in another club and application for transfer, an applicant may acquire membership in this club only under the provision of Section C of the Article III.

ARTICLE IV Fees and Dues

Section A. Each new, reinstated and transfer member shall pay an entrance fee of \$35.00; 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; Provided, however, that the Board of Directors may elect to waive all or any part of the club portion of said entrance fee as to any member granted membership by transfer or reinstatement within six (6) months of termination of his prior Lions Club membership.

Section B. Each member of this club shall pay regular annual dues which shall include an amount to cover current International and District (Single or Sub- and Multiple) dues (to defray the subscription price of The Lions Magazine, administrative and annual convention costs of the Association and similar District costs) and shall be paid in advance.

The treasures of this club shall remit International and District (Single or Sub- and Multiple) dues to the parties, and at time, specified in the respective international and District (Single and Multiple) Constitution and By-Laws.

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 V 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 have been returned, and all right to the use of the name "LIONS," the emblem and other insignia of this club and this Association have been surrendered.

Cortland Lions Club Constitution and By-Laws

ARTICLE VI Forfeiture of Membership

Section A. 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 thereof. The Board shall thereafter decide whether the member shall be dropped from or retained on the roster.

Section B. Any member may be expelled from the club for cause by a two-thirds vote of the entire Board of Directors.

Section C. The name of any Active member who shall absent himself from four consecutive regular meetings of the club, without acceptable cause being given to the attendance committee chairman or the club secretary, shall be submitted to the Board of Directors who shall decide whether such member shall be dropped from or retained on the club roster.

Article VII Officers

Section A. The officers of this club shall be a President, Immediate Past President, First Vice-President, Second Vice-President, Third Vice-President, Recording Secretary, Financial Secretary, Treasurer, Chaplain, Lion Tamer, Tail Twister and four Directors.

Section B. No person shall be eligible to hold office in this club unless he is an Active member in good standing.

Section C. No officer shall receive any compensation for any service rendered to this club in his official capacity with the exception of the secretary, treasurer and financial secretary who shall receive their dues paid by the club.

Section D. Duties

- (1) **PRESIDENT:** He shall be the chief Executive Officer of this club; preside at all meetings of the Board of Directors and this club; issue the call for regular and special meetings of the Board of Directors and the club; appoint the Standing and Special Committees of this club and cooperate with chairmen thereof to effect regular functioning and reporting of such committees; see that regular elections are duly called, noticed and held; cooperate with, and be and active member of the District Governor's Advisory Committee of the Zone in which this club is located.
- (2) **IMMEDIATE PAST PRESIDENT:** He and other Past Presidents shall officially greet members and their guests at club meetings and shall represent this club in welcoming all new service-minded men in the community served by the this club.

Cortland Lions Club Constitution and By-Laws

- (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 his 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) **RECORDING SECRETARY:** He 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 District (Single or Sub- and Multiple) in which this club is located, and the Association. In fulfillment of this, he 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 semi-annually to the International Office of the Association reports of the Financial Condition of this club.
 - (c) Submit of the District Governor's Cabinet such reports as it may require, including copies of regular membership and activities reports.
 - (d) Cooperate with and be an Active member of the District Governor's Advisory Committee of the Zone in which this club is located.
 - (e) Have custody and keep and maintain general records of this club, including records of minutes of club and Board meeting; attendance; committee appointments; elections; classifications (if any), addresses and telephone numbers of members.
- (5) **FINANCIAL SECRETARY:**
- (a) Issue quarterly or semi-annual statements of dues and other financial obligations owed to this club and turn same over to the club treasurer and obtain a receipt thereof. He shall also duly record club receipts.
 - (b) Give bond for the faithful discharge of his office in such sum and with such surety as determined by the Board of Directors.
- (6) **TREASURER:** He Shall:
- (a) Receive all monies, from the financial secretary and otherwise, 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 checks and vouchers shall be signed by the treasurer and countersigned by one other officer, determined by the Board of Directors.
 - (c) Prepare and submit monthly and semi-annual financial reports to the Board of Directors of this club.
 - (d) Give bond for the faithful discharge of his office in such sum and with such surety as determined by the Board of Directors.

Cortland Lions Club Constitution and By-Laws

- (7) **LION TAMER:** The Lion Tamer shall have charge of and be responsible for the property and paraphernalia of the club, including flags, banners, gong, gavel, song books and button board. He shall put each in its proper place before each meeting and return the same to the proper storage area after 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.
- (8) **TAIL TWISTER:** He shall promote harmony, good fellowship, life and enthusiasm in the meetings through appropriate stunts and games and the judicious imposition of fines on club members. There shall be no ruling from his decision in imposing a fine, provided, however, that no fine shall exceed 25 cents, and no member be fined more than twice 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 turned over to the treasurer and monies place in the general fund.
- (8) **CHAPLAIN:** The duties of chaplain shall be in normal circumstances to achieve the required religious functions necessary for club activities. This office shall be elected annually at the regular election of officers and shall be a working part of the Board of Directors.

ARTICLE VIII Board of Directors

Section A. The members of the Board of Directors shall be the President, Immediate Past President, Vice President, Secretary, Financial Secretary, Treasurer, Chaplain, Lion Tamer, Tail Twister and all elected Directors.

Section B. 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 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. The presence in person of a majority of its members shall constitute a quorum of 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:

Cortland Lions Club Constitution and By-Laws

- (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 disbursal of club funds for purposes inconsistent with the business and policy authorized by the club members.
- (3) It shall have power to modify, override or rescind the action on any officer of this club.
- (4) It shall have the books, accounts and operations of this club audited annually or, in its Discretion, more frequently and may require an accounting, or have an audit made, of the handling of any club funds by any officer, committee or member of this club. Any member of this club in good standing may inspect any such audit or accounting upon request at a reasonable time and place.
- (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 appoint the surety for bonding of any officer of this club.
- (7) 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.
- (8) 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.
- (9) It shall name and appoint, subject to approval of the club membership, the delegates And alternates of this club to District (Single or Sub- and Multiple) and international Conventions.
- (10) It shall not sell any equipment in excess of \$500.00 nor sell or in any way dispose of any buildings or grounds owned by the Cortland Lions Club without the following action.
 - (a) The recording Secretary shall notify each voting member by mail 2 weeks prior to any action.
 - (b) It will be read at 3 consecutive meetings.
 - (c) Vote on the 3rd reading with 75% majority of members in good standing attending will be required for passage.

Cortland Lions Club Constitution and By-Laws

ARTICLE IX

Elections

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

Section A. 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 thereof mailed to each member of this club at least ten days prior to the time of the holding thereof.

Section B. The President shall appoint a nominating committee 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 C. 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.

Section D. 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 nomination may be made from the floor at the election meeting.

Section E. Subject to the provisions of Section H of Article IX, 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. One-half of the Directors shall be elected annually and shall take office on the July 1st next following their election, and shall hold office for two years from that time, or until their successors shall have been elected and qualified with the exception that at the first election held after the adoption of this Constitution and By-Laws, one-half of the Directors shall be elected for two year terms and the other one-half of the Directors shall be elected for one year terms.

Section G. The election shall be by ballot by those present and qualified to vote. A plurality vote shall be necessary to elect.

Section H. 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 X

Vacancies

Section A. 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 First or Second Vice-

Cortland Lions Club Constitution and By-Laws

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, 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.

Section B. 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, nomination have been closed and a plurality vote shall be necessary for election.

ARTICLE XI Meetings

Section A. Regular meetings of this club shall be held, in each month, 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 this 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 of this club may be called by the President, in 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 ten days prior to the date thereof.

Section C. A Charter Night anniversary meeting of this club may be held each year, at which time special attention shall be devoted to the objectives and ethics of Lionism, and the history of this club.

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

Section E. 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. 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 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 G. 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.

Cortland Lions Club Constitution and By-Laws

Section H. 100% Attendance Awards – For any member to receive said annual award he must attend a minimum of 75% of all regularly scheduled meetings or have acquired make-up credit by; work on club projects and activities or attend a meeting of another Lions Club or Zone Meeting confirmed to the Cortland Lions Club Secretary.

ARTICLE XII Emblem, Colors, Fiscal Year

Section A. The emblem and colors of this club shall be the same as the emblem and colors of the International Association of Lions Clubs. The fiscal year of this club will run concurrently with the International Lions Club's fiscal year.

ARTICLE XIII Delegates to International and District (Single or Sub- and Multiple Conventions)

Section A. Inasmuch as The International Associations of Lions Clubs is governed by Lions Clubs in convention assembled, and in order that this club may have its voice in Association matters, this club shall have the power to pay the necessary expenses of its delegates or representatives to each annual convention of the Association. This club shall be entitled to any convention of this Association to one delegate and one alternate for each twenty-five, or major fraction thereof, members in good standing as shown by the records of Lions International on the first day of the month last proceeding that month during which the convention is held. The major fraction referred to in this section shall be five or more members.

Section B. Inasmuch as all District matters are presented and adopted at the District (Single, Sub- and Multiple) conventions, this club shall send its full quota of delegates to all such conventions and have the power to pay the necessary expenses as determined by the Board of Directors of such delegates attending such conventions. This club is entitled in the District (Single or Sub- and Multiple) convention to one voting delegate and one alternate for each ten, or major fractions thereof, members in good standing as shown by the records of Lions International on the first day of the month preceding that month during which the convention is held. The major fraction referred to in this section shall be five or more members.

ARTICLE XIV Honorary Mailing List

The International Association of Lions Clubs and the District Governor shall be included on the mailing list of this club.

ARTICLE XV 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.

Cortland Lions Club Constitution and By-Laws

ARTICLE XVI Amendments

Section A. 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 the Board has previously considered the merits of the amendments

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 of this club at least two weeks prior to the meeting at which the vote on the proposed amendment is to be taken.

BY-LAWS

NUMBER 1

This club shall not endorse or recommend any candidate for public office, nor shall partisan politics or sectarian religions be debated by members in meetings of this club.

NUMBER 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 aspirations, nor shall the club, as a whole, take part in any movement not in keeping with its purposes and objectives.

NUMBER 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. Any suggestions or propositions made at any meeting of this club calling for expenditure of money for other than regular obligations shall be referred to the Board of Directors.

NUMBER 4

SECTION A. The following Standing Committees may be appointed by the President:

- (1) Administrative Committees
 - (a) Attendance
 - (b) Constitutions and By-Laws
 - (c) Convention
 - (d) Finance
 - (e) Lion Information
 - (f) Membership
 - (g) Program

Cortland Lions Club Constitution and By-Laws

- (h) Public Relations – Bulletin Editor
- (i) Greeter

(2) Activities Committees

- (a) Citizenship Services
- (b) Educational Services
- (c) Sight Conservations and Work for the Blind, Hearing Conservations and Work for the Deaf.
- (d) Health Services
- (e) Social Services
- (f) Recreational Services
- (g) Public Services
- (h) Environmental Services
- (i) International Services

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 judgment and the Board of Directors.

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

SECTION D. 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. Each Committee, through its chairman, shall report, either verbally or in writing, at a regular club meeting upon request from the President/

SECTION F. 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.

NUMBER 5

SECTION A. 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 75% of the members present in person and voting.

SECTION B. No amendment shall be put to a 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.

NUMBER 6

Any By-Laws except By-Laws Number 1 and 2 may be suspended at any meeting of the club at which a quorum is present by unanimous vote of all members present.

Cortland Lions Club Constitution and By-Laws

NUMBER 7

Flowers shall be sent for the death of a member in the dollar amount not to exceed \$75.00. The death of the father, mother or children of a member shall be remembered in the dollar amount not to exceed \$50.00. Not the family of the wife.
Hospital flowers shall be sent to members and their wives in the dollar amount not to exceed \$50.00.
Flowers for special occasions shall be at the discretion of the King Lion.

NUMBER 8

Gifts to other clubs (new) should be confined to those on our own zone. Flags, gong or something of equal value should be given.

NUMBER 9

All individual amounts appropriated of \$1,000.00 or larger must be considered at two Board meetings to receive approval.

NUMBER 10

The Sight Saving Committee shall have full power to cover their projects up to \$200.00.