

**Token Creek  
Lions Club  
  
Constitution  
&  
Club By-Laws**

## **CHAPTER I**

### *Objectives of the Token Creek Lions Club*

#### **Preamble**

This organization as a collective body and its individual members subscribe unreservedly to the principles set forth in the Lions Code of Ethics to motivate and guide us in our endeavors. The perpetual objective of this club is to cooperatively and individually assist in fulfilling the needs of others. To accomplish this end, these principal objectives will be fostered:

#### **Objectives:**

- A. Assist in improving the quality of life of the people of the Token Creek area, the State of Wisconsin, the United States of America and the world in that priority.
- B. Foster, promote, and live up to the Objectives, Code of Ethics, Ideals, and Principles of Lionism contained herein and as set forth by Lions International.
- C. To develop and prepare the effective leadership and administration necessary to attain the objectives.
- D. Fulfill the humanistic need in identification of individual purpose and the gaining of satisfaction of serving.
- E. Be the model and strive for community cooperation and harmony.
- F. Uphold the Lions motto, "We Serve".

## **CHAPTER II**

### *Club By-Laws*

#### **Article 1**

#### **DESCRIPTION, DUTIES, AND RESPONSIBILITIES OF THE OFFICERS COMPRISING THE BOARD OF DIRECTORS.**

Introduction: The membership of the Board of Directors shall be the President, Immediate Past President, the three (3) Vice Presidents, Secretary, Treasurer, Lion Tamer, Tail Twister, Membership Director and at least four (4) elected Directors. This constitutes the Executive Board of the Club. The Board of Directors shall:

1. Hold a monthly meeting.
2. Review, consider and direct all new business and policy.
3. Abide by an Administrative Budget approved by the membership.
4. Approve all expenditures and audits.
5. Adopt annual goals for the club as suggested by the President
6. Consider the status of members absent three (3) or more consecutive regular meetings and those in arrears for payment of dues.

7. Adopt an annual club calendar.
8. Name delegates and alternates to the Lions Convention(s)

**Section A**     President: The Chief Executive Officer of this club is responsible for guiding the club so as to function under our international charter, state and district constitution and these by-laws. The President issues the call for regular and special meetings of the club and board of directors in adopting an annual budget and ensures the completion of an audit prior to the end of the administration. The President will become an active member of the District Governor's Advisory Committee of this zone. An annual club calendar including the meeting and identified special event dates and specific dates listed in this document will be developed. The President can appoint any special committee as deemed necessary.

Qualifications: Must be a member in good standing for at least three years prior to nomination.

**Section B**     First Vice-President: Shall, under the direction of the President, oversee the functioning of the committees of this club as listed below.

- a. Constitution and By-Laws.
- b. Finance, Audit and Budget.
- c. Program.
- d. Any special committee(s) assigned by the President.

The First Vice-President is expected to make recommendations for chairpersons and members of these committees.

Qualifications: Must be a member in good standing for at least two years prior to nomination.

**Section C**     Second Vice-President: Shall under the direction of the President oversee the functioning of the committees of this club as listed below:

- a. Service Activities.
- b. Convention and Parade.
- c. Fund Raising.
- d. Lions Information.
- e. Any special committee(s) assigned by the President.

The Second Vice-President is expected to make recommendations for chairpersons and members of these committees.

Qualifications: Must be a member in good standing for at least two years prior to nomination.

**Section D**     Third Vice-President: Shall under the direction of the President oversee the

functioning of the committees of this club as listed below:

- a. Public Relations and Communications.
- b. Meeting Accommodations and Social Activities.
- c. Nominations and Elections.
- d. Any special committee(s) assigned by the President.

The Third Vice-President is expected to make recommendations for chairpersons and members of these committees.

Qualifications: Must be a member in good standing for at least two years prior to nomination.

**Section E**

Secretary: Under the direction and supervision of the President and Board of Directors acts as the recording officer of the club as well as the liaison officer between the club and the International and District offices. The Secretary is a member of the Awards Committee. The Secretary is also a member of the District Governors Advisory Committee of the zone. The Secretary will:

- a. Complete and submit the required monthly membership and activity reports by the 1<sup>st</sup> of the following month.
- b. Keep the club records including minutes of Club and Board meetings, committee appointments, officer lists, member lists and attendance records.
- c. Obtain appropriate awards and certificates.
- d. Submit other reports and/or information as needed.
- e. Attend the District Governors Advisory Committee meetings.
- f. Order and maintain the necessary club forms, supplies and literature.

Qualifications: Must be a member in good standing for at least one year prior to nomination.

**Section F**

Treasurer: The Treasurer is the financial officer acting under the supervision of the President and the Board of Directors and generally responsible for the financial accounting. The Treasurer will:

- a. Receive record and deposit or pay out all monies as approved by the Board of Directors.
- b. Maintain the financial records and prepare and submit monthly and semi-annual financial reports to the Board of Directors and membership. The monthly report to the board consists of a "Statement of Income and Expenditures" and a "Statement of Financial Condition".
- c. Maintain the checking and saving accounts as determined by the Board of Directors.
- d. Pay out monies in payment of Club obligations only on authority given by the Board.
- e. The "Treasurer's Record Book and Record Sheets" stocked by the Lions International will be used.
- f. Provides funds in appropriate amounts for change for club functions.

- g. The Treasurer will file the International Revenue Service Form 990. “Information Return” on or before the 10<sup>th</sup> day of the 5<sup>th</sup> month following the accounting year.

Qualifications: Must be a member in good standing for at least one year prior to nomination.

**Section G** Tail Twister: The Tail Twister shall promote harmony, good fellowship, life and enthusiasm in the meetings and gatherings through appropriate stunts, gags, and games. He/She may impose fines on all members. There shall be no ruling from his/her decision in imposing a fine, provided that no fine shall exceed 25 cents and no member shall be fined more than twice at any meeting. The Tail Twister may not be fiend except by the unanimous vote of all members present. The Tail Twister will deposit with the Treasurer the money collected. In addition, the Tail Twister will:

- a. Is responsible for maintaining the official club tail twister bank.
- b. Cannot impose a fine without presenting the official tail twister bank.
- c. Is the official club “Sergeant-at-Arms”.

Qualifications: A member in good standing.

**Section H** Lion Tamer: The Lion Tamer is the keeper of and responsible for the Club's property and paraphernalia. In addition, the Lion Tamer shall:

- a. Prepare the meeting location by placing flags, gong, gavel, podium, etc. prior to the meeting. The Lion Tamer will also remove the same.
- b. Distribute notices, bulletins, favors, ballots, and any other handouts as required at a meeting.
- c. When appropriate, see that those present at a meeting are properly seated.

Qualifications: A member in good standing.

**Section I** Membership Director: The membership director shall be the chairperson of the membership committee. The responsibilities for this position shall be:

- a. Coordinate with other club committees in fulfilling these responsibilities.
- b. Serving as a member of the zone level membership committee.

Qualifications: A member in good standing.

**Section J** Directors (minimum of 4): Along with the other officers and Immediate Past President constitute the Executive Board of this club and are responsible for the execution 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 meeting. Because of this responsibility the election of Directors shall be as follows:

- a. Directors will be elected to two-year terms.
- b. A minimum of two directors will be elected annually.
- c. Candidates for Directors will be nominated from the floor only (not by the Nomination Committee) at the first March Club meeting.

Qualifications: A member in good standing.

**Section K** Immediate Past President: The Immediate Past President is the final member of the Board of Directors. In addition the Immediate Past President shall be:

- a. The official club greeter at all meetings and functions.
- b. Chairperson of the Nominations Committee.
- c. Responsible for overseeing the Historian activities.
- d. Chairperson of the Awards Committee.

**Section L** Filling of Vacancies: All vacancies of Board of Directors members, except President and 1st and 2nd Vice-President, will be filled with a nomination from the floor at the first club meeting immediately following the notice of the vacancy. Vacancies occurring in the offices of President and 1st and 2nd Vice-President will be filled by progression with the resulting vacancy filled by nomination from the floor.

**Section M** New Members: Membership in the Lions club shall be acquired by invitation only. Nominations shall be made on forms provided by the international office, which shall be signed by a member in good standing who shall act as sponsor, and be submitted to the membership chairperson or the club secretary, who after investigation 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 and membership fee must be in the hands of the secretary before the member may be officially inducted into the club or be reported to the association as a club member.

## **Article 2**

### **IDENTIFICATION AND RESPONSIBILITIES OF STANDING COMMITTEES.**

Introduction: All committee Chairpersons shall be under the supervision of a designated Vice-President. The Chairperson of each committee shall be responsible for the keeping of records, attendance, and the holding of timely meetings.

Responsibilities of each standing committee:

**Section A** Membership and Attendance: A membership committee shall be composed of three elected members for a three-year term. Initially three members will be elected. One member shall serve for one (1) year, the second member for two (2) years and the

third member for three (3) years. Each year thereafter, a new member will be elected. Each member shall serve for three (3) continuous years on a rotation system. Thus, the first year member shall be a member of the committee, the second year member shall be its vice chairperson and the third year member shall serve as its chairperson and as membership director on the club's board of directors.

- a. Development of a growth program specifically for the club and presented to the board of directors for approval.
- b. Regular encouragement at club meetings to bring in new quality members.
- c. Preparation and implementation of orientation sessions.
- d. Reporting to the board of directors on ways to reduce the loss of members.

**Section B**     Constitution and By-Laws

- a. Shall meet annually to establish and make recommendations to the Board and Membership of proposed amendments to the By-Laws.
- b. Action on proposed amendments will follow procedures outlined in Chapter III.
- c. At least one member shall be a past president.

**Section C**     Finance, Audit and Budget

- a. The Chairperson will be the 1<sup>st</sup> Vice-President and will be responsible for the recommendation of the budget prior to the start of the Presidential year.
- b. Audit all financial records of the club and present the audit to the July Board of Directors meeting.

**Section D**     Program

- a. Arrange for speakers; introduce them and present suitable honorarium as appropriate.
- b. Arrange for the invocation and songs during meetings.

**Section E**     Fund Raising

- a. Overall responsibility for organization and conducting of fund raising activities.

**Section F**     Service Activities

- a. To provide for the organization and accomplishment of the various service activities of this club.

**Section G**     Convention and Parade

- a. Encourage participation and attendance at the various International, State and District conventions and meetings.
- b. Arrange all paperwork (reservations, etc.) for those events in a timely manner.
- c. Make arrangements for the participation in various Lion activities and other events.

**Section H**     Lions Information

- a. Provide the membership with a presentation on the principles of Lionism when appropriate.

**Section I**     Public Relations and Communications

- a. Provide a Telephone Calling System for the notification of members of upcoming events.
- b. Publish a monthly newsletter.
- c. Provide for newspaper and other publicity of Club achievements and activities.

**Section J**     Meeting Accommodations and Social Activities

- a. Provide for a meeting place.
- b. Arrange for appropriate food and drink with special emphasis on the participation
- c. Plan and carry out all appropriate activities.

**Section K**     Nominating (5 members)

- a. Chairman shall be the Immediate Past President.
- b. Two members shall be the Presidents of two years ago and three years ago.
- c. Two members shall be nominated and elected from the floor at the 1st meeting in January.

**Section L**     Awards

- a. Chairperson shall be the Immediate Past President.
- b. The other two members shall be the Secretary and President.
- c. Shall determine awards and plan awards night.

**Article 3**

**NOMINATIONS AND ELECTIONS**

**Section A**     General Information

- a. Nominations for the officers listed in this Chapter shall be made to the club by a Nominating Committee and open nominations from the general membership will actively be solicited. Election of contested officers will be by paper ballot.

**Section B**     Nomination Committee

- a. The Nomination Committee will be composed of members as defined in Article 2, Section K. This committee will interview and review the qualifications of the candidates selected by that Committee as well as those nominees received from the floor during the 1st March meeting. (Whenever possible, it is recommended that there be more than one candidate nominated for each office.)

**Section C**     Elections

- a. The general election for all officers will be conducted by ballot during the 1<sup>st</sup> meeting in April of each year. Any special election for the filling of a vacancy will be conducted within three months of notice of the vacancy with the nomination received from the floor only. See Chapter II, Article 1, Section L, "Filling of Vacancies."

**Article 4**

**CLUB MEETINGS**

**Section A**     Board Meetings

- a. Will be held at least one a month.
- b. A quorum will consist of the Board members present.

**Section B**     Club Monthly Meetings

- a. Dates-Meetings are normally held on the 3rd Thursday of the month.
- b. Agenda as follows is recommended:
  1. Meeting called to order by President, pledge to flag, introduction of guests, and conducting of regular business.
  2. The Meeting shall start on time and end on time.
  3. Tail Twister may be active throughout the meeting.

**Section D**     Attendance Requirements

- a. Every member should work towards 100 percent perfect attendance.
  1. Twelve (12) meetings per year for perfect attendance.
  2. Six (6) meetings or functions per year to remain a member in good standing at the discretion of the Board of Directors.
- b. If a member misses 4 consecutive regular meetings, the Membership Committee will review the case.
- c. Attendance lost through absence from a regular Lions Club Meeting may be made up 15 days prior to or 15 days following the missed meeting, by attendance and notification to the Secretary within 30 days at any of the following:
  1. Any meeting of another Lions Club.
  2. Board of Directors meeting of the home club.

3. Duly constituted meeting of club committees.
4. Meeting scheduled or sponsored by own club.
5. Regional meeting.
6. Zone meeting.
7. Club activity.
8. International, State or District Convention, or any other recognized Lions meeting.
9. Visit to the International Office in Oak Brook, or any District or State Office outside member's own country.
10. Military Service, Jury Duty, Elected Government position or other Statutory Requirement at discretion of Club Board if reported to Secretary or designee.

## **Article 5**

### **CLUB FINANCES**

#### **Section A** Budget Development. Format and Deadlines

- a. The Finance, Audit and Budget Committee under the general guidance of the Board of Directors will develop a budget for presentation to the new Board of Directors at their July meeting.
- a. The Administrative Fund Budget Format as recommended by Lions International may be used. It is recommended that the succeeding Finance Committees develop a budget format to meet the needs of this club which can be incorporated as an addendum to these By-Laws in the future.
- b. A Club Activity Budget will be developed by the Finance Committee for presentation at the July Board of Directors meeting.
- d. Any deviation from the approved budgets will require Membership approval.

#### **Section B** Reporting Requirements See Chapter II, Article I, Section F, Treasurer's responsibilities.

#### **Section C** Audit

- a. All expenditures, bills, or statements shall be presented to the Board of Director for approval prior to payment.
- b. The Board may approve expenditures in advance (e.g., payment for meals, International dues, etc.)

#### **Section E** Accounting Checking accounts will be maintained with the various funds for the Lion's Convention(s) and/or other activities as designated by the Board of Directors.

- c. Activity Fund: Funds derived from community fund raising activities will be used for service activities only. Activity funds will be allocated for service activities using the following priority ranking: Local, District, State, National, and International projects or activities.

**Section E**     Reimbursement for Individual Member Expenses: The following expenses for the identified activities will be paid to the officers noted:

- a. Meals and mileage for one (1) vehicle for the President, 1st Vice-President, Secretary, and Membership Chairperson for attendance at a maximum of three (3) zone meetings per year.
- b. Meals and mileage for one (1) vehicle for the President, Secretary, Treasurer, and Tail Twister for attendance at the annual District Officers Seminar.
- c. Meals and mileage for one (1) vehicle for the President and Secretary and one companion each, for attendance at the annual District Honors Night banquet.
- d. Reimbursement as approved by the Board of Directors for parade members.
- e. Meal and mileage for one (1) vehicle for the President or designee and guest at other Club's Charter Nights and Anniversary Nights.

**Section F**     Dues and Assessments: The Administrative cost for the administration of the club will be paid from dues collected from the members.

- a. Dues as established by the membership will be collected from each member annually. Such dues may be paid in two (2) installments semi-annually. Dues will be set by the first meeting in April. Invoices for dues will be sent or presented to each member by the 20th of May and 20th of November for the preceding 6-month period. Such invoices will be presented to the members and collected by the Treasurer.
- b. New membership initiation fees will be paid from the administrative account of the Token Creek Lions Club when membership applicants are accepted into the club.
- c. There will be no other special assessments.

## **CHAPTER III**

### **Mode of Amendment**

A standing "By-Laws Committee" will, as a minimum, annually review the adopted By-Laws and present a written report to the Board.

Any member may propose an amendment to the By-Laws. Such written proposal(s) must be co-sponsored and endorsed by two other members. The proposal(s) will be reviewed by the By-Laws Committee and with written commentary be presented to the Board of Directors within one (1) month of receipt of the proposal(s).

Any proposed and reviewed amendment must be presented to the general membership in writing one (1) month prior to the vote on the proposed amendment.

Voting will be by paper ballot. Passage of any proposed amendment requires a two-thirds (2/3) vote of the general membership attending the meeting.

The Club Secretary will retain and maintain the "Official Copy" of this document.

### **Amendment History**

**1. January 10, 2008 - Amendment to Section F Article B:**

**Replace**

*All new members are responsible for payment of an initiation fee, paid when membership application is submitted to club.*

**With the following**

*New membership initiation fees will be paid from the administrative account of the Token Creek Lions Club when membership applicants are accepted into the club.*