

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

*Approved April 14, 2016*

## **Preamble**

These Bylaws describe the administrative procedures governing Club operations. They are to be wholly subordinate to, and thus consistent with, the Constitution of the Token Creek Lions Club. In the broadest sense, these Bylaws reflect the policies of the Club as established by votes of its membership and are recorded and amended, as deemed necessary, to guide the implementation of Club decisions and activities. Inclusion of policy directives in the Bylaws via amendment or addendum to this document should be taken as a representation of long-term—though not immutable—intentions of the membership; in that sense these Bylaws may be distinguished from Meeting Minutes and records of voice votes taken during the ordinary course of Club business, which convey no similar policy precedents.

## **Modes of Amendment and Addendum**

From time to time it may be deemed necessary to elevate informal club practices to the level of Bylaw status or to codify new policies that will likewise assist in the orderly execution of Club business and practices. The procedure for initiating and effecting such amendments or additions to these Bylaws shall be as follows:

Club members seeking to elevate a decision or policy modification to Bylaw status must be joined by one or more co-sponsoring members. Those members shall submit language intended for inclusion in the Bylaws to the Chairperson of the Constitution and Bylaws Committee whose membership will consider such petitions at the earliest opportunity and offer guidance for further action. If the Committee is favorably disposed towards the petition for amendment, the Chairperson shall forward a message of endorsement to the Club President and Board of Directors for their consideration and action. Petitioners whose proposals for amendment are declined endorsement by the Committee are welcome to submit such proposals directly to the Board, whose membership may consider the proposal on its merits and as informed by the prevailing views of the Constitution and Bylaws committee membership.

The Board shall entertain such proposals for amendment or addendum at their earliest convenience. The Board shall be guided in its deliberations to determine if the amendment is useful for guiding the long-term practices of the Club. Upon endorsement by majority vote of the Board, the motion shall be presented to the membership in advance of the next general meeting of the members for their consideration. That presentation shall include both existing language as embodied in the prevailing Bylaws and the specific changes that are proposed as modification or supplement to stated Club policy. Upon approval by a vote in which a quorum of Club membership is present, such changes shall be in effect immediately and formally incorporated into these Bylaws as published at the start of the succeeding Lionistic year.

# Bylaws of the Token Creek Lions Club

## I. Conditions for membership

**A.** Membership in the Token Creek Lions Club is a voluntary expression of the willingness and desire of members to serve our Club and their community. Procedures for invitation and formal affiliation of new members are as described in the Constitution and as prescribed by Lions Club International. What follows here are the particular obligations assumed by members of the Token Creek Lions Club:

1. Membership dues support the operations of the Token Creek Lions Club, the Wisconsin Lions 27-D1 District, and Lions Club International (LCI). The schedule for remittance of payment to the latter two entities largely drives the rates and schedules for dues payments by our membership.
2. The Club will support enrollment of new members by paying LCI initiation fees on behalf of new members using funds drawn by the Treasurer from the administrative account.
3. Dues—inclusive of all Club obligations to related Lions Club entities—will be collected annually from each member. Such dues may be paid in two (2) installments semi-annually. Invoices for dues will be sent or presented to each member by the Treasurer in advance or at the June membership meeting in each year.
4. Certain discounts to membership dues may be in effect from time to time. For example, at the time of this drafting, the Wisconsin Lions 27-D1 District dues are discounted for married couples included in the membership of the Token Creek Lions Club. Billing by the Treasurer of dues owed by the membership shall take the fullest advantage of such policies in order to minimize the financial impact on members of the Club.
5. Maintenance of status as a Member in Good Standing (a phrase used herein and in the Constitution) requires that the member shows enthusiasm for Club initiatives and activities, attends meetings, participates in Club functions, and pays dues in a timely fashion.

**B. Discontinuation of membership:** Members wishing to discontinue their affiliation with the Club should notify the Board of their intentions to do so at the earliest opportunity. Our Club is required by LCI to remit dues payments for all recognized members at the time of invoicing (*November 30 & May 30*) on a biannual basis. Failure to notify the Board of a member's intention to terminate affiliation and an associated declination to pay Club dues would leave the Club obliged to pay District and LCI fees for that member, regardless of the fact that our Club may not have received the corresponding membership dues. In that circumstance, the Club reserves the right to seek legal redress for dues payments made on behalf of former members. Our Club strives to be inclusive and understanding of personal circumstances that may warrant discontinuation of membership. If such circumstances should arise for any member, we strongly urge that the departing member participate in an exit interview, administered by the Chairperson of the Membership Committee so that we can be proactive in our efforts to maintain Club member retention.

**C. Forced removal from Club membership rolls:** The Token Creek Lions Club reserves the right to terminate the membership status of individuals who egregiously and/or repeatedly bring public disrepute upon the Club or who otherwise fail to maintain status as Member in Good Standing. Termination actions should be undertaken only with close scrutiny and careful consideration by the Board and subsequent assent of the larger membership. Expulsion proceedings may be initiated by a written petition submitted by two or more members to the Board of Directors. All such deliberations shall be conducted in closed session of the Board meeting as defined and permitted in the Constitution. Should the Board vote to affirm such petition, the question regarding expulsion of the member shall be

placed before the membership in open session at the next general meeting. Removal of a member from the rolls of the Token Creek Lions Club shall be recognized only upon receipt of an affirmative vote by 2/3 of members in attendance at a meeting for which a quorum is established.

**D. Communication of membership termination:** It shall be the responsibility of the Secretary to notify both the membership and superseding agencies (*i.e.*, District offices, Lions Club International) of members who have been dropped from our rolls.

## **II. Bylaws governing club finances**

**A. Accounting procedures:** The Treasurer is ultimately responsible for managing and recording all financial transactions executed in the course of Club operations. Notwithstanding that various *ad hoc* methods have been employed in the past, our Club has settled upon a useful and standardized approach to recording all financial transactions that is based on a (nested) double-entry accounting system. That is, all cash proceeds shall be assigned for deposit into the internal administrative or activity accounts and all expenditures-- as documented by monthly statements from the FDIC-insured bank in which those proceeds shall be held-- will be duly noted and clearly described.

**B. Apportionment of funds between administrative and activity accounts:** As established in the Constitution of the Token Creek Lions Club (Article X, Section 130), it is reiterated here that Club finances are governed by a two-account ledger mandate: Proceeds raised in the course of public activities that are explicitly sponsored by the Token Creek Lions Club shall be deposited by the Treasurer in full into the Activity account and expended thereafter only to support our community. In contrast, proceeds earned in the course of activities whose participants are primarily fellow Lions shall be deposited in the administrative account and used thereafter to finance Club operations that contribute to building a stronger Club and growing our membership. In short, monies raised by the Club from the public shall be returned to the public; funds raised from fellow Lions are to be used to support Lionism.

Despite the apparent simplicity of the forgoing statement of Club policy, there arise, from time to time, circumstances that make it difficult to arbitrate the proper destination and use of funds raised by members of the Token Creek Lions Club. In our experience to date, those situations arise when the Club or its members participate in fundraising activities staged by other Lions clubs or organizations within Lionism; in return, our Club shares in some portion of proceeds raised from the public. In the view of some, the public source of those funds demands that the proceeds be deposited in the activity account. An alternative view is that, in such cases, our members effectively serve as subcontractors to other entities within Lionism and the proceeds realized can justifiably be apportioned to the administrative account. Recognizing that both views are defensible, the Club has taken the decision to afford its membership the right to designate the dispensation of such funds between the administrative and activity accounts. Individual members shall exercise that right provided that the mechanisms used to calculate gross proceeds permit clear attribution of the proportion resulting from efforts of each member. If no such mechanism is in place, a vote shall be taken by the Club at a general membership meeting and a simple majority vote among members present shall be used to determine the dispensation of gross proceeds realized by the Club. It is important to state here that this policy applies only to funds raised in the course of activities for which ambiguity exists regarding the proximal source of the proceeds that are received. Fundraising events or ongoing initiatives for which the Token Creek Lions

Club is explicitly indicated to the public as a beneficiary group do not fall into this gray area and proceeds from such activities shall be deposited by the Treasurer to the activity account and thereafter returned to the public.

**C. Annual dues:** Membership dues are defined herein as the total annual payments by each member to three organizational entities within Lionism: Token Creek, Wisconsin Lions District 27 D-1 & Wisconsin Lions and Lions Club International as follows:

	member	add fam member	2 members in family
LCI	\$43.00	\$21.50	\$64.50
state	\$10.50	\$5.25	\$15.75
district	\$6.50	\$3.25	\$9.75
TCLC Administrative dues	\$15.00	\$15.00	\$30.00
dues TCLC collects from members	\$75.00	\$45.00	\$120.00

The Treasurer shall issue invoices to the membership in May with payment due July 1, the first day of the Lionistic year and no later than September 30 to maintain membership in good standing. Club policy also permits payment of annual dues in two equal installments, with the first likewise being due by September 30 and a second payment that must be submitted by January 1 of the same Lionistic year.

Dues are prorated for individuals who join during the year which are as follows:

Months of membership	member	2 member family membership
July-June	\$75.00	\$120.00
August-June	\$68.75	\$110.00
Sept-June	\$62.50	\$100.00
Oct-June	\$56.25	\$90.00
Nov-June	\$50.00	\$80.00
Dec-June	\$43.75	\$70.00
Jan-June	\$37.50	\$60.00
Feb-June	\$31.25	\$50.00
March-June	\$25.00	\$40.00
Apr-June	\$18.75	\$30.00
May-June	\$12.50	\$20.00
June	\$6.25	\$10.00

**D. Reimbursement policies and procedures for expenses incurred by membership for participation in Lions Club events:** The Token Creek Lions Club encourages its membership to participate in Lions Club activities at all levels—local, regional, and international. As a means to promote such participation, our Club will reimburse its members or otherwise defray, in whole or in part, the costs attendant to participation in such activities. As a general

statement of rule, the Club will help its members to defray costs associated with activities that advance the goals of Lionism, generally, and in activities that promote the goals of the Token Creek Lions Club, in particular. A second circumstance that may give cause for Members to seek reimbursement of expenses are incidental costs paid by members that are incurred in the normal course of conducting Club activities and for which funds have been budgeted in advance under the category of “miscellaneous expenses”. A third category of Member expenses that may be eligible for reimbursement are those that were not foreseen in the budgeting process applicable to the corresponding Lionistic year but which nonetheless be considered as justified-- and thus reimbursable-- expenses. The following sections of these Bylaws are a statement of policies and procedures approved by the membership to deal with these circumstances.

**1. Club sponsorship or defrayal of costs associated with Member participation in events hosted by District, State, or International entities governing Lionism:** The following is a schedule of reimbursements and procedures approved by the Club to promote member participation in events intended to manage the governing structure of Lionism at all organizational levels.

<b>Event</b>	<b>Registration</b>	<b>Meals</b>	<b>Reimbursement procedure</b>
Zone meetings	N/A	≤ \$15	receipt
Conventions/Forums	Yes	≤ \$25	Receipt and proof of attendance
Events within district to promote	50%	50%	Receipt and proof of attendance
Club dress and work shirts & name tag	N/A	N/A	Issued to new members

Although not formally dedicated to Lion governance, member participation in social or sporting events hosted by fellow Lions clubs is similarly encouraged by our Club and certain fees associated with that participation may be paid by the Club. For example, the Club has agreed to pay registration/entry fees for members who participate in the annual District bowling tournament. Some costs associated with participation in other similar events may be considered for support on an *ad hoc* basis by petition to the Board and its approval is contingent on ratification by an affirmative vote of a majority of membership. As a general rule, the Board and the membership should be guided in their decision-making process by the following considerations: The sponsored event should have the evident purpose of enhancing Lionism and/or comradery among fellow Lions; Club sponsorship should be explicit and exclusive of sponsorship by other entities. Club liability and financial support for membership participation in any such events is limited to those costs specifically approved for support; any incidental or additional expenses incurred in the course of participation shall be borne by the participating member(s).

**2. Reimbursement of miscellaneous and excess expenses incurred in the course of budgeted events:** Most committees of the Club are provided a line-item budget allocation to account for miscellaneous expenses required to fulfill their designated responsibilities. Reimbursement of expenditures by members for such purposes requires timely submission of valid report and receipts to the Treasurer. Validated expenses exceeding budgeted amounts for miscellaneous costs may be made eligible for reimbursement by petition to the Board. In this and all similar circumstances, Board approval for reimbursement or direct expenditure of unbudgeted amounts exceeding \$500 requires approval by majority vote in the affirmative on a corresponding motion that shall be presented for consideration by the general membership at the earliest opportunity.

### **3. Policies governing other financial transactions within the Club**

**a. Meals and responsibilities of Meal-Treasurer:** Our Club presently holds meetings of the general membership at Burke Town Hall facilities and meals are prepared or otherwise provided by participating Members on a schedule determined by voluntary sign-up conducted at the beginning of each Lionistic year and updated as necessary thereafter. The administrative position of Meal Treasurer (MT) has been created by the Club to coordinate that scheduling process and to mediate associated costs. The MT is charged with the responsibility to collect fees in the amount of \$5 from participating members for each meal. Aggregate proceeds shall be transferred in a timely manner to the Treasurer and a segregated ledger account that shall be maintained by MT to record all associated transactions. Receipts for the cost of ingredients or other meal expenses shall be submitted to the MT by the Member providing a meal and the MT shall issue timely reimbursement for all reasonable expenses by using funds drawn from the segregated account. Accumulated funds in the account which exceed foreseeable outlays may, from time to time, be transferred to the administrative account of the Club upon approval of a motion placed on the table by the MT at a meeting of the Board.

**b. Limits and Dispensation of funds raised through activities of the Tail Twister:** As created and defined in the Constitution of the Token Creek Lions Club, the office of Tail Twister exists to provide activities and contests that enliven meetings of the membership. The Tail Twister may also impose fines on Members who are deemed insufficiently engaged with those activities or otherwise are deemed derelict in their commitment to participate in Club practices. For particular example, the Tail Twister may impose fines upon Members for failure to wear either name tag or Lions Club pin at Club meetings. No fines shall be received except in the event that the Tail Twister presents the Lions Bank for receipt of such funds; the cumulative amount of fines imposed on any Member shall not exceed \$1 for any particular member per meeting. Fines may be imposed on the Tail Twister Officer in the event that a majority of membership votes to approve a motion of disapproval regarding specified actions taken by the Officer. All proceeds realized through execution of the Office of Tail Twister shall be documented and transferred by the Tail Twister to the Treasurer for deposit into the administrative account of the Club.

### **III. Policy and Procedures regarding annual awards**

**A: Preface:** Whereas our Club appreciates that its vitality ultimately derives from the collective dedication and efforts of the entirety of Membership, we also have established a means to bestow special commendation to Members whose service to the Club is deemed by the membership as exceptional and thus deserving of award in recognition of those efforts.

#### **B. Awards, criteria for nomination, and means of selection**

**1. Milestone awards:** Our Club recognizes the contributions of its Membership by awarding commemorative emblems to Members who have exhibited a continuing dedication to support of the Token Creek Lions Club and to Lionism, generally, through their continuous affiliation and service as Members in Good Standing. We mark the terms of that service by granting awards at one, five and ten year milestones and by awards granted on a decadal basis thereafter. The Secretary shall review Membership rolls to identify those deserving of such recognition and

communicate his or her findings to the Board at a meeting at least two months in advance of the awards ceremony and, upon Board approval, shall take such actions as are necessary to procure the bling.

**2. Presidential recognition awards:** Two such awards may be granted in each Lionistic year at the sole discretion of the President in order to honor and recognize exceptional services provided to the Club by certain Members. Awards in the amount of \$25 per recipient may be conferred using funds drawn by the Treasurer from the administrative account. The President shall be guided in his or her selection of award recipients by consideration of the extent to which candidate members' efforts have contributed to the orderly execution of Club operations and/or have directed Club activities that benefit our community. The President shall notify the Chair and other members of the Awards Committee of his or her designations at least two months in advance of the scheduled date for the award ceremony. Members of that Committee will work with the Treasurer and Secretary to procure awards as requested by the President.

**3. Lion of the Year award:** The Club as a whole selects a member whose contributions to the well-being of the Club and advancement of its goals approach or exemplify the ideals we should aspire to as Members of the Token Creek Lions Club. Nominations for this highest award shall be solicited from the membership by secret ballot conducted at May members meeting and received by the Chair of the Awards Committee. That Committee shall tally the votes to determine the honoree as duly recognized by the membership and communicate the results to the Board *sub rosa*. The President and other Members shall be notified of the vote tally only on the date of the award ceremony, wherein the Chair of the Awards Committee will be called upon to announce the results. Two exceptions to this general rule shall apply: No member may receive such honor more than once in a five year period; in the event that nominations by the membership should yield a tie between candidates, both shall be recognized equally and be awarded with honors otherwise bequeathed to individual honorees. Recipients of this award are granted an exemption from the totality of membership dues otherwise payable in the succeeding Lionistic year, and the Secretary *Committee chair* shall be charged with the responsibility to see that a commemorative notation of such award is ordered and affixed to a plaque that records the history of Club honorees.

