

# CLEMSON LIONS CLUB

## BY-LAWS

### FEBUARY, 2006

#### Article I

##### General Rules

**Section 1.** The club at no time shall not endorse or recommend any candidate for political office, nor shall politics or political candidates be discussed at meetings. No religious discussions shall be tolerated at meetings.

**Section 2.** No officer or member of this club shall use it as a means for furthering any personal, political or other aspirations, nor shall the Club, as a whole, take part in any movement not in keeping with the real purpose and objects of the club.

**Section 3.** No funds shall be solicited during meetings from members of the club by any individual or individuals who are not members of the club. Any suggestions or propositions made at any meeting of the club calling for the

expenditure of money for other than the regular obligations, shall be referred to the finance and budget committee, which acts in an advisory capacity in financial matters to the board of directors.

**Section 4.** No dues, fees or assessments in addition to those set forth herein may be levied on, or required of any member of this club, its board of directors or any officer or member of this club.

#### Article II

##### Dues and Fees

##### Section 1.

- a. New Membership fee . . . \$25.00
- b. Life Membership fee
  - 1) International fee. \$500.00
- c. Associate annual fee . . . \$66.70  
(No new membership fee)
- d. Affiliate annual fee . . . \$153.00

- e. Transfer fee . . . None (Within 6 mos)
- f. Reinstatement fee . . . None (Within 6 MONTHS)

**Section 2.** The dues of this club shall be \$112.00\* per year during 2005-2006 for each active, privileged, and member-at-large. The dues shall be payable quarterly in advance, and assigned to the following dues fund categories:

International dues	\$39.00/*yr.	\$9.75/qtr.
State dues	\$9.30/*yr.	\$2.33qtr.
SCLCS, Inc.	\$2.20/*yr.	\$0.55/qtr.
District dues	\$8.00/*yr.	\$2.00/qtr.
Club Administration	\$112.00/yr.	\$28.00/qtr.
Convention	\$3.00/yr.	\$0.75/qtr.

\*Changes in dues by general vote of delegates assembled in convention will change the dues for the local club.

Each life, associate, and affiliate member of this club shall pay the following indicated annual dues in advance at such times, as the Board of Directors shall determine:

	<b>Life</b>	<b>Associate</b>	<b>Affiliate</b>
International dues	None	None	\$151.00*/yr. \$37.75/qtr
State dues	None	None	\$9.39yr. \$2.33/qtr
SCLCS, Inc.	None	\$2.20*/yr. \$0.55/qtr	\$0.55/qtr
District dues	None	None	\$8.00*/yr. \$2.00/qtr
Club Admin.	\$112.00yr. \$28.00/qtr	\$112.00yr. \$28.00/qtr	\$112.00/yr. \$28.00/qtr
Club Activities	None	None	\$54.00/yr.; \$13.50/qtr.

Convention	\$3.00/yr.	None	\$3.00/yr.
	\$0.75/qtr		\$0.75/qtr

<u>Total</u>	<u>\$ 67.50/yr.</u>	<u>\$66.70/yr.</u>	<u>\$152.00/yr</u>
	<u>\$16.875/qtr</u>	<u>\$16.675/qtr</u>	<u>\$38.00/qtr.</u>

\*Changes in dues by general vote of delegates assembled in convention will change the dues for the local club.

**SECTION 3. MEALS**—Active members, who eat with the club, will be billed quarterly in advance for meals at the current price. Life members and members-at-large will be billed for meals eaten. Members missing a meeting may notify the club secretary by Tuesday noon before the meeting or earlier and not have to pay for the meal missed. Otherwise, the member will be charged for the meal. Each active member will be billed for the second meetings in November and December, which the club cancels, with the meal money going to local charities/organizations as one of our service projects.

### **Article III Committees**

**Section 1.** The following committees shall be appointed by the president:

- a. Administrative Committees
  - 1.) Bulletin and Publicity
  - 2.) Membership and Attendance
  - 3.) Finance and Budget
  - 4.) Constitution, By-Laws and Convention

**b. Activities Committee:**

- 1.) Sight Conservation, Diabetes, Speech AND Hearing
- 2.) Youth Education/Lions Quest
- 3.) Community Improvement, Health and Welfare

- 4.) Fund -Raising:
  - a. Candy Day/Counter Mints
  - b. Brooms and Light Bulbs
- 5.) Special Committees
  - a. Greeter/Lion Pard
  - b. Special Events
  - c. Care Committee
  - d. Other Committees as deemed necessary by the board.

**Section 1.1.** The president shall be an ex-officio member of all committees.

**Section 1.2.** All committees shall consist of a chairman and as many members as considered necessary by the president.

**Section 1.3.** Each committee through its chairman shall report either verbally or in writing each month to the board of directors, and quarterly to the club.

**Section 1.4.** All problems pertaining to either administrative or activities matters shall be referred to the corresponding committee for solution or action.

**Section 1.5.** The club secretary shall report the names of chairmen of committees to Lions International on forms furnished for that purpose, as soon as the president makes appointments. In case of changes in committee chairmen, the secretary shall notify Lions International on the next monthly activities report.

**Section 2.** The Administrative Committees and their duties are as follows:

**Section 2.1. Bulletin and Publicity Committee . . .** The committee keeps the public and membership informed regarding all phases of the club, its association and its activities.

**Section 2.1.1.** Issues regular bulletins to members containing meeting announcements, news of members' illnesses, trips, marriages, public attainments, etc.; anecdotes regarding members, biographies of members, introduction of new members, admonishes absentees, and reports of visitors and guests.

**Section 2.1.2.** Issues club directory of membership, listing officers,

committee assignments, and history of the club.

**Section 2.1.3.** Sees that highway entrances to the city are marked with Lions highway signs and the signs are kept in good condition.

**Section 2.1.4.** Gathers news items for publication from officers, directors, committees and members, obtains information and news from Lions information regarding affairs of the association, and furnishes local newspapers with regular copy of the bulletin and prepared stories and pictures.

**Section 2.1.5.** Promotes the use of decals, labels, buttons, emblems, and plaques by members; sees that the bulletin, petitions, printed materials, parade floats, parks, ball fields and all projects of the club carry Lions emblems and name of the club to identify them as Lions club projects.

**Section 2.2. Membership and Attendance Committee.** The committee is composed of three members elected by the club membership, each to serve three years on a rotation basis, as directed under Article VII, Section 4, of the Constitution. The third year member shall serve as the Membership Director, is a member of the board of directors and serves as committee chairman.

**Section 2.2.1.** The committee shall have a board of directors approved membership development plan; maintain an up-to-date list of prospects; keep club members informed on progress of membership development programs, obtains cooperation of all members, sees that the proper invitation is extended to and that the invitees are brought into the club.

**Section 2.2.2.** The committee shall report monthly to the board of directors on the progress of the program and on matters pertaining to membership development; sees that all prospects are acted upon promptly by the board of directors; makes arrangements for a dignified and impressive induction ceremony for all new members; takes an active interest in the new members and sees that they are given an impressive picture of Lionism; sees that the president immediately assigns new members to active committees; maintains close contact

with Lions International and District regarding local membership problems.

**Section 2.2.3.** The committee shall insist on 100% attendance at meetings and encourage every officer, director and committee to reach this goal by being present at meetings with their friends and fellow members. They shall see that attendance reminders are provided.

**Section 2.3. Finance and Budget Committee:** This committee prepares club's administrative budget and sees that it is adhered to; help activities committee formulate plans for raising money to promote activities; sees that adequate liability insurance protection is secured for activities; advises and assists the secretary and treasurer in their duties and shall make quarterly reports to the board of directors or more frequently if requested.

**Section 2.4. Constitution, By-laws and Convention Committee.** This committee sees that a copy of the Constitution and By-Laws is in the hands of every member, keeps copy up-to-date and sees that members are furnished copies of amendments and additions; investigates proposed changes in the Club Constitution and By-Laws, sees that they conform with Lions International Constitution and By-Laws, and reports them to the board of directors with recommendations for approval and summarize salient points of Constitution and By-Laws for presentation to the club as requested by the board of directors.

**Section 2.4.1.** The committee informs the club of number of delegates it is entitled to send to district and international conventions; where and when the conventions and/or forums are to be held, makes detailed analysis of expenses per delegate; cooperates with the finance committee to seeing that budget provides necessary funds; or that proper plans are adopted for raising convention funds and secures from Lions International, district and association convention committees information on all question relative to conventions and forums

**Section 3. The Activities Committees** and their duties are as follows:

**Section 3.1. Sight Conservation, Diabetes, Speech and Hearing.** The committee shall supply information to the club relative to sight conservation, diabetes, leader dog, speech and hearing and other related activities such as South Carolina Lions Charitable Services, Inc. The

committee shall serve as the club's service group to any requests for eye glasses and examinations, medical and surgical care, assistance in securing medical devices, leader dogs and other requests that are referred to the committee by the board of directors or president; maintain close contact with Lions International regarding sight conservation, hearing or diabetes programs and problems; initiate and conduct fund raising activities to finance its projects; submit to the board of directors requests for expenditures of funds; makes monthly reports to the board of directors and quarterly reports to the club; work cooperatively with other service committee's activities and keep the secretary informed of committee activities that are to be included on the M & A report.

**Section 3.2. Youth, Education and Lions Quest.** This committee shall supply information to the club relative to the education of youth and the continued operation of Lions/Quest in local schools. The committee shall serve as the club's service and contact group with local education agencies, parent groups, youth service agencies, school clubs, youth clubs, and Lions camps; shall initiate activities relative to youth. The committee shall maintain close contact with Lions International, district and multi-district organizational keep the secretary informed of committee activities, report to the board of directors quarterly and if possible, sponsor a Boys and Girls Night or Member Daughter/Son Night for a regular club meeting.

**Section 3.4. Community Improvement, Health and Welfare.** This committee shall supply information to the club relative to the community improvement, health and welfare needs. All matters received by the club relating to these matters shall be referred to the committee for study and recommendations. The committee shall devise the club's annual plan for activities that provide for community improvements and health and welfare projects and submit the plan to the board of directors for approval. The committee shall work with the finance committee in developing budget items that support committees' activities, with the fund-raising committee to develop fund-raising projects to support the committee's activities; with the publicity committee to develop avenues for making community aware of needs and services provided. The committee shall make quarterly reports to the board of directors and report to the club when deemed necessary by the board of directors or president; should consider working with the

program committee to provide programs that deal with community improvement.

**Section 3.5. Fund Raising.** The club shall have one or more committees devoted to fund-raising activity planning and development. The board of directors, upon the recommendation of the president, may create special fund-raising committees. The following committees may be considered as parts of general fund-raising committees, each having a particular work area.

**Section 3.5.1. Candy Day.** The Candy Day committee shall participate in District Candy Day meetings and involve the club membership in fund raising activities associated with Candy Day. The chairman shall work with the finance committee in developing goals and with the club treasurer in an accounting for funds raised during the Candy Day activities.

**Section 3.5.2. Brooms and Light Bulbs.** The club shall develop, communicate to the club and carry out the activities necessary to conduct the annual broom and light bulb sales. The committee chairman shall work with the finance committee in developing goals for this activity and with the club officers in arranging for the sale activities. The committee shall submit necessary reports to the board of directors when requested

**Section 3.5.3.** These committees shall seek ways to advertise and communicate purposes and outcomes of this activity to the club and community and try to involve 100% of the club's membership in these activities.

#### **Section 4. Special Committees**

**Section 4.1. Special Events Committee.** This committee shall be responsible for the anniversary charter/sweetheart night meeting. Special attention should be devoted to the objects and ethics of Lionism at this time. Sweethearts are to be invited as special guests on this important occasion. The committee shall receive approval from the board of directors as to the selected date and the funds allotted for the event; shall select the place, the speaker and/or entertainment, the meal menu and price, the feasibility of giving and obtaining door prizes, decorating the meeting place, inviting special guests such as the district governor, spouses and widows of deceased Lions, and preparing the printed program.

**Section 4.2. Greeter/Lion Pard.** The president shall designate greeters to welcome and make members and guests feel as part of the group. The greeters should arrive at the meeting place 15 minutes prior to the meeting; welcome all guests and extend a special greeting to all prospective new members; secure information necessary for introduction of visitors or prospective members; report to the club during the meeting on those visitors or prospective members present, make a special effort during the meeting. Cost related to LION PARD activities shall be considered an administrative cost.

**Section 4.3. Care Committee** shall be concerned with the health and happiness of club members. Members that have missed several meeting without excuse shall be contacted. Sick or otherwise disabled members shall be contacted. Good fortune such as births, anniversaries, birthdays etc. will be recognized.

**Section 4.4.** The president may appoint other special committees that are necessary for club activities or that the board of directors directs be appointed.

**Section 5. Amendments to the By-laws.** These by-laws may be altered or amended at any regular business meeting of the club by a majority vote of the members present, provided that written notice shall have been mailed to each member at least two weeks previous to the meeting at which the amendment is voted on and the proposed amendment stated in said notice

**Section 6. Suspension of By-laws.** Any By-Law except By-Law Number 1, 2 and 3 may be suspended at any meeting of the club by the unanimous vote of all members present.

#### **Certification**

This is to certify that the foregoing By-Laws are based on the By-Laws adopted by more than a two-thirds vote of the qualified members present at the organizational meeting of the club, the 2nd day of march 2006, AD and includes all known amendments properly adopted through MARCH, 2006.



