

# **BROWNSBURG LIONS CLUB**

## **Constitution**

### Article I – Name of the Club

The name of the Club shall be the Brownsburg Lions Club

### Article II – Purposes & Objectives

Sec. 1 – The purpose of this Club document shall be:

(a) – To organize, charter and supervise a Club known as the Brownsburg Lions Club.

(b) – To coordinate the activities and standardize the administration of the Brownsburg Lions Club.

Sec. 2 – 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 of the Brownsburg Lions Club in 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 the members in that forum.

(f) – To encourage service-minded people to serve their community without personal financial reward, and to encourage efficiency and promote high ethical standards in commerce, industry, professions, public works and private endeavors.

### Article III – Membership

Sec. 1 – The membership shall be notified of each application prior to its presentation to the Board of Directors for approval.

Sec. 2 – No individual shall be considered for membership until an application has been filed with the Board of Directors.

Sec. 3– No application for membership shall be considered until the initial fee for application has been received.

Sec. 4-- The amount of the fee for application shall conform to the requirements as set forth by the International Association of Lions Clubs.

Sec. 5 – The membership shall be notified of each application prior to its presentation to the Board of Directors for approval.

Sec. 6 – The Board of Directors shall be charged with the final acceptance or rejection of the applicant.

### Article IV – Identification of Membership

Sec. 1 – Membership in the Brownsburg Lions Club shall be as follows:

(a) – Active – A member entitled to all rights and privileges and subject to all obligations which membership in the Brownsburg Lions Club confers or implies. Without limiting such rights and obligations,

such rights shall include eligibility to seek, if otherwise qualified any office in the Club, District or international and to vote on all matters requiring a vote of membership; such obligations shall include regular attendance, prompt payment of dues, participation in the Club activities and conduct reflecting a favorable image of the Brownsburg Lions Club in the community. All “active” members shall pay such dues as the local Club may charge. These payments shall include District, state and international dues.

(b) – Member-at-Large – A member of the Club who moved from the community, because of health, or other legitimate reasons is unable regularly to attend Club meetings and desires this status. This status shall be reviewed every six (6) months by the Board of Directors. A “member-at-large” shall not eligible to hold office or to vote in District or international meetings or conventions, but shall such include District, state and international dues. Such dues shall include a surcharge as required in the By-Laws to cover postage and printing costs related to the distribution of the newsletter, official communications from the Board of Directors and other required communications deemed necessary by the Board of Directors.

(c) – Honorary – An individual not a member of the Brownsburg Lions Club, having performed outstanding service for the community or the Lions Club, upon whom the Club desires to confer such distinction. The Club shall pay the entrance fees and International, State and District dues on such a member, who may attend meetings, but shall not be entitled to any privileges of “active” membership.

(d) – Life – Any member of the Brownsburg Lions Club who has maintained “active” membership as a Lion for 20 or more years and has rendered outstanding service to the Brownsburg Lions Club, the community or the International Association; or any member of the Club who has maintained such “active” membership for 15 or more years and is at least 70 years of age; or any member of the Club who is critically ill may be granted “Life” membership in the Club upon:

(1) Recommendation of the Club and payment of an amount required to International in lieu of all future dues to International.

(2) Approved by the International Board of Directors. Nothing herein shall prevent the Brownsburg Lions Club from charging a “Life” member such dues as it shall deem proper. A “Life” member shall have all privileges of “active” membership so long as he/she fulfills all obligations thereof. All International Presidents, upon retiring from office, shall automatically become “Life” members of their respective Lions Club, without cost to such Club. A “Life” member who desires to relocate and receives an invitation to join another Lions Club shall automatically become a “Life” member of said Club.

(e) – Privileged – A member of the Brownsburg Lions Club who has been a Lion 15 or more years, who, because of illness, infirmities, advanced age or other legitimate reasons as determined by the Board of Directors of the Brownsburg Lions Club, must relinquish his/her “active” status. A “privileged” member shall pay such dues as the local Club may charge, which dues shall include District, state and International dues. He/she shall have the right to vote and be entitled to all other privileges of membership, except the right to hold Club, District, Multiple District, or International office.

(f) -- Associate Member – A member who holds his/her primary membership in another Lions Club but maintains a residence or is employed in the Brownsburg Club’s community. This status may be conferred by the invitation of the Board of Directors and shall be renewed annually by said Board. The conferring Club shall not report an Associate Member on its Monthly Membership Report.

An Associate Member may be eligible to vote on Club matters where he/she is present in person, but may not represent the Brownsburg Lions Club as a delegate at District (single or Multiple District) or International Conventions. He/she shall not be eligible to hold Club, District or International office, nor District, Multiple District or International committee assignment as a representative of the

Brownsburg Lions Club. International and District (single and/or Multiple) dues shall not be assessed on the Club, but shall be assessed by the Club in which he/she maintains Active Membership, PROVIDED however, the Brownsburg Lions Club may assess an Associate such dues it deems appropriate.

Sec. 2 – Members-at-Large shall be encouraged to attend one (1) meeting or participate in at least one (1) fund raising project per year to maintain membership in the Brownsburg Lions Club.

## Article V – Officers

Sec. 1 – The officers of the Brownsburg Lions Club shall be:

- (a) – President
- (b) – Immediate Past President
- (c) – 1st Vice President
- (d) – 2nd Vice President
- (e) – 3rd Vice President
- (f) – one (1) – 3 Year Director
- (g) – one (1) – 2 Year Director
- (h) – one (1) – 1 Year Director
- (i) – Secretary
- (j) – Treasurer
- (k) – Tail Twister
- (l) – Lion Tamer
- (m) – Membership Chairperson

Sec. 2 – The Board of Directors shall be the same as the officers prescribed in Article V, Sec. 1.

Sec. 3 – The President shall appoint a nominating committee at the first meeting in March for the purpose of selecting candidates for office.

Sec. 4 – At the first meeting in April, the nominating committee shall present their slate of officers for the coming year. At this meeting, the President shall call for nominations from the floor.

Sec. 5 – The President shall call for the election of officers at the last meeting in April.

Sec. 6 – As required by the governing bodies the Secretary shall submit a PU-101 form to Lions Clubs International. A copy of the PU-101 report must be made available to the District Governor.

#### Article VI – Board of Directors

Sec. 1 – With the exceptions noted in the Constitution the Board of Directors shall be the decision making body of the Brownsburg Lions Club.

Sec. 2 – No official business shall be conducted at a Board of Directors meeting without prior notification of Board members by an announcement at regular Club meeting, or contact by regular or electronic mail.

Sec. 3 – No official business may be conducted without a majority of the Board members (7) in attendance at the meeting.

Sec. 4 – No member of the Board of Directors shall be absent for more than 2 consecutive meetings without the consent of a majority (7) of the Board of Directors. Where such approval cannot be obtained, said Board member shall be removed from the Board of Directors. This removal requires a majority of the Board (7) for approval.

Sec. 5 – The Board member to be removed shall be notified prior to the next Board meeting that a vote for his/her removal from the Board has been called for.

Sec. 6—Decisions of the Board shall be reached by a majority of those constituting a quorum at the Board meeting.

## Article VII – Membership Dues

Sec. 1 – With the exception of “Honorary” and “Life” members, each member shall pay International dues, and State dues, and District dues, as may be determined and levied from time to time by these governing bodies.

Sec. 2 – The Secretary shall bill the membership two (2) times a year for the dues owed. The first billing shall be in July and the dues owed shall be paid by November 1. The second billing shall be in January and the dues owed shall be paid by April 1.

Sec. 3 – The Treasurer shall not pay the District, State, or International dues for any member who has failed to pay the dues from the prior billing without Board approval.

Sec. 4 – Any member failing to pay his dues shall receive one (1) notification of being delinquent. The notice shall be in the form of a letter and shall state the amount due. The member shall have 30 days to reply. Failure to reply shall cause the member to be removed from the Club roster. The cost of the letter and the cost of reinstatement shall be billed to the member, should the member elect to retain membership in the Club.

## Article VIII – Meetings – Time and Date

Sec. 1 -- The regular dinner meeting of the Brownsburg Lions Club shall be on the 2nd Wednesday of each month except in July when one dinner meeting will be held on the 4<sup>th</sup> Wednesday. The 4<sup>th</sup> Wednesday of each other month will be reserved for committee meetings at the president’s discretion. Regular meetings shall be at 6:30 p.m. unless changed by an executive action of the club president.

Sec. 2—Official Board meetings shall be held on the third (3<sup>rd</sup>) Wednesday of each month at 6:00 p.m.

Sec. 3—Special Board meetings may be called by the President to address pressing issues. These meetings may be held by telephone and/or email as needed. As with regular Board meetings each item to be voted upon shall have a sponsor, or Board member making the motion, and a second to the motion. The item shall pass if it receives approval of a majority of the quorum of those voting.

Sec. 4-- The agenda for all meetings is the responsibility of the President.

#### Article IX—Billing and Paying for Meals

Sec. 1 – All “active” members shall be billed for meals, whether or not they are in attendance.

##### Sec. 2 – Cost and Billing

(a)—The cost of the meal shall be determined by the Board of Directors and approved by the membership of the Brownsburg Lions Club. A record of this action shall be maintained in the minutes of the Board of Director’s meeting and also in the minutes of the Club’s meeting.

(b)—Billing for meals shall be made quarterly, or on a regular schedule as determined by the Board of Directors.

Sec. 3—No member may owe for more than two (2) quarters of meals. Following failure to pay, the Secretary shall follow the procedure described in Article VII Sec. 4.

Sec. 4—No change in the cost of meals provided by the Club, or dues paid to the Club, shall be made without the approval of the membership.



Sec. 5 – The procedure to be followed in changing the cost of the meals or dues shall be the same as that prescribed in Article X Sec. 3 Steps (A-D).

## Article X – Fund Raising Projects

Sec. 1 – The Brownsburg Lions Club shall have a maximum of three (3) major fundraising projects per year. The Club may engage in several minor fund raising projects.

Sec. 2 – The three (3) major fund raising projects are as follows:

- (a) – July 4th Extravaganza
- (b) – Breakfasts
- (c) – Fruit sales

Sec. 3 – The procedure for removing and/or replacing a project shall be as follows:

Step A – The Board of Directors makes a recommendation concerning the project;

Step B – The recommendation of the Board is discussed in a regular club meeting;

Step C – Members are notified that a vote is to be taken regarding a project change;

Step D – Secret ballot vote by the membership. Approval for changing a project shall follow the requirements of Article XV steps (A-D).

Sec. 4 – The Club shall not sponsor a fund raising function for another organization without first meeting with the appropriate officials of that organization. The committee responsible for meeting with the other organization shall report its findings to the Board of Directors.

## Article XI – Brownsburg Lions Club Budget

Sec. 1 – The President shall present a budget to the membership prior to the 1st meeting in September. A regular meeting shall be set aside to allow membership discussion.

Sec. 2 – The September Board of Directors meeting shall be set aside for the final approval of the budget.

Sec. 3 – All contributions to be included in the Club budget shall be established prior to the September Board of Directors meeting.

Sec. 4 – No new items in excess of \$50 shall be added to the budget without the Treasurer’s confirmation that funds exist to support the expenditure. If the Treasurer confirms that funds are available, the Board of Directors then may vote to add the item to the budget.

Sec. 5 – A motion may be made by any active member to introduce a new item, to the budget. The procedure to introduce a new item to the budget at a regular meeting shall be as follows:

Step A – Motion that the Board of Directors consider and approve the item;

Step B – Motion approved by the regular membership;

Step C – Treasurer reports on the Club’s financial status to ensure that the item is feasible:

Step D – Board of Directors reviews the recommendation;

Step E – Approval by the Board of Directors;

Step F – The President notifies the Club at the next meeting that the new contribution was approved or rejected.

Sec. 6 – State Projects – The following projects are recognized by the Brownsburg Lions Club and are to be included in the President’s budget.

(a) – Indiana Lions Eye Bank

- (b) – Indiana Cancer Control Fund
- (c) – Leader Dogs for the Blind
- (d) – Indiana Lions Speech & Hearing
- (e) – Indiana Lions School for the Blind and Visually Impaired

Sec. 7 – Additions or deletions of any state project from the budget shall be conducted using the procedure discussed in Article XI Sec. 5.

#### Article XII – Perfect Attendance

Members, who participate in a Lions Club project, attend a Lions Club Board meeting, attend a meeting of another Lions Club, or attend another Lions Club function, can, upon notifying the Secretary, receive credit for a make-up meeting.

#### Article XIII – Rules of Order

All questions of order or procedure with respect to any meeting action of the Brownsburg Lions Club, its Board of Directors, or committees shall be determined in accordance with Roberts’s Rules of Order, latest revision.

#### Article XIV – Lions Memorial Service

A Lions memorial service is available to a deceased Lion or a Lion’s Partner in Service, if requested by the survivor. The Memorial Service will be offered to the survivor by a Club Representative. A total of seven (7) Lions are needed for the memorial service.

#### Article XV – Amendments

This Constitution may be amended only by the membership of the Brownsburg Lions Club conducted in accordance with Article X, Section 3. No amendment shall be presented to the Club for votes until:

Step A – The amendment is approved by the Board of Directors

Step B – A written notice has been sent to the membership stating the content of the amendment to be voted on and the specific language of the Constitution it is to replace.

Step C – Two thirds (2/3rds) of the active membership or a 2/3 majority of those present at a regular meeting voting in favor of the amendment shall be required to amend the Constitution of the Brownsburg Lions Club.

Approved by membership 9-9-15

Lion President Larry Whitmore presiding