

CONSTITUTION AND BY-LAWS  
And CLUB POLICIES



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**We Serve**

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THE LIONS CLUB OF  
WINDSOR LOCKS, CONNECTICUT

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## TABLE OF CONTENTS

	PAGE
Name	
Objects	
Membership	
Fees and Dues	
Resignations	
Forfeiture of Membership	
Officers	
Board of Directors	
Elections	
Vacancies	
Meetings	
Emblem, Colors, Fiscal Year	
Delegates to Conventions	
Honorary Mailing List	
Parliamentary Practices	
Dispute Resolution	
Amendments	
By-Laws	
Club Policies	

# CONSTITUTION and BY-LAWS



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***We Serve***

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## THE LIONS CLUB OF WINDSOR LOCKS, CONNECTICUT

Approved: December 17, 1992  
Effective: January 1, 1993

Amended: December 19, 1996  
Amended: April 1, 1999  
Amended: June 1, 2000  
Amended: March 15, 2001  
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## ARTICLE I

### **Name**

The name of this organization shall be "THE LIONS CLUB OF WINDSOR LOCKS, CONNECTICUT, INC.", organized in 1942 and chartered in 1943 by and under the jurisdiction of the International Association of Lions Clubs and incorporated under the laws of the State of Connecticut.

## ARTICLE II

### **Objects**

The objects of this club shall be:

1. To create and foster a spirit of understanding among the peoples of the world.
2. To promote the principles of good government and good citizenship.
3. To take an active interest in the civic, cultural, social, and moral welfare of the community.
4. To unite the members in the bonds of friendship, good fellowship, and mutual understanding.
5. 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 at club functions.
6. To encourage service-minded persons 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**

Section A. Upon approval of the Board of Directors, and subject to the provisions of Section B, hereinafter, any person of legal majority, and good moral character and good reputation in the community, may be granted membership in this Lions Club.

Section B. Types of membership shall be as follows:

1. **ACTIVE:** An active member is a member who is entitled to all rights and privileges and subject to all obligations which membership in a Lions Club confers or implies. Without limiting such rights and obligations, such rights and privileges 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 International, District and Club dues, participation in Club activities, and conduct reflecting a favorable image of this Club.  
Section A. An active member is a member who attends or participates in a minimum of four (4) meetings and/or projects in a year.
2. **MEMBER-AT-LARGE:** A Member-at-Large is a member who is unable to attend Club meetings regularly and desires to retain membership in this Club. This type of membership requires the prompt payment of International, District and Club dues and participation in club activities. A Member-at-Large shall not be eligible to hold office or to vote in District or International Meetings or Conventions. Applications for this type of membership shall be submitted in writing

to the Club Secretary, and referred to the Membership Chairperson for review. The Board of Directors of this Club, by a simple majority vote, may grant this status for a period of no more than six months. Re-application by the member and re-approval by the Board of Directors is required to continue this status. Renewal of this status may be contingent upon participation by the member in Club activities during the previous At-Large status.

3. **HONORARY:** An Honorary member is 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 Club shall pay entrance fees and International and District dues for such a member, who may attend meetings, but shall not be entitled to any privileges of Active Membership.
4. **PRIVILEGED:** A Privileged member is any member of this Club who has been a Lion fifteen or more years and, because of illness, infirmities, or advanced age, as determined by the Board of Directors of this Club, must relinquish Active status. Such member shall pay International, District and Club dues and 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. **INTERNATIONAL LIFE MEMBER:** A Life member is any member of this Club who has maintained continuous Active membership as a Lion for 20 years or more and has rendered outstanding service to this Club, the community, or Lions International, or has served as an Officer of Lions International. Life Membership in this club may be granted upon:
  - a. Recommendation of the Board of Directors to Lions International.
  - b. Payment of the required Lions International fee by this Club in lieu of all future dues to Lions International, and
  - c. Approval by the International Board of Directors.Life Members shall have all privileges of Active Membership and shall be exempt from paying ALL dues.
6. **CLUB LIFE MEMBER:** A Club Life member is a member who has attained the age of 65 years, with 25 years of accumulative active membership or 30 years of accumulative active service regardless of age. Such member shall be recommended by the Secretary to the Board of Directors for its approval. Such member shall be exempt from paying ALL dues.
7. **ASSOCIATE MEMBER:** A member who holds his/her primary membership in another Lions Club but maintains a residence or is employed in the conferring club's community. This status may be conferred by the invitation of the Board of Directors and shall be reviewed annually by said board. The conferring club shall not report an Associate Member on its Membership and Activities Report.

An Associate Member may be eligible to vote on club matters at meetings where he/she is present in person, but may not represent the club, which has conferred Associate Member status, as a delegate at District (Single, Sub-, Provisional and/or Multiple) or international conventions. He/she shall not be eligible to hold Club, District or International office, nor District, Multiple District or International committee assignment through the conferring club. International and District (Single, Sub-, Provisional and/or Multiple) dues shall not be assessed on the club conferring Associate Member status but shall be assessed by the club in which he/she maintains Active Membership; provided, however, the local club shall assess an Associate member Club dues.
8. **AFFILIATE MEMBER:** A quality individual of the community who currently is not able to fully participate as an Active member of the club but desires to support the club and its community service initiatives and be affiliated with the club. This status may be conferred by the invitation of the club's board of directors.

An Affiliate Member may be eligible to vote on club matters at meetings where he/she is present in person, but may not represent the club as a delegate at district (single, sub, transitional, provisional, and/or multiple) or international conventions.

He/she shall not be eligible to hold club, district or international office, nor district, multiple district or international committee assignment. An Affiliate Member shall be required to pay district, international and such dues as the local club may charge. This is a full membership category like Active member. It is different from the At-Large category, which is a short term, transitional category that must be reviewed by the Club's Board of Directors every six months. The Affiliate category is limited to 10% of the total Club roster at the time of acceptance by the Board of Directors. Once each June, the Board of Directors shall review each Affiliate member for continuation of this status for the next year. Renewal of this status is contingent upon participation by the Affiliate member in Club service activity during the past year as well as payment of dues.

Section C. No person shall simultaneously hold membership, other than Life, Associate or Honorary, in this and any other Lions Club.

Section D. Membership in this 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 of a Lions Club, who shall act as sponsor. No prospective new member shall be invited to join this Club until after their nomination has been approved in the following manner: the sponsoring member shall present the completed "Proposal for Membership Form" of the prospect to the Chairperson of the Membership Committee who, after investigation, shall submit the same to the Board of Directors for majority approval. A properly completed "Invitation to Membership Form", together with the membership fee, must be submitted to the Membership Chairperson prior to the prospective member's induction. The Secretary shall report the new member to Lions International after induction unless otherwise specified by the Board of Directors. All outstanding obligations from prior membership must be satisfied before reinstatement of membership.

Section E. Reinstatement of Membership. Any member dropped from membership in this Club may be reinstated, within six months from the date of termination of membership, by a majority vote of the Board of Directors. (The Board of Directors shall require an investigation by the Membership Committee prior to such vote.) In the event more than six months have elapsed between such termination and the reinstatement application, it will be necessary for the former member to come into the Club under the procedure set forth in Section D of this Article III. All outstanding obligations from prior membership must be satisfied before reinstatement of membership.

Section F. Transfer Membership. This Club may grant membership on a transfer basis to one who has terminated or is terminating 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 in the former club;
2. Such termination was in good standing;
3. The applicant provides a statement from the Secretary of the current or former club, as the case may be, showing the applicant's record in such former club; and
4. Such application is 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 provisions of Section D of this Article III.

#### ARTICLE IV Fees and Dues

Section A. Each new, reinstated, and transfer member shall pay an entrance fee determined by the Board of Directors, which fee shall include the current International Association entrance fee and the Club entrance fee, and shall be collected before such member is inducted as a member of this Club and before the Secretary may report such to Lions International; provided, however, that the Board of Directors may elect to assess this entrance fee on a pro-rata basis or waive all or part of the Club portion of said entrance fee as to any member granted membership by transfer or reinstated within six months of termination of the prior Lions Club membership. In the event more than six months have elapsed between the separation of the member and their reinstatement application, it will be necessary for this person to join the Club as a new member.

In the event of any changes in District or International entrance fees, this Club's entrance fee shall be changed proportionately.

Section B. The dues of this Club shall be determined by the Board of Directors each year for each active member, member-at-large, and privileged member. The dues shall be based upon Local dues, District dues and International dues. These dues are payable to the Treasurer annually in advance, on July 1 of each year. Any member who has not paid the Club dues within ninety days of the due date shall be subject to the provisions of Article VI. In the event of any changes in District or International fees, this Club's total dues may be changed proportionately. New members joining during the fiscal year shall be charged a pro-rata fee for dues.

Section C. Honorary Members shall not be required to pay Club dues. In all cases, the Club shall pay from its regular administrative funds the Lions International entrance fee, as well as International and District dues.

Section D. The Treasurer of this Club shall remit International and District (Single or Multiple) dues at the times specified in the respective International and District (Single or 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 of this Club, unless previously approved by the Board of Directors and thereafter ratified by the Club membership at a regular meeting.

#### 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 use of the name "LIONS", the emblem, and other insignia of this Club and this Association have been surrendered.

#### Article VI **Forfeiture of Membership**

Section A. A member shall be notified in writing by the Corresponding Secretary of the causes for potential forfeiture of membership and shall be given the opportunity to be heard before the Board of Directors at its next scheduled Board meeting.

Section B. The Treasurer shall submit to the Club Secretary the name of any member who refuses or neglects to pay any indebtedness due the Club within ninety days. The Board of Directors may decide thereafter whether such member shall be dropped or retained on the roster.

Section C. The names of any members who shall absent themselves from four consecutive regular meetings of the Club, without acceptable cause being given to the Membership Committee Chairperson or the Club Secretary, shall be submitted to the Board of Directors by the Secretary at the Board meeting next following the fourth such absence, and the Board of Directors shall decide within thirty days thereafter

whether such member shall be dropped from or retained on the roster. This provision applies only to Active and Club Life members.

Section D. Any member may be expelled for cause from the Club by a two-thirds vote of the entire membership of the Board of Directors, subject to the provisions of Section A.

## 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, Secretary, Treasurer, Finance Chairperson, Lion Tamer, Tail Twister, Club Historian, Ambulance Chairperson, Corresponding Secretary, and Membership Chairperson. These officers shall be elected annually and shall serve for one-year terms. In addition to the officers, there shall be eight Directors. The Directors, together with the Officers, shall constitute the Board of Directors.

Section B. No officer shall receive any compensation for any service rendered to this Club in any official capacity.

### Section C. Duties of Officers.

1. President: The President 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 this Club; sign legal documents after approval by the Board of Directors and/or its legal counsel; 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; and cooperate with, and be an active member of the District Governor's Advisory Committee of the Zone in which this Club is located.
2. Immediate Past President: The Immediate Past President shall serve as advisor to the President and shall serve as Chairperson of the Nominating Committee. The other Past Presidents, together with the Immediate Past President, shall officially greet members and their guests at Club meetings and shall represent this Club in welcoming all new service-minded persons in the community served by this Club.
3. Vice-Presidents: Each Vice-President shall, under the direction of the President, oversee the functioning of such committees of this Club as the President shall designate. If the President is unable to perform the duties of the office for any reason, the Vice-President next in rank shall occupy this position and perform the duties with the same authority as the President, in accordance with Article X.
4. Secretary: The Secretary 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 the District (Single or Multiple) in which this Club is located, and the Association. In fulfillment of this the Secretary shall:
  - a. Submit regular monthly and other reports to the International office of the Association on forms provided containing such information as may be called for therein and otherwise by the Board of Directors of the Association;
  - b. Submit to the District Governor's Cabinet such reports as it may require, including copies of regular membership and activities reports;

- c. Cooperate with and be an active member of the District Governor's Advisory Committee of the zone in which this Club is located.
  - d. Have custody and keep and maintain general records of this Club, including records of minutes of Club and Board meetings; attendance; committee appointments; elections; addresses and telephone numbers of members; members' Club accounts, and Club receipts and disbursements;
  - e. Give bond for the faithful discharge of the office in such sum and with such surety as determined by the Board of Directors.
5. Treasurer: The Treasurer shall 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. In addition, the Treasurer shall ensure that all checks for one thousand dollars (\$1000.00) or more shall also be signed by the President. Also, records of all Club receipts and disbursements, including the Finance Committee's financial report must be kept by the Treasurer. In addition, the Treasurer shall:
  - a. Prepare and submit monthly and semi-annual financial reports to the Board of Directors of the Club.
  - b. Give bond for the faithful discharge of the office in such sum and with such surety as determined by the Board of Directors.
  - c. Issue annual statements to each member for dues and other financial obligations owed to this Club.
  - d. Serve as a member of the Finance Committee.
  - e. Maintain Club funds in such banks or lending institutions approved by the Board of Directors.
  - f. Maintain funds in proper accounts as set by the Board of Directors.
  - g. Prepare and submit all reports as required by law.
6. Finance Chairperson: The Finance Chairperson, together with the Finance Committee, shall be responsible for the preparation of the annual budget for approval by the Board of Directors and shall submit a semi-annual and annual Financial Report to the Club membership. The Finance Committee shall consist of not less than 3 nor more than 9 active members, two of whom must be the Finance Chairperson and the Club Treasurer, in good standing in this Club.
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 badges. Each item shall be put in its proper place before each meeting and returned to the proper storage area after each meeting. The Lion Tamer shall act as Sergeant-at-Arms at meetings, see that those persons present are properly seated, and distribute bulletins, favors, and literature as required at Club and Board meetings.
8. Tail Twister: The Tail Twister 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 appeal from the Tail Twister's decision in imposing a fine, provided, however, that no fine shall exceed twenty five cents (25¢), and no member shall be fined more than twice at any one meeting. The Tail Twister may not be fined, except by unanimous vote of all members present. All monies collected by the Tail Twister shall be immediately turned over to the Treasurer.
9. Club Historian: The Club Historian shall research the past history of the Club and keep current an annual record of its activities. This annual undertaking shall include a written, as well as pictorial, history of the Club's accomplishments and services. In addition, the Club Historian shall be the custodian of the Club Charter, the Club's Past Presidents plaque, the Club's Twenty-Five Year Member plaque, community awards, and other historical Club memorabilia.

10. Ambulance Chairperson: The Ambulance Chairperson shall have the following responsibilities and duties:
  - a. To preside over all meetings of the Ambulance Committee. The Ambulance Committee shall consist of not less than 3 nor more than 9 active members, one of whom must be the Ambulance Chairperson, in good standing in this Club.
  - b. To maintain the Club ambulance(s) and all related equipment and to keep them in excellent condition.
  - c. To maintain all records in a proper and accurate manner as required by State law and Federal law.
  - d. To maintain an Ambulance Corps of sufficient number and to properly train them as to provide service to the community.
  - e. To oversee the training of all Corps members to insure compliance with all State and Federal training requirements.
  - f. To provide the Windsor Locks Police Dispatcher with an accurate roster of Ambulance Corps members and telephone numbers.
  - g. To call at least one Ambulance Committee meeting a month.
  - h. To call meetings of the entire Ambulance Corps when the Chairman or the Ambulance Committee deems necessary.
  - i. To operate the ambulance(s) and Ambulance Corps in the most efficient and economical manner possible, as determined by the Board of Directors.
  - j. To supervise the operation of the annual ambulance fund drive and other receipts and disbursements in cooperation with the Club Treasurer.
11. Corresponding Secretary: The Corresponding Secretary shall be responsible for all correspondence directed by the Board of Directors, and shall work closely with the Club Secretary and all other committees when necessary.
12. Membership Chairperson: The Membership Chairperson shall be responsible for developing a consistent approach to membership acquisition, regular attendance and retention of Club members. These duties include educational involvement and stimulation of new members to become quality Lions.

## ARTICLE VIII Board of Directors

Section A. The members of the Board of Directors shall be the President, Immediate Past President, First Vice-President, Second Vice-President, Third Vice-President, Secretary, Treasurer, Finance Chairperson, Lion Tamer, Tail Twister, Club Historian, Ambulance Chairperson, Corresponding Secretary, Membership Chairperson, the four Two-Year Directors, and the four One-Year Directors, for a total of twenty-two members. No Club member shall hold more than one position on the Board of Directors simultaneously.

Section B. Regular meetings of the Board of Directors shall be held monthly at such time and place as the Board of Directors shall determine. Any member of the Board of Directors who shall be absent from three consecutive regular Board of Directors meetings of this Club shall be brought to the attention of the Directors by the Club Secretary for appropriate action.

Section C. Special meetings of the Board of Directors shall be held when called by the President, or when requested in writing by five or more members of the Board of Directors. Such special meeting shall be held within seven days at a time and place as the President shall determine. A reasonable attempt shall be made to notify all Board members in advance of the meeting.

Section D. The presence in person of a majority of its members shall constitute a quorum at any meeting of the Board of Directors. Except as otherwise specifically provided, the act of the majority of the Board of 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, expressed and implied, set forth elsewhere in this Constitution and By-Laws, the Board of Directors shall have the following duties and powers:

1. It shall constitute the Executive Board of this Club and be responsible for the execution of the policies approved by the Club. All matters of new policy of this Club shall be considered and shaped, 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 and savings of this Club, and shall authorize disbursement of Club funds only for purposes consistent with the Objects of this Club and the policies authorized by the Club membership.
3. It shall have the authority to modify, override, or rescind the action of any member, officer, or committee of this Club.
4. It shall cause the books, accounts, and operations of this Club to be inspected and audited annually or, in its discretion, more frequently and may require an accounting, or have an inspection 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 such report audit or accounting upon request at a reasonable time and place.
5. It shall appoint a bank or banks for the deposit of the funds of the Club.
6. It shall appoint the surety for the bonding of any officer of this Club.
7. It shall insure that all public funds are maintained and expended for public purposes separate and distinct from membership accounts.
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 Multiple) and International Conventions.

Section F. REMOVAL: Any member of the Board of Directors may be removed from office for cause after investigation, hearing, and approval by a two-thirds vote of those members of the Board of Directors present and voting, and thereafter ratification by a two-thirds vote of the membership present and voting at a regular meeting after prior notice in the Club Bulletin stating the reasons for the proposed removal.

## ARTICLE IX Elections

The Officers and Directors of this Club, excluding the Immediate Past President and One-Year Directors, shall be elected as follows:

Section A. The President shall appoint a Nominating Committee, to be chaired by the Immediate Past President, which shall submit to the Club at the nomination meeting the names of candidates for the various Club offices. The Nominating Committee shall adhere to the following schedule:

In the event that the Immediate Past President can not serve as chairperson, The President shall appoint a Past President to fill the Chairpersons position.

#### ACTION TO BE TAKEN NO LATER THAN THIS DATE

Publication of Committee's Nominations	March Bulletin
** Annual Nomination Meeting	First Meeting in March
Publication of Revised Nominations	Second Meeting in March
Annual Election Meeting	First Meeting in April

At the nomination meeting, nominations for all offices to be filled in the succeeding year may also be made from the floor.

Section B. A nomination meeting shall be held in February or March of each year, with the date and place of such meeting to be determined by the Board of Directors and notice thereof by postal mail and/or by Electronic mail ( E-mail ) to each member of this Club at least ten days prior to the time of the holding thereof.

\*\* If there are no nominations from the floor, the Secretary may cast one ballot for the entire slate of nominees. In the event there are nominations from the floor, Sections C and D will apply.

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 they were nominated and for which office there was no other nominee, the Nominating Committee shall submit, at the election meeting, the name of a nominee 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 postal mail and/or by Electronic mail ( E-mail ) and/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 shall be made from the floor at the election meeting.

Section E. 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 for two years from that time, or until their successors shall have been elected and qualified, with the exception that the first election held after the adoption of the 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 vote of those present and qualified. A plurality vote shall be necessary to elect.

#### 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-President, the Board of Directors shall thereafter call a special election, giving each member in good standing two weeks prior 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.

Section B. In the event of a vacancy in any other office, the Board of Directors shall appoint a member to fill the unexpired term.

Section C. In the event any officer-elect, before their term of office commences, is unable or refuses for any reason to serve therein, the President shall call a special nomination and election meeting to elect a replacement for such officer-elect. Two weeks prior notice of such meeting, setting forth the purpose, time, and place thereof, shall be given to each member, by Postal mail and/or by Electronic mail ( E-mail ) and/or personal delivery. The election shall be held immediately after nominations have been closed and a plurality vote of those members present and voting shall be necessary for election.

## ARTICLE XI Meetings

Section A. Regular meetings of this Club shall be held at such times and places as recommended by the Board of Directors and approved by the Club. The exceptions to this rule will be the months of July and August when no regular meetings will be held. 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 at the President's discretion, or by the President when requested by the Board of Directors. Notice of special meetings, setting forth the purpose, time, and place thereof, shall be given to each member of this Club, by postal mail and/or by Electronic mail ( E-mail ) and/or personal delivery, at least ten days prior to the date thereof.

Section C. Except as otherwise specifically provided, the act of a majority of the members present and voting at any meeting shall be the act and decision of the entire Club.

## 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.

Section B. The fiscal year of this Club shall be July 1 through June 30.

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

Section A. Inasmuch as the International Association 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 to each annual convention of the Association. This Club shall be entitled in any convention of the Association to the number of delegates and alternates as specified by Lions International based on 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 preceding that month during which the convention is held. The major fraction referred to in this section shall be thirteen or more members.

Section B. Inasmuch as the Lions Clubs of District 23B are governed by the Lions Clubs in convention assembled, and in order that this Club may have its voice in District matters, this Club shall have the power to pay the necessary expenses of its delegates to each annual convention of the District. This Club shall be entitled in any convention of the District to the number of delegates and alternates as specified by District 23B based on one delegate and one alternate for each ten, or major fraction thereof, members in good standing as shown by the records of Lions International on the first day of the month last 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, the District Governor, the Vice-District Governor, the Region Chairman, the Zone Chairman, and the District Bulletin Editor shall be included on the Club bulletin, by postal mailing list and/or by Electronic mail ( E-mail ) of this Club.

ARTICLE XV  
**Parliamentary Practices**

Except as otherwise specifically provided in this Constitution and By-Laws, all questions of Order of 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.

ARTICLE XVI  
**Dispute Resolution**

All disputes arising between any member or members, or a former member or members, and the club, or any officer on the board of the club, relative to membership, or the interpretation, breach of, or application of the club's constitution and by-laws, or the expulsion of any member from the club, or any other matter whatsoever which cannot be satisfactorily resolved through other means, shall be settled by dispute resolution.

Any party to the dispute may file a written request with the district governor asking that dispute resolution take place. Within fifteen (15) days of receipt, the district governor shall appoint a conciliator to hear the dispute. The conciliator shall be a past district governor who is currently a member in good standing of a club in good standing, other than a club which is a party to the dispute, in the district in which the dispute arises. The selected conciliator shall be acceptable to the parties. Upon being selected, the conciliator shall arrange a meeting of the parties for the purpose of conciliating the dispute. The meeting shall be scheduled within thirty (30) days of the appointment of the conciliator. If such conciliation efforts are unsuccessful, the conciliator shall have the authority to issue his or her decision relative to the dispute, which decision shall be final and binding on all parties.

ARTICLE XVII  
**Amendments**

Section A. This Constitution may be amended at any regular or special meeting of this Club, by the affirmative vote of two-thirds of the members present and voting, provided the Board of Directors has previously considered the merits of the amendments.

Section B. There shall be no vote on an amendment unless written notice of the proposed amendment shall have been, by postal mail and/or by Electronic mail ( E-mail ) and/or delivered personally to notify each member of this Club at least ten days 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 religion be debated by members in meetings of this Club.

Number 2: Except to further progress in Lionism, no officer or member of this Club shall use membership as a means of furthering any personal, political, or other aspiration, nor shall the Club, as a whole, take part in any movement not in keeping with its purpose 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 the expenditure of money for other than regular obligations shall be referred to the Finance Committee. Also, any expenditures in excess of one hundred dollars (\$100.00) not included in the budget must be approved by the Finance Committee. The Board of Directors shall have the authority to override a non-approval of expenditures negative report of the Finance Committee by a two-thirds vote of those Directors present.

### Number 4, Committees:

Section A. From time to time the President may appoint Standing Committees, Administrative Committees, and Special Committees as may be necessary or as may be required by the Board of Directors. The President shall be an ex-officio member of all committees.

Section B. All committees, unless otherwise specified in the Constitution, shall consist of a Chairperson and as many members as shall be considered necessary by the President.

Section C. Each active Committee shall report, through its Chairperson either verbally or in writing, each month to the Board of Directors, and provide a written report immediately upon completion of its function.

Section D. All issues pertaining to administrative or activity matters shall be referred to the corresponding committee for study and recommendation to the Board of Directors.

### Number 5:

Perfect Attendance: The Membership Committee shall present to the entire membership, semi-annually during the months of January and May, a list of all active members attaining "Perfect Attendance" status. The criteria for the above status is as follows:

Section A. Attend all regular meetings of this Club from the period of May 1 through April 30.

Section B. In the event an active member cannot attend a regular club meeting, the individual must adhere to the following requirements 13 days before or 13 days after the regular meeting takes place, in order to be credited with perfect attendance:

1. Attend a meeting of a Windsor Locks Lions Club Committee or Board of Directors meeting.

Note: a member of the Board of Directors cannot use the Board of directors meeting as a makeup of a regular meeting.

2. Personally participate in a Windsor Locks Lions Club activity or function.
3. Attend another Lions Club meeting or function, or visit an International or State office in another area, and report to the Membership Committee Chairperson via signed attendance card from the area Secretary or official.
4. Extenuating circumstances, such as hospitalization, family illness, etc., are reasonable causes for reinstatement or continuation of perfect attendance status when the member or an individual of the member's immediate family notifies the Membership Chairperson or Club Secretary.
5. The member shall have the responsibility to notify the Club Secretary of fulfillment of the requirements.

Number 6: Any Lion member who is a Lions Ambulance Corps member may not use any ambulance-related activity to fulfill the Lions Club attendance requirement. However, ambulance-related activities may be used to fulfill the perfect attendance requirement.

Number 7:

Section A. These By-Laws may be amended or repealed at any regular or special meeting of this club by the affirmative vote of two-thirds of the members present and voting, provided the Board of Directors has previously considered the merits of the amendments.

Section B. There shall be no vote on an amendment unless written notice of the proposed amendment shall have been mailed, by postal mail and/or by Electronic mail ( E-mail ) and/or delivered personally to notify each member of this Club at least ten days prior to the meeting at which the vote on the proposed amendment is to be taken.