



# New Baltimore Lions

## **Constitution and By-laws**

**March 12, 2024**

Immediately upon adoption by this club a permanent copy of this Constitution and Bylaws is to be filed by the secretary in his/her record book. This Club Constitution and Bylaws and all amendments thereto shall be in full force and effect and govern the operation of this club.

Knowledge of the Constitution makes a good club.  
It is the instrument which ties your members to your club, and your club to the International Association  
and assures equal rights to all.  
“To the end that Efficiency, Justice and Courtesy may prevail in our deliberative bodies.”  
-Thomas Jefferson

## LIONS CLUBS INTERNATIONAL OBJECTS

To CREATE and foster a spirit of understanding among the peoples of the world.  
To PROMOTE the principles of good government and good citizenship.  
To TAKE an active interest in the civic, cultural, social and moral welfare of the community.  
To UNITE the clubs in the bonds of friendship, good fellowship and mutual understanding.  
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.  
To ENCOURAGE service minded men and women 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.

## LIONS CODE OF ETHICS

To SHOW my faith in the worthiness of my vocation by industrious application to the end that I may merit a reputation for quality of service.  
To SEEK success and to demand all fair remuneration or profit as my just due, but to accept no profit or success at the price of my own self-respect lost because of unfair advantage taken or because of questionable acts on my part.  
To REMEMBER that in building up my business it is not necessary to tear down another's; to be loyal to my clients or customers and true to myself.  
WHENEVER a doubt arises as to the right or ethics of my position or action towards my fellow men and women, to resolve such doubt against myself.  
To HOLD friendship as an end and not a means. To hold that true friendship exists not on the service that was performed by one to another, but that true friendship demands nothing but accepts service in the spirit in which it was given.  
ALWAYS bear in mind my obligations as a citizen to my nation, my state and my community and to give them my unswerving loyalty in word, act and deed. To give them freely of my time, labor and means.  
To AID my fellow men and women by giving my sympathy to those in distress, my aid to the weak and my substance to the needy.  
To BE CAREFUL with my criticism and liberal with my praise; to build up and not destroy.

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**CLUB MEETING (Suggested order of business)**

Meeting called to order by president

Flag salute

Invocation

Introductions

Dinner (if applicable)

Speaker-Entertainment

Secretary's reading and the acceptance of minutes from last club meeting

Announcements and correspondence

Treasurer's report and acceptance

Committee reports

Old Business

New Business

50/50 Raffle

Adjournment

Meetings should begin on time. Let there be no dull moments. The National flag and club banner should be displayed in a prominent place.

**BOARD of DIRECTORS MEETING (Suggested order of business)**

Meeting called to order by president

Roll call

Remarks by the president

Secretary's reading and acceptance of previous meeting's minutes

Treasurer's report and acceptance

Report of Committees

Old business

New business

Adjournment

# **CONSTITUTION**

## **Article 1**

### **Name, Slogan and Motto**

Section A. The name of this organization shall be the 'Lions Club of New Baltimore', chartered by and under the jurisdiction of The International Association of Lions Clubs (herein referred to as "Association")

Section B. Its slogan shall be 'Liberty, Intelligence and Our Nations Safety'

Section C. Its motto shall be 'We Serve'

## Article 2

### Purposes and Objects

The objects of this club shall be:

- A. To create and foster a spirit of understanding among peoples of the world.
- B. To promote the principles of good government and good citizenship.
- C. To take an active interest in civic, cultural, social and moral welfare of the community.
- D. To unite the members in the 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 club members.
- F. To encourage service minded men and women 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 3

### Membership

Section A. Subject to the provisions of Section B, hereinafter, any male or female person of legal majority, good moral character and good reputation in his/her community may be granted membership in this Lions Club.

Section B. Membership in this Lions Club shall be as follows:

1. Active-A member entitled to all rights and privileges and subject to all obligations which membership in a Lions Club confers or implies. Without limiting such rights or obligations, such rights 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. Such obligations shall include regular attendance, prompt payment of dues, participation in club activities and conduct reflecting a favorable image of this Lions Club in the community.
2. Member at Large-A member of this Club who has moved from the community or because of health or other legitimate reason, is unable regularly to attend club meetings and desires to retain membership in this club and upon whom the board of directors of this club desires to confer this status. This status shall be reviewed every 6 months by the board of directors of this club. A Member at Large will not be able to hold any office or to vote in District or International meetings or conventions.
3. Honorary-An individual, not a member of this Lions Club, having performed outstanding service for the community or for this Lions Club, upon whom the club desires to confer special distinction. This club shall pay entrance fee, International and district dues on such a member who may attend meetings but shall not be entitled to any privileges of active membership.

4. Privileged-A member of this club who has been a Lion 15 or more years or who because of illness, infirmities, advanced age or other legitimate reason, as determined by the Board of Directors of this club.
5. Life Member: Any member of this club who has maintained continuous Active membership as a Lion for 20 or more years and has rendered outstanding service to this club, his community, or this Association: or any member of this club who has maintained continuous Active membership for 20 or more years and has served as an Officer of this Association may be granted Life membership in this club upon:
  - Recommendation of this club to the Association
  - Payment to the Association for \$650.00 by this club in lieu of all future dues to the Association, and
  - Approval by the International Board of Directors.

A Life member shall have all privileges of active membership so long as he fulfills all obligations thereof. A Life member that desires to relocate and receives an invitation to join another Lions Club as an active member shall not be required to pay his International dues while he remains a Life member.

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

**Section D.** Membership in this Lions Club shall be sponsored via an invitation from a member in good standing. A completed membership form along with entrance fee and said dues must be received by the secretary before the member may be officially inducted into the club or reported to the Association.

**Section E. Reinstatement of Membership:** Any member dropped from membership in this club may be reinstated within twelve months from the date of termination of his/her membership by a majority vote of the Board of Directors. In the event more than twelve months have elapsed between termination and his/her reinstatement application it will be necessary for him/her to come into the club under the procedure set forth in Section D of this Article 3.

**Section F. Transfer Membership:** This club may grant membership on a transfer basis to one who has terminated or is terminating his/her 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 his/her former club.
2. Such termination was in good standing.
3. The applicant provides a statement from the secretary of his/her former or current club, as the case may be, showing his/her record in such former club.
4. Such application and statement are approved by the Board of Directors.

(Note: 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 3.)

## Article 4

### Fees and Dues

Section A: Each new member shall pay an entrance fee of \$35.00, which is the current Association entrance fee. Each new member must pay a dues fee pro-rated from the date of installation thru June 30 of the current fiscal year. New members are required to submit the prorated amount due as applicable prior to the membership being submitted. The Board of Directors may elect to waive all or part of the entrance fee to any member granted membership by transfer or reinstatement within twelve (12) months of termination of prior Lions Club membership.

Section B: Each member of this club shall pay the following indicated regular annual dues which will include an amount to cover current International and District (Single or Sub- and Multiple) dues (to defray the subscription price of the Lions magazine, administrative and annual convention costs of the Association and similar District costs.) The treasurer will submit a statement of dues to each member to be paid by June 30.

1. Active.....\$75.00
2. Member at Large.....\$75.00
3. Honorary.....\$0 District and International dues will be paid by club
4. Privileged.....\$75.00
5. Life.....\$37.00
6. Associate.....\$5.50
7. Affiliate.....\$75.00

Upon request to the Treasurer, dues may be paid semi-annually (½ by November 30th and ½ by May 30th). Any outstanding dues must be paid by December 30 otherwise membership will be forfeited. The treasurer of this club will remit International and District (Single or Sub and Multiple) dues to the parties specified in the respective International and District (Single or Sub and Multiple) Constitution and Bylaws.

## **Article 5** **Resignations**

Any member may resign from this club and said resignation shall become effective upon acceptance thereof by Board of Directors. The board may withhold acceptance, however, until all indebtedness has been paid, all club funds and property has been returned and all right to use the name "Lions", the emblem and other insignia of this club and this Association have been surrendered.

## **Article 6** **Forfeiture of Membership**

Section A. The treasurer shall submit to the Board of Directors the name of any member who fails to pay any indebtedness due this club by the due date on the invoice. Notice of hardship issues by any member, as stated on the invoice, will be communicated to the president. The Board shall thereafter decide whether the member shall be dropped from or retained on the roster.

Section B. Any member may be expelled from the club for cause by a two thirds vote of the entire Board of Directors.

## Article 7

### Club 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, Marketing and Communication Chair, Membership Chair, and Service Chair.

Section B. No person shall be eligible to hold office in this club unless he/she is an Active Member in good standing.

Section C. No officer shall receive any compensation for any service rendered to this club in his/her official capacity except secretary and/or treasurer. Compensation is payment of the yearly dues.

#### Section D. Duties

##### **PRESIDENT.** Chief Executive Officer of Club

1. Preside over 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.
2. Appoint the Special and Standing Committees of this club and cooperate with chairmen thereof to affect regular functioning and reporting of such committees.
3. See that regular elections are duly called, noticed and held.
4. Cooperate with and be an active member of the District Governor's Advisory Committee of the zone in which this club is located
5. Be bonded for the faithful discharge of his/her office in such sum and with such surety as determined by the Board of Directors.

##### **IMMEDIATE PAST PRESIDENT.**

1. shall officially greet members and their guests at club meetings and shall represent this club in welcoming all new service minded men and women in the community served by this club.

##### **VICE PRESIDENTS.**

1. If the president is unable to perform the duties of his/her office for any reason, the Vice President next in rank will occupy this position and perform his/her duties with the same authority as the president.
2. Each Vice President shall, under direction of the President, oversee the functioning of such committees of this club as the President shall designate.

**SECRETARY.** shall be under the supervision and direction of the President and Board of Directors and shall act as liaison officer between the club and the District (Single or Sub and Multiple) in which this club is located, and the Association.

In fulfillment of this he/she shall:

1. Submit regular monthly and other reports to the International Office of the Association on the LCI website as may be called for therein and otherwise by the Board of Directors of the Association.
2. Submit to the District Governors Cabinet such reports as it may require including copies of regular membership and activity reports.
3. Cooperate with and be an Active Member of the District Governor's Advisory Committee of the zone in which this club is located.
4. Have custody of, keep and maintain general records of this club including records of minutes of club meetings, Board meetings attendance, committee appointments, elections, and addresses and telephone numbers of members.
5. Be bonded for the faithful discharge of his/her office in such sum and with such surety as determined by the Board of Directors.
6. Deliver, in a timely matter, at the conclusion of his/her term in office, the general records of the club to his, her successor.

**TREASURER.** shall

1. Receive all monies and deposit the same in a bank or banks recommended by the Board of Directors.
2. 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 and countersigned by one other officer determined by the Board of Directors.
3. Prepare and submit quarterly financial reports to the Board of Directors of this club.
4. Issue annual (semi-annual if requested) statements to each member for dues and other financial obligations owed to this club and issue a receipt therefor.
5. Have custody and keep and maintain general records of club receipts and disbursements.
6. Deliver, in a timely matter, at the conclusion of his/her term in office, the general records of the club to his, her successor.
7. Be bonded for the faithful discharge of his/her office in such sum and with such surety as determined by the Board of Directors.
8. Serves as chairperson for finance committee.

**MEMBERSHIP CHAIRPERSON**

The responsibilities for this position shall be as follows:

1. Develop and lead a membership committee to help implement action plans to achieve the club's membership goals and to positively increase the member experience.
2. Encourage all members to participate in membership growth by inviting prospective members to the club. Follow up with prospective members promptly.
3. Promote a harmonious club atmosphere by listening to and addressing, with the support of the club board of directors, concerns that prevent a positive member experience. This may include a survey or other opportunities for feedback.
4. Engage new members in activities that are of interest to the member.
5. Collaborate with the club service chairperson as well as other club committees to promote membership opportunities.
6. Understand the different membership types and programs offered and promote membership programs to club members.

7. Ensure that new members are provided with an effective orientation so new members understand how the club operates within its district, multiple district and Lions Clubs International, with the support of the Club First Vice President/Club Leadership Chairperson.
8. Attend the district governor's advisory committee meeting of the zone in which this club is located when appropriate.

#### **SERVICE CHAIRPERSON.**

The responsibilities for this position shall be as follows:

1. Collaborate with the District Global Service Coordinator, Club LCIF Coordinator, district leaders, members of the club's service committee and others to develop and communicate annual service goals and action plans. Goals and action plans should address current community needs and / or LCI's global causes, and can be comprised of advocacy and fundraising in addition to direct service to beneficiaries.
2. Lead the service committee to implement the club's service action plans in order to achieve the club's service goals.
3. Incorporate opportunities for local youth and Leos to engage in all aspects of service activities, including goal setting, implementation, project evaluation and reporting.
4. Report service activities to Lions Clubs International.
5. Serve as a club resource on current community needs by monitoring the service activities of other service clubs, developing community partnerships to expand service, and utilizing tools and resources offered by Lions Clubs International and Lions Clubs International Foundation.
6. Increase member satisfaction by encouraging participation and engagement in service projects.
7. Collaborate with the club membership chairperson and other club committees to promote membership opportunities to non-Lions during service projects.
8. Attend the district governor's advisory committee meeting of the zone in which this club is located when appropriate.

#### **MARKETING COMMUNICATION CHAIRPERSON.**

The responsibilities for this position shall be as follows:

1. Develop and implement annual communications plans for internal and external audiences, including club members, news media, supporters/sponsors and potential new members.
2. Publicize club activities, including service projects, fundraisers, donations, Lions Clubs International sponsored contests and other newsworthy accomplishments both internally and externally via the news media, social media, and other effective means.
3. Expand humanitarian initiatives, community involvement and membership initiatives through social media.
4. Provide communication tools to club members and to encourage all club members to participate in promoting the club's activities via social media, referral and other effective means of communication.
5. Assist the club president in communicating information from the district, multiple district and international headquarters with the club members.
6. Work closely with the club membership chairperson to target and reach out to new potential club members.
7. Attend the district governor's advisory committee meeting of the zone in which this club is located when appropriate.
8. Participate in meetings held by the district marketing communications chairperson.

## Article 8

### Board of Directors

Section A. In addition to the club officers, the following chairpersons, if elected, may serve on the Board of Directors in addition to any other position the club finds necessary.

#### **DIRECTORS**

1. Provide additional oversight and approval for items placed before the Board of directors.
2. The term of office will be two years in duration.

#### **LION TAMER** shall

1. Have charge of and be responsible for the property and paraphernalia of the club including flags, banners, bell, and gavel.
2. Put each in its proper place before each meeting and return the same to the proper storage area after each meeting.
3. Act as Sergeant at Arms at meetings, see that those present are properly seated, and distribute bulletins, favors and literature as required at club and Board meetings

#### **TAILTWISTER**

1. 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.
2. There shall be no ruling on his/her decision in imposing a fine, provided however, that no fine shall exceed \$1.00.
3. The Tail Twister may not be fined except by two thirds vote of all members present.
4. All monies collected by the Tail Twister shall immediately be turned over to the treasurer.

Section B. Regular meetings of the Board of Directors shall be held monthly at such time and place as the Board shall determine.

Section C. Special meetings of the Board of Directors shall be held when called by the President or when requested by five or more members of the Board of Directors, at such time and place as the President shall determine.

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 a majority of the 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, express 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, through club officers, of the policies approved by the club. All new business and policy of this club shall be considered and shaped, first by the Board of Directors for presentation to and approval by the club members at a regular or special club meeting.

2. It shall authorize all expenditures and shall not create any indebtedness beyond the current income of this club, nor authorize disbursal of club funds for purposes inconsistent with the business and policy authorized by the club membership.
3. It shall have power to modify, override or rescind the action of any officer of this club.
4. It shall have the books, accounts and operations of this club audited annually, or, in its discretion, more frequently and may require an accounting or have an audit made of the handling of any club funds by any officer, committee or member of this club. Any committee member of this club in good standing may inspect any such audit or accounting upon request at a reasonable time and place.
5. It shall appoint, on recommendation of the Finance Committee, a bank or banks for the deposit of the funds of this club.
6. It shall appoint the surety for the bonding of any officer of this club.
7. It shall not authorize nor permit the expenditure for any administrative purpose, of the net income of projects or activities of this club by which funds are raised from the public.
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 the approval of the club membership, the delegates and alternates of this club to District (Single or Sub and Multiple) and International Conventions.
10. It shall approve all fundraiser and service projects:
  - A. All event chairperson/s shall submit a formal request to the NB Lions Board for approval for such event.
    1. If approved, board will advise of any reporting requirements.
  - B. All event chairperson/s shall submit a formal request to the NB Lions Board to cancel an event providing detailed issues as the request to cancel.

## **Article 9** **Elections**

The officers of this club, excluding the Immediate Past President, will be elected as follows...

Section A. A nomination meeting shall be held in March of each year with the date and place of such meeting to be determined by the Board of Directors and notice thereof mailed to each member in good standing of this club at least ten days prior to the time of the holding thereof.

Section B. The President shall appoint a nominating committee which shall submit the names of candidates for the various club offices to the club at the nominating meeting. At this meeting nominations for all offices to be filled in the succeeding year may also be made from the floor.

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 for which he/she was nominated and for which office there was no other nominee, the nominating committee shall submit, at the election meeting, names of additional nominees 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 email and/or phone. 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 nominations may be made from the floor at the election meeting.

Section E. Subject to the provisions in Section I of this Article IX, all officers, other than the President and Directors, shall be elected annually and shall take office on July 1<sup>st</sup> and shall hold office for one year from that date, or until their successors shall have been elected and qualified.

Section F. Office of the President is a two-year term

Section G. One half of the Directors shall be elected annually and shall take office on the July 1<sup>st</sup> next following their election and shall hold office for two years from that time or until their successors shall have been elected and qualified. The exception being that at the first election held after the adoption of this 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 H. The election shall be by ballot by those present and qualified to vote. A plurality vote shall be necessary to elect.

Section I. Removal: Any officer of this club may be removed from office for good cause by a two thirds vote of the entire club membership.

## **Article 10** **Vacancies**

Section A. If the office of the President or of any Vice President becomes vacant for any reason, the Vice Presidents will 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 then call a special election giving each member in good standing a prior two week 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.

In the event of a vacancy in the office of third Vice President, such office shall remain vacant and be filled at the next annual election of officers.

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

In the event vacancies shall be of such number as to reduce the number of Directors to less than a number required for a quorum, the membership of the club shall have the power to fill such vacancies by an election held at any regular meeting of the club upon prior notice, and in the manner specified in Section B hereinafter. Such notice may be given by any remaining Officer or Director, but if none, then by any member.

Section B. In the event any officer-elect before his/her term of office commences, is unable or refuses for any reason to serve therein, the President may 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 email and/or phone. The election shall be held immediately after nominations have been closed and a plurality vote shall be necessary for election.

## **Article 11**

### **Meetings**

Section A. Regular meetings of this club shall be held no less than once in each month, at a time and place recommended by the Board of Directors and approved by the club. All meetings shall begin and end promptly at the regular set times 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 by the President at his/her discretion, and shall be called by the President when requested by the Board of Directors, at a time and place determined by the person or body requesting the same. Notice of special meetings setting forth the purpose, time and place thereof shall be given to each member of this club via email and/or phone at least ten days prior to the date thereof.

Section C. An annual meeting of this club shall be held in June of each year at a time and place determined by the Board of Directors. Newly elected officers shall be installed and awards will be given.

Section D. The presence in person of a majority of the members in good standing shall be necessary for a quorum at any meeting of this club.

Section E. Any member who fails to pay any indebtedness due this club within sixty days after receipt from the treasurer of written notice thereof shall thereon forfeit his/her good standing and shall so remain until such indebtedness is paid in full. Only members in good standing may exercise the voting privilege and hold office in this club.

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

## **Article 12**

### **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<sup>st</sup> through June 30<sup>th</sup>.

## Article 13

### **Delegates to International and District (Single or Sub and 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 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 this Association to one (1) delegate and one (1) alternate for every twenty-five (25), or major fraction thereof, of its members as shown by the records of the International Office on the first day of the month last preceding that month during which the convention is held, provided, however, that this club shall be entitled to at least one (1) delegate and one (1) alternate. The major fraction referred to in this section shall be thirteen or more members. The selection of each such delegate and alternate shall be evidenced by a certificate signed by the President or Secretary or any other duly authorized officer of this club, or in the event no such club officer is in attendance at the Convention, by the District Governor or District Governor Elect of the District (Single or Sub) of which this club is a member.

Section B. Inasmuch as all District matters are presented and adopted at the District (Single, Sub and Multiple) conventions, this club shall send its full quota of delegates to all such conventions and have power to pay the necessary expenses of such delegates attending such conventions. This club shall be entitled in each annual convention of its District (Single or Sub and Multiple) to one (1) delegate and one (1) alternate for each ten (10) members or major fraction thereof, of this club as shown by the records of the International Office of the first day of the month last preceding that month during which the convention is held, provided, however, that this club shall be entitled to at least one (1) delegate and one (1) alternate. Each certified delegate present in person shall be entitled to cast one vote of his/her choice for each office to be filled by, and one vote of his/her choice on each question submitted to the respective convention. The major fraction referred to in this section shall have five or more members.

## Article 14

### **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 15

### **Action Plan for Violations to the Ethics Code**

The New Baltimore Lions Club strives to maintain environment that encourages mutual respect and professionalism and is free from all forms of harassment, intimidation and violence.

#### Commitment

This procedure outlines the reporting process for any harassment complaint including physical, sexual, emotional, verbal and/or financial abuse. The New Baltimore Lions Club shall maintain a

policy of inclusivity that includes but not limited to gender, age, ethnicity, culture, self-identification, origin and nationality.

If you have questions or concerns about the process at any time you should contact the Club President or First Vice President.

Any person who uses this reporting and complaint procedure will be treated with dignity, respect and professionalism by the New Baltimore Lions Club. All complaints will be handled swiftly and confidentially to the extent possible in light of the need to take appropriate action. Filing a complaint in good faith will in no way be used against any member have a negative impact on the member's status. If you feel you have experienced any harassment, you are strongly urged to follow this reporting and complaint procedure as soon as possible. This procedure covers all members at meetings, conventions, sponsored events and activities.

#### How to File a Report or Complaint

The New Baltimore Lions Club encourages any individual who feels harassed, discriminated or retaliated against to initiate written complaint directly to the Club President or 1st Vice President. In cases where members face imminent danger, they should remove themselves from the dangerous situation. Members who witness this type of conduct are also encouraged to report it.

#### Treatment of Complaints

Concerns and complaints will be addressed promptly. The actions taken by the Board in response to a complaint will depend on the nature of the complaint. Upon receipt of a complaint, the Board will determine whether an investigation is appropriate, and the form it should take. Some concerns may be resolved without the need for an investigation. Depending on the concern, different internal or external people may be involved, such as the complainant (the person reporting the complaint or the subject of the harassment), respondent (person alleged to have engaged in the conduct), and any witnesses. There is a 0 tolerance to physical abuse and will result in immediate termination. Complaints must be submitted within 30 days, once submitted the Board will respond by the next scheduled meeting, not to exceed 30 days.

#### Arbitration

Should the complainant accept the respondent's apology then the matter is considered closed. Arbitration is always the preferred method of resolution, and will consist of both parties plus two Board Members. Should an amicable resolution be reached, then a record of the event shall be made describing the event and no further action will be taken. Should the arbitration be unsuccessful then the complaint will be taken to the Board. Records shall be maintained for 2 years.

#### Confidentiality

During the complaint process, the confidentiality of information received and any expressed wishes of the complainant for confidentiality will be protected to the extent as is possible. However, confidentiality cannot be guaranteed in light of boards obligation to act on the information and the need to obtain information from the respondent and to conduct a thorough and impartial investigation. In most cases, however, confidentiality will be strictly maintained by Board and those involved in the investigation. The burden of proof is on the complainant and the problem resolution is determined with both parties.

During an investigation, the complainant, respondent and all witnesses are asked to maintain the confidentiality of the investigation, including not discussing the interview or its contents with anyone. The witness should not discuss anything about the incident/matter under investigation with anyone else who may be involved and who may be a witness.

#### Non-Retaliation Policy

The New Baltimore Lions Club will not tolerate any adverse action against anyone as a result of a complaint or an investigation. The Club prohibits retaliation against any member for opposing

harassment, for reporting it, for being a witness, or involved in any part of a complaint or an investigation. Any member who retaliates will be disciplined appropriately, up to and including termination of club membership.

Any complaint or cross-complaint that is filed in bad faith may be found to be a false complaint against the person who filed the original complaint or against the respondent, and may be a separate violation of this policy and procedure. Any person who believes they are experiencing negative or adverse action as a result of a report of harassment or participation in a harassment investigation should contact the Club President or 1st Vice President immediately.

#### Resolution

At the conclusion of an investigation, and to the extent possible, the complainant and the respondent will be notified of the findings of the investigation within 1 week upon boards review. However, the investigation report itself remains confidential. Members found to have engaged in harassment or discrimination are subject to the full range of disciplinary actions, up to and including termination.

If the investigation is inconclusive or if it is determined that there has been no violation of policy but potentially problematic conduct may have occurred, appropriate action may be recommended by the Board to the Club President or 1st Vice President.

Typically, the following resolutions are implemented as appropriate:

- No action required; a written record will be maintained by the club (1st Offense)
- Suspension next meeting for 30 days, Chair/Board Loss of Position (2nd Offense)
- Immediate termination of club membership (3rd Offense)

#### Appeal Process

The complainant and the respondent may submit a written statement to the Club President or 1st Vice President, if a conflict exists, challenging the factual basis of the findings. Any such statement must be submitted no later than 14 working days after the meeting with the Club President or 1st Vice President in which the findings of the investigation are discussed. The Club President or 1st Vice President presents the evidence to the board and will respond in writing to the complaint within 30 days.

#### Records

The New Baltimore Lions Club will maintain records for a period of two years from date of occurrence, these records are expunged after the two years. These records will be maintained by any and all active club secretaries.

## Article 16

### Amendments

Section A. AMENDING PROCEDURE. These by-laws may be altered, amended, or repealed at any regular or special meeting of by a majority (50% + 1) of the members (attending) present in person and voting. The vote will be done by secret ballot.

Section B. NOTICE. No amendment shall be put to vote unless written notice thereof, stating the proposed amendment shall be emailed and/or phoned to each member of this club at least two weeks prior to the meeting at which the vote on the proposed amendment is to be taken.

# **By Laws**

## **#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.

## **#2**

Except to further his/her progress in Lionism, no officer or member of this club shall use his/her 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 purposes and objects.

## **#3**

Funds may not be solicited from members of the club during meetings. Any member can request a donation for charitable purposes by completing and submitting the Donation Request Form. Any request of funds in the excess of \$300.00 will be reviewed and approved by the Board of Directors and then submitted for approval by the general membership. Donations under \$300.00 can be approved by the Board of Directors

## **#4**

Section A. The following Standing Committees may be appointed by the President...

### **Administrative Committees**

1. Attendance
2. Constitution and By Laws
3. Convention
4. Finance
5. Lions Information
6. Program
7. Greeter
8. Leadership Development

### **Activities Committees**

1. Citizenship Services
2. Educational Services
3. Sight Conservation and work with the blind
4. Health Services
5. Social Services
6. Recreational Services
7. Public Services
8. International Services

9. Hearing and speech action and work with the deaf

Section B. Special committees, from time to time, the President may appoint, with approval of the Board of Directors, such special committees as may be necessary in his/her judgement of the Board of Directors.

Section C. The President shall be an ex-officio member of all committees.

Section D. All committees shall consist of a chairperson/co-chair subject to section B above, and as many members as shall be considered necessary by the president.

Section E. Each committee, through its chairman, shall report, either verbally or in writing, to the Board of Directors.

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

**#5**

Any By Law except By Laws #1 and #2 may be suspended at any meeting of the club at which a quorum is present by the unanimous vote of all members present.

**#6**

A member must sing for the entire club at the meeting closest to his/her birthday or the member may choose to pay a \$5.00 fine. The club will then sing Happy Birthday to the member paying the fine. Money will go to the Tail Twister.

**#7**

Dinners or any activity that members commit to attend, either verbally or in writing, shall become the financial responsibility of said members. Failure to attend shall not diminish any member's responsibility.

**#8**

Tail Twister monies, 50/50, Joker Poker and fines will be deposited by the Treasurer into the Administrative Account. If there is a balance remaining at the end of the year, the Tail Twister will arrange a Tail Twister activity.

**#9**

The President, Secretary and Treasurer shall be District and International Convention delegates. Any additional Lions will be selected from members in good standing. If there is a remaining balance available it will be equally distributed from the Admin Account.

**EXHIBIT A**  
**MEMBERSHIP CATEGORY CHART**

CATEGORY	PROMPT PAYMENT OF DUES (CLUB, DISTRICT AND INTERNATIONAL)	PARTICIPATION IN CLUB ACTIVITIES	CONDUCT REFLECTING FAVORABLE IMAGE	ELIGIBILITY TO SEEK CLUB, DISTRICT OR INT'L OFFICE	VOTING PRIVILEGES	DELEGATE AT DISTRICT OR INT'L CONVENTION
ACTIVE	YES	YES	YES	YES	YES	YES
AFFILIATE	YES	YES, WHEN ABLE	YES	NO	CLUB MATTERS ONLY	NO
ASSOCIATE	YES, CLUB ONLY	YES, WHEN ABLE	YES	NO	DISTRICT CONVENTION (PRIMARY) CLUB MATTERS ONLY (BOTH)	NO
HONORARY	NO, CLUB PAY APPLICABLE INT'L AND DISTRICT DUES	YES, WHEN ABLE	YES	NO	NO	NO
LIFE	YES, DISTRICT & CLUB ONLY - NO INT'L DUES OBLIGATIONS	YES, WHEN ABLE	YES	YES, IF FULFILLS OBLIGATIONS OF ACTIVE MEMBER	YES, IF FULFILLS OBLIGATIONS OF ACTIVE MEMBER	YES, IF FULFILLS OBLIGATIONS OF ACTIVE MEMBER
MEMBER AT LARGE	YES	YES, WHEN ABLE	YES	NO	YES, CLUB MATTERS ONLY	NO
PRIVILEGED	YES	YES, WHEN ABLE	YES	NO	YES	YES