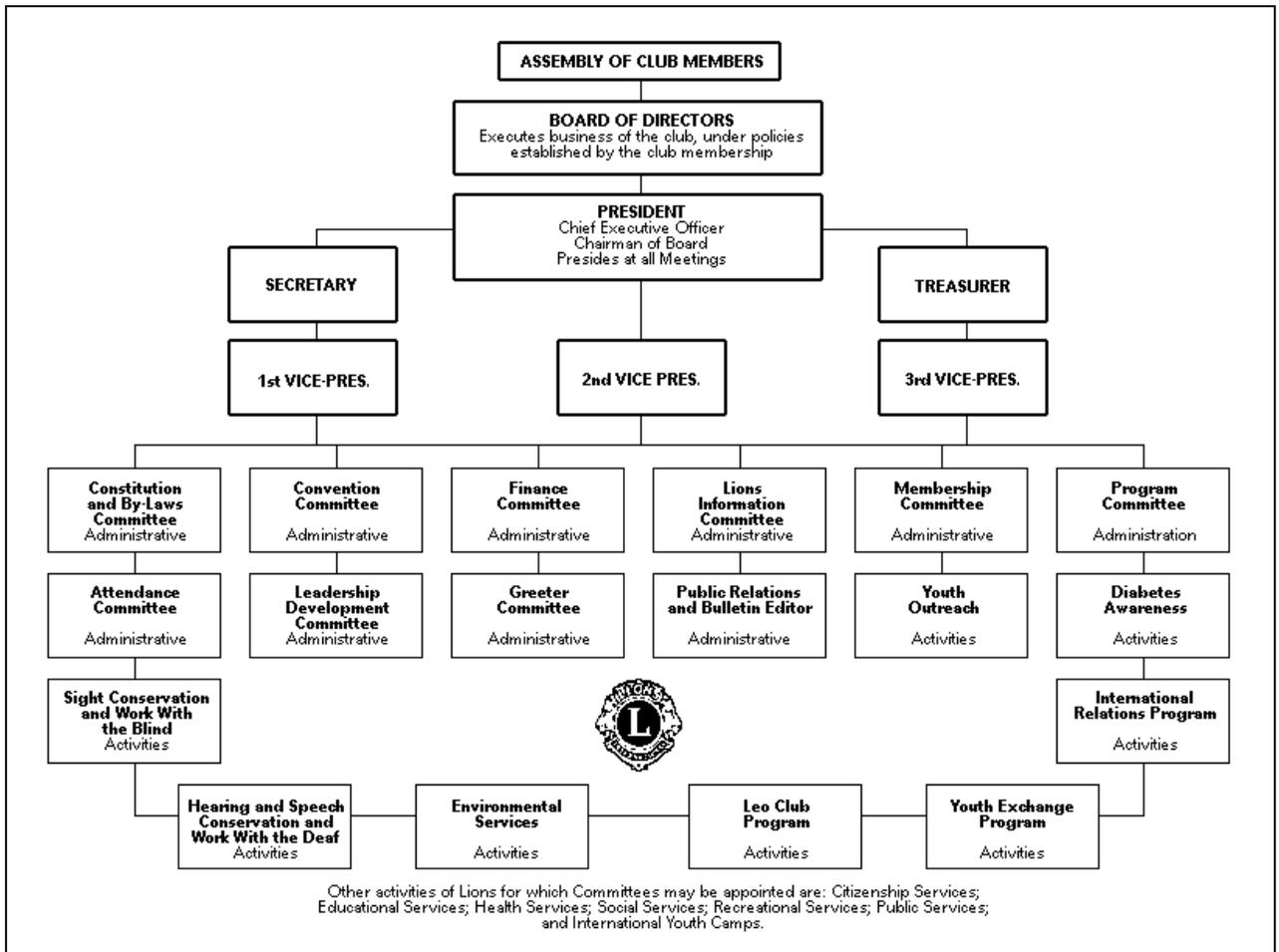


SECTION ONE: THE LOCAL LIONS CLUB

The local Lions club is the most important unit of the Lions Clubs International organization. Without each of the local Lions clubs there could be no Lions Clubs International.

Club organization and duties of officers. A Lions club is governed by a board of directors, normally consisting of a president as chief executive officer, the immediate past president, three vice presidents, a secretary, a treasurer, a Liontamer, a tail twister, four or more directors, and a membership director. Officers are elected annually for a term coinciding with the association's fiscal year. Directors are elected for two-year terms. Clubs are requested to hold at least one board of directors meeting each month



Club projects and activities are originated and led by club committees under the direction of a committee chairman. The chairman and committee members are generally appointed by the president. There are two general classifications of club committees: administrative and activities-based.

Examples of administrative committees include: attendance, constitution and by-laws, convention, finance, greeter, leadership development, Lions information, membership, program and public relations-bulletin editor. Activities committees are set up to address specific community needs or problems as well as to provide support for international services.

Vice presidents of local clubs are usually assigned responsibility for the supervision of the various committees.

The chairmen of each committee will call periodic meetings of their group, and are frequently asked to attend board meetings to report their progress to the officers and directors. They also present reports to the general membership.

The President serves as the club's chief executive officer and presides at all meetings of the club and the board of directors. The president issues the call for regular and special meetings in accordance with the club's by-laws or procedures, plans the agenda and ensures that the status of each committee activity is reported. It is also the responsibility of the president to see that regular elections are duly called, noticed and held. The president cooperates with, and is an active member of the District Governor's Advisory Committee of the zone in which the club is located.

The Immediate Past President, along with other past presidents, serves as an official greeter of members and their guests at club meetings and represents the club in welcoming new people into the community served by the club.

The Vice Presidents: In the event that the president should be unable to perform the duties of office for any reason, the vice president next in rank occupies the position and performs the duties with the same authority as the president. Each vice president, under the direction of the president, oversees the functioning of various committees of the club.

The Secretary, under the supervision and direction of the president and board of directors, acts as a liaison officer between the club and both the district and International Headquarters. Responsibilities of the secretary include:

1. Submitting regular monthly and other reports to International Headquarters that contain information that may be requested by the board of directors of the association.
2. Submitting required reports to the district governor's cabinet, including copies of Membership and Activities reports.
3. Being an active member of the District Governor's Advisory Committee of the zone in which the club is located.
4. Obtaining and maintaining general records of the club, including minutes of club and board meetings, attendance, committee appointments, elections, classifications (if any), addresses and telephone numbers of members and club member accounts.
5. Issuing statements to each member for dues and other financial obligations owed to the club. Submitting collected funds to the club treasurer.
6. Giving bond for the faithful discharge of the office in such sum and with such surety as determined by the board of directors.

The Treasurer is responsible for all club financial matters. Responsibilities include:

1. Receiving all monies, from the secretary and otherwise, and depositing the same in a bank or banks recommended by the finance committee and approved by the board of directors.
2. Paying club obligations only on the authority given by the board of directors. All checks and vouchers are signed by the treasurer and countersigned by one other officer who is chosen by the board of directors.
3. Having custody and maintaining general records of club receipts and disbursements.
4. Preparing and submitting monthly and semiannual financial reports to International Headquarters and the board of directors of the club.
5. Giving bond for the faithful discharge of the office in such sum and with such surety as determined by the board of directors.

The Lion Tamer serves as custodian of club property. Responsibilities include:

1. Having charge of and being responsible for the property and paraphernalia of the club including such items as flags, banners, gongs, gavels, song books and button boards.
2. Ensuring proper placement of club paraphernalia prior to each meeting and returning the items to the appropriate storage area after the meeting.
3. Serving as sergeant-at-arms at meetings.
4. Seeing that meeting attendees are properly seated.
5. Distributing bulletins, favors, and literature as required at club and board meetings.
6. Giving special attention to assure that new members sit with a different group at each meeting so that they may become better acquainted.

The Tail Twister serves to promote harmony, good fellowship, life and enthusiasm at club meetings through appropriate stunts and games and the judicious imposition of fines on members. The tail twister may not be fined except by the unanimous vote of all members present. Any funds collected by the tail twister are immediately turned over to the treasurer.

The Membership Chairman serves as the chairman of the membership committee. Responsibilities of the membership chairman include:

1. Development of a growth program specifically for the club and presented to the board of directors for approval.
2. Regular encouragement at club meetings to bring in new quality members.
3. Implementation of proper recruitment and retention procedures.
4. Preparation and implementation of orientation sessions.
5. Development and implementation of a plan to reduce the loss of members.
6. Coordination with other club committees in fulfilling these responsibilities.
7. Serving as a member of the club's board of directors.

The meaning of membership. Membership in a Lions club means members have the opportunity to meet and work with other individuals in a spirit of fellowship, striving toward a common ideal or goal. Through this "concern for others," members have the opportunity to make suggestions, give opinions and, often, take the initiative and show their capacity for leadership.

Club expectations of new members. New members are expected to give freely of their time and energy whenever possible. They are expected to attend club meetings (unless they are ill or out-of-town), be available for committee assignments, be knowledgeable about the aims and objectives of Lions and to support all club officers at all times.

Attendance requirements, attendance awards. All active members are requested to attend meetings regularly. Annual 100% perfect attendance awards may be purchased by the club and given to members who maintain perfect attendance.

Chevron awards. Lion members who have maintained continuous membership in the organization for ten or more years will receive the Monarch Chevron Award.

Members with a lapse of more than six months have not maintained continuous membership. Therefore they are not eligible to receive a Chevron Award.

Guests at meetings. Meals for guests at meetings are generally paid for by the Lion who extend the invitation, unless previously agreed upon by the club to absorb the expense, which frequently happens in the case of a speaker or a prospective new member. The guest must be introduced by the Lion member at the time of the general introductions.

Elections. A meeting for the nomination of club officers and directors is held each year in March. The president appoints a nominating committee. This committee proposes the names of candidates for each club office to the members at the nominating meeting. At this meeting nominations for all offices can be made from the floor. Elections are held in April of each year.

All officers of the club are elected annually, taking office on July 1st. They hold office for one year, or until their successors are elected and qualified. Directors, however, are elected every other year. Terms of office begin on July 1st.

Each club should elect a three-person membership committee. The committee should include a member, a vice chairman and a chairman. The chairman would automatically become a director on the board. After the first year, only one Lion is elected to replace the member of the committee who would step up to become the vice chairman, while the current vice chairman would move up to the position of chairman and membership director. In essence, each Lion would serve for a total of three years, thereby maintaining continuity in the membership efforts of the club.

Dues. Each club assesses an entrance fee and annual dues. These entrance fees and annual dues are used for administrative purposes. Each year after the annual dues are collected from the members, a portion goes to the district as district dues and a portion to Lions International as International dues, and a portion stays with the club as club dues. District dues and International dues are each billed semi-annually by the district and Lions International.

Activities funds must be kept separate from administrative funds. The activities funds of a Lions club, consisting of funds raised from the public through club projects, may only be expended to satisfy a community or public need.

Preferably, dues should be collected from the individual member on a semiannual basis. Dues statements should be mailed on or near January 1st and July 1st of each year.

Club calendar, club bulletin. The program committee is responsible for maintaining a calendar of events and making that calendar available to the club membership.

Each Lions club should prepare a club bulletin or newsletter. The bulletin is one way in which members are kept informed of the club's activities.

Membership October Growth Award Program. Each Lion who sponsors one or more new members during the month of October is entitled to receive a lapel pin. The pin, redesigned each year to reflect the International President's theme, is sent automatically to the club secretary or president for presentation. The October Growth Award program is an excellent way to kick-off a year-long effort to bring in new members.

Inter-Club visits. In a spirit of fellowship, all clubs are encouraged to visit each other whenever possible. These visits give the visitors the opportunity to see how other clubs conduct their meetings and to see what projects are being worked on. To qualify as an Inter-Club visit the visitor club needs to take at least four of its members to the host club's regular meeting.