

by the committee and presented to the Board for their approval.

The committee shall consist of a minimum of 5 and a maximum of 7 members – one of whom is the President of the Club.

I. COMMUNITY SIGN COMMITTEE shall serve as liaison between the club and the Chamber of Commerce.

J. CLUB COMMUNICATIONS shall be responsible for the Club newsletter, web site, and all media as needed.

K. SPECIAL COMMITTEES for specific assignments may be formed from time to time and appointed by the President.

6. These By Laws may be altered or amended at any regular business meeting of the Club at which there is a quorum present, by a two-thirds vote of the members present, provided the Board of Directors has previously considered the merits of the alteration or amendment.

7. No amendment or alterations shall be put to vote unless written or electronic notice shall have been mailed or transmitted to each member at least two weeks previous to the meeting at which the amendment or alterations is to be voted on, said notice to state the proposed amendment or alteration.



Crystal Lake Lions Club Constitution & By Laws

Amended April 11, 2011

CRYSTAL LAKE LIONS CLUB

CONSTITUTION & BY LAWS

Adopted 5/9/55

Amended 5/9/55

Amended 5/23/60

Amended 5/22/61

Amended 5/14/62

matters to the Board of Directors. Together with the Treasurer it shall work to promote the financial well being of the Club.

D. MEMBERSHIP AND ATTENDANCE COMMITTEE shall be responsible for encouraging membership in the Club and encouraging current members to attend meetings, activities, and functions. The Chair of this committee shall be the Second Vice President.

E. PUBLICITY COMMITTEE shall keep the public informed regarding all phases of the Club and its activities.

F. PROGRAM COMMITTEE shall assist the President in the program for the regular meetings of the Club by being responsible for the securing of speakers, entertainment features or other activities in connection with the handling of programs.

G. FUND RAISING PROJECTS COMMITTEE(S) shall be appointed by the President and shall, with the supervision of the First Vice President, oversee the major fund raising activities of the Club. These committees may change from time to time as the Club utilizes differing formats for fund raising.

H. DONATIONS COMMITTEE shall respond to and seek requests from the local community for financial assistance to needy organizations and/or individuals. Priority is for sight and hearing needs, but is not limited to that. Except for emergency situations, all Club donations must first be approved

meetings.

Amended 5/13/63

Each committee, through its chair or designated representative, shall report either verbally or in writing to the Board of Directors as requested.

Amended 5/24/71

5. The duties of the committees are defined as follows:

Amended 2/8/88

A. SIGHT AND SOUND COMMITTEE shall by building and maintaining a file of available data, be a source of information for everyone in the area regarding facilities for aid to the sight and hearing impaired. It shall oversee publicizing and implementing of the Lions-sponsored programs for the sight and hearing impaired.

Amended 4/11/11

B. CONSTITUTION AND BY LAWS COMMITTEE is an advisory committee to the Board of Directors. Its duties are largely interpretive in nature and it acts generally only when called upon to do so by the Board. It should see that the Board and Club operate in a constitutional manner and, if and when changes in the Constitution and By Laws may appear to be necessary, it shall make such recommendations to the Board.

C. FINANCE AND BUDGET COMMITTEE shall prepare the Club's administrative budget and oversee prompt collection of the dues and payment of bills. It shall be consulted by other committees formulating plans for raising money to promote their activities. It shall advise and assist the Treasurer when requested. This committee shall act in an advisory capacity on financial

ARTICLE 1

NAME

The name of this organization shall be the Crystal Lake Lions Club, Inc., an Illinois Not-For-Profit Corporation, chartered by and under the jurisdiction of The International Association of Lions Clubs.

ARTICLE II

PURPOSES AND OBJECTIVES

The objectives of this club shall be:

A. To create and foster a spirit of understanding among the peoples of the

world.

- B. To promote the principles of good government and good citizenship.
- C. To take an active interest in the civic, 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 people to serve their community without personal financial reward, and to encourage efficiency and promote high ethical standards in commerce, industry, professions, public works and private endeavors.
- G. To embrace Lions Clubs International Code of Ethics.

ARTICLE III

MEMBERSHIP

SECTION A. Any adult person of good moral character and good standing in the area shall be eligible for membership.

4. The following committees may be appointed by the President:

- (A) Sight and Sound
- (B) Constitution and By Laws
- (C) Finance and Budget
- (D) Membership and Attendance
- (E) Publicity
- (F) Program
- (G) Fund Raising Projects Committee(s)
- (H) Donations
- (I) Community Sign
- (J) Club Communications
- (K) Special Committees for specific assignments as approved by the

Board of Directors.

Other committees may be appointed by the President with the approval of the Board of Directors as the activities of the Club warrant. They may also be deleted by the Board of Directors when their purpose has been served.

The President shall be ex-officio member of all committees and shall be notified, by the committee chair, of the time and place of all committee

this club at least two weeks previous to the meeting at which the amendment is to be voted on, said notice to state the proposed amendment.

BY LAWS

1. This Club, at no time, shall endorse or recommend any candidate, platform or political issue nor shall partisan politics nor sectarian religion be debated in the meetings of this Club.
2. No officer or member of this Club shall use it as a means for furthering any personal, political or other aspirations, nor shall the Club, as a whole, take part in any movement not in keeping with the real purpose and objects of the Club.
3. No funds shall be solicited from members of the Club during the meetings by any individuals who are not members of the Club. Any suggestion or proposition made at any meeting of the Club calling for the expenditure of money for other than the regular obligations, shall be referred to the Finance and Budget Committee, which acts in an advisory capacity in financial matters to the Board of Directors.

SECTION B. Membership shall be classed as Active and At Large.

SECTION C. An active member 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 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 dues, participation in club activities and conduct reflecting a favorable image of this Lions Club in the community.

SECTION C-1. A leave-of-absence may be granted by the Board of Directors to an Active member for a term not to exceed six months because of illness-or for other acceptable reasons after the member's written request has been received and approved by the Board of Directors. The Board may renew or extend such leave provided the written request for such extension is received and approved by the Board of Directors.

SECTION D. Member at Large: A Member at Large status may be granted to members who have performed outstanding service to this Club and upon whom the Club may desire to confer this special distinction. The election of a member to this classification shall be subject to the approval of the Board of Directors.

SECTION E. Membership shall be acquired by invitation only. Nominations shall be made on blanks provided by Lions Clubs International and shall be signed by a member in good standing who shall act as sponsor. No prospective new member shall be invited to join the Club until after their application has been approved by the Board of Directors. The sponsoring member shall give the name of the prospect to the Second Vice President who will submit said application to the Board of Directors for approval. If this approval is granted, then the prospect can be invited to become a member of the Club. A properly filled out application form, together with a check for the initiation fee, must be in the hands of the Secretary before the individual can be officially inducted into the Club or reported to Lions International as a member.

SECTION F. An applicant for reinstatement to membership in this Club shall be passed upon by the Board of Directors in the same manner as a prospective new member.

SECTION G. A Lion currently a member of another Lions Club can apply for membership in this Club by following the guidelines as prescribed in the transfer policy of Lions Clubs International

ARTICLE IV

FEES AND DUES

SECTION E. For purposes of membership and attendance, July 1 shall be considered the beginning of the Club year.

ARTICLE XII

PARLIAMENTARY PRACTICES

In the absence of rules in this Constitution or in the By Laws of this Club, the proceedings of the Club Board of Directors meetings, as well as the Club meetings, shall be conducted in accordance with established parliamentary procedure.

ARTICLE XIII

AMENDMENTS

SECTION A. This Constitution may be amended at any regular meeting of the Club at which there is a quorum by a two-thirds vote of the members present, provided the Board of Directors has previously considered the merits of the amendment.

SECTION B. No amendment shall be put to vote unless written or electronic notice shall have been mailed or transmitted to each member of

Actions of the Board of Directors may be overruled or modified by a majority vote of the membership in attendance at regular meetings.

ARTICLE XI

MEETINGS

SECTION A. This Club shall hold regular meetings twice each month from September through June, at the time and place as determined by the Board of Directors (exceptions are months of June and December, during which only one meeting is held). Such meetings shall constitute the regular meetings of the Club. They shall begin promptly and close promptly at the time set by the Board of Directors.

SECTION B. The first meeting of the month shall be considered as the regular business meeting of the Club. The second meeting of the month shall be considered as the program meeting.

SECTION C. Special meetings may be called when considered necessary by the Board of Directors.

SECTION D. An attendance of 51% of the Active members, exclusive of those members on leave-of-absence, shall be necessary for a quorum at any meeting of this Club.

SECTION A. There shall be an initiation fee, the amount to be set from time to time by the Board of Directors, for each new member of this Club, which fee shall be paid before the Secretary shall be permitted to report the new member to Lions International.

SECTION B. The annual dues of this Club for each Active member shall be determined by the Board of Directors and are payable quarterly in advance.

SECTION C. Members at Large, so elected, and Active members on leave-of-absence, shall not be required to pay Club dues. They shall, however, pay for meals served at meetings which they attend and shall pay any other special expense assessed against regular Active members of this Club including International, State, and District dues.

SECTION D. This Club shall pay dues to Lions International, State, and District for each Active and Member at Large member in the amounts as levied from time to time by these organizations.

SECTION E. Any Club member may bring a prospective member to two regular Club meetings without charge for meals.

SECTION F. Visiting Lions from other Clubs, on official business of Lionism, shall be guests of the Club.

ARTICLE V

RESIGNATION

Resignation of any member shall become effective upon written notice to the Club providing all amounts due the Club, as of the date of resignation, have been paid and said resignation is approved by the Board of Directors.

ARTICLE VI

FORFEITURE OF MEMBERSHIP

SECTION A. The Treasurer shall submit to the Board of Directors the name of any member who is 60 days or more delinquent in the payment of dues or other indebtedness to the Club. The Treasurer shall send said delinquent member a past due notice of said delinquency or indebtedness payable within 30 days. If no response is received within this 30 days, the Board of Directors shall take whatever action they deem appropriate.

SECTION B. A member may be expelled for cause by a $\frac{3}{4}$ vote of the entire Board of Directors.

ARTICLE VII

- hold regular monthly meetings.
- hold special meetings when called by the President of the Club or by the written request of five members of the Board.
- designate a bank or banks for the deposit of the funds of the Club.
- receive committee reports and recommendations and shall submit to the Club, recommendations which it has approved affecting the administrative or activities policies of the Club.
- determine the time and place of the regular Club meetings and shall have the authority to call any special meetings considered necessary.
- name the delegates and alternates to the District, State, and International Conventions.
- have the books and accounts audited annually, or more often at its discretion.
- offer to the general membership the opportunity to provide input at all Board meetings.

A majority vote of the Board of Directors shall govern, except where otherwise provided. The Board of Directors shall have the power to overrule or modify the action of any officer of the Club.

No member shall be fined more than twice at any one meeting. The tail twist-ers shall also promote fun and laughter at the meetings by the inaugura-tion of appropriate stunts and games. All monies collected by the Tail Twisters shall be immediately turned over to the Treasurer. All such monies shall be used for the primary purpose of defraying the cost of the Region and District Meetings, Convention expenses, and social dinners.

SECTION K. THE PAST PRESIDENTS. The five most recent Past Presidents of the Club who are regular members of the Club and willing to serve shall be members of the Board of Directors and shall perform such duties as assigned by the President.

SECTION L. THE BOARD OF DIRECTORS shall:

- constitute the Executive Board of the Club and shall be responsible for the execution, through its officers, of the authorized policies of the Club.
- all new business of the Club shall first be considered and shaped by the Board of Directors for presentation to the Club members at the regular meetings if, in the opinion of the Board, it is advisable to do so.
- authorize all expenditures and shall not create any indebtedness beyond the anticipated income of the Club, nor disburse funds for purposes non-essential to the objects of the Club.

OFFICERS

SECTION A. The officers of this Club shall be: President, First Vice-President, Second Vice-President, Third Vice-President, Secretary, Treasurer, Lion Tam-er, Tail Twister, and Assistant Lion Tamers and Tail Twisters as needed. These officers, together with the immediate five Past Presidents of the Club shall constitute the Board of Directors.

SECTION B. A majority of the Board of Directors shall constitute a quorum.

ARTICLE VIII

ELECTIONS

SECTION A. In February of each year, the President shall appoint a nominating committee for the purpose of proposing the names of candidates for the various Club offices.

SECTION B. The report of the nominating committee shall be presented to the Club at the first meeting in March. At this meeting, nominations from the floor may also be made.

SECTION C. The election of officers shall be held at the second meeting in March by those Active members present and qualified to vote. The person receiving the majority of votes cast for a particular office shall be declared

elected.

SECTION D. The newly elected slate of officers shall be installed at the first meeting in June and will take office effective July 1 following said installation.

ARTICLE IX

QUALIFICATIONS OF OFFICERS

SECTION A. No person shall be eligible to hold office or be appointed to a committee in this Club unless he is an Active member in good standing.

SECTION B. No officer or director shall receive any compensation for any service rendered this organization.

SECTION C. An officer may be removed from office for cause by a three-fourths vote of the Board of Directors.

ARTICLE X

DUTIES OF OFFICERS

SECTION A. THE PRESIDENT shall be the Chief Executive Officer of the Club. and shall:

- preside at all meetings and shall be chairman of the Board of Directors.

same in a bank or banks approved by the Board of Directors.

- pay out monies only on the authority of the Board of Directors. (All checks and vouchers must be signed by any two officers as designated by the Board of Directors)

- prepare and submit monthly financial reports to the Board of Directors and the Club.

- work with the Finance and Budget Committee to promote the financial well being of the Club.

SECTION I. THE LION TAMER(S) shall be in charge of and responsible for the Club's property and paraphernalia. They shall see that flags, gong, gavel, bulletins, literature and public address system are properly placed. They are the sergeants-at-arms at regular meetings. They shall see that those present at meetings are properly seated. They shall also be responsible for maintaining an updated member name badge file.

SECTION J. THE TAIL TWISTER(S) shall keep harmony, good fellowship, life and enthusiasm in the meetings. They shall collect fines from the members and there shall be no appeal from their decision in imposing a fine. The tail twisters may not be fined except by unanimous vote of the members present.

To the Club:

- The Secretary shall keep the general Club records including minutes of Club and Board meetings, committee appointments, officer's list, attendance records, list of members showing their classifications, addresses and telephone numbers, and send out notices of meetings to members and such other correspondence as may be required by the President or the Board.
- The secretary shall check the Post Office Box regularly, opening all mail and making immediate distribution to the officers concerned.
- In cooperation with the President, shall keep the membership informed through a regular bulletin containing meeting announcements, news about members, and club activities, and maintain a record of each club member's service activities, attendance and awards.

SECTION H. THE TREASURER shall:

- be responsible for maintaining all Club accounts.
- keep a detailed record of Club receipts and disbursements.
- issue regular quarterly statements to each member 15 days prior to the beginning of each quarter for dues and other financial obligations to the Club, shall collect from members and others all monies due the Club and deposit the

- issue the call for the meetings of the Board of Directors or any special meetings of the Club.
- appoint all regular and special committees and shall act as ex-officio member of each of these committees.
- see that these committees function and shall cooperate with the committee chairmen towards that end.
- call for regular committee reports.
- see that the regular election is held in accordance with Article VIII.
- cooperate with, and be an active member of the District Governor's Advisory Committee of the Region in which this Club is located.

SECTION B. If for any reason the President is unable to perform the duties of the office, the First Vice-President shall occupy this position and perform these duties, having the same authority as the President.

SECTION C. If for any reason the office of President shall become vacant, the First Vice-President shall become President. Should a vacancy occur in the office of First Vice-President the Second Vice-President shall be advanced. In case of a vacancy in the office of the Second Vice-President, or any other office, the Board of Directors shall appoint a qualified member to fill the unexpired term of that office.

SECTION D. THE FIRST VICE PRESIDENT shall:

- supervise and monitor all special fund-raising activities of the Club.
- serve in the absence of the President and, if the office of President shall become vacant, succeed as President of the Club to serve for the unexpired term of the President.

SECTION E. THE SECOND VICE-PRESIDENT shall also be the Membership Chair and in the absence of the President and the First Vice-President, shall occupy the position of President and in the event of a vacancy in the office of First Vice-President shall succeed to that office and serve for the unexpired term.

SECTION F. THE THIRD VICE-PRESIDENT shall be a member of the Donations Committee and, under the direction of the President, shall oversee the functioning of other such committees of this Club as the President shall designate.

SECTION G. THE SECRETARY shall be under the supervision and direction of the President and the Board of Directors. The duties, in general, shall be as follows:

To Lions International, he/she shall submit:

- Regular monthly membership reports, showing:

Names and classifications of new members elected during the preceding month.

Names of members resigned or dropped during the month and changes in address or classification.

Number of active members on the last day of each month.

Any changes of address, phone number, email address, etc.

- Annual report showing:

Activities undertaken by the club.

Date of each meeting of the club and attendance at same.

(NOTE: The monthly reports should be submitted as required by Lions Clubs International with copies to those District Officers designated by the District Governor.)

- Newly elected officers and committee chairmen required by Lions Clubs International. (Form PU-101 by May 1)

To the District:

- Shall keep in touch with the District Governor and submit such reports as may be required by the District Governor's organization and shall cooperate with and be an active member of the District Governor's Advisory Committee of the Region in which this Club is located.