

MULTIPLE DISTRICT 112C

**LIONS CLUB BRUSSELS HERALDIC  
CONSTITUTION AND BY-LAWS**

**ARTICLE I.**

Section 1. **NAME.** The name of this organisation shall be the LIONS CLUB OF BRUSSELS HERALDIC, chartered by, and under the jurisdiction of, The International Association of Lions Clubs (hereinafter referred to as "the Association").  
Section 2. **SLOGAN.** Its slogan shall be: Liberty, Intelligence, Our Nation's Safety.  
Section 3. **MOTTO.** Its motto shall be: We serve.

**ARTICLE II**

**Purposes**

The purposes of this club shall be:

- A. To create and foster a spirit of understanding among the peoples of the world.
- B. To promote the principle of good government and good citizenship.
- C. To take an active interest in the civic, cultural, social and moral welfare of the community.
- D. To unite the members 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 endeavours.

### **ARTICLE III.**

#### **Membership**

Section 1. **ELIGIBILITY FOR CLUB MEMBERSHIP.** Subject to the provisions of Article 1 of the by-laws, any person of legal majority and good moral character and good reputation in his community may be granted membership in this Lions club. Wherever the male gender or pronoun presently appears in this Constitution and By-Laws, it shall be interpreted to mean both male and female persons.

Section 2. **MEMBERSHIP BY INVITATION.** Membership in this Lions club shall be acquired by invitation only following the procedure given in **Attachment No 1. Joining Procedure.**

A properly filled out membership form and the entrance fee must be in the hands of the secretary before a member may be officially inducted into the club or be reported to the association as a Lion member.

### **ARTICLE IV**

#### **Forfeiture of Membership**

Any member may be expelled from the club for cause by a two-thirds vote of the entire board of directors.

### **ARTICLE V**

#### **Officers**

Section 1. **OFFICERS.** The officers of this Club shall be a president, immediate past president, vice-president (welfare), vice-president (activities), vice-president (membership), vice-president (social events and Lion tamer), secretary, treasurer, tail twister and web master and all other elected directors.

Section 2. **REMOVAL.** Any officer of this club may be removed from office for good cause by two-thirds vote of the entire club membership.

### **ARTICLE VI**

#### **Board of Directors**

Section 1. **MEMBERS.** The members of the board of directors shall be the president, immediate past president, vice-president (welfare), vice-president (activities), vice-president (membership), vice-president (social events and Lion tamer), secretary, treasurer, tail twister

and web master and all other elected directors.

Section 2 **QUORUM.** The presence in person of a majority of the directors shall constitute a quorum at any meeting of the board of directors. Except as otherwise specifically provided, the act of the majority of the directors present at any meeting of the board shall be the act and decision of the entire board of directors.

Section 3 **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:

(a) It shall constitute the executive board of this club and be responsible for the execution, through the 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.

(b) It shall authorise all expenditures and shall not create any indebtedness beyond the current income of this club, nor authorise disbursement of club funds for purposes inconsistent with the business and policy authorised by the club membership.

(c) It shall have power to modify, override or rescind the action of any officer of this club.

(d) It shall have the books, accounts and operations of this club audited annually or, at its discretion, more frequently and may require an 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 any such audit or accounting upon request at a reasonable time and place.

(e) It shall appoint, on recommendation of the finance committee, a bank or banks for the deposit of the funds of

(f) It shall appoint the surety for the bonding of any officer of this club.

(g) It shall not authorise, 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.

(h) 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.

(i) It shall name and appoint, subject to approval of the club membership, the delegates and alternates of this club to district (single or sub- multiple) and international conventions.

(j) It shall maintain at least two separate funds governed by generally accepted accounting practices. The first fund to record administrative monies such as dues, tail twisting fines and other internally raised club funds. A second fund shall be established to record activity or public welfare monies raised by asking support from the public. Disbursement from such funds shall be in strict compliance with Section (g) of this article.

(k) The president and treasurer for the following year, elected at the appointed meeting, will become members of the current board of directors to familiarise themselves with the direction, budget and plans which lead into their year of office.

## **ARTICLE VII**

### **Delegates to International and District Conventions**

Section 1. **DELEGATE ENTITLEMENT INTERNATIONAL CONVENTION** Inasmuch as International Association of the Lions Clubs International 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 (13) 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 authorised 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 2. DELEGATE ENTITLEMENT DISTRICT/MULTIPLE DISTRICT CONVENTION.** 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 who have been enrolled for at least one year and a day in this club, 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 the delegate's choice (unless otherwise instructed by the club) for each office to be filled by, and one vote of the delegate's choice (unless otherwise instructed by the club) on each question submitted to, the respective convention. The major fraction referred to in this section shall be five (5) or more members.

## **ARTICLE VIII**

### **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 constitution and by-laws, or the expulsion of a member from the club, or any other matter whatsoever which cannot be satisfactorily resolved by other means shall be settled by dispute resolution as given in the current STANDARD FORM of LIONS CLUB CONSTITUTION AND BY\_LAWS issued by the INTERNATIONAL ASSOCIATION OF LIONS CLUBS.

## **ARTICLE IX**

### **Amendments**

Section 1. **AMENDING PROCEDURE** This constitution may be amended at any regular or special meeting of this club, at which a quorum is present, by the affirmative vote of two thirds (2/3) of the members present in person and voting, provided the board has previously considered the merits of the amendments.

Section 2. **NOTICE** No amendment shall be put to the vote, unless written notice thereof, stating the proposed amendment, shall have been mailed or delivered personally to each member of this club at least fourteen calendar days prior to the meeting at which the vote on the proposed amendment is to be taken.

## **BY-LAWS**

## **ARTICLE I**

### **Membership**

Section 1. **CLUB SPIRIT.** It is agreed that the spirit of the club is internationalism. Therefore the club should have an open, creative atmosphere in which members can learn from a broad range of cultures. The club and its membership committee should therefore strive to attract potential members from as wide a spectrum of ages nationalities, cultures, professions and occupations as possible

### Section 2. **MEMBERSHIP CATEGORIES**

(a) **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 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 favourable image of this Lions club in the community.

(b) **MEMBER-AT-LARGE:** A member of this club who has moved from the community, or because of

health or other legitimate reason, is unable to attend club meetings regularly and desires to retain membership in this Lions club, and upon whom the board of directors of this Lions club desires to confer this status. This status shall be reviewed each six (6) months by the board of directors of this club. A Member-at-Large shall not be eligible to hold office or to vote in district or international meetings or conventions, but will pay such dues as the local club may charge, which dues shall include district and international dues.

(c) **HONORARY:** An individual, not a member of this Lions club, having performed outstanding services for the community or this Lions club, upon whom the club desires to confer special distinction. This club shall pay entrance fees and international and district dues on such a member, who may attend meetings, but shall not be entitled to any privileges of active membership.

(d) **PRIVILEGED:** A member of this club, who has been a Lion fifteen or more years, who, because of illness, infirmities, advanced age or other legitimate reason, as determined by the board of directors of this club, must relinquish his active status. A Privileged Member shall pay such dues as the local club may charge, which dues shall include district and international dues. He 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.

(e) **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 who is critically ill or any member of this club who has maintained such continuous active membership for 15 or more years and is at least 70 years of age may be granted Life Membership in this Club upon :

(a) recommendation of this club to the association,

(b) payment to the association of \$300.00, or its equivalent in the respective national currency, by this club in lieu of all future dues to the association, and

(c) approval by the International Board of Directors. Nothing herein shall prevent this club from charging a Life Member such dues as it shall deem proper.

A Life Member shall have all privileges of active membership so long as he/she fulfils all obligations thereof.

A Life Member who desires to relocate and receives an invitation to join another Lions club shall automatically become a Life Member of said Lions club.

(f) **ASSOCIATE MEMBER:** A member who holds his primary membership in another Lions club but maintains a residence or is employed in the community served by this club. This status may be conferred by the invitation of the board of directors and shall be reviewed annually. The 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 is present in person, but may not represent the club as a delegate at district (single, sub-, provisional and/or multiple) or international conventions. He shall not be eligible to hold club, district or international office, nor district, multiple district or international committee assignments through this club. International and district (single, sub-, provisional and/or multiple) dues shall not be assessed on the Associate: PROVIDED, however, nothing shall prevent the club from assessing an Associate such dues as it shall deem proper.

(g) **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 is present in person, but may not represent the club as a delegate at district (single, sub-, provisional and/or multiple) or international conventions.

He shall not be eligible to hold club, district or international office nor district or international committee assignment. An Affiliate Member shall be required to pay district,

international and such dues as the local club may charge.

Section 3. **Member Category Limits.** The number of honorary members will not exceed 5% of the total actual membership; any fraction shall permit one additional honorary member.

The number of affiliate members will not exceed 25% of total actual membership.

Section 4. **DUAL MEMBERSHIP.** No person shall simultaneously hold membership, other than honorary or associate, in this and any other Lions club.

Section 5. **RESIGNATIONS.** Any member may resign from this Club, and that 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 rights to the use of the name "LIONS", the emblem and other insignia of this club and this association have been surrendered.

Section 6. **REINSTATEMENT OF MEMBERSHIP:** Any member dropped from membership in good standing may be reinstated, and will retain their prior Lions service record as part of their total service record

Section 7. **TRANSFER MEMBERSHIP:** This club may grant membership on a transfer basis to one who has terminated or is terminating his membership in another Lions club, provided that a member is in good standing at the time of transfer requested. If more than six (6) months have elapsed between termination of his membership in another club and submittal of completed transfer member form or current membership card, he may acquire membership in this club only under the provisions of Section 2 of Article III. of this constitution.

Section 8. **FAILURE TO PAY A.** The treasurer shall submit to the board of directors the name of any member who fails to pay any indebtedness due this club within 60 days after receipt from the treasurer of written notice thereof. The board shall thereafter decide whether the member shall be dropped from or retained on the roster.

Section 9. **ATTENDANCE.** The club shall encourage regular attendance at club meetings and

activities. Where a member misses consecutive meetings or activities, the club will make every effort to contact the member to encourage and promote regular attendance.

## **ARTICLE II**

### **Officers**

#### **Section 1. DUTIES**

(1) **PRESIDENT:** He/she 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 of the club; appoint the standing and special committees of this club and co-operate with chairmen thereof to effect regular functioning and reporting of such committees; see that regular elections are duly called, noticed and held; and co-operate with, and be an active member of, the district governor's advisory committee of the zone in which the club is located.

The president shall be able to authorise expenditure of up to €500 from the club president's discretionary fund as given in Attachment 2:

(2) **IMMEDIATE PAST PRESIDENT:** He/she and the other past presidents shall officially greet members and their guests at club meetings and shall represent this club in welcoming all new service-minded people in the community served by this club.

(3) **VICE-PRESIDENTS:** If the president is unable to perform the duties of his/her office for any reason, the vice-president welfare, in the first case, and the vice-president (activities) in the second place shall occupy his position and perform **his/her duties with the same authority as the president.**

Each vice-president shall, under the direction of the president, oversee the functioning of such committees for which he is responsible.

**(3.1) Vice-President (Welfare):** He/she shall be chairman of the welfare committee and be responsible for the identification by appropriate investigations and recommendation of suitable charities to which club funds and an amount could be donated. After approval by the club he/she will ensure that the treasurer obtains the correct information for the transfer to the charity of the amount allocated and obtains any receipts required.

**(3.2) Vice-President (Activities):** He/she shall be the chairman of the activities committee and be responsible for proposing for action by the club activities such as:

a) the raising of funds to meet special community needs, which may be both within and outside Belgium.

b) the collection of special items such as spectacles for recycling for the treatment of problems of sight.

c) non-financial support by members to meet special individual or charitable needs.

When such an action is agreed by the club he/she will ensure that the proper organisation of the activity is put in place and completed

**(3.3) VICE-PRESIDENT (MEMBERSHIP):** He/she shall be the chairman of the membership committee and be responsible for:

a) Development of a growth programme specifically for the club and presented to the board of directors for approval.

b) Regular encouragement at club meetings to introduce new quality members.

c) Ensuring proper recruitment procedures and provision of relevant literature concerning Lionism and this club, for new members.

d) Preparation and implementation of orientation sessions.

e) Reporting to the board of directors on ways to reduce the loss of members.

f) Co-ordination with other club committees in fulfilling these responsibilities.

g) Serving as a member of the zone level membership Committee

**(3.4) VICE-PRESIDENT (SOCIAL AFFAIRS AND LION TAMER):**

He/she will act as chef de protocole and organise the venues for dinner, business and special meetings of the club, being M.C. at the dinner meeting. AS Lion tamer he shall have charge of

and be responsible for the property and paraphernalia of the club, including flags, banners, gong, gavel, song book and button board. He/she shall put each in its proper place before each meeting and return the same to the proper storage area after each meeting. He/she shall act as sergeant-at-arms at meetings, see that those present are properly seated, and distribute bulletins, favours and literature as required at club and board meetings. He/she shall give special attention to assure that each new member sits with a different group at each meeting so that the new member can become better acquainted.

(4) SECRETARY: He/she 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 sub- and multiple) in which this club is located, and the association. In fulfilment of this, the secretary shall:

a) Submit regular monthly and other reports to the international and district offices of the association on blanks provided by it or by e-mail 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) Co-operate 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; classifications(if any); addresses, telephone numbers and e-mail addresses of members;

e)In agreement with the president, notify all members in due time of all club meetings, their agendas and minutes and other information relevant to the members in the running of the club and its participation within District 112C.

f) Take and be responsible for the custody of minutes of club and board meetings;

(5) TREASURER: He/she shall be chairman of the Finance committee and will:

a) Receive all monies from the secretary and others and deposit the same in a bank or banks approved by the board of directors.

b) Pay out monies in payment of club obligations only on authority given by the board of directors. All cheques and vouchers shall be signed by two officers, determined by the board of directors;

c) Have custody and keep and maintain general records of member's accounts, club receipts and disbursement. Expenses concerned with club entertainment of visitors and with reimbursement for meetings at district, zone and other Lions clubs will be handled as in Attachment 3.

d) Prepare and submit monthly and semi-annual financial reports to the international office of the association and the board of directors of this club;

e) Issue quarterly or semi-annual statements to each member for dues and other financial obligations owed to the club.

f) Remit international and district (single or sub- and multiple) dues to the parties, and at the same times, specified in the respective International and District (single or multiple) Constitution and By-Laws.

The incoming treasurer will present his budget for the first six months of the new fiscal year (1<sup>st</sup> July to 31<sup>st</sup> December) at the June business meeting and for the second six months of the fiscal year (1<sup>st</sup> January to 30<sup>th</sup> June) at the December business meeting. At these meetings he/she will recommend the level of dues for the next six months for approval, or amendment, by a simple majority vote of the members present. Any agreed change from the status quo will be formalised in a new issue of Attachment 3 Fees and Dues.

(6) TAIL TWISTER: He/she shall promote harmony, good fellowship, life and enthusiasm in the meeting through appropriate stunts and games and judicious imposition of fines on club members. There shall be no appeal against his/her decision in imposing a fine, provided, however, that no fine shall exceed an amount fixed by the board of

directors of this club (one €) and no member shall be fined more than three times at any one meeting. The tail twister will use discretion in the fining of guests. He/she may not be fined except by the unanimous vote of all members present. All monies collected by the tail twister shall be immediately turned over to the treasurer for the administration account.

(7) WEB MASTER: The web master shall be knowledgeable about the operation, modification and presentation of web sites and be responsible for the LCB HERALDIC site. He/she will pay particular attention to its updating, to include a description of the club and the essentials of Lionism, activities impending or completed, charities supported by the club and the use of the web site to promote and organise the SWIMARATHON or other such projects.

Section 2. **ELIGIBILITY FOR OFFICE.** No person shall be eligible to hold office in this club unless he/she is an active member in good standing.

Section 3. **COMPENSATION.** No officer shall receive any compensation for any service rendered to this club in his/her official capacity with the exception of the secretary, whose compensation, if any, shall be fixed by the board of directors.

### **ARTICLE III**

#### **Meetings and Quorum Requirements**

Section 1. **REGULAR MEETINGS.** Regular meetings of this club shall be held, no less than twice in each month (except July and August), 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 2.. **SPECIAL MEETINGS** 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, by mail or personal delivery, at least ten days prior to the date thereof.

Section 3. **CHARTER ANNIVERSARY.** A charter night anniversary meeting of this club may be held each year close to the 21<sup>st</sup> of October, at which time special attention shall be devoted to the purposes and ethics of Lionism, and the history of this club.

Section 4. **ANNUAL MEETING.** An annual meeting of this club shall be held in conjunction with the close of each Lions' year at a time and place determined by the board of directors, at which meeting the final reports of the retiring officers shall be read and newly elected officers shall be installed.

Section 5. **QUORUM.** The presence in person of a majority of the ACTIVE members in good standing shall be necessary for a quorum at any meeting of this club. 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.

Section 6. **GOOD STANDING.** . Any member who fails to pay any indebtedness due this club within sixty (60) days after written notice from the treasurer shall forfeit his/her good standing and shall remain so until such indebtedness is paid in full. Only members in good standing may exercise the voting privilege and hold office in the club.

Section 7. **BOARD OF DIRECTORS REGULAR MEETINGS.** Regular meetings of the board of directors shall be held at such times and places as the board shall determine. (It is recommended that the board of directors meet at least once a month.)

Section 8. **BOARD OF DIRECTORS SPECIAL MEETINGS.** Special meetings of the board of directors shall be held when called by the president or when requested by three (3) or more members of the board of directors, at such time and place as the president shall determine.

#### **ARTICLE IV Election and Filling Vacancies**

The officers of this club, excluding the immediate past president, shall be elected as follows:

Section 1. **ELECTION MEETING.** 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. If this date falls in Easter week, the election will be held at the preceding business meeting. All members will be notified of this date at least fourteen (14) days prior to this date.

Section 2. **NOMINATIONS.** Five weeks before the election date, the secretary will invite, by letter or by e-mail, all members in good standing to register their willingness to be candidates for positions on the board and on committees, to nominate other members for such positions, preferably after obtaining their consent, and to reply within ten (10) days. At the same time, the president will appoint a nomination committee to consider the names submitted and to propose nominees.

Section 3. **NOTIFICATION.** The secretary will notify all members by letter or by e-mail, the proposals of the nomination committee two (2) weeks before the election date.

Section 4. **ANNUAL ELECTION.** At the election meeting, the candidates proposed by the nomination committee and agreeing to stand, and any other candidates proposed and seconded and agreeing, from the floor, will be voted upon. The elected officers will take office on July 1<sup>st</sup> and hold office for one year from that date, or until their successors have been elected and qualified.

Section 5. **MEMBERSHIP COMMITTEE** A membership committee shall be composed of two elected members with the v.p. (membership) as (chairperson) and who is encouraged to focus on extension One member is encouraged to focus on membership development, the other member is encouraged to focus on retention and leadership

Section 6 **BALLOT.** The elections shall be by ballot by those present and qualified to vote and be by secret ballot where there are two or more candidates for a position. A plurality vote shall be necessary to elect. Where there are three or more candidates a Single Transferable Vote shall be used. In exceptional circumstances such as :

- (a) absence from Belgium
- (b) work commitments
- (c) illness

a member may request permission from the nominations committee for a postal vote. A postal vote must be in the hands of the chairman of the nominations committee at least three days before the election meeting. It is the member's responsibility to ensure that his votes have been received.

All members in good standing are expected to attend this election meeting.

Section 7. **ABSENCE OF CANDIDATE** If no valid nomination is received for any office the board may invite any member to fill the office, subject to approval by the club.

Section 8 **VACANCY** . If the office of president or any vice-president shall become vacant for any reason, the board of directors shall thereon call a special election, giving each member in good standing prior fourteen (14) days notice of the time and place thereof, which time and place shall be determined by the board, and such office shall be filled at that election meeting.

Section 9. **REPLACEMENT OF OFFICERS-ELECT** In the event any officer-elect, before the member's term of office commences, is unable or refuses for any reason to serve therein, the president may call a special election meeting to elect a replacement for such officer-elect. Fourteen (14) calendar days prior notice of such meeting, setting forth the purpose, time and place thereof, shall be given to each member, by mail or personal delivery. The election shall be held immediately after nominations have been closed, and a simple majority vote shall be necessary for election.

#### **ARTICLE V**

##### **Fees and Dues**

The current fees and dues are listed in Attachment 3 of this constitution.

**SECTION 1. PAYMENT FOR MEALS** This club may require any member to pay club meeting meal costs in advance of any meal, but such costs shall not be assessed as a part of regular annual dues.

**Section 2. LIMITATION ON DUES LEVELED** No dues, fees, or assessments in addition to those set forth herein may be levied on, or required of, any member by this club, its board of directors or any officer or member of this club.

## ARTICLE VI

### Committees

Section 1. **STANDING COMMITTEES.** The following Standing Committees may be elected by the club. In the absence of elected members, the board of directors will appoint members.

1). Finance.

a) To prepare a budget for the year for club approval and then to monitor, covering dues, administrative costs, club event costs, cost of meals for guests, a total for member expenses and any other foreseen costs.

b) To recommend a reserve in the administration account, which would cover costs not met by sponsorship of charitable events, should the situation arise.

2). Welfare.

To research, recommend and quantify projects which could be recipients of the welfare fund.

3). Activities.

To organise the fund raising or service oriented activities of the club.

4). Membership.

To assist in implementing the duties of the vice-president membership.

5) Nomination.

To organise, receive and seek nominations for the election of the following year's board and committees.

Section 2. **SPECIAL COMMITTEES.** From time to time, the president may appoint, with the approval of the board of directors, such special committees as may be necessary in his/her judgement or the judgement of the board of directors.

Section 3. **PRESIDENT EX-OFFICIO.** The president shall be an ex-officio member of all committees.

Section 4. **COMPOSITION.** All committees shall consist of a chairman and, subject to Section 2 above, as many members as shall be considered necessary by the president.

Section 5. **COMMITTEE REPORTING.** Each committee, through its chairman, shall report, either verbally or in writing, each month to the board of directors.

## **ARTICLE VII**

### **Parliamentary Practices**

Except as otherwise specifically provided in this constitution and by-laws, all questions of order or 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 VIII**

### **Language of Club**

The English language shall be the working language of this Club and of its records and documentation except that:

- (a) communications with the officials of District 112 in Belgium shall be in English, French or Nederlands
- (b) visitors to the club, particularly visiting officers or members of Lions clubs within District 112 - Belgium shall be allowed to address the Club in English, French or Nederlands.

## **ARTICLE IX**

### **Miscellaneous**

Section 1. **EMBLEM, COLOURS.** The emblem and colours of this club shall be the same as the emblem and colours of The International Association of Lions Clubs.

Section 2. **FISCAL YEAR.** The fiscal year of this Club shall run from July 1 to June 30.

Section 3. **Honorary Mailing List.** Lions Clubs International and the district governor shall be included on the mailing list of this club.

Section 4 **PARTISAN POLITICS/RELIGION.** This club shall not endorse or recommend any candidate for public office, nor shall partisan politics or secretarian religion be debated by members in meetings of this club.

Section 5. **PERSONAL BENEFIT.** Except to further his progress in Lionism, no officer or member of this club shall use his 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.

Section 6. **SOLICITATION OF FUNDS.** 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 suggestion or proposition made at any meeting of this club calling for the expenditure of money for other than the regular obligations shall be referred to the finance Committee.

Section 7. **USE OF E-MAIL.** Decisions by the board or a committee, arrived at by consensus of all members of the board or committee using the e-mail facility, are valid. However, if one member has a strong objection to a potential decision he may demand a formal meeting of the board or that committee. In the absence of resolution, a decision would be made at the next business meeting of the club.

Section 8. **COMMUNICATIONS** Communications to and between members. are to be by the recipient's preferred form of receipt and if by e-mail, should utilise a programme that the member can read.

## **ARTICLE X**

### **Amendments**

Section 1. **AMENDING PROCEDURE.** These by-laws may be altered, amended or repealed at any regular or special meeting of this club at which a quorum is present, by the voting of a majority of the members present in person and voting.

Section 2. **NOTICE** No amendment shall be put to the vote unless written notice thereof, stating the proposed amendment, shall have been mailed or delivered personally to each member at least ten (10) days prior to the meeting at which the vote on the amendment is to be taken.

### **ATTACHMENTS**

The ensuing attachments are not part of the constitution of the club and therefore do not require a two thirds majority vote of the members to amend them.

## **Attachment No 1**

### **Joining Procedure**

1) Membership of a Lions Club is by invitation and is open to all persons of legal majority, of good moral character and good reputation in the community.

2) Persons expressing an interest in joining this Lions Club either from publicity engendered or from contact with a member should be invited to a dinner meeting, preferably with his or her spouse or partner.

3) If the interest is maintained, the membership committee should appoint a Sponsor for the potential member whose duty it is to encourage his attendance at at least two dinner meetings and subsequently at at least two business meetings and any activities or events run by club.

4) If the potential member's interest is maintained, the Sponsor should arrange for a completed membership application form to be sent to the V.P. membership who will review this with his committee.

5) If and when the committee believes that the potential member should be invited to join the club, the V.P. membership will arrange a meeting with the potential member and his sponsor to discuss Lionism and the obligations of a Lion including their financial commitment.

6) If the result is positive the V.P. membership will inform the secretary who will record this in the minutes of the following business meeting.

7) Within 14 days of this being issued, any member may object to a prospective member being invited to join the Club, by advising a member of the Membership Committee of the reason for the objection.

Because such objections must be judged to be reasonable and within the spirit of Lionism the final decision would be taken by the President, consulting with the Membership Committee, after they had met the prospective member.

8) Providing there is no sustained objection from any Club member, the President would send an

invitation to the prospective member to attend the next appropriate Club meeting to be inducted as a member.

9) Before the President issues the invitation, the Membership Committee must obtain from the prospective member a cheque for the entrance fee.

10) During the application period a prospective member should be encouraged to attend Club meetings and activities, but would be unable to participate in Club decisions.

11) It is the Membership Committee's responsibility to inform the Club at the appropriate meeting of relevant information about prospective members.

12) For Lions Club members requesting a transfer from another Lions Club the above procedure will apply. In these cases the Membership Committee will be responsible for communicating with the members old club to obtain a record of their Lion's membership and for exchanging the appropriate Transfer documentation if the transfer is approved.

## **ATTACHMENT No 2.**

### **Presidents's Discretionary Fund**

The president shall be able to authorise expenditure of up to €500 from the club president's discretionary fund in the special case where:

- a) the money is available and not committed.
- b) the vice-president (welfare) and the treasurer are in agreement about the justification for immediate provision. In the absence of one of these officers, another board member must be consulted.
- c) there is no time for the vice-president (welfare) to delay providing the funding until club approval at the next business meeting.

Any such expenditure will be reported for confirmation at the next business meeting at which the replacement of the money provided, into the discretionary fund, can be agreed.

## **ATTACHMENT No 3**

### **PAYMENT OF EXPENSES**

a) The treasurer will receive agreement from the club before any expenses can be claimed for the year.

b) The club will pay for meals for the Governor plus his invitee on his annual visit.

c) The club will pay for up to 5 meals only over the year for special guests with individual hospitality agreed upon before hand with the treasurer against budget.

d) No deductions for club expenses will be made from charity receipts e.g. Splash prizes and refreshments

e) Whilst it is reasonable for some members to be offered expenses in attending other Club, Zone and District meetings, in order to broaden their experience of Lionism, it is generally expected that meals will be paid for by attendees and that expense payment would apply to half the number of zone meetings attended by invited members (president, secretary and treasurer).

**ATTACHMENT No 4**

**Fees and Dues**

**Payment of Fees and Dues as of 01/01/04**

Section 1. **ENTRANCE FEE.** . Each new, reinstated and transfer member shall pay an entrance fee of \$25 or its equivalent in the respective local currency which fee shall include the current association entrance fee and be collected before such member is enrolled as a member of this club and before the secretary may report such member to Lions Clubs International; Provided, however, that the board of directors may elect to waive all or any part of the club portion of said entrance fee as to any member granted membership by transfer or reinstatement within six (6) months of termination of his prior Lions club membership.

Section 2. **ANNUAL DUES.** Each member of this club shall pay the following indicated regular annual dues which dues shall include an amount to cover current international, district (single or sub-and multiple) and club dues (to defray the subscription price cost of The Lion Magazine, administrative and annual conventional costs of the association and similar district costs) and shall be paid in advance at such times as the board of directors shall determine:

- |                     |            |     |
|---------------------|------------|-----|
| 1. Active           | €160       |     |
| 2. Member-at-large: | €160.....  |     |
| 3. Honorary:        | € Nil..... |     |
| 4. Privileged:      | €          | For |
| assessment.....     |            |     |
| 5. Life:            | €          | For |
| assessment.....     |            |     |

Each Affiliate Member of this club shall pay the following indicated annual dues in advance at such times as the board of directors shall determine:

Affiliate	€...160.....
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Each Associate Member of this club shall pay the following indicated annual dues in advance at such times as the board of directors shall determine:

Associate	€20.....
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