

LIONS CLUB OF SANDRINGHAM INC.

Reg. No. A9858W - - ABN 96 981 793 934

CLUB BY-LAWS

The following is a set of Club By-Laws (for want of a better title); it includes in part a précis of the information which is in the Statement of Rules (the Rules). Its purpose is to give a quick reference to some of the salient points in the running of the Club, etc. See By-Law 23 for "Amendments".

By-Law 1 - **MEMBERSHIP** - Membership in this Lions Club shall be by invitation only. Appendix 1 (pages 22-24) of the Rules forms part of the entrance into the Club.

By-Law 2 - **MEMBERSHIP CATEGORIES** - There are several categories of membership: Active, Member-at-Large, Honorary, Privileged, Life, Associate, Affiliate, Family, Student. These categories are covered under Rule 3 of the Rules.

By-Law 3 - **QUORUM** - The presence in person of a majority of the Active and Family Membership members in good standing form a quorum at any meeting of the Club. HOWEVER, when members of other categories such as: Life (which is also an Active category unless another category is applied for and approved by the Board), Affiliate, At-Large, Associate, Student and Privileged are in attendance can form part of the quorum. A quorum is 50% plus one. Regular attendance by all relevant categories is encouraged.

By-Law 4 - **MEMBERSHIP DIRECTOR** - Membership both retained and new is a key issue. Without Lions there is no Lions! The Membership Director is appointed to chair a Committee of three. One member serves for one year, another for two, and the third for three years. Each member serves for three years on a rotation basis to maintain continuity.

By-Law 5 - **INDUCTION CEREMONY** - Induction of new members is an important occasion and is to be treated as such where the new member joins the largest Service Organisation worldwide. A copy of the Standard Induction Ceremony is printed on pages 31 and 32 in this booklet and is an example of the ceremony to be used to conduct the ceremony.

By-Law 6 - **NOMINATIONS AND ELECTIONS** - All Club Officers are elected annually except for the Immediate Past President. In the February of each year, the President selects a Nominations Committee. At the March Business Meeting a Nominations Meeting is held; then in the first meeting in April the Election Meeting is conducted by secret ballot by those in attendance and eligible to vote. The Board

make-up shall be the President, Immediate Past President, Secretary, Treasurer, 1st Vice President, 2nd Vice President, 3rd Vice President, Lion Tamer (optional), Tail Twister (optional), two One Year Directors, two Two Year Directors, and the Membership Director. As the positions of Lion Tamer and Tall Twister are optional, the Board has the option of choosing to make them Board positions or otherwise, on an annual basis.

By-Law 7 - **SUCCESSION** - This process is followed in the nomination and election of President and Vice Presidents, and in the case of the elected Directors, one half of whom shall be elected annually and hold office for a two year term and the other half for a one year term. See Clause 11 (6) of the Rules. **HOWEVER**, all positions are voted upon each year where a simple majority is required to establish office.

By-Law 8 - **GOOD STANDING** - A Lion shall be considered to be in Good Standing when that person has maintained financial obligations and complied with overall membership responsibilities such as those described in the Ceremony of Induction when joining.

By-Law 9 - **CLUB DUES** - Annual dues as determined by the Board are due and payable by the 1st of July and the 1st of January of each year, therefore, for a member to be considered in good standing and eligible to vote, they need to have fulfilled this obligation. The current dues are \$100 annually.

By-Law 10 - **CLUB OFFICER TRAINING** - Prior to the Changeover Function, the District organises Club Officer Training for Presidents, Vice Presidents, Secretaries, Treasurers, Membership Directors and any interested Lion. There are City and Country training days, usually during May when all Incoming Officers are invited to be present.

By-Law 11 - **DISBURSEMENT OF FUNDS** - During May, the President selects a Disbursement Committee to nominate worthy causes that have put forward proposals seeking funds for themselves or for organisations. At the June Business Meeting the members amend and/or ratify the suggestions put forward by that Committee. Disbursement of Funds needs to be carefully weighed-up with the short-term future expenses of the Club in mind. Disbursement recipients. may be invited and presented with their respective donation, at the Club's Changeover Function. Disbursement at other times shall only be considered in emergency situations.

By-Law 12 - **CHANGEOVER FUNCTION** - Late June or early July a Changeover Meeting shall be arranged for the purpose of presentation of the final report of the Retiring Officers and the Installation of the newly elected Officers. The function is

intended to be a "fun" occasion with the possible attendance of members from other local Clubs and an Installing Officer, probably a Past District Governor.

By-Law 13 - **BANK ACCOUNTS** - Funds of the Club are kept in two Bank Accounts in order to separate public money from the cost associated with Club administration. One Account is for Activities and the other for Administration. Each Account requires the signatories of the President, Secretary, Treasurer, and one other, if considered necessary and subject to Board approval.

By-Law 14 - **ACCOUNTS FOR PAYMENT** - Costs incurred for an approved project can be reimbursed by submission of the account for payment at a subsequent meeting.

By-Law 15 - **EXPENDITURE BY THE PRESIDENT** -In unauthorised and urgent cases the President is authorised to expend funds up to \$300 for any purpose as defined in the Statement of Rules and Statement of Purposes and to seek approval and reimbursement at the first possible Business Meeting.

By-Law 16 **DINNER MEETINGS' DRESS STANDARDS** Lions are requested to dress appropriately, especially at Dinner Meetings and Changeover Functions, Governor's Visit, etc.

By-Law 17 ~ **DISTRICT GOVERNOR'S FORMAL VISIT** - A meeting, preferably a Dinner Meeting, shall be set aside for the attendance of the District Governor in consultation with the Cabinet Secretary. No other business shall be arranged to coincide with the visit unless the District Governor has first approved it.

By-Law 18 - **CLUB OFFICER AWARDS** - An award is available for Presidents in terms of the criteria outlined in the policy provided by Lions Clubs International known as Club President Excellence Award Application. Secretaries should note the form and check that the eight points have been fulfilled before applying. In terms of By-Law 5A of the District's By-Laws, there is a 100% Member Club Secretary Award, of which the President shall be mindful of such Award to suitably reward the Secretary where applicable. And, By-Law 5B of the District's By-Laws provides for the 100% Member Club Treasurer Award which in the same way should be noted so that if the criteria applies the Treasurer is rewarded.

By-Law 19 - **"EARLY" PROJECTS** - In the case of a project of the Club that is required to begin before the term of a new Lions year, it behoves the Club, if passed by resolution, to allow a project to begin so it can be suitably carried out; e.g. the Peace Poster.

By-Law 20 - **CONVENTIONS** - Each year the District AGM and Convention is held in October, the Multiple District Convention in May, and Lions Clubs International Convention held in late June to early July. The actual times and locations are predetermined. They are a requirement for the purpose of conducting business and installing Office Bearers and various other matters that are scheduled to suit their respective levels in Lionism. Clubs are permitted to have representative Delegates and Alternates at these Conventions for the purpose of voting and speaking for or against various matters that are brought forward for debate. The number of Delegates and Alternates depend upon the requirements of the various levels of Convention. It's good to have our Club represented and for the insight that our representatives gain.

By-Law 21 – **SOCIAL/DINNER MEETINGS** - (a) These are required to be self-funded, (b) The expenses of guests invited by the Club to attend any function in appreciation of goods, facilities provided or services rendered from which the Club has received benefit for the Activities Account, shall be covered by drawing on the Activities Account. The same shall apply for any guest invited to speak to the Club in connection with existing or prospective community or other service or fundraising projects. (c) The expenses of guests invited to speak to the Members at any function for a purpose unrelated to those aforesaid in (b), shall be covered by drawing on the Administration Account. (d) The Dinner Meeting cost of a prospective member will be covered from the Administration Account for their meeting of Induction. Other costs will be their own or of their sponsor's responsibility. (e) If there is a doubt as to where costs are to be paid from, we shall do it by drawing from the Administration Account

By-Law 22 - **CHARTER AND 201V5 CHANGE OVER FUNCTIONS** - The President and partner (or their nominated representative) are to be reimbursed for their ticket cost, if attendance is considered appropriate.

By-Law 23 - **AMENDMENTS** - These By-Laws may be added to, rescinded in whole or part, or amended by a decision of the Club Members, subject to the intended Motion being in the hands of the Club Secretary four (4) weeks prior to the Business Meeting at which the Motion is to be debated and, in turn, circulated to the Members by the Secretary giving three (3) weeks' notice prior to that meeting.