

The Foothill Lions Club CONSTITUTION and BY-LAWS

Revised March 23, 2007



*Chartered by and
under the jurisdiction of*

The
International
Association
Of
Lions Clubs

**FOOTHILL LIONS CLUB
CONSTITUTION AND BY-LAWS**

**ARTICLE I
Name, Slogan, and Motto**

Section A. The name of this organization shall be the Loma Rica Foothill Lions Club chartered by, and under the jurisdiction of, The International Association of Lions Clubs.

Section B. Its slogan shall be: Liberty, Intelligence, Our Nation's Safety.

Section C. Its motto shall be "We Serve".

**ARTICLE II
Purposes and Objects**

The objects 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, 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 endeavors.
- G. To develop and maintain a community center, consisting of a Community Hall, landscaping, sports fields, and other projects approved by the Board of Directors. The aforementioned items to be accomplished with Foothill Lions Community Center Funds.

ARTICLE III
Membership

Section A. Subject to the provisions of Section B hereinafter, any person of legal majority and good moral character and good reputation in his community, may be granted membership in this Lions club. Whenever 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 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 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 a 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 each six 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 shall pay such dues as the local club may charge, which dues shall be include district and international dues.
- (3) **HONORARY:** An individual, not a member of this Lions club, having performed outstanding service for the community or this Lions club, upon whom this 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.
- (4) **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.

- (5) ASSOCIATE: A member who holds his/her 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/she is present in person, but may not represent the club as a delegate at district or international conventions. He/she shall not be eligible to hold club, district or international office, nor assignments through this club.

- (6) 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; or any member of this club who has maintained such 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;

- (1) recommendation of this club to the association,
- (2) payment to the association of the amount specified by Lions International, by this club in lieu of all future dues to the association, and
- (3) approval by the International Board of Directors. Nothing herein shall prevent this club from charging a Life Member such dues as it deems proper.

A Life Member shall have all privileges of active membership so long as he fulfills 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 in said Club.

Section C. Classification: In the event the membership of this Lions Club elects to grant and maintain membership on a classification basis, the following rules shall apply:

- (1) Classification shall be defined as any major phase of, or interest in, a business or profession.

(2) Not more than two (2) active memberships shall be granted in any classification.

(3) Classification may be established for Associates, Father and Son, Proprietors, Officers, Managers, and such other categories as this club may determine.

Section D. No person shall simultaneously hold membership, other than Honorary, in this and any other Lions Club.

Section E. Membership in this Lions Club shall be acquired by invitation only. Nominations shall be made on forms provided by the International Office, which shall be signed by a member in good standing who shall act as sponsor, and be submitted to the membership chairman or the club secretary, who, after investigation, shall submit the same to the board of directors. If approved by a majority of said board, the prospect may then be invited to become a member of this club.

A properly filled out membership form duly signed, as well as, the entrance fee and dues must be in the hands of the secretary before the member is reported to and officially recognized by the association as a Lion member.

Section F. Reinstatement of Membership: Any member dropped from membership in this club may be reinstated, within six (6) months from the date of termination of his membership by a majority vote of the board of directors. In the event more than six (6) months have elapsed between such termination and his reinstatement application, it will be necessary for him to come into the club under the procedure set forth in Section E of this Article III.

Section G. Transfer Membership: This club may grant membership on a transfer basis to one who has terminated or is terminating his membership in another club, provided that (1) a completed transfer member form is received by the secretary of this club within six (6) months following the date of termination of membership in his former club or if the form is not available, the member's current membership card; (2) such termination was in good standing; and (3) such transfer member form or membership card is approved by the board of directors. 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 E of this Article III.

ARTICLE IV
Fees and Dues

Section A. Each new, reinstated, or transfer member shall pay an entrance fee which 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 Club 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 B. Each member of this club shall pay the following indicated regular annual dues which dues shall include an amount to cover current international and district (single or sub-multiple) dues (to defray the subscription price of The Lion Magazine, administrative and annual convention costs of the association and similar district casts) and shall be paid in advance at such times as the board of directors shall determine.

The treasurer of this club shall remit international and district (single or sub-multiple) dues to the parties, and at the times, specified in the respective International and District (single or multiple) Constitution and By-Laws.

No dues, fees or assessments in addition to those set forth herein may be levied on, or required of, any member of this club, its board of directors or any officer or member of this club.

ARTICLE V
Resignations

Any member may resign from this club, and said 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 returned, and all right to the use of "LIONS", the emblem and other insignia of this club and this association have been surrendered.

ARTICLE VI
Forfeiture of Membership

- Section A. The secretary shall submit to the board of directors the name of any member who fails to pay any indebtedness due this club. 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 board of directors.

ARTICLE VII
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, Lion tamer, tail twister, club manager, bar manager, membership director and all directors.
- Section B. No person shall be eligible to hold office in this club unless he is an active member in good standing.
- Section C. No officer shall receive any compensation for any service rendered to this club in his official capacity with the exception of the secretary, whose compensation, if any, shall be fixed by the board of directors.
- Section D. DUTIES:
- (1) PRESIDENT: He 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 the club; appoint the standing and special committees of this club and cooperate with chairmen thereof to effect regular functioning and reporting of such committees; see that regular elections are duly called, noticed and held; and cooperate with, and be an active member of, the district governor's advisory committee of the zone in which this club is located.
 - (2) IMMEDIATE PAST PRESIDENT: He 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 office for any reason, the vice-president next in rank shall occupy his position and perform his duties with the same authority as the president.

Each vice president shall, under the direction of the president, oversee the functioning of such committees of this club as the president shall designate.

- (4) SECRETARY: He 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 fulfillment of this, he shall:

- (a) Submit regular monthly and other reports to the international office of the association on blanks provided by it 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) Cooperate with and be an active member of the district governor's advisory committee of the zone in which this club is located;
- (d) Issue quarterly or semi-annual statements to each member for dues and other financial obligations owed to this club, collect and turn the same over to the club treasurer and obtain a receipt therefore;
- (e) Give bond for the faithful discharge of his office in such sum and with such surety as determined by the board of directors.

- (5) TREASURER: He shall:

- (a) Receive all monies, from the secretary and otherwise, and deposit the same in a bank or banks recommended by the finance committee and 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 checks and vouchers shall be signed by the treasurer and

countersigned by one other officer, determined by the board of directors.

- (c) Have custody and keep and maintain general records of club receipts and disbursements;
 - (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) Give bond for the faithful discharge of his office in such sum and with such surety as determined by the board of directors.
- (6) LION TAMER: The Lion Tamer shall have charge of and be responsible for the property and paraphernalia of the club, including flags, banners, gong, gavel, song books and button board. He shall put each in its proper place before each meeting and return the same to the proper place after each meeting. He shall 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. He shall give special attention to assure that each new member sits with a different group at each meeting so that he can become better acquainted.
- (7) TAIL TWISTER: He 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. There shall be no ruling from his decision in imposing a fine, provided, however, that no fine is excessive, and no member shall be fined more than twice at any one meeting. The tail twister 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 and a receipt be given therefore.
- (8) BAR MANAGER
- (a) The bar manager shall be responsible for the day to day operation of the Foothill Lions Club bar.
 - (b) He shall appoint, train and schedule all bartenders, who will be responsible to the bar manager and abide by his directions and regulations and they shall have full responsibility, in the managers absence, for the operation of the bar on their assigned periods of duty.
 - (c) He shall daily collect club mail and distribute it to the proper person.

- (d) Unless otherwise directed by the board he shall be responsible for the ordering and receiving of all supplies and necessities for the operation of the bar, and submit the bills for same to the club treasurer for prompt payment.
- (e) He shall be responsible for fiscal matters, such as, but not limited to daily cash drawers for the bar. Collection of all monies received in the operation of the bar and delivery of said monies to the club treasurer.
- (f) He shall keep a set of records for expenditures and receipts and man hours used from activities of the bar and report these items to the club treasurer and secretary at the regular board of directors meeting.
- (g) He shall be responsible for a petty cash fund, not to exceed \$500.00. Said fund to insure adequate cash flow for operation of the bar. Monies used for operation shall be replaced from the proceeds of said operation or event, prior to delivering the proceeds to the club treasurer. He shall keep an up to date record of petty cash use and submit a report to the club treasurer at the regular board of directors meeting.

(9) MEMBERSHIP DIRECTOR: The membership director shall be the chairman of the membership committee. The responsibilities for this position shall be:

- (a) Development of a growth program specifically for the club and presented to the board of directors for approval.
- (b) Regular encouragement at club meetings to bring in new quality members.
- (c) Ensuring proper recruitment procedures.
- (d) Preparation and implementation of orientation sessions.
- (e) Reporting to the board of directors on ways to reduce the loss of members.
- (f) Coordination with other club committees in fulfilling these responsibilities.
- (g) Serving as a member of the zone level membership committee.

(10) CLUB MANAGER: The club manager shall be responsible for the day to day operation of the Foothill Lions Club facility (excluding the bar).

- (a) The Club Manager is responsible for ensuring the club building, (including bar), grounds and outbuildings are kept in good repair. When maintenance is required which exceeds the club managers operating fund, (set by the Board of Directors), he will present to the board an estimate for the work to be performed. If the repairs are of an urgent nature, the Club Manager shall contact the President and/or Vice Presidents to request a special meeting to approve the expenditure.
- (b) He shall work closely with the Bar Manager, Hall Rental Coordinator, and Grounds Keeper to ensure smooth operation of the club. He will function as the primary contact for upcoming club, community and private events to ensure the facility is ready.
- (c) The Club Manager is responsible for the routine purchase of consumables used in the club house and kitchen (excluding those used by the Lionesses for their fund raising activities).
- (d) In the absence or vacancy of the Grounds Keeper position, the Club Manager shall coordinate work parties to maintain the grounds and facility as needed.
- (e) The Board of Directors authorizes the Club Manager to spend up to \$500 on supplies and maintenance costs without the seeking prior approval. He is required to furnish all receipts and an itemized account of all expenditures monthly to the Treasurer.

(11) Grounds Keeper: Although this position is not a member of the Board of Directors, the duties are listed herein due to the importance of the appearance of the facility.

- (a) The Grounds Keeper is responsible for maintaining the grounds, and landscaping in good order. He will schedule work parties as needed to cut grass, trim, and for general upkeep of the grounds.
- (b) He shall work with the Club Manager to ensure the grounds are ready for scheduled club and private events.
- (c) The Grounds Keeper is responsible for upkeep and maintenance of the club mowers, yard tools, and orderly upkeep of the shed.

- (d) The Grounds Keeper is authorized by the Board of Directors, the operating sum of \$100 for the purchase of items in pursuant of his duties. He is required to furnish all receipts and an itemized account of all expenditures monthly to the Treasurer.
- (e) In the event of a vacancy in the position of Grounds Keeper, these duties will be performed by the Club Manager.

ARTICLE VIII
Board of Directors

- Section A. The members of the board of directors shall be the president, immediate past president, the vice presidents, secretary, treasurer, Lion tamer, tail twister, club manager, bar manager, membership director and all elected directors.
- 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 (5) or more members of the board of directors, at a 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 board of directors present at any one meeting of the board shall be an act of the entire board of directors.
- Section E. Duties and Powers: In addition to those duties and powers, expressed or 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 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.

- (2) It shall authorize all expenditures and shall not create any indebtedness beyond the current income of this club, nor authorize disbursement of club funds for purposes inconsistent with the business and policy authorized by the club membership.
- (3) It shall have the power to modify, override or rescind the action of any officer of this club.
- (4) It shall have 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 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 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 except as authorized by Lions International.
- (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 approval of the club membership, the delegates and alternates of this club to district (single or sub-multiple) and international conventions.

ARTICLE IX
Elections

The officers of this club, excluding the immediate past president, shall 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 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 nomination meeting. At this meeting nominations for all offices to be filled in the succeeding year may also be taken from the floor.

Section C. If in the interim between nominating meeting and the election meeting any nominee is unable for any reason to serve in the office to which he 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.

At least two weeks prior to the election meeting, the secretary shall give each member of the club written notice to be delivered by mail, e-mail or personal delivery.

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 of Section H of this Article IX, all officers, other than directors, shall be elected annually and shall take office on July 1st, and shall hold office for one year from that date, or until their successors shall have been elected and qualified.

Section F. One-half of the directors shall be elected annually and shall take office on July 1st next following their election, and shall hold office for two years from that time, or until their successors shall have been elected and qualified, with the exception that at the first election held after 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 term.

Section G. The election shall be by ballot by those present and qualified to vote. A majority vote shall be necessary to elect.

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

ARTICLE X Vacancies

Section A. If the office of president or of a vice president shall become vacant for any reason, the vice presidents shall 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 shall thereon call a special election, giving each member in good standing prior two (2) weeks 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 any other office, the board shall appoint a member to fill the unexpired term.

In the event vacancies shall be of such number as to reduce the number of directors to less than the 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 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 (2) weeks prior notice of such meeting, setting forth the purpose, time and place thereof, shall be given to each member, by mail, e-mail or personal delivery. The election shall be held immediately after nominations have been closed and a plurality vote shall be necessary for election.

ARTICLE XI
Meetings

- Section A. Regular meetings of this club shall be held, no less than twice each month, at a time and place recommended by the board of directors, and approved by the club. All meeting 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 the club may be called by the president, at his 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, e-mail or personal delivery, at least ten (10) days prior to the date thereof.
- Section C. A charter night anniversary meeting of this club may be held each year, at which time special attention shall be devoted to the objects and ethics of Lionism, and the history of this club.
- Section D. 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, at which meeting the final reports of the retiring officers shall be read and newly elected officers shall be installed.
- Section E. 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 meetings shall be the act and decision of the entire club.

ARTICLE XII
Emblem, Colors and 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 through June 30.

ARTICLE XIII
Delegates to International and District Conventions
(Single or Sub and Multiple)

Section A. Inasmuch as The International Association of Lions Clubs is governed by Lions clubs in convention assembled, and in order that this club shall have its voice in association matters, this club shall have power to pay the necessary expenses of its club 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 lease one (1) delegate and one (1) alternate. The major faction referred to in this section shall be thirteen (13) or more members.

The selection of each 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 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 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. Each certified delegate present in person shall be entitled to cast one (1) vote of his choice for each office to be filled by, and one (1) vote of his choice on each question submitted to, the respective convention. The major fraction referred to in this section shall be five (5) or more members.

ARTICLE XIV
Honorary Mailing List

The International Association of Lions Clubs and the District Governor shall be included on the mailing list of this club.

ARTICLE XV
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 XVI
Amendments

Section A. This Constitution may be amended at any regular or special meeting of this club, by the affirmative vote of two-third (2/3) of members present in person and voting, provided the board has previously considered the merits of the amendments.

Section B. No amendment shall be put to vote, unless written notice thereof, stating the proposed amendment, shall have been mailed or delivered personally to each member of this club at least two (2) weeks prior to the meeting at which the vote on the proposed amendment is to be taken.

BY- LAWS

NO. 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.

NO. 2

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.

NO. 3

No funds shall be solicited from members of the club during meetings by any individual or individuals who are not Lions. Any suggestion or proposition made at any meeting of club calling for the expenditure of money for other than the regular obligations shall be referred to the board of directors.

NO. 4

Section A. The following standing committees may be appointed by the president, except for the members and chairman of the membership committee, who are elected. (See Article IX, Section F.)

(1) Administrative Committees

- (a) Attendance
- (b) Constitution and By-Laws
- (c) Convention
- (d) Finance
- (e) Lions Information
- (f) Membership
- (h) Public Relations
Bulletin Editor
- (i) Greeter
- (j) Leadership Development

(2) Activities Committees

- (a) Drug Awareness
- (b) Diabetes Awareness
- (c) Sight Conservation and Work with the Blind
- (d) Hearing and Speech Action and Work with the Deaf

- (e) Environmental Services
- (f) Leo Club Program
- (g) Youth Exchange Program
- (h) Lioness Club Program
- (i) International Relations Program

Other activities of Lionism for which committees may be appointed are: Citizenship Services; Educational Services; Health Services; Social Services; Recreational Services; Public Services; and International Youth Camps.

Section B. 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 judgment or the judgment 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 chairman and, subject to Section B. above, 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, each month 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.

NO. 5

These By-Laws may be altered, amended or repealed at any regular or special meeting of this club by the vote of a majority of the members present in person and voting. Written notice of the proposed amendment shall be mailed, or personally delivered to each club member at least ten (10) days prior to the meeting at which the vote on the amendment is to be taken.

NO. 6

LIONESSE CLUB

Section A. Foothill Lions Club will sponsor a Lioness Club as an auxiliary.

Section B. Their purpose and objectives shall be:

1. To cooperate with and support the Foothill Lions Club.
2. To provide community service activities for women.
3. To unite its members in friendship, fellowship, and mutual understanding.

Section C. The Lioness Club shall be self-supporting.

Section D. Foothill Lions Club shall provide meeting hall and all facilities at no charge for Lioness use.

Section E. The Lioness Club shall have their own Constitution and By-Laws.

Section F. Joint activities may be conducted between the Lions and Lioness Clubs cooperatively. All monies generated shall belong to the club sponsoring the activity.

Section G. The Lioness Club shall submit a monthly financial statement to the Lions Club treasurer on forms provided by Lions Club and signed by the Lioness treasurer.

Section H. No Lioness shall hold office simultaneously on a Lion and Lioness Board.

NO. 7

If funds are available, the club shall pay \$100.00 each for the president, secretary, and treasurer to attend District 4C-1 cabinet meetings, if travel is over 75 miles each way.

NO. 8

If funds are available, the club shall pay \$150.00 each for the president, secretary, and treasurer to attend the District 4C-1 convention. Further delegates to 4C-1 convention, maybe authorized by the board of directors.

NO. 9

NON-PAYMENT OF DUES

Any member delinquent in payment shall forfeit his good standing, losing his right to vote or hold office and have his name submitted to the board of directors for any further action.

NO. 10

EXPENDITURES AND INCOME

(1) All monies from any source shall go through club books and deposit the same in a bank or banks recommended by the board of directors.

(2) Monies from the bar recreation activities shall be recorded by the Bar Manager (with review by the Treasurer). These funds will be designated for use for the enhancement of the bar facilities. These funds will remain separate from the club funds to be used by the Bar Advisory Council (consisting of the Bar Manager, previous Bar Managers and Bartenders as designated).

(3) All expenditures or obligations for expenditures, shall be approved by the board of directors (excluding those of the bar enhancement fund).

(4) All obligations, bills, etc., must go through books with adequate receipts or invoices.

NO. 11

INTERNAL ADMINISTRATIVE BUSINESS

Any Lion wishing to carry administrative business of this club to any person of administrative level of Lions outside of this club shall do the club the courtesy of providing prior notification to the board of directors.