

CONSTITUTION AND BY-LAWS

LIONS CLUB OF ABERDEEN, INC

ABERDEEN, MARYLAND

CHARTERED BY AND UNDER

THE JURISDICTION OF

THE INTERNATIONAL ASSOCIATION OF LIONS CLUBS

1. Items in bold revised and updated by the Constitution and By-Laws Committee in March 2000

Copies of the draft revisions were submitted to:

The Board of Directors on 3 Apr 01

The entire club membership on 7 Apr 01

Approved by the general club membership by vote on 8 May 01

Submitted to Lions International for review in May 01

Committee members:

Larry Harris, Chair

Bill Allbritten

Tom Baine

Ed Mello

Bob Sova

2. Article IV, Section B amended to \$53.00 per vote by the Board of Directors on 7 May 02; approved by club vote on 28 May 02

3. Article III, Section B, subsection 5 amended (20/ is critically ill) by club vote on 28 Mar 06.

4. Bylaw 13 amendment approved by the Board of Directors on 4 Oct 11 and by the club on 8 Nov 11

Knowledge of the Constitution makes a good club:

-It is the instrument which ties your members to your club, and your club to the International Association and assures equal right to all.

-“To the end that Efficiency, Justice, and Courtesy may prevail in our deliberative bodies.” --Thomas Jefferson

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ARTICLE I: NAME, SLOGAN, AND MOTTO

Section A. The name of this organization shall be the Lions Club of Aberdeen, Maryland, Inc., chartered by, and under the jurisdiction of, the International Association of Lions Clubs (hereinafter referred to as “**International**”). The name Aberdeen Lions Club shall be considered an acceptable informal and unofficial identification.

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.

ARTICLE III: MEMBERSHIP

Section A. Subject to the provisions of Section B, below, any person of legal majority, good moral character, and good reputation in the community may be granted membership in this Lions Club.

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, **Multiple District**, or **International**, and the right to vote on all matters requiring a vote of the membership; and such obligations shall include regular attendance, prompt payment of dues, participation in club activities, and conduct reflecting a favorable image of this Lions Club in the community.
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 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, **Multiple District**, or **International** meetings or conventions. Application for member-at-large shall be made to the Board of Directors, accompanied by payment of all financial obligations to the Club, and advance payments of dues for the period for which application for member-at-large is being made.
3. **AFFILIATE:** 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 Board of Directors. Affiliate members shall be eligible to receive all the benefits and privileges available to all other members of the Club except as stated in this paragraph. They shall not be required to attend Club dinner or business meetings but shall be encouraged to do so when it is possible for them to attend. An Affiliate Member shall be eligible to vote on Club matters at meetings when present in person, but may not represent the Club as a delegate at District, Multiple District, or International conventions. Affiliate Members shall not be eligible to hold Club, District, Multiple District, or International office. They shall be required to pay Club, District, and International dues and for their meals at dinner meetings when they attend. They shall participate fully in the fund raising projects of the Club and in the activities of any committees for which they may volunteer. No more than 25% of the total Club membership shall have this status.
4. **PRIVILEGED:** A member of this Club who has been a lion fifteen or more years, and who, because of illness, infirmities, advanced age, or other legitimate reason as determined by the Board of Directors of this Club, must relinquish Active status. A Privileged Member shall have the right to vote and be entitled to all other privileges of membership except the right to hold Club, District, **Multiple District**, or **International** office.

5. **LIFE**: A member of this Club who has maintained continuous membership as a Lion for **20** or more years and has rendered outstanding service to this Club, the community, or **International**; or a member of this Club who has maintained such continuous membership for 15 or more years and is at least 70 years of age; or any member of this Club who **is critically ill** may be granted Life Membership in this Club upon:

- a. Recommendation of this Club to **International**.
- b. Payment to **International** of the current fee, by this Club, in lieu of all future **International** dues.
- c. Approval by the International Board of Directors.
- d. A Life Member shall continue to be billed (in advance) for meals as well as local Club and District dues.

A Life Member shall have all privileges of Active Membership so long as all obligations thereof are fulfilled. Being approved for Life Membership denotes a position of considerable esteem within the local Lions Club and exemption from annual International dues for the rest of the member's life; otherwise, the individual's status has not changed from any other active member.

A Life Member from another Club, who desires to relocate and join this Lions Club, shall automatically become a Life Member of this Club.

6. **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, Multiple District, or International conventions. He/she shall not be eligible to hold Club, District, Multiple District, or International office, nor District, Multiple District, or International committee assignments through this Club. International and District dues shall not be assessed on the Associate; **PROVIDED**, however, nothing shall prevent this Club from assessing an Associate such dues as it shall deem proper.

7. **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.

Section C: No person shall simultaneously hold membership in this and any other Lions Club except as an Associate Member .

Section D: Membership shall be acquired by invitation only. Nominations shall be made on **forms** provided by the Membership Committee, and shall be signed by a member in good standing who shall act as sponsor. No prospective member shall be invited to join this club until after the nomination has been approved in the following manner:

1. The sponsoring member shall present the completed membership proposal form to the membership chairman who, after approval by the Membership Committee, shall submit it to the Board of Directors for majority approval.

2. When this approval is granted, the prospect can be invited to become a member of the Club.

3. A properly executed membership form must be produced to the Secretary before the member can be officially inducted into the club or reported to **International** as a member.

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

Section F: Transfer Membership: This club may grant membership on a transfer basis to one who has terminated or is terminating membership in another Lions Club, provided that: (1) a completed transfer member form is received by the Secretary of this Club within six months following the date of termination of membership in the 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 months have elapsed between termination of membership in another Club and submittal of completed transfer membership form or current membership card, the transferee may acquire membership in this club only under the provisions of Section D of this Article III.

ARTICLE IV: FEES AND DUES

Section A: This Club shall charge a one time entrance fee of \$25.00 for new, transferred, or reinstated members. Other fees to include first meal, but not dues, shall be paid by the Club.

Section B: Changes to the annual local dues of **\$53.00** of this Club shall be proposed by the Finance Committee, endorsed by the Board of Directors, and approved by the general membership. These local Club dues, along with the District and **International** dues as set by those organizations, shall be payable quarterly in advance by all members, except Life Members, from whom **International** dues shall not be collected, **and Associate and Honorary Members, from whom neither District nor International dues shall be collected. Changes to International dues and District expenses for dues, newsletter, and roster book shall be passed on to all appropriate members without the requirement for a vote by Club members.**

Section C: This Club shall set aside the **International** annual dues of active, privileged, **affiliate, honorary,** and member-at-large members and make remittance to **International** in accordance with the Constitution and By-Laws of **International**. (NOTE: **International** dues are normally billed on a semi-annual basis.)

Section D: This Club shall set aside the District dues and charges of active, privileged, **affiliate, honorary, privileged, associate,** member-at-large and life members and will make remittance to District 22-A in accordance with the Constitution and By-Laws of District 22-A. (NOTE: District dues are normally billed on a semi-annual basis.)

Section E: Meal charges shall be paid quarterly in advance by all members, except **affiliate, privileged, associate members and** members-at-large. The cost of meals not consumed due to absence from a Club meeting may be credited to the member's account only when the Financial Secretary or Lion Tamer is notified of the pending absence no later than 48 hours prior to the meeting. Members are responsible for the meal charges of their guests. Guests who are prospective members of this Club (approved by the Board of Directors) may be invited to one meeting at the expense of the Club.

Section F: Members-at-large, **privileged, associate, honorary, and affiliate members** shall pay the cost of meals eaten when in attendance.

Section G: No dues, fees, or assessments in addition to those set forth herein may be levied on, or required of, any member of this Club by the Board of Directors or any officer or member of this Club. (NOTE: Items purchased by the Secretary from the Lions Catalog, as per request of individual Lions, will be charged to that Lion's individual account.)

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 have been returned, and all right to the use of the name "LIONS", the emblem, and other insignia of this Club and **International** have been surrendered.

ARTICLE VI: FORFEITURE OF MEMBERSHIP

Section A: The Financial Secretary shall submit to the Board of Directors the name of any member who fails to pay any indebtedness dues this Club within 60 days after receipt from the Financial Secretary of written notice thereof. 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 entire Board of Directors.

Section C: **The Club shall develop policies that 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 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, Financial Secretary, Tail Twister, Membership Chair, and four Directors.

Section B: Duties:

1. PRESIDENT: 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 this Club; appoint the Standing and Special Committees of this Club and cooperate with the chairs 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 District 22-A.

2. IMMEDIATE PAST PRESIDENT: The Immediate Past President 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 persons in the community served by this Club. Chairs the Nominating Committee.

3. VICE-PRESIDENTS: If the President is unable to perform the duties of that office for any reason, the Vice-President next in rank shall occupy that position and perform those 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: Shall be under the supervision and direction of the President and Board of Directors, and shall act as the liaison officer between the Club and the District and **International**, with duties as follows:

a. Submit, not later than the third day of the next month, regular monthly and other reports to **International** on forms provided by it containing such information as may be called for therein and otherwise by the Board of Directors of **International**.

b. Submit to the District Governor's Cabinet such reports as it may require including copies of the regular membership and activities reports.

c. Cooperate with and be an active Member of the District Governor's **Zone** Advisory Committee.

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; addresses; and telephone numbers of members.

e. **Provide a copy of this Constitution to each new member of this Club.**

f. **Subject to appeal to the Board of Directors, determine which members qualify annually for perfect attendance awards.**

5. TREASURER: The Treasurer shall:

a. Receive all monies, from the Financial 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 counter-signed 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 **International** and the Board of Directors of this Club.

e. Give bond for the faithful discharge of this office in such sum and with such surety as determined by the Board of Directors.

f. Make distinctly separate accounting of the Administrative and Activities funds and other special funds.

6. FINANCIAL SECRETARY: Shall keep the members' Club accounts and issue regular quarterly statements in advance to each member for dues, meal charges, and other financial obligations to the Club. Duties include collecting from members and visitors all monies due the Club, transferring such funds to the Treasurer, and obtaining proper receipts. The Board of Directors may require bonding.

7. LION TAMER: Shall take charge of and be responsible for the property and paraphernalia of the Club, including flags, banners, gong, gavel, etc. Shall put each in its proper place before each meeting and return the same to the proper storage area after each meeting. Shall act as Sergeant-at-Arms at meetings, see that those present and properly seated, and distribute bulletins, favors, and literature as required at Club and Board meetings. Shall give special attention to assure that each new member sits with a different group at each meeting to become better acquainted.

8. TAIL TWISTER: 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 overruling of the Tail Twister's decision in imposing a fine, provided, however, that no fine shall exceed 25 cents, 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.

9. MEMBERSHIP CHAIR: Shall chair the Membership Committee; develop and implement an aggressive new member recruitment and retention program.

10. DIRECTORS: Shall attend regular and special meetings of the Board of Directors and shall perform the duties specified in Article VIII, Section E, of this constitution. Directors must be thoroughly familiar with the Constitution and By-Laws.

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, Financial Secretary, Lion Tamer, Tail Twister, Membership chair, and the four Directors.

Section B. Regular meetings of the Board of Directors shall be held monthly at such time and place as the Board shall determine. **Members of both the incoming and outgoing Boards of Directors shall attend the Board of Directors meeting held in June of each year.**

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 such 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 Directors present at any meeting of the Board shall be the act and decision of the entire Board of Directors.

Section E. 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:

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, when appropriate.

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 power to modify, override, or rescind the action of any officer of this Club. A majority vote shall govern.

4. It shall have the books, accounts, and operations of this Club audited annually or, at 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. A 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 finally approve or reject any nomination for membership before invitation to join is extended.

6. It shall approve the date, time, and place of the annual nomination and election meetings, and shall instruct the Secretary to issue the call for such meetings.

7. It shall appoint, on recommendation of the Finance Committee, a bank or banks for the deposit of the funds of this club,

8. It shall appoint the surety for the bonding of any officer of this Club.

9. It shall not authorize, nor permit, the expenditure, for any administrative purpose, of the net income of projects or activities of this Club that are raised from the public.

10. 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.

11. It shall name and appoint, subject to approval of the Club membership, the delegates and alternates of this Club to District and **International** conventions.

12. It shall be the final deciding authority on questions regarding perfect attendance awards.

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 Nominating Committee, consisting of the three most recent Past Presidents, shall submit the names of candidates for the various Club offices to the club at the nominating meeting. At this meeting nominations for all offices to be filled in the succeeding year may also be made from the floor. All nominees must have expressed their consent to serve.

Section C: If in the interim between the nominating meeting and the election meeting any nominee is unable for any reason to serve in the office to which 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, and two weeks prior written notice thereof shall be given to each member of the Club by the Secretary, by 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. **For any contested office, the candidate receiving a majority of the total votes cast shall be declared the winner. In case no candidate receives a majority vote, the two candidates receiving the highest number of votes cast will be voted on until one of them does receive a majority vote.**

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: Two 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.

Section G: The Membership committee will be composed of three elected members. The committee members shall serve three-year terms. The terms shall be on a rotation system, whereby one new member will be elected each year. The members will serve in these capacities: The first year member as a committee member; the second year member as Vice Chair of the Committee; the third year member as Committee Chair.

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

ARTICLE X: QUALIFICATION OF OFFICERS

Section A: Only Active and Life Members in good standing shall be eligible to hold office in this Club.

Section B: No officer or director shall receive compensation for any service rendered to the Club.

ARTICLE XI: VACANCIES:

Section A. If the office of President or of any 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 of Directors shall thereon call a special election, giving each member in good standing two (2) weeks prior 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 the office of Third Vice President, the Board of Directors may appoint a member to fill the unexpired term.

In the event of a vacancy in any other office, the Board of Directors shall appoint a member to fill the unexpired term, to include any member of the Membership committee.

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 the 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 or personal delivery. The election shall be held immediately after nominations have been closed and a plurality vote shall be necessary for election.

ARTICLE XII: MEETINGS:

Section A. Regular meetings of this Club shall be held, no less than twice monthly, except July and August, at a time a place recommended by the Board of Directors, and approved by the Club. All meetings shall begin promptly at 6:30 PM. 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 this Club may be called at the discretion of the President, and shall be called by the President when requested by the Board of Directors, at a time and place determined by the 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 C. A Charter Night anniversary meeting of this Club shall be held in May of 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 which meeting the final report of the retiring President shall be presented and newly elected officers shall be installed.

Section E. The presence in person of a majority of the members in good standing shall be necessary for a quorum at any meeting of this Club. **Absent Affiliate or Member-At-Large Lions shall not be included in the total count of members when determining the presence or absence of a quorum.**

Section F. Only members in good standing may exercise the voting privilege in this Club.

Section G. 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 H. Proxy voting shall not be allowed.

ARTICLE XIII: 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 XIV: DELEGATES TO INTERNATIONAL AND DISTRICT CONVENTIONS:

Section A. Inasmuch as the International Association of Lions Clubs is governed by Lions Clubs in convention assembled, and in order that this Club may have its voice in **International** matters, this Club shall have power to pay the necessary expenses of its delegates to each annual **International** convention. This Club shall be entitled in any **International** convention, to delegates and alternates as specified by Lions International. The selection of each such 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 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 at the District Convention, 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 to delegates and alternates as specified by District 22-A. Each certified delegate present in person shall be entitled to cast one vote of personal choice on each question submitted to the respective convention if not instructed by the Club.

Section C. Convention expenses are administrative costs for which activities funds may not be used. The amount of payment for convention expenses of delegates shall be determined by the Board of Directors.

ARTICLE XV: HONORARY MAILING LIST The International Association of Lions Clubs and the District Governor shall be included on the mailing list of this Club.

ARTICLE XVI: 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 XVII: AMENDMENTS

Section A. 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 B. No amendment shall be put to a 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 weeks prior to the meeting at which the vote on the proposed amendment is to be taken.

BY-LAWS

No.1: This Club at no time shall endorse or recommend any candidate for political office, nor shall partisan politics or political candidates be discussed at Club meetings or committee meetings.

No. 2: No sectarian religious discussions shall be tolerated at Club meetings.

No. 3: No member of this Club shall use it as a means of furthering any personal, political, or other aspirations, nor shall the Club take part in any movement not in keeping with the acknowledged purposes and objects of the club.

No. 4: No funds shall be solicited from members of the Club during the meetings by an individual or individuals who are not members of the Club. Any suggestions or propositions made at any meeting of the Club calling for the expenditure of money for other than the regular obligations shall be referred to the appropriate committee.

All profits raised in the community with public support, i.e., outside the immediate club membership, shall be used solely for community activities; no profits of this type shall be used for administrative operations of the Club. Activity Account interest must be returned to public use.

No. 5: It shall be the practice of this Club that Lions visiting this Club on official Lions District or **International** business as **District 22-A voting cabinet members and/or guest speakers** will not be charged for meals. Members of this Club attending required District meetings shall be reimbursed for meals.

No.6: The Club shall maintain in effect at all times insurance policies sufficient to meet liability and property damage costs which may result from accidents incurred in the course of Club functions and activities involving the public, when not covered by the standard Lions **International** policy.

No. 7: The Board of Directors shall provide for an audit of the books and accounts of the Treasurer and the Financial Secretary annually at the close of the fiscal year, or more frequently if necessary, by a competent auditor. The audit report shall be filed with the permanent records of the Secretary, shall be read at the next regular Club meeting, and shall be published in the next issue of the Club bulletin.

No. 8: It shall be the policy of this Club that the assessment of charges to members (meal charges excepted) shall require approval of the membership, and obligation and expenditure of funds shall be the responsibility of the Board of Directors. This policy in no way restricts the Board from seeking membership opinion, by vote or otherwise, as guidance, but such vote or other expression of membership opinion does not void the responsibility of the Board for the management of Club funds.

No. 9: No change shall be made in member dues, except by majority vote of the members present at an official club meeting, provided written notice, stating the amount and purpose of the proposed change in member dues shall have been mailed to each member at least two weeks prior to the meeting at which voting on the change in member dues is to take place.

No.10: The perfect attendance record of a member shall not be penalized for meetings missed due to illness or occupation. Absence from a regular meeting of this Club may be made up either 13 days prior to or 13 days following the meeting missed by attending any of the following:

- A. A meeting of any other Lions Club, regular or special.
- B. A meeting of the Board of Directors of this Club.
- C. A duly constituted meeting of a standing or special committee of this Club.
- D. Any meeting scheduled or sponsored by this Club, including a Club fund raising or service activity.
- E. A regional or zone meeting **or any “Lionistic” activity such as a District, Multiple District, or Lions Association for Sight and Hearing (LASH) meeting, among others.**
- F. An **International** or district convention, or any other recognized Lions meeting.
- G. A Lion who visits the **International** office, or any district or state office outside of the United States, is allowed attendance make-up if such visit is made within the above-mentioned time limits. Cards announcing these visits are presented to Lions when they visit these offices.
- H. A member who is forced to miss meeting(s) by reason of illness shall automatically be granted attendance credit for a meeting(s) missed upon acceptable evidence of said illness.
- I. A member who is forced to miss meetings as a result of military service, jury duty, elected government position, or other statutory requirements shall be given attendance credit for meetings missed. In each case the Board of Directors shall decide if credit should be given for the missed meeting.
- J. A Lion who finds it necessary or is assigned to perform occupational duties for an extended period in a place where he or she cannot readily attend a Lions Club meeting may be granted, at the discretion of this Club’s Board of Directors, credit for meetings missed thereby. (NOTE: Membership-at-large status should also be considered in these cases.)
- K. All members of this Club receive automatic attendance credit for a regularly scheduled meeting that is cancelled due to weather.**
- L. Automatic attendance credit shall be granted to all members for a regularly scheduled meeting that is cancelled and replaced by a meeting on another night (e.g., a Tuesday meeting that is cancelled and replaced with a Friday mystery meeting).**
- M. Automatic attendance credit is NOT granted when the location of a regularly scheduled meeting is shifted temporarily to another site (e.g., conducting the Spaghetti Supper at the Aberdeen Middle School).**
- N. New members inducted prior to the 2nd meeting in February may receive perfect attendance credit for that Lions year providing that all other requirements are met.**

O. Multiple-year awards for perfect attendance represent consecutive years of such attendance; any interruption causes the counter to be reset to 0.

P. In all of the cases noted above, it is the personal responsibility of the Lion who misses the meetings to arrange for the necessary makeup and inform the club Secretary of same. Exceptions—medical or family emergencies.

No. 11: The majority of the day-to-day administrative, activities (public support), fund raising, and special functions (unforeseen needs) of this Club shall be accomplished by standing and special committees established for those purposes. Only one committee in this Club is elected—that is the Membership Committee—see Section G, Article XI of the Constitution. All other committees shall be appointed annually by the incoming president or the sitting president in the case of some special committees. All committees will come under the general supervision of one of the Vice Presidents as indicated herein.

Section A. The following standing and special committees shall be appointed by the President:

1. Administrative Committees—Supervised by the First Vice President:
 - a. Attendance Committee
 - b. Constitution and By-Laws Committee
 - c. Convention Committee
 - d. Finance Committee
 - e. Lions Information Committee
 - f. Membership Committee (Not appointed, but elected; see above)
 - g. Program Committee
 - h. Public Relations Committee
 - i. Bulletin Committee
2. Activities Committee—Supervised by the Second Vice President:
 - a. Sight and Hearing Committee
 - b. Youth Activities Committee (Includes Sub-Committee for Scholarship)
 - c. Health, Welfare, and Sunshine Committee (Includes Loan Closet)
 - d. Civic Improvement and Safety Committee
 - e. Trailer Committee

3. Fund Raising Committees—Supervised by the Third Vice President:

- a. Mint Sales Committee
- b. Spaghetti Supper Committee
- c. Fruit Sales Committee
- d. Christmas Tree Sales Committee
- e. Pancake Supper Committee

f. Pit Beef Committee

4. Special Committees may be appointed by the sitting or incoming President to accomplish special or one-time functions not covered by one of the standing committees. The consent and concurrence of the Board of Directors will be obtained as appropriate. Once appointed, the Special Committee will report directly to the President or through one of the appropriate Vice Presidents, whichever the President may decide.

Section B. The President shall be an ex-officio member of all committees.

Section C. All committees shall consist of a Chair and as many members as considered necessary by the President.

Section D. Each committee, through its chair, either directly or through the appropriate Vice President, shall report either verbally or in writing each month to the Board of Directors.

Section E. All matters/problems pertaining to administrative, activities, or fund raising matters shall be referred to the appropriate committee for resolution by them, as authorized by the Board of Directors.

Section F. The Secretary of this club shall report to **International**, on forms provided, the names of committee chairs as required by **International**.

Section G. All committees requiring funding will work within designated annual, supplemental, or special budgets as approved by the Board of Directors.

- 1. Normally, the expenses of the Administrative Committees shall be paid from the Administrative Budget.
- 2. All expenses of the Activities Committees shall be paid from the Activities Budgets, from funds raised by the Fund Raiser Committees.
- 3. All expenses of the Fund Raiser Committees shall be paid from the proceeds of that Fund Raiser.

No. 12: The duties of the Administrative Committees are as follows:

Attendance Committee

- Insist on 100% attendance at meetings, urging officers, directors, and committee members to help reach this goal by being present themselves.
- Contact would-be absentees by telephone, personal visit, letter, bulletin, committee, and “buddy system”.
- Provide attendance reminders and attendance prizes.
- Encourage attendance at Zone, District, and **International** meetings and conventions.
- Maintain contact with **International** regarding local attendance problems.
- Make regular monthly report to the Board of Directors.

Constitution and By-Laws Committee

- Should consist of members who are experienced in Club or organizational procedures and who have an interest in parliamentary law. A thorough knowledge of the **International** constitution and the Standard Form constitution is desirable.
- Serve as an advisory committee to the Board of Directors. In this capacity, duties are largely interpretive; act either on request of the Board, or on its own initiative when unconstitutional practices are indicated.
- Insure that the Club constitution and by-laws are kept up to date and that all members are furnished with amendments and additions.
- Investigate proposed changes in Club constitution and by-laws; see that they conform with the **International** Constitution and By-Laws and report them to the Board with committee recommendation.
- Arrange one meeting each year to familiarize every member of the Club with its constitution and by-laws.

Convention Committee:

- Inform Club of number of delegates it is entitled to at District and **International** Conventions, where and when these conventions are to be held, and plan for participation.
- Cooperate with the Finance Committee to insure that administrative funds are budgeted each year to help defray part of the costs of members' attendance at the District 22-A or **International** convention. The Club does not have the capability, nor is it the intent of the Club, to pay all expenses of delegates to the conventions.
- At a regular meeting or through the bulletin, report highlights of the convention proceedings.
- Secure from **International** and District Convention Committees information on all questions relative to conventions.

Finance Committee:

- Prepare Club activities and administrative annual budgets for presentation to the Board of Directors at the July Board meeting and monitor to see that the budgets are adhered to.
- Advise and assist the Financial Secretary and Treasurer in their duties, such as:
 - Prompt collection of dues and payment of bills.
 - Preparing for audits and financial reports.
 - Insuring that the Financial Secretary and Treasurer make monthly reports to the Board of Directors and the Treasurer makes semi-annual reports to **International**.
- Help Fund-Raising Committees formulate plans for raising money to promote Club activities.
- In the event an activity is contemplated from which liability might arise to the Club and its individual members, the committee shall see that adequate insurance is secured (if the event is not adequately covered by the Standard Lions International Insurance Policy).
- Maintain contact with **International** regarding local financial problems, standard insurance coverage, and financial planning requirements and guidance.

Lions Information Committee

-Inform members on the Club organization, function, history, accomplishments, constitution and by-laws, offices, meeting days, activities, program, income and expenditure, when and how Club dues are collected, etc.

-Give new members indoctrination in club objects and ethics; history of **International** and its importance in the world; and duties, obligations, and benefits of being a Lion.

-Inform members on the plan of district organization, function, history, accomplishments, and officers.

-Inform members on the organization and activities of **International**, code of ethics, objects, membership and distribution throughout the world, and **International** officers.

Membership Committee

-Propose, for the approval of the Board of Directors, a membership development program.

-Maintain an up-to-date list of prospects; after Board of Directors approval, see that they are invited to join the Club.

-Set membership goals and make plans for attainment.

-Keep on the lookout for new people moving into the community.

-Report monthly to the Board of Directors on progress in membership development.

-Keep Club members informed on progress of membership development program and obtain cooperation of all members in sponsoring new members.

-Induct new members with dignified ceremony and see that they are properly assimilated into the Club.

-Watch for weaknesses in club programs, meals, activities, etc., and see that action is taken to eliminate such hindrances to membership development and membership retention.

-Maintain contact with District officers and **International** regarding local membership actions/problems.

Program Committee

-Prepare a schedule of programs for Club meetings and see that capable Lions are in charge of each. Solicit ideas from Club membership on program interest. Advise on programs desired and assist those who have been assigned to arrange them. See that programs are arranged in advance.

-Arrange to have a program in reserve which can be substituted on short notice should a scheduled program fail to materialize. Work closely with the Lion Tamer and the President to insure everything is fully coordinated.

-See that meetings open and close on a definite schedule.

-Schedule meeting programs for execution by the various Club committees, as appropriate, for educating Club members on club activities.

-Maintain contact with **International** regarding local program problems.

-Work within the programs and awards budget established by the Board of Directors.

Public Relations Committee:

-Keep public informed regarding all phases of the Club, **International**, and its activities. Gather news items for publication from officers, directors, committees, and members.

-Assist fundraiser committees as appropriate.

-Furnish local newspapers, TV and radio stations, and news agencies with copies of Club bulletin, prepared stories, news items, and pictures.

-See that highway entrances to Aberdeen are marked with Lions highway signs, and see that these are kept in good condition.

-Promote use of emblems, placques, lapel buttons, etc., by Club members.

-Maintain contact with **International** and District Governor regarding public relation matters.

Bulletin Committee:

-Under direction of the Bulletin Editor who is chair of the committee, issue regular bulletins to members as the official organ of this Club, containing meeting announcements, news of members' illnesses, trips, marriages, public attainments, anecdotes regarding members, biographies of members, etc. Through bulletin introduce new members, admonish absentees, recognize visitors and guests.

-Publish summaries of the activities and functions carried on by the Club, including articles prepared by members of the various Club committees concerning their activities.

-Expenses are normally covered under the Administrative Budget.

No 13: The duties of the Activities Committees are as follows:

Sight and Hearing Committee:

-Provide eye/ear examinations, eyeglasses, **hearing aids**, medical and surgical care, transportation, and special equipment for the sight and hearing impaired.

-Conduct hearing, eyesight, and blind surveys, blind crafts exhibitions and sales, and furnish various types of entertainment for the blind and hearing impaired. Provide repairs to eye glasses, sight conservation devices, and hearing devices.

-Cooperate with other sight and hearing impaired organizations and conduct sight and hearing conservation campaigns.

-Maintain contact with **International** and the District regarding local blind programs and problems. Insure that designated members attend the District Lions Association for Sight and Hearing of Maryland Inc. (LASH) meetings and participate in those activities. Recruit members to attend special events on sight and hearing, such as the semi-annual eye glass sorting sessions held by the District. Designate members of the committee/Club to maintain the eyeglass collection boxes and collect the glasses donated by the public. **Use LASH as a source for obtaining hearing aids.**

-Club representatives to LASH will be members of this committee.

- Work within the annual budget established by the Board of Directors for this committee. If special needs arise and there are not adequate funds in the budget, bring these needs with a solid recommendation to the Board of Directors.

-Sight and hearing was and continues to be THE primary focus of this Club.

Youth Activities Committee

-Organize and sponsor activities to engage the interest of youth such as athletics, camps, clubs, handicrafts, and youth organizations. Promote Club observance of Parent/Child meetings and observances of Boy Scout and Girl Scout anniversaries, Youth Week, etc. Assist authorities with juvenile delinquency and probation problems.

-Maintain contact with local youth organizations such as scouts, athletic programs, etc., to insure the Club is able to assist, where assistance is needed, in the most appropriate manner.

-Cooperate with school authorities and parent-teacher organizations in educational matters. Determine specific needs and ways this club might assist.

-Work within the annual budget established for this committee by the Board of Directors. If special needs arise, for which the budget is not adequate, bring the matter with a firm recommendation to the Board of Directors.

-Make monthly reports to the Board of Directors and reports to the Club as appropriate. Maintain contact with the District and **International** as appropriate on local youth/education programs and problems.

Scholarship Committee

A. The members of this committee shall be appointed by the Club President

B-Responsible to the Board of Directors for conduct of the Club's **post high school** scholarship programs. Club policy is to **allow any person who, by residency, would have qualified to attend Aberdeen High School, to compete for a scholarship that will be applied to attendance at an accredited college, university, community college, or technical training facility** in amounts set by the Board of Directors annually. The scholarship awards granted under this program are identified as "The Aberdeen Lions Scholarships". These will be identified in memory of any member of this Club who may have died during the Lion's year this scholarship is awarded. The committee carries out policy established by the Board, making selection of scholarship recipients, arranging for presentation, and providing Public Relations Committee with appropriate news material. **Makes any necessary coordination with Aberdeen Lions Charities, Inc., regarding scholarship selection.**

-Work within the annual budget established for this committee by the Board of Directors. If special needs arise, for which the budget is not adequate, bring the matter with a firm recommendation to the Board of Directors.

-Make monthly reports to the Board of Directors and reports to the Club as appropriate. Maintain contact with the District and **International** as appropriate on local youth/education programs and problems.

Health, Welfare, & Sunshine Committee:

-Promote the conduct of health surveys and assist medical and health authorities in making surveys, as appropriate.

-Assist in providing discretionary medical, food, clothing, fuel, shelter, and other necessities for the underprivileged. All actions should normally be coordinated with the county Social Services Department to insure against duplication of effort.

-Arrange for and coordinate the distribution of food baskets at Christmas time, and at other times as appropriate. This should also be coordinated with Social Services.

-Insure that cards, flowers, fruit baskets, as appropriate, are sent to Lions and close family members of Lions who are in the hospital or confined at home due to illness or injury, and insure appropriate information is published in the club bulletin or announced at meetings. Develop policy and criteria to be submitted to the Board of Directors annually.

-Insure that appropriate announcements are made at meetings and published in the bulletin and that flowers or other appropriate memorial gifts are sent in the event of the death of a Lion or Lion family member or other member of the community as appropriate.

-Oversee the operation of the Lions Club Medical Loan Closet. This could be another area where a special sub-committee would be appropriate.

-Work within the annual budget established for this committee by the Board of Directors. If special needs arise, for which the budget is not adequate, bring the matter with a firm recommendation to the Board of Directors.

-Maintain contact with **International** and the District regarding health and welfare programs and local Club problems in this area.

Civic Improvement and Safety Committee:

-Participate in the promotion of good public facilities—libraries, schools, hospitals, and cultural facilities.

-Promote the development of recreational facilities and equipment. Promote city planning and zoning. Conduct campaigns for community **and road** clean-up and beautification and promote activities for fire prevention.

-Represent the Club in various community civic programs or councils, such as: a Centennial Committee, Aberdeen Community Leadership Council, etc. Obtain the official Club position from the Board of Directors before committing the Club or casting any Club vote on a community project.

-Keep the Club officers and members advised of community activities/councils, etc., and arrange for and supervise participation of the Club members in activities of this nature.

-Promote protection for the public against all forms of accident, which might result in physical injury or death, to include reduction of home accidents, by means of newspaper, radio, TV, flyers, programs in the schools, etc.

-Conduct community safety programs and encourage enactment and observance of safety laws. Cooperate with other safety agencies and assist them in carrying out their programs.

-Promote safety through other fields of Lions Club activities, such as boys and girls week, civic improvements, education, health and welfare, sight and hearing conservation, etc.

-Work within the annual budget established for this committee by the Board of Directors. If special needs arise, for which there are no funds budgeted, bring the matter to the Board of Directors with a firm recommendation.

-Maintain appropriate contact with District and **International** regarding civic improvement and safety matters.

Trailer Committee: A house trailer (RV, mobile home, etc.) will be maintained by the Club for the specific purpose of supporting fund raising activities and the public service functions of the activities committees. The basic duties of this committee shall be:

-Plan for and insure the trailer is properly maintained in such a condition to support the various uses of the fund raising and activities committees.

-Maintain necessary schedules to insure the trailer is available for various needs and is not double-booked.

-Make sure the proper insurance and registration is maintained on the trailer.

-Insure the trailer is moved to the site where it is needed by the requesting committee and set up and removed as appropriate. The trailer committee must work closely with other committees, as is obvious.

-FUNDING: There is no specific funding or budget for the Trailer Committee as there is for other activities committees. The chair will bring the estimate of funding needs (anything in excess of \$100.00) for approval to the Board of Directors. The costs incurred by the Trailer Committee will be charged against the appropriate activities/fund raising committee budget (pro-rated if necessary) or against the Miscellaneous and Special Projects Budget.

No. 14: The duties of the Fund Raising Committees are as follows:

Mint Sale Committee:

-Organize the committee to insure that all aspects of the fund raising project are properly carried out to include advertising, purchase of materials, sales promotions, collection of funds, proper accounting and turn in of funds, and reporting through the Third Vice President to the Board of Directors and the Club members on the status of the fund raiser.

-Maintain proper records to insure the committee knows where all the mint boxes are located, which Lion is responsible for them, and that they are checked regularly to insure the money is picked up and turned in and a good supply of mints is maintained at all sales locations.

-Continually look for new locations to place the mint boxes and continually recruit new Lions to be responsible for the boxes.

-The Mint Sale project is a year-round fund raiser. It is funded (initial purchase of supplies) from the Activities fund, with all attendant costs charged to the Mint Sale. The chair should periodically coordinate with the Treasurer to insure there are adequate funds to cover purchases of supplies. Adequate records should always be maintained so that a new committee chair can take over without having to lose any time in developing records and procedures. Net profits go to the general Activities account.

Spaghetti Supper Committee:

-Organize the committee to insure that all aspects of the fund raising project are properly carried out to include advertising, purchase of supplies and materials, sales promotions, obtaining of proper written authorizations from the Aberdeen Middle School, the Harford County Board of Education, and the Harford County Health Department, collection of funds, proper accounting for and turn in of funds and tickets, and reporting through the Third Vice President to the Board of Directors and the Club members on the status of this fund raiser.

-Maintain appropriate prior coordination with the Principal of the Aberdeen Middle School and proper follow-up coordination, to include presentation of a check for the school's portion of the net profit at a regular meeting

of the club, or at such other appropriate time and place as the committee may recommend and the Board may approve.

-The Spaghetti Supper is a once a year fund raiser, to provide for some special project at the Aberdeen Middle School. The supper is held at the Aberdeen Middle School on the fourth (4th) Tuesday in October of each year. Normally, 75% of the net profit from the Spaghetti Supper goes to the Aberdeen Middle School for a project of the Principal's choosing, with the other 25% going into the general Activities Account of this Club. NOTE: These percentage distributions of profits may be changed any year if the Committee so recommends and the Board of Directors approves. Any changes should be made prior to any notification to the school of expected distributions. All initial purchases of supplies for the supper are funded from the Activities Account, with all attendant costs charged to the Spaghetti Supper for proper determination of net profit. The Chair should coordinate with the Treasurer early to insure there are adequate funds to cover all purchases of supplies. Adequate records should always be maintained so that a new committee chair can take over without having to lose any time in developing records and procedures.

Fruit Sale Committee:

-Organize the committee to insure that all aspects of the fund raising project are properly carried out to include advertising, purchase of fruit and other supplies, sales promotions, obtaining a good distribution point, collection of funds, proper accounting for and turn in of funds, and reporting through the Third Vice President to the Board of Directors and the Club members on the status of the fund raiser. Proper orientation of the Club members on sales, sales records, sales receipts turn in, and distribution procedures is highly important to a good Fruit Sale!

-Maintain close and adequate coordination with any other group, (such as the Aberdeen High School PTSO) which may be working with the Club on the sale. Make sure the participating group understands fully the terms of their participation: how the sale works, how to promote sales, how sales are to be recorded and turned in to the committee, what the group's share of the proceeds will be, etc. Proper prior understanding insures there are no follow-on foul-ups.

-The Fruit Sale is a once a year fund raiser (unless the Board elects to have additional sales in any year). The net proceeds from the sale go into the general Activities Account to fund community assistance projects, unless there is a partner agreement worked out as indicated in the above paragraph. All initial costs for the Fruit Sale are funded from the Activities Account, with all attendant costs charged to the Fruit Sale for proper determination of net profit. The Chair should coordinate with the Treasurer early to insure there are adequate funds to cover all purchases of supplies. Adequate records should always be maintained so that a new committee chair can take over without having to lose any time in developing records and procedures.

Christmas Tree Sales Committee:

-Organize the committee to insure that all aspects of the fund raising project are properly carried out to include advertising, purchase of trees and other necessities, sales promotions, tree lot set up/maintenance/tear down, collection of funds, proper accounting of and turn in of funds, and reporting through the Third Vice President to the Board of Directors and the Club members on the status of the fund raiser. Proper orientation of the Club members on lot and sales procedures, safety procedures, and insuring that all able-bodied Lions work their fair share of hours at the tree lot are very important aspects of a good tree sale fundraiser.

-Coordinate with the Trailer Committee to insure the trailer or adequate substitute therefore, is set up properly and on time for opening of sales.

-The Christmas Tree Sale is a once a year fund raiser. The net proceeds from the sale go into the general Activities Account to fund community assistance projects. All initial costs for the Christmas Tree Sale are funded from the Activities Account, with all attendant costs charged to the Christmas Tree Sale for proper determination of net profit. The Chair should coordinate with the Treasurer early (no later than June or July) to insure there are adequate funds to cover all purchases. Adequate records should always be maintained so that a new committee chair can take over without having to lose any time in developing records and procedures.

Pancake Supper/Breakfast Committee:

-Organize the committee to insure that all aspects of the fund raising project are properly carried out to include advertising, purchase of supplies and materials, sales promotions, obtaining of proper written authorizations from the Aberdeen High School, the Harford County Board of Education, and the Harford County Health Department, collection of funds, proper accounting for and turn in of funds and tickets, and reporting through the Third Vice President to the Board of Directors and the Club members on the status of this fund raiser. Proper orientation of the Club members on ticket sales, safety procedures, work assignments, set-up and clean-up procedures are very important aspects of a good Pancake Supper/Breakfast Fund Raiser.

-Maintain appropriate prior coordination with the Principal of the Aberdeen High School and proper follow-up coordination, to include presentation of a check for the school's portion of the net profit at a regular meeting of the club or at such other appropriate time and place as the committee may recommend and the Board may approve.

-The Pancake Supper/Breakfast is a once a year fund raiser, to provide for some special project at the Aberdeen High School. The supper/breakfast is held at the Aberdeen High School in March of each year (exact date to be recommended by the committee and approved by the Board each year). Normally, 75% of the net profit from the Pancake Supper/Breakfast goes to the Aberdeen High School for a project of the Principal's choosing, with the other 25% going into the general Activities Account of this Club. NOTE: These percentage distributions may be changed any year if the Committee so recommends and the Board of Directors approves. Any changes should be made prior to any notification to the school of expected distributions. All initial purchases of supplies for the supper/breakfast are funded from the Activities Account, with all attendant costs charged to the Pancake Supper/Breakfast for proper determination of net profits. The Chair should coordinate with the Treasurer early to insure there are adequate funds to cover all purchases. Adequate records should always be maintained so that a new committee chair can take over without having to lose any time in developing records and procedures.

Pit Beef Committee:

-Organize the committee to insure that all aspects of the fund raising project are properly carried out to include obtaining of proper written authorizations from the Harford County Health Department and necessary coordination with the vendor providing the equipment and products to be sold.

-The Pit Beef sale is a unique fund raiser in that the club does not provide any investment other than the time of the members working in the sales force. The club earns a percentage of the sales in return for providing the labor force.

Special Fund Raisers: The preceding fund raiser committees and description of basic duties are for the established, year-to-year, established fund raisers of this club, for the purpose of raising funds to support the community service projects of the various Activities Committees of the Club (paragraph 2, Section A, By-Law No. 11). In some years opportunities may arise for special, one-time fund raisers for which there are no established committees or procedures/duties. In such an event, if the Board of Directors approves the special fund raiser, the President will appoint a special committee to handle that special fund raiser and lay out the basic procedures/duties for the committee to follow. NOTE: In the event it appears this special fund raiser will

become an annual or continuing project, the Constitution and By-Laws Committee will draw up an amendment to this Constitution and By-Laws to include that committee on a permanent basis, and present that amendment for consideration in accordance with the provisions herein for amendment.

Special Comments/Instructions: These fund raisers and the operating committees exist for the sole purpose of raising funds to support the community service projects of this Club. The net profits from these fundraisers must, therefore, go for that purpose and will not be used to defray the administrative costs of the Club. In addition, the fund raisers are a very special opportunity for the members of this Club to interact with the members of this community; therefore, we must always remember that we are representatives of this Club and Lionism in general, and our conduct as a Club and as individual members should always be of a high caliber befitting a respected community service organization. In addition, all members should remember that upon joining the Club, they agreed to participate in the approved Club activities; therefore, it should go without saying, all Club members are expected to support these fund raisers unless prohibited by legitimate circumstances.

Other: Funds are also obtained by the Club for use in supporting the community service activities, such as: interest from the Activities account and direct donations from members of the community or from other organizations for use of Lions Club property (trailer/grills/etc.). There are no specific committees for oversight of these situations; therefore, the Treasurer and Finance Committee are charged with this responsibility and for keeping the Board of Directors and general membership apprised on a timely basis. These funds must also go back to the support of community projects, not for administrative expenses of the Club.

No. 15: The President will consider annually the awarding of one or more Melvin Jones Fellowships. This will be funded out of the annual Activities budget for Miscellaneous and Special Projects.

No. 16: These By-Laws may be altered or amended at any meeting of the club by a majority vote of the members present, provided written notice, stating the proposed amendment, shall have been mailed to each member at least two weeks prior to the meeting at which voting on the amendment is to take place.

No 17: Any By-Law relating to single meeting procedures may be suspended at any meeting of the club by unanimous vote of all members present.

LIONS CODE OF ETHICS:

To show my faith in the worthiness of my vocation by industrious application to the end that I may merit reputation for quality of service.

To seek success and to demand all fair remuneration or profit as my just due, but to accept no profit or success at the price of my own self respect lost because of unfair advantage taken or because of questionable acts on my part.

To remember that in building up my business it is not necessary to tear down another's, to be loyal to my clients or customers and true to myself.

Whenever a doubt arises as to the right or ethics of my position or action toward my fellows, to resolve such doubt against myself.

To hold friendship as an end and not a means. To hold that true friendship exists not on account of the service performed by one to another, but that true friendship demands nothing but accepts service in the spirit in which it is given.

Always to bear in mind my obligations as a citizen to my nation, my state, and my community and to give to them my unswerving loyalty in word, act, and deed. To give them freely of my time, labor, and means.

To aid my fellows by giving my sympathy to those in distress, my aid to the weak, and my substance to the needy.

To be careful with my criticisms and liberal with my praise, to build up and not destroy.