

BY-LAWS of the Olympia Host Lions

PREAMBLE

I. NAME

The name of this organization shall be the Olympia Host Lions Club, chartered by, and under the jurisdiction of the International Association of Lions Clubs.

II. PURPOSE:

The purposes of this club shall be:

- (a) To create and foster a spirit of understanding among the peoples of the world.
- (b) To promote the 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.

III. EMBLEM.

The emblem of this association and each chartered club shall be of a design as specified by the Lions Clubs International.

III. USE OF NAME AND EMBLEM.

Use of the name, goodwill, emblem and other logos of the association shall be according to the guidelines established from time to time in the by-laws.

V. SLOGAN.

Its Slogan shall be: Liberty, Intelligence, Our Nation's Safety.

VI. MOTTO.

Its Motto shall be: We Serve.

ARTICLE I Membership

Section 1. **ELIGIBILITY FOR CLUB MEMBERSHIP** Subject to the provisions of Article I of these by-laws, any person of legal majority, good moral character and good reputation in the community, may be granted membership in the Olympia Host Lions Club. Wherever the male gender or pronouns presently appear in these Bylaws, it shall be interpreted to mean both male and female persons.

Section 2. **MEMBERSHIP BY INVITATION** Membership in Olympia Host Lions Club shall be acquired by invitation only. Nominations shall be made on forms provided by the international office, signed by a member in good standing who shall act as sponsor, and submitted to the Membership Chair, Administrator or the Secretary who shall submit the same to the Board of Directors. If approved by a majority of the Board, the prospect may then be invited to become a member of this Club. A properly completed membership application, duly signed, as well as the entrance fee and dues must be in the hands of the Board of Directors before the member is reported to and officially recognized by the association as a Lion member.

Section 3. **MEMBERSHIP CATEGORIES**

- (a) **ACTIVE:** A member entitled to all rights and privileges and subject to all obligations which membership in a Lions club confers or implies.
- (b) **MEMBER-AT-LARGE:** A member 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.
- (c) **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.
- (d) **PRIVILEGED:** A member of this club who has been a Lion fifteen or more years, who, because of illness, infirmities, advanced age or other legitimate reason, as determined by the Board of Directors of this club, must relinquish their active status.
- (e) **LIFE MEMBER:** Any member of this club who has maintained Active membership as a Lion for 20 or more years and has rendered outstanding service to this club, their community, or this association; or any member who is critically ill; or any member of this club who has maintained such active membership for 15 or more years and is at least 70 years of age may be granted Life Membership in this club.
- (f) **ASSOCIATE MEMBER:** A member who holds their 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 may be reviewed as deemed

necessary by the Board of Directors.

Section 3. **DUAL MEMBERSHIP:** No person shall simultaneously hold membership, other than honorary or associate, in this and any other Lions club.

Section 4. **RESIGNATIONS:** Any member may resign from this club, and said resignation shall become effective upon acceptance by the Board of Directors. All right to the use of the name "LIONS," the emblem and other insignia of this club and the association cease when membership is terminated.

Section 5. **REINSTATEMENT OF MEMBERSHIP:** Any member dropped from membership in good standing may be reinstated by the club's Board of Directors, and will retain their prior Lions service record as part of their total Lions service record. Members that have been dropped from membership for more than twelve (12) months must be approved in accordance with Section 2 above.

Section 6. **TRANSFER MEMBERSHIP:** Lions members in good standing in any Lions Club chartered under LCI may transfer into, or out, of the Olympia Host Lions Club by following the transfer procedure of LCI.

Section 7. **FAILURE TO PAY:** The Secretary or Administrator shall submit to the Board of Directors the name of any member who fails to pay any indebtedness due this club within 60 days after receipt of written notice. The Board shall thereafter decide whether the member shall be dropped from or retained on the roster.

Section 8. **ATTENDANCE:** The club shall encourage regular attendance at club meetings and activities. Where a member misses consecutive meetings or activities, the club will make an effort to contact the member to encourage and promote regular attendance.

Section 9. **FORFEITURE OF MEMBERSHIP:** Any member may be expelled from the Club for cause by a two thirds vote of the entire Board of Directors. Upon removal from the Olympia Host Lions Club, any and all right to use the name "LIONS," the emblem and other insignia of this Club and this association shall be forfeited. This Club shall remove members whose conduct has been deemed a violation of the International Constitution, Bylaws, Board Policy, and unbecoming a Lion by the International Office or otherwise may face charter cancellation.

ARTICLE II OFFICERS AND BOARD OF DIRECTORS

Section 1. **OFFICERS** The officers of Olympia Host Lions shall be a President,

Immediate Past President, First, and Second, Vice Presidents, Secretary, Administrator, Treasurer, Lion tamer, Tail Twister, Membership Chair, LCIF Co-ordinator, Service Chair, Marketing Communications Chair, Branch Co-ordinator, or as indicated on Exhibit C, attached hereto.

Section 2. **REMOVAL** Any officer of Olympia Host Lions Club may be removed from office for good cause by two-thirds (2/3) vote of the entire Club membership.

Section 3. **BOARD OF DIRECTORS** The members of the Board of Directors shall be the President, Immediate Past President, First, and Second Vice Presidents, Secretary, Administrator, Treasurer, Lion tamer, Tail Twister, Membership Chair, LCIF Co-ordinator, Service Chair, Marketing Communications Chair, Branch Co-ordinator, if so designated, and all elected Directors.

Section 4. **QUORUM** The presence in person of a majority of the members of the Board shall constitute a quorum at any meeting of the Board of Directors. Unless specified, the action of a majority of the Directors present at any Board meeting shall be the decision of the entire Board of Directors.

Section 5. **DUTIES AND POWERS** In addition to those duties and powers, express and implied, set forth elsewhere in these Bylaws, the Board of Directors shall have the following duties and powers:

- (a) It shall constitute the Executive Board of Olympia Host Lions Club and be responsible for the execution, through the Club officers of the policies approved by the Club. All new business and policy of Olympia Host Lions Club shall be considered and shaped first by the Board of Directors for presentation to and approval by the Club members at a regular or special Club meeting.
- (b) It shall authorize all expenditures and shall not create any indebtedness beyond the current income of Olympia Host Lions Club, nor authorize disbursement of Club funds for purposes inconsistent with the business and policy authorized by the Club membership.
- (c) It shall have power to modify, override or rescind the action of any officer of this Club.
- (d) It shall have the books, accounts and operations of Olympia Host Lions Club reviewed annually by an accounting professional, or, in its discretion, more frequently and may require an accounting or have an audit or financial review made of the handling of any Club funds by any officer, committee, or member of Olympia Host Lions Club. Any member of this Club in good standing may inspect such audit or accounting upon request at a reasonable time and place.
- (e) It shall appoint, on recommendation of the Treasurer a bank or banks for

- the deposit of the funds of Olympia Host Lions Club.
- (f) It shall appoint the surety for the bonding of any officer of Olympia Host Lions Club.
 - (g) It shall not authorize nor permit the expenditure, for any administrative purpose, of the net income of projects or activities of Olympia Host Lions Club by which funds are raised from the public.
 - (h) It shall submit all matters of new business and policy to the respective standing or special Club committee for study and recommendation to the Board.
 - (i) It shall name and appoint, subject to approval of the Club membership, the voting delegates and alternates of Olympia Host Lions Club to the multiple district and international conventions.
 - (j) It shall maintain at least two (2) separate funds, governed by generally accepted accounting principles, as follows:
 - (1) PUBLIC (ACTIVITY) FUNDS All funds raised from the public must be returned to public use including money accumulated from invested public funds. The only deductions that may be made from the activity account are the direct operating expenses of the fund-raising activity. Money accumulated from interest must also be returned to public use;
 - (2) ADMINISTRATIVE FUNDS Administrative funds are supported through contributions from members through dues, fines and other individual internal contributions.Disbursement from such funds shall be in strict compliance with Section (g) of this article.
 - (k) Subject to the provisions of Article I of these Bylaws, the Board shall review and approve all applications for membership in the Olympia Host Lions Club, and may at its discretion deny membership or expel members for cause.

ARTICLE III Elections and Filling Vacancies

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

Section 1. **ANNUAL ELECTION:** Subject to the provisions of Sections 9 and 10 of this Article, 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. They shall promptly report the newly elected officers to the International Office within 15 days of the election.

Section 2. **DIRECTORS ELECTION:** One-half of the directors shall be elected annually and shall take office on the July 1st next following their election, and shall hold office for two (2) years from that time, or until their successors shall have been elected and qualified. See Exhibit C for current officer slate.

Section 3. **ELIGIBILITY FOR OFFICE:** No person shall be eligible to hold office in this club unless the member is an active or life member in good standing.

Section 4. **NOMINATION MEETING:** A nomination meeting shall be held in March of each year or as determined by the Board of Directors, with the date and place of such meeting to be determined by the Board of Directors. Notice of the meeting shall be published by regular US Post, electronic means, or by personal delivery to each member of this club at least fourteen (14) calendar days prior to the date of the meeting.

Section 5. **NOMINATING COMMITTEE:** The President shall appoint a nominating committee to be chaired by the Immediate Past President 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 made from the floor.

Section 6. **ELECTION MEETING:** The annual election meeting shall be held in April or as determined by the Board of Directors, at a time and place determined by the Board of Directors. Notice of the election meeting shall be published by regular US Post, electronic means, or by personal delivery to each member of the club at least fourteen (14) calendar days prior the date of the meeting. Such notice shall include the names of all nominees approved at the preceding nomination meeting, and, subject to Section 4 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 7. **BALLOT:** The election shall be conducted by a secret written ballot by those present and qualified to vote at any time any office shall be contested by two or more members. Ballots shall take the form of Exhibit B. Any election(s) wherein there is a single candidate for each office may be held by voice vote of the members present.

Section 8. **VOTES REQUIRED:** The officer candidate is required to secure a majority of the votes cast by the club members present and voting in order to be declared elected; for purpose of such election, a majority is defined as a number more than one-half of the total valid votes cast excluding blanks and abstentions. If, on the first ballot, and subsequent ballots, no candidate receives a majority, the candidate or tied candidates receiving the lowest number of votes shall be eliminated and balloting shall continue until one candidate receives a majority. In case of a tie on any ballot, balloting shall continue on the tied candidates until one is elected.

Section 9. **NOMINEE UNABLE TO SERVE:** If in the interim between the nomination meeting and the election meeting any nominee is unable for any reason to serve in the office to which the member 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 10. **VACANCY:** 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 any office of vice President, the Board of Directors shall thereon call a special election, giving each member in good standing fourteen (14) calendar days notice of the time and place, 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 of Directors 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 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 11 hereinafter. Such notice may be given by any remaining officer or director, but if none, then by any member.

Section 11. **REPLACEMENT OF OFFICERS ELECT:** In the event any officer-elect, before their 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. Fourteen (14) calendar days prior notice of such meeting, setting forth the purpose, time and place 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 III **Duties of Officers**

Section 1. **PRESIDENT:** The President shall be the chief executive officer of this club and shall exercise the powers and duties customarily reserved for that office and referenced in the current edition of Robert's Rules of Order. Other duties of the President of the Olympia Host Lions are enumerated in Appendix D.

Section 2. **IMMEDIATE PAST PRESIDENT:** The Immediate Past President, at the discretion of the President may serve as the chair of the Nominating Committee.

Section 3. **VICE PRESIDENT(S):** If the President is unable to perform the duties of the office for any reason, the vice President next in rank shall occupy the position and

perform the duties with the same authority as the President. Each vice President shall, under the direction of the President, oversee the functioning of such activities of this club as the President shall designate. Other duties of the Vice Presidents of the Olympia Host Lions are enumerated in Appendix D.

Section 4. **SECRETARY:** The Secretary shall perform the duties required by the State of Washington to be performed by the Secretary of a Washington Non-profit corporation. The Secretary will also 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 multiple district in which this club is located, and the international association. Other duties of the Secretary of the Olympia Host Lions are enumerated in Appendix D.

Section 5. **ADMINISTRATOR:** The Administrator 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 international association. Other duties of the Administrator of the Olympia Host Lions are enumerated in Appendix D.

Section 6. **TREASURER:** The Treasurer or the Treasurer's designee shall perform the duties required by the State of Washington to be performed by the Treasurer of a Washington Non-profit corporation. Other duties of the Treasurer of the Olympia Host Lions are enumerated in Appendix D.

Section 7. **MEMBERSHIP CHAIR:** The Membership Chair shall be the chair of the Membership Committee. Other duties of the Membership Chair of the Olympia Host Lions are enumerated in Appendix D.

Section 8. **SERVICE CHAIR:** The responsibilities for the Service Chair of the Olympia Host Lions are enumerated in Appendix D.

Section 9. **MARKETING COMMUNICATION CHAIR:** The responsibilities for the Marketing and Communications Chair of the Olympia Host Lions are enumerated in Appendix D.

Section 10. **CLUB LCIF CO-ORDINATOR:** The LCIF Co-ordinator communicates the mission and successes of LCIF and its importance to Lions Clubs International. This position also collaborates with the club Service Chair to support club initiatives.

Section 11. **LION TAMER:** (Optional). The Lion Tamer shall have charge of and be responsible for the property and paraphernalia of the club, including flags, banners, bell, gavel, song books, button case, and any other club property. Additional duties of the Lion Tamer are enumerated in Appendix D.

Section 12. **TAIL TWISTER:** (Optional). The duties of the Tail Twister are enumerated in Appendix D.

ARTICLE V Committees

Section 1. **COMMITTEES:** The committees as set forth in the attached Exhibit C may be appointed by the President as directed by the Board of Directors, and revised by the Board of Directors from time to time. Current Standing Committees of the Olympia Host Lions are identified in Appendix C.

Section 2. **SPECIAL COMMITTEES:** From time to time, the President may appoint, with the approval of the Board of Directors, such special committees as may be necessary.

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

Section 4. **COMPOSITION:** All committees shall consist of a chair and as many members as shall be considered necessary by the President.

Section 5. **COMMITTEE REPORTING:** Each committee, through its chair, should be encouraged as necessary to report, either verbally or in writing, to the Board of Directors as deemed necessary by the Board.

ARTICLE VI Meetings

Section 1. **BOARD OF DIRECTORS REGULAR MEETINGS:** Regular meetings of the Board of Directors shall be held at such times and places as the Board shall determine. (It is recommended that the Board of Directors meet at least once each month.)

Section 2. **BOARD OF DIRECTORS SPECIAL MEETINGS:** Special meetings of the Board of Directors shall be held when called by the President, or when requested by three (3) or more members of the Board of Directors, at such time and place as the President shall determine.

Section 3. **REGULAR CLUB MEETINGS:** Regular meetings of this club shall be held at times and places recommended by the Board of Directors, and approved by the club. All meetings shall begin and end, promptly, at the regular set times. Except as otherwise specifically provided in these by-laws, notice of regular meetings shall be

given in such manner as the Board of Directors deems proper.

Section 4. **SPECIAL CLUB MEETINGS:** Special meetings of the club may be called by the President, in 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 shall be published to each member of this club, by regular post, electronic means or personal delivery, at least ten (10) days prior to the date thereof.

Section 5. **ANNUAL OFFICER INSTALLATION MEETING:** An annual meeting of this club shall be held in conjunction with the close of each Lions' year at a time and place determined by the Board of Directors, at which meeting newly elected Officers and Directors shall be installed.

Section 6. **ALTERNATIVE MEETING FORMATS:** Regular and/or special meetings of this club and/or Board of Directors may be held through the use of alternative meeting formats, such as teleconference and/or web conference upon initiation of the President or by any three (3) members of the Board of Directors.

Section 7. **CHARTER ANNIVERSARY:** A charter night anniversary meeting of this club may be held each year.

Section 8. **QUORUM:** At any Regular or Special meeting of the club where the required Notice has been given, the members in good standing present will constitute a quorum. At any Regular or Special meeting of the Board of Directors of the club where the required Notice has been given, a majority of the elected Officers and Directors will constitute a quorum. 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 9. **BUSINESS TRANSACTED BY MAIL:** This club, and the Board of Directors, may transact business by mail (including letters, electronic mail, facsimile transmission, or cable).

ARTICLE VII Fees and Dues

AS APPROVED BY THE BOARD OF DIRECTORS

Section 1. **ENTRANCE FEE:** Each new, reinstated, or, after more than 12 months lapse in membership, transfer member shall pay an entrance fee as specified by Lions Clubs International; provided, however, that the Board of Directors may elect to waive all or any part of the entrance fee.

Section 2. **ANNUAL DUES:** Each member of this club shall pay regular annual dues, which dues shall not be less than an amount to cover current Lions Clubs International and Multiple District dues and shall be paid in advance at such times and in such amounts as the Board of Directors shall, from time to time, determine.

The Treasurer of this club shall remit international and multiple_district dues to these organizations, and at the times, specified in the respective international and multiple district constitution and by-laws.

ARTICLE VIII Branch Club Administration

Section 1. **BRANCH CLUB OFFICERS:** The members comprising the branch shall elect a branch President, Secretary and Treasurer. These three individuals, along with the branch liaison constitute the executive committee of the branch. The branch members shall elect a President who shall perform the duties enumerated in Appendix D.

Section 2. **LIAISON:** The parent club shall designate a member of the parent club to oversee the progress of the branch and provide assistance to the branch, when necessary. The member serving in this capacity shall also serve as the fourth officer of the branch.

Section 3. **VOTING ENTITLEMENT:** The members of the branch may vote on activities of the branch and are voting members of the parent club, when in attendance at meetings of the parent club. Branch members shall be calculated in parent club meeting quorum requirements only when present in person at the parent club meeting.

ARTICLE IX Miscellaneous

Section 1. **FISCAL YEAR:** The fiscal year of this club shall be July 1 through June 30.

Section 2. **PARLIAMENTARY PRACTICES:** Except as otherwise specifically provided in these Bylaws, 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.

Section 3. **PARTISAN POLITICS/RELIGION:** 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.

Section 4. **PERSONAL BENEFIT:** Except to further their progress in Lionism, no officer or member of this club shall use their 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 objectives.

Section 5. **COMPENSATION:** No officer shall receive any compensation for any service rendered to this club in their official capacity.

Section 6. **SOLICITATION OF FUNDS:** No funds should be solicited from the club during meetings by any individual or individuals who are not members of the club. Any suggestion or proposition made at any meeting of this club calling for the expenditure of money for other than the regular obligations shall be referred to the appropriate committee or to the Board of Directors for further review.

ARTICLE X Amendments

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

Section 2. **NOTICE:** No amendment shall be put to vote, unless written notice, stating the proposed amendment shall have been published to the membership through regular post or electronic means, or delivered personally to each member of this club at least fourteen (14) calendar days prior to the meeting at which the vote on the proposed amendment is to be taken.

Section 3. **AMENDMENT TO APPENDICES TO THE BYLAWS:** Appendices to these by-laws may be altered, amended or repealed at any regular or special meeting of the Board of Directors of this club at which a quorum is present, by the vote of a majority of the Directors present in person and voting.

Section 4. **WAIVER** Any portion of these Bylaws may be waived by two-thirds vote of the full number of officers and Directors of the Olympia Host Lions.

Exhibit A

Membership Category Chart - Obligations, Rights, and Responsibilities

| Category | Regular Attendance | Prompt payment of dues (Club, District, and International) | Participation in Club Activities | Conduct Reflecting Favorable Image |
|-----------------|-----------------------------------------|------------------------------------------------------------|----------------------------------|------------------------------------|
| Active | Yes | Yes | Yes | Yes |
| Associate | Yes, Primary Club No, Secondary Club | Yes, Club Only | Yes, when able | Yes |
| Honorary | No | No, Club pay applicable Int'l and District dues | No | Yes |
| Life | No | Yes, District & Club only No, Int'l dues obligations | Yes, when able | Yes |
| Member at Large | No | Yes | Yes, when able | Yes |
| Privileged | No | Yes | Yes, when able | Yes |

MEMBERSHIP CATEGORIES

- (a) **ACTIVE:** A member entitled to all rights and privileges and subject to all obligations which membership in a Lions club confers or implies. 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 prompt payment of dues, participation in club meetings and activities and conduct reflecting a favorable image in the community. This membership category shall be included in the club delegate formula calculation.

- (b) **MEMBER-AT-LARGE:** A member 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 may be reviewed by the Board of Directors. 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 include multiple district and international dues. This membership category shall be included in the club delegate formula calculation.
- (c) **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 multiple district dues on such a member, who may attend meetings, but shall not be entitled to any privileges of active membership. This membership category shall not be included in the club delegate formula calculation.
- (d) **PRIVILEGED:** A member of this club who has been a Lion fifteen or more years, who, because of illness, infirmities, advanced age or other legitimate reason, as determined by the Board of Directors of this club, must relinquish their active status. A Privileged Member shall pay such dues as the local club may charge, which dues shall include multiple district and international dues. The member 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. This membership category shall be included in the club delegate formula calculation.
- (e) **LIFE MEMBER:** Any member of this club who has maintained Active membership as a Lion for 20 or more years and has rendered outstanding service to this club, their community, or this association; or any member who is critically ill; or any member of this club who has maintained such active membership for 15 or more years and is at least 70 years of age may be granted Life Membership in this club upon:
 - (1) recommendation of this club to the association,
 - (2) payment to the association of US\$500.00, or its equivalent in the respective national currency, by this club in lieu of all future dues to the association, and
 - (3) approval by the International Board of Directors.
 A Life Member shall have all privileges of active membership so long as the member 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 of said club. This membership category shall be included in the club delegate formula calculation.
- (f) **ASSOCIATE MEMBER:** A member who holds their 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 may be reviewed as deemed necessary by the Board of Directors. 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 the member is present in person, but may not represent the club as a delegate at district (single, sub-, provisional and/or multiple) or international conventions. The member shall not be eligible to hold club, district or international office, nor district, multiple district or international committee assignments through this club. International and district (single, sub-, provisional and/or multiple) dues shall not be assessed on the Associate; PROVIDED, however, nothing shall prevent this club from assessing an Associate such club dues as it shall deem proper. This membership category shall not be included in the club delegate formula calculation.

Rights and Privileges

| Category | Eligibility to seek Club, District, or Int'l office | Voting Privileges | Delegate at District or Int'l Convention |
|-----------------|-----------------------------------------------------|-----------------------------------------------------------|-----------------------------------------------|
| Active | Yes | Yes | Yes |
| Associate | No | District Convention (primary) Club matters only (both) | No |
| Honorary | No | No | No |
| Life | Yes, if fulfills obligations of Active member | Yes, if fulfills obligations of Active member | Yes, if fulfills obligations of Active member |
| Member at Large | No | Yes, club matters only | No |
| Privileged | No | Yes | Yes |

Member Category Limits

Honorary Members: Not to exceed 5% of total actual membership; any fraction shall permit one additional honorary member.

Exhibit B
Sample Ballot Form

For Election of President: Indicate your vote by checking the box of the candidate of your choice:

- John Smith
- Sally Jones
- _____

Exhibit C
Olympia Host Lions Club Organization Plan

Officers and Directors:

- President
- 1st Vice President
- 2nd Vice President
- Secretary
- Administrator
- Treasurer
- Immediate Past President: Nominating Committee Chair
- Membership Chair
- LCIF Co-ordinator
- Service Chair
- Marketing and Communications Co-ordinator
- Branch Liaison
- 2 Directors (First Year)
- 2 Directors (Second Year)
- Tail Twister (optional)
- Lion Tamer (optional)

Administrative Committees:

- Meeting Structure/ Administration
 - a. Meeting Agenda
 - b. Meeting Room Set Up
 - c. Lunch Coordination
 - d. Greeting
 - e. Charter Night
 - f. Christmas Party
 - g. Membership
 - h. Program Coordinator
 - i. Sunshine Team
 - j. Nominating Committee
 - k. Officer Installation (Annual Meeting)

Activities Committees:

- 1. Fund Raising Activities
 - a. Food Booth
 - 1). Lakefair
 - 2). Air show
 - 3). Clarus
 - b. Apple Sale Project

- 1) Administration
- 2). Distribution
- 3). Operations
- 4). Club outreach
- 5). Olympia Host point of contact

2. Service Projects

- a. Low Vision Resource Center
- b. Dictionary Project
- c. Sensory Garden
- d. School Health Screening
- e. Homeless Dinners
- f. NW Lions Eyeglass Recycling Center
- g. Hearing Aid Program
- h. Scholarship Program
- i. Camp Leo
- j. Olympia Union Gospel Mission Vision Project
- k. Evergreen Vista Support
- l. Food Bank

3. Donations

- a. Little Red Schoolhouse
- b. Food Bank
- c. LCIF
- d. CARE
- e. Senior Services
- f. Safe Place

3. Communication / Public Relations

- a. Newsletter
- b. Community News Releases
- c. Club History
- d. Web Page
- e. Facebook page
- f. Phone line

Exhibit D: Duties of Officers

PRESIDENT. The responsibilities for this position shall be as follows:

- (a) Serve as chief executive officer for this club.
- (b) Preside at all meetings of the board of directors of this club.
- (c) Issue the call for regular meetings and special meetings of the board of directors of this club.
- (d) Appoint standing and special committees and cooperate with chairs to effect regular functioning and reporting of such committees.
- (e) See that regular elections are duly called, noticed and held.
- (f) Ensure the club is operating in accordance with local laws.
- (g) Ensure proper administration of club operations by ensuring that all club officers and members adhere to the club's By-Laws and the International Constitution and By-Laws.
- (h) Encourage diplomacy and solve disputes in a fair and transparent fashion utilizing the Dispute Resolution Procedure if needed.
- (I) Serve as a mentor to vice presidents to ensure the continuance of effective leadership.

In addition to the above duties, the President may, at his discretion, and to the extent facilitated and supported by the District and Multiple District, fulfill the following additional duties:

- (j) Chair the Club Global Action Team and ensure the following:
 - (1) Ensure the election of qualified Lion leaders for the position of club service chair, club membership chair and club vice president, who will serve as the leadership chair.
 - (2) Ensure regular meetings to discuss and advance initiatives established by the Global Action Team.
 - (3) Collaborate with the district Global Action Team and other club presidents to further initiatives focused on expanding humanitarian service, leadership development and membership growth.
- (k) In collaboration with the club officers and committee chairs, implement a plan for membership growth, community engagement, operational improvement and the fulfillment of humanitarian services as presented and approved by the club's board of directors.
- (l) Be an active member of the district governor's advisory committee of the zone in which this club is located.

First Vice President. The responsibilities for this position shall be as follows:

- (a) Understand the club's role in district activities and events.
- (b) Network with the officers of other clubs to gain ideas that may be applied to the club.
- (c) Gain in-depth knowledge of district, multiple district initiatives that support

leadership development, membership growth and the expansion of humanitarian service.

- (d) If the president is unable to perform the duties of his/her office for any reason, the vice president next in rank shall occupy his/her position and perform his/her duties with the same authority as the president.

In addition to the above duties, the First Vice President may, at the direction of the President, or at his discretion, and to the extent facilitated and supported by the District and Multiple District, fulfill the following additional duties:

- (e) Conduct an annual club quality assessment and collaborate with the club officers, specifically members of the club's Global Action Team and other committee chairs during his/her term as first vice president to develop a plan for membership growth, community engagement, and the fulfillment of humanitarian services to be presented and approved by the board of directors during his/her term as president.
- (f) Serve as a key member of the club's Global Action Team as the club Leadership Chair and along with other members of the leadership committee:
 - (1) Ensure that new members are provided with an effective orientation so new members understand how the club operates within its district, multiple district and Lions Clubs International, with the support of the Club Membership Chair.
 - (2) Ensure current and/or incoming club officers attend training, offered by the district and/or via the Lions Learning Center (LLC)
 - (3) Communicate to the District Global Leadership Coordinator the need for training, the names of potential new leaders and the leadership development activities that club members attend.
 - (4) Identify potential leaders and encourage their development as future leaders.
 - (5) Encourage members to participate in leadership training offered by the district, multiple district and Lions Clubs International.
- (g) Take a key role in membership retention and ensure organizational excellence by measuring member satisfaction and utilizing feedback to improve club operations.
- (h) Be an active member of the district governor's advisory committee of the zone in which this club is located.

Second Vice President:

- (a) Understand the club's role in district activities and events.
- (b) Network with the officers of other clubs to gain ideas that may be applied to the club.
- (c) Gain in-depth knowledge of district, multiple district initiatives that support leadership development, membership growth and the expansion of humanitarian

- service.
- (d) Oversee the functioning of such committees of this club as the president shall designate.

Secretary:

- (a) Prepare agenda for weekly club meetings, print and distribute at the meeting*
- (b) Attend Club Monthly Board, Special Board and Zone C2 meetings
- (c) Prepare agenda for monthly and special Board meetings and email to Board members prior to the meeting.
- (d) Give Secretary Report at monthly Board meetings
- (e) Prepare minutes of all Club Board meetings and email to Board members prior to the next month's Board meeting.
- (f) Prepare and distribute the monthly Calendar of Events.
- (g) Prepare all correspondence necessary for donations received and/or services received
- (h) Maintain copies of all Board meeting minutes, agendas, and all other items and/or records deemed worth saving.
- (i) Order from LCI or MD19 such forms or other items that may be needed for Club projects or functions.
- (j) As directed, order such awards and certificates, from LCI, to be presented to Club members on special occasions.
- (k) Distribute all correspondence, awards, and other items received from LCI or MD19 to the proper Officer for presentation.
- (l) Report monthly visitations to other Clubs by Oly Host members to MD19 each month.
- (m) Attend the Spring District Convention and the Multiple District Fall Convention.
- (n) Participate in training as deemed necessary, or directed to, either via webinars or in person at designated locations.
- (o) Other duties as may be assigned by the President.

Club Administrator

- (a) Attend Club Board meetings, Special Board meetings and Zone C-2 meetings
- (b) Maintain a current Club and Club Branch membership roster and periodically revise and furnish a copy to each Club and Branch member.
- (c) Keep the members' data current on both the member and branch roster and the member list on the LCI website at MyLCI.

- (d) Prepare and send out annual dues notices to all Club members annually in May, Maintain a record of dues payments received and issue membership cards to paid up members, Club Life members and any dues exempt members.
- (e) Deliver all dues checks and cash promptly to the Club Treasurer and keep the Treasurer apprised of the payment records until all dues have been paid.
- (f) Check the Club post office box at least once a week (or more frequently when dues are coming in) and distribute the mail received to the appropriate Club officers.
- (g) Accept new members applications and dues payments. Present the new members applications to the Board for approval. If approved, deliver the monies to the Treasurer and arrange for the new member to be inducted..
- (h) Arrange for an induction date, prepare the new member packet, complete the certificates and have it all ready for the induction.
- (i) Order from LCI or MD19 membership applications and membership packets for new members as necessary. Maintain the supply, with list, of all Lions pins in Club possession and record when and to whom they are issued. Order needed pins from LCI, i.e. Past President, etc.
- (j) Send out two week notices in advance of Club Officer nominations and Club elections in April of each year. After Club Officer elections, notify LCI, MD19, and the Zone C-2 Chair of the new slate of officers.
- (k) Assist in ordering Melvin Jones Awards and Lion of the Year pins.
- (l) Attend the Spring District Convention and the Multiple District Fall Convention.
- (m) Participate in training as deemed necessary, or directed to, either via webinars or in person at designated locations.

Treasurer:

- (a) Receive all monies, from the Secretary, Administrator, and other sources, and deposit the same in a financial institution insured by the Federal Deposit Insurance Corporation, or other similarly insured institution, and approved by the Board of Directors.
- (b) Payout monies in payment of club obligations only on authority given by the Board of Directors.
- (c) Have custody and keep and maintain general records of club receipts and disbursements.
- (d) Prepare and submit monthly financial reports to the Board of Directors of this club.
- (e) Give bond as required by the Board for the faithful discharge of the office in such sum and with such surety as determined by the Board of Directors.

- (f) Deliver, in a timely manner, at the conclusion of his term in office, the financial accounts, funds and records of the club to his successor in office.
- (g) Arrange for issuance, in co-operation with the Secretary or Administrator statements to each member for dues and other financial obligations owed to the club and report payments to the Board of Directors.

Service Chair

The Duties of this position shall be as follows:

- (a) Report service activities to Lions Clubs International.
- (b) Serve as a club resource on current community needs by monitoring the service activities of other service clubs, developing community partnerships to expand service, and utilizing tools and resources offered by Lions Clubs International and Lions Clubs International Foundation.
- (c) Increase member satisfaction by encouraging participation and engagement in service projects.
- (d) Collaborate with the club membership chair and other club committees to promote membership opportunities to non-Lions during service projects.
- (e) Attend the district governor's advisory committee meeting of the zone in which this club is located when appropriate.
- (f) Serve as a key member of the club's Global Action Team as the club Service Chair.
- (g) Develop and communicate annual service goals and action plans. Goals and action plans should address current community needs and / or LCI's global causes, and can be comprised of advocacy and fund raising in addition to direct service to beneficiaries.
- (h) Collaborate with club LCIF co-ordinator, Membership Chair, and District leaders as appropriate and members interested in developing OLH scope of service.

Marketing Communications Co-ordinator

The responsibilities for this position shall be as follows:

- (a) Develop and implement annual communications plans for internal and external audiences, including club members, news media, supporters/sponsors and potential new members.
- (b) Publicize club activities, including service projects, fundraisers, donations, Lions Clubs International sponsored contests and other newsworthy accomplishments both internally and externally via the news media, social media, and other effective means.
- (c) Expand humanitarian initiatives, community involvement and membership initiatives through social media.
- (d) Provide communication tools to club members and to encourage all club members to participate in promoting the club's activities via social media, referral and other effective means of communication.
- (e) Assist the club president in communicating information from the district, multiple

- district and international headquarters with the club members.
- (f) Work closely with the club membership chair to target and reach out to new potential club members.
 - (g) Attend the district governor's advisory committee meeting of the zone in which this club is located when appropriate.

Branch Club President

- (a) be encouraged to attend general and/or Board meetings of the parent club;
- (b) to provide branch records and a report of planned branch activities;
- (c) provide a monthly financial report and coordinate efforts to encourage open discussion and effective communication between the branch and parent club.

Duties of the Lion Tamer:

The Lion Tamer shall put each in its proper place before each meeting and return the same to the proper storage area after each meeting. The Lion Tamer 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.

Duties of the Tail Twister:

The Tail Twister shall give special attention to assure that each new member sits with a different group at each meeting so that the member can become better acquainted. The 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 ruling from any decision in imposing a fine, provided, however, and no member shall be fined more than twice at any one meeting. Fines imposed by the Tail Twister are not enforceable. 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 or designee.

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of the
Olympia Host Lions

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