

**Constitution and By-Laws—Jefferson City Host Lions Club  
(Chartered June 11, 1925)**

**Revised May 29, 2024**

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**CONSTITUTION**

**ARTICLE I**

**Name**

**Section A.** The name of this organization shall be the Host Lions Club of Jefferson City, Missouri, chartered by, and under the jurisdiction of, Lions Clubs International.

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

**Section C.** Its motto shall be: We Serve.

**Section D.** The club may be commonly referred to as Jefferson City Host Lions Club.

**ARTICLE II**

**Objectives**

The Objectives of this Club Are:

To form a body of individuals to unite its members in the closest bonds of good fellowship and to promote a closer business and social union among them.

To encourage Active participation in all things that have to do with commercial, civic, and industrial betterment.

To uphold the principles of good government.

To assist in every honorable way in furthering the interests of its members, and toward bringing about a better understanding among mankind.

To teach that organization, cooperation and reciprocity are better than rivalry, strife, and destructive competition.

To co-operate with other organizations engaged in worthwhile endeavors for the public's welfare.

To encourage the application of the highest ethical standards in business, and endeavor, by the exchange of methods and ideas, to increase efficiency in all lines represented.

**ARTICLE III**

**Membership**

**Section A.** Subject to the provisions hereinafter stated, any person of legal majority and good moral character and good reputation in their community, and otherwise qualified shall be eligible for membership in this Lions Club. Wherever the male gender or pronoun presently appears in this Constitution and By-Laws, it shall be interpreted to mean both male and female persons.

**Section B.** Membership shall be graded as Active, Member-at-Large, Honorary, Associate, Affiliate, Privileged, and Life.

**Section C. Active members** shall be entitled to all rights and privileges, and subject to all obligations which membership in the Lions Club confers and 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 Association, and the right to

vote on all matters requiring a vote of the membership; and such obligations shall include regular attendance, prompt payment of dues, participation in Club activities, participation in standing committee activities, and conduct reflecting a favorable image of this Lions Club in the community.

**Members-at-Large** shall be members of the Club who move and are elected to membership at large by the Board of Directors. Such membership-at-large shall terminate only when the member fails to pay dues or joins another Lions Club, in which case he/she could be designated as an Associate Member. This status shall be reviewed yearly by the Board of Directors of this Club.

**Honorary members** shall be those residents of the community who have performed outstanding services for it or for the Host Lions Club, and upon whom the Club wishes to confer special distinction. The election of members to this classification shall be by the members of the Host Lions Club after approval by the Board of Directors.

**Associate members** shall be those who are members of another Lions Club who wish to also affiliate with the Host Lions Club. They shall be assessed regular dues, less the District and International assessment per member, and shall have the rights and privileges of regular membership except the right to vote or hold office.

**Affiliate members** shall be those who are members of the community not able to fully participate as active members, but desire to support the Club and its service activities. They may vote on Club matters, but may not hold office or represent the Club as a delegate to District, Multiple District or International events. Affiliate members shall pay District and International dues, and such Club dues as the Board of Directors shall determine. Such Club dues may differ from those paid by active members.

**Privileged members** shall be those who have been a Lion fifteen or more years who, because of illness, infirmities, or advanced age are unable to attend meetings as determined by an investigation of the Membership and Retention Committee and approved by the members of the Host Club after approval by the Board of Directors. All privileged members' status shall be reviewed annually by the Membership and Retention Committee.

**Life members.** Any member of the Club who has maintained a continuous membership as a Lion for 20 years, or more, and who has rendered outstanding service as a Lion to the Club, community, or the Association, or any member who has maintained active membership for at least 15 years and is at least 70 years of age, or any member who is critically ill, may become a Life Member upon (1) recommendation by the Club, (2) approval by the International Board of Directors, (3) payment to the Association of \$300.00 in lieu of all future dues to the Association.

**Section D.** Nominations for membership in this Club may be made by any member who has been an active member in good standing for a period of at least three months. All such nominations shall be referred to the Membership and Retention Committee and the Board of Directors for appropriate action as elsewhere provided for in these Articles.

**Section E.** A member in good standing of another Lions Club, who has moved to the Jefferson City area, may be elected as an active member of this Club in the same manner as any other nominee upon his own application. This Club may grant membership on a transfer basis to one who has terminated or is terminating his membership in another Lions Club provided that: (1) a completed transfer form is received by the secretary of this Club within six months following the date of termination of membership in his former Club or, if the form is not available, the member's current membership card; (2) such termination was in good standing; and (3) such transfer member form or membership card is approved by the Board of Directors.

**Section F.** An applicant for reinstatement to membership in this Club shall be passed upon by the Membership and Retention Committee and the Board of Directors in the same manner as for a prospective new member.

**Section G.** An invitation to active membership in this Club shall not be extended to anyone who holds membership in another Lions Club, other than honorary or associate.

## ARTICLE IV

### Fees and Dues

**Section A.** There shall be an entrance fee of the amount established by Lions Clubs International, or an amount determined by the Board of Directors, for active members. This entrance fee may be waived by the Board of Directors.

**Section B.** Any former member of this Club who left in good standing and is approved for reinstatement as an active member shall not be required to pay a reinstatement fee provided such reinstatement is within six months of termination of his/her prior Lions Club membership.

**Section C.** Any active member joining this Club by transfer from another Lions Club shall not be required to pay a transfer fee, nor shall a Lion joining this Club as an associate member be required to pay a transfer or entrance fee.

**Section D.** Membership dues of the Host Lions Club, exclusive of luncheon fees, shall be in an amount determined by the Board of Directors, plus those dues levied upon the Club by the Multiple District and Lions International, payable semi-annually or annually, as determined by the Board of Directors, payable in advance. Of the annual dues collected 13/16<sup>th</sup> of that amount shall be accounted for by the Secretary and Treasurer in the General Account of the Club and shall be used for general administrative purposes and for the purpose of carrying on extra activities for the Club in furtherance of good fellowship, better acquaintanceship and Club improvement; and 3/16<sup>th</sup> of that amount shall be accounted for in a Convention Account. This fund shall be used for the purposes of defraying expenses of delegates to the District, State and International Conventions, Missouri Forum, and the USA/Canada Forum, specific appropriations subject to funds available, being made by the Board of Directors when required.

**Section E.** 1. Each active member, privileged member, associate member and member-at-large shall pay dues as provided for in Section D of this Article.

2. Honorary members shall not be required to pay Club dues, but the Club shall pay in their behalf the regular District, Multiple District and International dues. When a person who is not already a member of this Club is elected to honorary membership, the Club shall pay the regular Lions International entrance fee.

3. Privileged members who qualify may elect to pay only the dues and assessments imposed by the District, Multiple District and International, in which event they also elect to forfeit their right to hold office or vote. To be reinstated as an active member they need only to pay the active member dues as stated in Section D.

## ARTICLE V

### Resignations

Resignation of any member shall be submitted in writing to the President or Secretary of the Club and shall be effective upon acceptance by the Board of Directors as of the date designated by the Board, provided all obligations to the Club have been paid, and all Club property has been returned.

## ARTICLE VI

### Forfeiture of Membership

**Section A.** Any member who refuses or neglects to pay any indebtedness to the Club within 60 days after formal demand has been made by notice from the Secretary or Treasurer, shall be automatically dropped from membership in the Club. Such members shall be notified by mail.

**Section B.** Any member may be expelled for cause from the Club by a two-thirds vote of the entire Board of Directors.

**Section C.** Lost attendance through absence from a regular meeting of the Club may be made up by the member attending any of the following: Meeting of any other Lions Club, regular or special; Meeting of the member's home Club's Board of Directors; Duly constituted meeting of a standing committee of member's home Club; Any meeting or activity scheduled or sponsored by member's own Club; Regional meeting; Zone meeting; International, State, District or Area Convention or any other recognized Lions meeting; Visit to headquarters of Lions Clubs International; A member who is forced to miss meeting(s) by reason of illness shall automatically be granted attendance credit for meeting(s) missed upon acceptable evidence of said illness; A member who is forced to miss meetings(s) as a result of Military Service, jury duty or other statutory requirements will be given attendance credit for meeting(s) missed.

## **ARTICLE VII**

### **Officers**

**Section A.** The officers of this Club shall be a President, Immediate Past President, First Vice President, Second Vice President, Secretary, Treasurer, Lion Tamer and Tail Twister. There shall be eight directors and the directors and the activities treasurer who, together with the officers, shall constitute the Board of Directors.

**Section B.** Five officers or directors shall constitute a quorum at any meeting of the Board.

## **ARTICLE VIII**

### **Elections**

**Section A.** The officers and directors shall be elected as follows: A nomination meeting shall be held in the month of March each year, date and place of such meeting to be determined by the Board of Directors, and announced to the Club at the weekly luncheon at least two weeks prior to the holding of such meeting.

**Section B.** The President shall appoint a nominating committee, as outlined in the by-laws, for the purpose of proposing the names of candidates for the various Club offices for presentation to the Club on the regular nomination day. At this meeting, nomination for all offices to be filled in the succeeding year may also be made from the floor.

**Section C.** An election meeting shall be held in April of each year, date and place of such meeting to be determined by the Board of Directors. This meeting shall follow the nomination meeting by at least three weeks, and shall be announced by the Secretary to the members at the nomination meeting.

**Section D.** At the meetings intervening between the nominating meeting and the election meeting, the Secretary shall read to the membership the names of all nominations previously made, and additional nominations may be made from the floor. At the final meeting before the election meeting, after reasonable opportunity has been given for additional nominations, nominations shall be closed, but nominations shall not be closed before that date.

**Section E.** All officers shall be elected annually and shall take office on July 1<sup>st</sup>, and hold office for one year from that date, or until their successors shall be elected and qualified.

**Section F.** Four directors shall be elected annually and shall take office on July 1<sup>st</sup>, and hold office for two years from that time, or until their successors are elected and qualified.

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

## ARTICLE IX

### Qualifications of Officers

**Section A.** No person shall be eligible to hold office in this Club unless that person is an active or life member in good standing.

**Section B.** No officer or director shall receive any compensation for any service to this Club.

## ARTICLE X

### Duties of Officers

**Section A.** The President shall be Chief Executive Officer of the Club and shall preside at all meetings and shall be chairman of the Board of Directors.

**Section B.** If for any reason the President is unable to perform those duties, the Vice President next in rank shall occupy this position and perform those duties, having the same authority as the President. The Vice Presidents shall, under the direction of the President, oversee the functioning of such standing committees as the President may designate.

#### **Section C.**

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 prior at least seven 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, including the second Vice President, the Board of Directors shall appoint a member to fill the unexpired term.

**Section D.** As used in this section, "Secretary" refers to one or more club members sharing this office. The Secretary's duties, in general, shall be as follows:

1. Submit to Lions Clubs International monthly reports as required, reporting membership changes and totals, number of meetings held, activities, and such other information as may be called for by the International office.
2. The Secretary shall keep in touch with the District Governor, submitting such reports as may be required by the District organization, particularly copies of the regular monthly reports, and shall serve as liaison officer between the Club and the District.
3. The Secretary shall keep minutes of all meetings of the Club and the Board of Directors; maintain a correct and up-to-date list of membership with necessary records regarding special awards for membership; handle correspondence for the Club; keep records of the attendance; transfer monies, if tendered, to the Treasurer; and perform such other duties as may be imposed by members or Board of Directors.
4. The Secretary shall keep separate and individual records of all major Club activities.
5. The Secretary shall give such bond as the Board of Directors may require.

**Section E.** The Treasurer shall receive all monies, if tendered, from the Secretary and deposit same in a bank to be designated by the Board of Directors. The Treasurer shall pay out money only on orders signed by the President or Secretary. The Treasurer shall give such bond as the Board of Directors may require.

**Section F.** The Lion Tamer shall be in charge of and responsible for the Club's property and paraphernalia, see that the flags, gong, gavel and button cases are properly placed; and is responsible to act as sergeant-at-arms for the meeting, and perform such other duties at the meeting as may be directed by the presiding officer. In the absence of the Lion Tamer at any Club meeting, the presiding officer shall name a member as acting Lion Tamer for that meeting.

**Section G.** The Tail Twister shall keep harmony, good fellowship, life and enthusiasm in the meeting. The Tail Twister shall promote fun and laughter at the meeting by the inauguration of appropriate stunts and games; collect fines from the members, and there shall be no ruling from the Tail Twister's decision in imposing a fine. No fine shall exceed \$1.00, and no member shall be fined more than twice at any one meeting. The Tail Twister may not be fined except by unanimous vote of the members present. All monies collected by the Tail Twister shall be turned over to the Treasurer to be accounted for in a separate fund. This fund shall be used for special occasions for the promoting of Lionism, good fellowship and similar activities. In the absence of the Tail Twister at any Club meeting, the presiding officer shall name a member as acting Tail Twister for that meeting.

**Section H.** The duties of the Board of Directors shall be as follows:

They shall be responsible for the execution, through the officers, of the authorized policies of the Club. All new business of the Club shall first be considered and shaped by the Board of Directors for presentation to the Club members at a regular weekly meeting.

They shall authorize all expenditures and shall not create any indebtedness beyond the income of the Club, nor disburse funds for purposes non-essential to the objectives of the Club.

A majority vote of the Board of Directors shall govern except where otherwise provided. They shall have the power to overrule or modify the action of any officer of the Club.

They shall have the books and accounts audited annually as of the close of business, June 30<sup>th</sup>, and the audit report shall be submitted to the Board of Directors no later than September 1<sup>st</sup> next subsequent thereto. The discretion of the Board of Directors may determine an audit of the Club's books and records at any time.

They shall determine the date and place of the annual nomination and election meetings.

They shall hold regular monthly meetings.

They shall hold special meetings when called by the President of the Club, or by written request of five members of the Club in good standing.

They shall designate a bank for deposit of the funds of the Club and invest the surplus funds.

They shall approve the surety company in which the Secretary and Treasurer shall be bonded.

Subject to the approval of the membership, they shall name delegates to the District, Multiple District and International Conventions.

They shall pass on all applications for membership which have been received, reviewed, and recommended by the Membership and Retention Committee, before any invitation to membership is extended. Election shall be by a ballot vote, and a majority vote of the Board of Directors present and voting at a duly called meeting shall be required to approve membership.

## ARTICLE XI

### Meetings

**Section A.** This Club shall meet regularly each week, except for holiday weeks, designated by the Board of Directors, primarily at noon. Meetings may also be periodically in the evening to promote social interaction, time and place to be determined by the Board of Directors.

**Section B.** The regular meetings will be devoted to the promotion of a closer fellowship through singing, a system of fines by the Tail Twister, and individual discussions of community and business issues.

**Section C.** Special meetings may be called as necessary by the President or Board of Directors.

**Section D.** An anniversary charter night meeting shall be held every fifth year, at which time special attention will be devoted to the objectives and ethics of Lionism.

**Section E.** A nomination meeting shall be held in March of each year, time and place to be determined by the Board of Directors.

**Section F.** An election meeting will be held in April of each year, time and place to be determined by the Board of Directors, this meeting to constitute the annual meeting, at which time final reports of the retiring officers shall be read.

**Section G.** An attendance of 15% of the members in good standing shall be necessary for a quorum at any meeting of this Club.

**Section H.** Except as otherwise provided, the act of a majority of the members present at any meeting shall be the act and decision of the entire Club.

## **ARTICLE XII Emblems, Colors, Fiscal Year**

The emblem and colors of this Club shall be the emblem and colors of Lions Clubs International. The fiscal year shall be July 1 through June 30.

## **ARTICLE XIII Delegates to Conventions**

**Section A.** Inasmuch as Lions Clubs International is governed by the Lions Clubs in conventions assembled, and in order that this Club may have its voice in International matters, this Club shall send at least one delegate, and preferably its full quota of delegates, each year to the International Convention.

**Section B.** Being fully cognizant of the fact that all District matters are presented and adopted at the District Conventions, one to be held each year, this Club shall send its full quota of delegates to all District Conventions.

**Section C.** Travel allowances for International Conventions made to the official Club delegate, whether the incoming president or current president, shall not be in excess of the amount allowed by Lions International under the "rules of audit" for attendance of district governors at the International Convention.

**Section D.** Incoming presidents are encouraged to attend the USA/Canada Forum to improve their leadership skills. Accordingly, with approval of the Convention Committee and Board of Directors, the Club may pay the actual expenses of the incoming president to attend the USA/Canada Forum from the Convention Fund. In addition, to enhance leadership in the Club, with approval of the Convention Committee and Board of Directors the Club may pay from the Convention Fund part or all of the registration fee of members attending the Missouri Forum.

## **ARTICLE XIV Honorary Mailing List**

Lions Clubs International, and the surviving spouses of deceased Lions, shall be included on the mailing list of this Club.

## **ARTICLE XV**

### **Parliamentary Practices**

In the absence of rules in this Constitution or in the By-Laws of this Club, the proceedings of this Club's Board of directors' meetings shall be conducted in accordance with Roberts' Rules of Order.

## **ARTICLE XVI**

### **Amendments**

**Section A.** This Constitution may be amended at any regular meeting of the Club by a two-thirds vote of the members present, provided the Board has previously considered the merits of the amendments.

**Section B.** No amendment shall be put to vote unless the same shall have been circulated to members at least one regular meeting previous to the Club meeting at which the amendment is to be voted on.



## **BY-LAWS**

### **No. 1**

This Club at no time shall endorse or recommend any candidate for political office, nor shall any current political candidate be allowed to speak about political office. Political topics, political candidates, and tax subjects shall not be discussed at Club meetings. Also, but for the opening prayer, no religious topics shall be discussed at Club meetings.

### **No. 2**

No officer or member of this Club shall use it as a means of furthering any personal, political or other aspirations, nor shall the Club, as a whole, take part in any movement not in keeping with the real purpose and objectives of the Club.

### **No. 3**

**Section A.** The following standing committees shall be appointed by the President: Membership and Retention; Constitution and By-Laws; Finance; Convention; Orientation and Induction; Sight & Hearing Conservation; and Special Events. The President may appoint additional committees as needed.

**Section B.** Prior to taking office, the incoming President shall appoint a chair to each Committee, and shall assign each of the standing committees to one of the two vice presidents for their supervision. Each vice president shall meet periodically with the chair of each committee under their supervision, and arrange for the committee's activities to be reported to the Board of Directors. In addition, the President may request any committee chair to report to the Board of Directors. All standing committees shall report on their activities at least once each year.

**Section C.** The president shall be an ex officio member of all committees. Any vice president designated to have general supervision over any standing committee shall be an ex officio member of that committee.

**Section D.** All standing committees and ad-hoc committees shall consist of at least two members, exclusive of the president and vice presidents.

**Section E.** The Membership and Retention Committee shall, working with the President and Board of Directors, develop and supervise the execution of plans and activities designed to increase and enhance the membership of this Club. Such activities could include contests and the awarding of prizes and recognitions for those sponsoring new members to the Club. It shall also work to develop strategies to minimize the number of resignations from the Club. When it receives proposals for membership, the committee shall investigate the character, community standing, and eligibility of persons proposed for membership and shall report its findings and recommendations to the Board of Directors. The Membership and Retention Committee shall promote Lionism and active participation of members and their families in activities and events. All members delinquent in attendance or dues shall be reported by the Secretary to this committee, and no member shall be dropped until this committee shall have had an opportunity to revive the member's interest.

**Section F.** The Constitution and By-Laws Committee shall receive and investigate all proposed changes in the Constitution and By-Laws, reporting them to the Board of Directors, with the committee's recommendations. They may initiate any changes when, in their judgment, such changes are necessary, by making a recommendation to the Board of Directors.

**Section G.** The Finance Committee shall prepare the Club's administrative budget and maintains a constant check on Club finances. It shall consult with any activities committee on fund raising plans and make recommendations to the Board of Directors on allocation and appropriation of miscellaneous and activities funds. The chair shall hold the surety bond of the Secretary, Activity Treasurer and Treasurer, which shall be reviewed annually by the committee. The Finance Committee shall review the financial records and make such audits of the records of the Treasurer and Activities Treasurer

as, from time to time, they deem necessary. This committee shall review requests for financial support by the Club, and shall recommend new budget items to the Board of Directors, when appropriate, during the year. New budget items suggested by other committees are to be referred to this committee for recommendation. The Treasurer and Activities Treasurer shall serve ex officio's as members of the Finance Committee.

**Section H.** The Convention Committee shall promote interest among Club membership in attending the Zone, District, Multiple District and International Conventions, and the Mid-Winter and USA/Canada Forums. They shall be responsible for organizing our delegation for participation in convention activities and to secure proper recognition for the Jefferson City Host Lions Club. To defray expenses beyond regular funds allotted from dues, the Convention Committee may stage a money-raising activity, when necessary, after approval of the Board of Directors. The Committee shall monitor the status of the Convention Fund, and may recommend to the Board the appropriation of funds to help defray members' costs in attending District, Multiple District or International Conventions or the Mid-Winter or USA/Canada Forum.

**Section I.** The Orientation and Induction Committee is responsible for informing the membership on the organization, functions, history and accomplishments, and activities programs of the Club and all levels of Lionism. They are responsible for appropriate induction and education of new members of the Club so that they may become truly active members.

**Section J.** The Sight and Hearing Conservation Committee is responsible for developing and implementing sight and hearing activities in its field for adoption by the Club. It shall develop parameters for providing assistance to persons in the community who needs help with eyeglasses and hearing aids. It shall encourage participation in sight and child vision screenings in the community, and shall assist in funding efforts for the Missouri Lions Eye Research Foundation. It shall oversee our use of Lions-owned audiometers to test hearing at Club events, and assist with the state hearing sweepstakes in our Club.

**Section K.** The Special Events Committee shall plan and carry out social events for members and their families. It may utilize monies from the Tail Twister Fund, with authority granted by the Board of Directors, to help subsidize such events as member barbeques and similar activities.

#### No. 4

The President shall also appoint an Activities Treasurer, who shall maintain a special activities account. Receipts from Club fund-raising activities shall be placed in this account, and expenditures for supplies and other costs related to those activities shall be disbursed from said account. The activities treasurer shall make expenditures only with approval of the chair of the activity, and all checks drawn on the account must be countersigned by the Club's President, Treasurer, or other club member(s) designated by the president. On conclusion of the fund-raising activity, the activities treasurer shall prepare a statement of receipts and expenditures for the activity and draw a check, representing the net profit, to be presented to the Club and placed in the Club Youth and Civic Fund.

#### No. 5

**Section A.** The Melvin Jones Selection Committee shall consist of all members of this Club who have received a Melvin Jones Fellowship, either as a member of this Club or elsewhere. The most recent recipient by action of this Club shall serve as secretary of said committee, and the next most recent recipient as chair. On or before March 1<sup>st</sup>, the chairman shall ascertain that the Club Board of Directors intends to fund a Melvin Jones Fellow during the current year, and shall then call a meeting of the committee, with notice that a Melvin Jones Fellowship will be determined. At the meeting, if more than one name is submitted for consideration, a secret ballot shall be taken. Following action by the Committee designating an individual to receive the award, the committee chairman and secretary shall work with the Club Secretary to submit the recipient's name to Lions Clubs International, seeking to keep confidential the name of the recipient until time of presentation.

**Section B.** The Nominating Committee shall consist of the five most recent Club Presidents who are able to serve, with the immediate past president serving as chair. It shall follow the procedures outlined in this Constitution and By-Laws, with a Nominating meeting in March and an Election meeting in April.

**No. 6**

These By-Laws may be altered or amended at any regular meeting of the Club by a two-thirds vote of the members present, provided the Board has previously considered the merits of the amendments.

**No. 7**

No amendment of these By-Laws shall be put to vote unless the same shall have been circulated to members at least one week previous to the meeting at which the amendment is to be voted on.

**No. 8**

Any By-Law, except By-Laws 1 and 2, may be suspended at any meeting of the Club by unanimous vote of all members present.

**No. 9**

Any suggestion or proposition made at any meeting of this Club calling for expenditure of money shall be referred to the Board of Directors before final vote shall be taken thereon.

**No. 10**

In any case where this Constitution and By-Laws shall be in disagreement with the District, Multiple District or International Constitution and By-Laws, the latter shall prevail.