



COBOCONK AND DISTRICT LIONS CLUB

BY-LAWS

Oct. 19, 2023

The Coboconk & District Lions Club will be governed by the Constitution of Lions International and the Club By-Laws as set out herein, as well, the Clubs purpose will be to serve their community and others to the best of their ability, while having fun and sharing fellowship with others:

By-laws Review Process

- By-laws are to be reviewed by the executive at **their first meeting** of their term of office. If necessary, the Executive may request a committee be formed to review the by-laws. The committee would then report back to the membership no later than the business meeting in Oct. of the same year with their findings. Members will be notified 15 days in advance via e-mail and/or verbally of any proposed amendments to the By-Laws. Once proper notice has been given by-law changes will only be adopted once a minimum of 60% *of members listed on the club roster* vote in favour of such a change(s).
- The Lions Club is and will remain an incorporated Club under Regulation of the Province of Ontario.

Non Profit Corporation Business Number is 85153-6151-RC-0001

Non Profit Corporation Certificate Number is 93709

Meeting Dates:

- The Club will normally meet the 1st and 3rd Thursday of each month (except Jan/Feb/Mar/Dec when meetings will be called as required). The 1st meeting of the month will be a business meeting starting at 7:00 pm and the 2nd meeting of the month will be a dinner meeting, where only urgent business will be discussed. This meeting will start with fellowship time normally-starting at 6:30 pm. When there is only one meeting called in a month it can be combined with a meal and any business can be discussed. The start time of this meeting can vary from what is stated above.

Quorum

- A quorum for any membership meeting will be one half the total membership listed on the roster plus one. This will include members who are attending any meeting virtually.
- A quorum for any executive meeting or committee meeting will be one half the members on the executive/committee plus one.
- A quorum is NOT required to make a motion during the months of Jan., Feb. Mar. or Dec. at any membership meeting. However, it will require a member who is present to 2nd such a motion. Then an electronic vote shall be held as described below.

Voting

- Motions made, whether at a meeting or electronically, will require a majority of the members voting to vote in favour of the motion in order to pass.
- Voting during the months of Jan. Feb. March and Dec. on ALL motions, with the exception of a motion to adjourn any meeting, will be held electronically as described below.

Electronic Voting

- All motions made and properly 2nd during the months of Jan, Feb. Mar. and Dec. shall be forwarded by the secretary to ALL members on the roaster via email within 3 days of the motion being made.
- Members will be responsible to respond, via email, to the secretary, by the date stipulated in the email.
- The time limit for members to respond will NOT exceed 21 calendar days from the date the motion was made.
- The email will include the name of the member making the motion, that of the person seconding the motion, and the EXACT wording of the motion as agreed upon by the person making the motion, as well as, the deadline date for members to respond by.
- Members will be asked to vote YES or NO on the motion.
- NO amendments will be accepted to motions being voted on electronically. If a member does NOT agree with the wording of an electronic motion they are encouraged to vote NO rather than NOT vote at all.
- At the end of the 21 days the secretary will tally all votes of members who have replied to the email and notify club members if the motion passed via email.
- In order for an electronic vote to pass it requires ONLY the majority of the members RESPONDING to the original email to vote in favour of the motion. It fails, if the majority of the members RESPONDING do NOT vote in favour of the motion.
- The president WILL BE ALLOWED to vote on all motions sent out electronically. They CANNOT hold their vote back in case of a tie.
- Votes received after the 21 dates will NOT be counted.
- Members will be required to ensure their current email address is on file with the secretary at all times.

Annual Dues

- Club dues are Payable on June 1st of each year. Members who fail to pay their annual dues by the 20th of June will have their names removed from the roster, unless the Membership Chair requests an extension for a particular member based on a valid reason. Dues shall be in line with membership dues paid to A-16, MDA, and International. New member's dues will be prorated.

Executive Members

- It is recommended as being advantageous, *but not a requirement*, to be nominated for President, a member should previously have held an executive position.
- The Executive will consist of the President, Vice-President, 2nd Vice-President, immediate Past President if available (or alternate as determined by the membership), Treasurer, Secretary, Membership Chair, Tail Twister and Lion Tamer.

Executive Meetings

- Any member not on the executive may attend any Executive meeting as an observer, can participate in discussions, but cannot vote .
- Minutes of executive meetings will be recorded by the secretary and e-mailed to all members within 15 days. If a member does not have email, then they will either be given a copy of the executive minutes at the next business meeting, or a copy will be mailed to them.
- Motions made at any executive meeting must be presented within 30 days at a business meeting for members ratification. If a meeting cannot take place within the 30 days an electronic vote as outlined above could take place.

Budget

- The Treasurer in August of each year will develop a draft budget.
- The Executive will review the draft budget and adjust as necessary.
- The Treasurer, on behalf of the Executive, will present an agreed upon draft budget for members to discuss, make any amendments the majority of the membership agree on, and vote on the final budget in September of each year.
- The executive will normally live within the budget approved by members. However, members must understand that from time to time changes occur. The executive will make every effort to advise members in advance of budget changes, and if that cannot be done in advance, as soon thereafter as possible.
- The Club annually will establish a contingency fund within the budget. The President or Vice-President along with another member of the executive may commit funds from the contingency in cases of emergency (e.g. fire, flood, etc.), up to the budgeted amount (or what is left in the contingency fund). The membership is to be advised as soon as possible of any draw down from this budget line.
- The Treasurer will attempt to ensure annually there are sufficient funds allocated in the budget so members can attend inter club visitations, joint zone meetings, District and/or MDA conventions as outlined below.
- Cash donations received from the general public, will be deposited by the Treasurer into either the activities or administrative account, unless the person donating the money specifies otherwise.

Selection of District & MDA Voting Delegate(s)

- The Club recognises that it only has a limited number of votes at the District and/or MDA convention. The number of votes any Club has is determined by the number of paid members they have on their roster.
- Annually the Club will seek out members who are willing to attend the District and/or MDA convention as a voting member.

If more members wish to attend the convention than votes allow, member's names will be selected by a draw.

- A member not wishing to attend the convention will draw member's names, up to the number of voting delegates the Club is allowed.
- The member's names drawn will be the Clubs voting delegate(s).
- The Club will instruct their delegate(s) on how they are to vote.

Expenses - of Members Attending District & MDA Voting Delegate(s)

- The Club recognises voting delegates will incur expenses when attending a District or MDA convention and will pay the following expenses;
- For each voting delegate the Club will pay the registration fee.
- One nights' accommodation not to exceed the group pricing arranged by the host club for each voting delegate providing the hotel is more than 50 km from the Lions Hall in Coboconk.
- Notwithstanding the aforementioned, if two of the voting delegates selected are spouses/partners, the club will only pay for one nights' accommodation.
- For each voting delegate the Club will pay for one dinner which is arranged for as part of the convention festivities.
- All other expenses incurred by the Clubs voting delegate(s) will be the responsibility of the individual member.

Charter Night Attendance:

- The Club will pay the meal cost of members to attend another Club's Charter event if they receive prior approval from the President (or their delegate). Approval will not normally be denied. The President (or their delegate) should consider budgetary limitations when providing their authorization.
- All other costs incurred by members attending a charter night will be the responsibility of the individual member.

Inter-Club Visit, Zone & Joint Zone Meetings

- Club members will be reimbursed the total meal costs for any zone or joint zone meetings.

Mileage &/or Gas Costs

- Mileage &/or gas costs will NOT be reimbursed. Any out of pocket expenses, not approved, will be absorbed by the member and considered a donation for the good of Lionism.

Bereavement

- Flowers will be sent or a donation to charity of choice made not to exceed \$100.00 upon death of a member or spouse, unless two members of the executive agree special circumstances warrant a different amount. Cards will be sent for all other occasions.

Members Dinner Costs

- Members who indicate they will attend a dinner (or event) and fail to show WILL BE REQUIRED TO PAY FOR COSTS WHICH THE CLUB HAS INCURRED. Members who fail to pay such costs, when requested, will NO LONGER be "members in good standing" until all costs owing to the club are paid in full. If payments are still outstanding at the time of membership renewal, THEIR MEMBERSHIP WILL NOT BE RENEWED. Members asking for an exception under this section, may plead their case to the executive in writing AND/OR the executive can make exceptions when there is an obvious reason why the member didn't attend.

Guest Speakers

- Guest speakers will be honoured the Club by making a donation to Sleeping Children around the World.

Lion of the Year Award

- A “Lion(s) of the Year” plaque will be awarded at the Annual Induction Ceremony to a worthy Lion. Club members will be asked in May of every year to secretly nominate their candidate. The immediate previous year award recipient(s) will select the incoming "Lion of the Year " from the nominations received. The year will be from July 1 of the preceding year to June 30 of the current year.

Lion’s Community Choice/Recognition Award

- This award replaces the Citizen of the Year Award which will no longer be given out.
- Current club members are not eligible to be nominated for this award.
- Club members will be asked in April of each year by the president if they have a person (or business) within our catchment area that they feel deserves to receive a plaque in recognizing their contribution to our community.
- Members nominating the person (or business) must outline in writing, to the membership, why they are putting forth the nominee. Such a report will include detailed reasons for the nomination.
- If nomination(s) are received, members will be asked to vote at the business meeting in May as to whether or not a nominee is deserving of the award.
- Only ONE award will be presented each year.
- Individuals receiving such a nomination will be invited to attend a dinner meeting where the award will be present, if no spaghetti dinner is being held in Aug. of that year. Otherwise the award will be presented at the spaghetti dinner.