

# **OXNARD NOONTIMERS LIONS CLUB**

## **CONSTITUTION AND BY-LAWS**

**REVISED APRIL 2013**

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# CONSTITUTION OF THE OXNARD NOONTIMERS LIONS CLUB

## ARTICLE I NAME, SLOGAN AND MOTTO

### 1.01 Name

The name of this organization shall be the Oxnard Noontimers Lions Club (hereinafter referred to as the "Association"), chartered by, and under the jurisdiction of the International Association of Lions Clubs.

### 1.02 Slogan

Its slogan shall be: "Anytime is a good time for a nooner."

### 1.03 Motto

Its motto shall be: We Serve.

## ARTICLE II PURPOSES AND CODE OF ETHICS

### 2.01 Purposes and Objectives

The purposes and objectives of the Association 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 clubs 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.

## 2.02 Code of Ethics

The Code of Ethics of the Association and its members shall be:

- A. **To show** my faith in the worthiness of my vocation by industrious application to the end that I may merit a reputation of quality of service.
- B. **To seek** success and to demand all fair remuneration or profit as my just due, but to accept no profit or success at the price of my own self-respect lost because of unfair advantage taken or because of questionable acts on my part.
- C. **To remember** that in building up my business it is not necessary to tear down another's; to be loyal to my clients or customers and true to myself.
- D. **Whenever** a doubt arises as to the right or ethics of my position or action towards others, to resolve such doubt against myself.
- E. **To hold** friendship as an end and not a means. To hold that true friendship exists not on account of the service performed by one to another, but that true friendship demands nothing but accepts service in the spirit in which it is given.
- F. **Always** to bear in mind my obligations as a citizen to my nation, my state and my community, and to give them my unswerving loyalty in word, act and deed. To give them freely of my time, labor, and means.
- G. **To aid** others by giving my sympathy to those in distress, my aid to the weak, and my substance to the needy.
- H. **To be careful** with my criticism and liberal with my praise; to build up and not destroy.

## **ARTICLE III** **MEMBERSHIP**

### 3.01 Membership

Subject to the provisions of Section 3.02 hereafter, any person of legal majority and good moral character and good reputation in his community may be granted membership in this Association.

### 3.02 Levels of Membership

Association membership levels and descriptions are as follows:

**ACTIVE:** A member entitled to all rights and privileges and subject to all obligations which membership in a Lions club confers or implies. Without limiting such rights and obligations, such rights shall include eligibility to seek, if otherwise qualified, any office in this Association, 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 Association activities and conduct reflecting a favorable image of this Association in the community.

**MEMBER-AT-LARGE:** A member of this Association who has moved from the community, or because of health or other legitimate reason, is unable to regularly attend Association meetings and desires to retain membership in this Association, and upon whom the Board of Directors of this Association desires to confer this status. This status shall be reviewed each six months by the Board of Directors of this Association. A Member-at-Large shall not be eligible to hold office or to vote in district, sub- or international meetings or conventions, but shall pay such dues as the Association may charge, which dues may include district and international dues.

**HONARARY:** An individual, not a member of this Association, having performed outstanding service for the Noontimers' community, upon whom this Association desires to confer special distinction. This Association shall pay entrance fees and international and district dues on such a member, who may attend meetings, but shall not be entitled to any privileges of active membership.

**PRIVILEGED:** A member of this Association who has been a Lion fifteen (15) or more years, who, because of illness, infirmities, advanced age or other legitimate reason, as determined by the Board of Directors of the Association, must relinquish his active status. A Privileged Member shall pay such dues as the Association may charge, which dues may include district, sub- and international dues. He shall have the right to vote and be entitled to all other privileges of membership except the right to hold Association, district or international office.

**LIFE MEMBER:** Any member of the Association who has maintained Active membership in this Association for twenty (20) or more years and has rendered outstanding service to this Association or his community; or any member who is critically ill; or any member of this Association who has maintained such active membership for fifteen (15) or more years and is a least 70 years of age may be granted Life Membership in this Association upon:

- A. Recommendation of the Noontimers or the Association.
- B. Payment to the Association of \$300.00, or its equivalent in the respective national currency, by the Noontimers in lieu of all future dues to the Association; and,
- C. Approval by the International Board of Directors. The Association shall pay all Lionistic dues including Association, district, multiple district and international for Life Members. Life Members shall be billed for any and all meals and beverages consumed by the member and/or any of his guests. Life Members shall be responsible for all fundraising tickets the same as assessed to Active Members. Life memberships granted previous to this Constitution's acceptance shall not be altered.



A Life Member shall have all privileges of active membership so long as he fulfills all obligations thereof.

A Life Member who desires to relocate and receives an invitation to join another Lions club shall automatically become a Life Member of said club.

**ASSOCIATE MEMBER:** A member who holds his primary membership in another Lions club but maintains a residence or is employed in the community served by the Noontimers. This status may be conferred by the invitation of the Board of Directors and shall be reviewed annually. The Noontimers shall not report an Associate Member on its Membership and Activities Report.

An Associate Member may be eligible to vote on Association matters at meetings where he is present in person, but may not represent the Association as a delegate at district (single, sub-, provisional and/or multiple) or international conventions. He shall not be eligible to hold Association, district or international office, nor district, multiple district or international committee assignments through this Association. International and district (single, sub-, provisional and/or multiple) dues shall not be assessed on the Associate. However, nothing shall prevent the Noontimers from assessing an Associate such dues as it shall deem proper.

**AFFILIATE MEMBER:** A quality individual of the community who currently is not able to fully participate as an Active Member of the Noontimers, but who desires to support the Association and its community service initiatives and be affiliated with the Association. This status may be conferred by the invitation of the Association's Board of Directors.

An Affiliate Member may be eligible to vote on Association matters at meetings where he is present in person, but may not represent the Association as a delegate at district (single, sub-, transitional, provisional, and/or multiple) or international conventions.

He shall not be eligible to hold Association, district or international office, nor district, multiple district or international committee assignments. An Affiliate Member shall be required to pay district, international and such dues as the Association may charge.

### **3.03 Membership Approval Process**

Membership in the Association shall be by invitation only. Nominations shall be made on forms provided by the international office, which shall be signed by a member in good standing who shall act as sponsor, and be submitted to the Membership Chairman, who, after investigation, shall submit the same to the Board of Directors. This membership application must be submitted for immediate consideration after the prospective member has attended three (3) entire meetings within a sixty (60) day period. If approved by a majority of said Board, the prospect may then be invited to become a member of the Association. A properly completed membership form duly signed, as well as the entrance fee and dues must be in the hands of the Club Secretary before the member may be officially inducted and reported to the Association as a Lion member.

### **3.04 Inactive Meeting Attendance**

Any active member who shall absent himself from four consecutive regular meetings of the Association, without acceptable cause being given to the membership chairman or designated member of the committee, their name shall be submitted to the Board of Directors at the board meeting following the fourth such consecutive absence, and the Board of Directors shall direct the attendance committee to investigate the reason for the absence and report its finding to the board. The board shall thereafter decide whether the member shall be retained or dropped from membership.

### **3.05 Reinstatement of Membership**

Any member dropped from membership in good standing may be reinstated, and will retain their prior Lions service record as part of their total Lions service record. Such reinstatement shall be submitted to and approved by the Board of Directors.

### **3.06 Transfer of Membership**

The Association may grant membership on a transfer basis to one who has terminated or is terminating his membership in another Lions club, provided that:

- A. A completed transfer member form is received by the Secretary of the Association within six (6) months following the date of termination of membership in his former club or if the form is not available, the member's current membership card;
- B. Such termination was in good standing; and,
- C. Such transfer member form or membership card is approved by the Board of Directors. If more than six (6) months have elapsed between termination of his membership in another club and submittal of completed transfer member form or current membership card, he may acquire membership in this Association only under the provisions of Article III, Section 3.03.

### **3.07 Leave of Absence**

Leave of Absence. Leave of absence may be granted to a member of not less than sixty (60) days and not to exceed a ninety (90) day period. The leave of absence may be extended for a second period not to exceed a total leave of absence of six (6) months absence. Request for leave of absence shall be sent to the Association Secretary, in writing, for action by the Board of Directors. The Board of Directors may grant leave of absence when all Association financial obligations have been met. Association, district, sub- and international dues are still assessed when a leave is granted.

## **ARTICLE IV**

### **FEES AND DUES**

#### **4.01 Entrance Fee**

Each new, reinstated and transferred member shall pay an entrance fee as determined by the Board which shall include the current Association entrance fee and be collected before such member is enrolled as a member of the Association and before the Secretary may report such member to Lions Clubs International provided, however, that the Board of Directors may elect to waive all or any part of the Association portion of said entrance fee as to any member granted membership by transfer or reinstatement within six (6) months of termination of his prior membership.

#### **4.02 Monthly Dues**

Each member of the Association shall pay regular monthly dues which shall include an amount to cover current international and district (single or sub-and multiple) dues (to defray the subscription price of THE LION Magazine, administrative and annual convention costs of the Association and similar district costs) and shall be paid in advance at such times and amounts as the Board of Directors shall determine.

#### **4.03 Annual Dues**

Each Associate or Affiliate Member of the Association shall pay annual dues in advance at such times and amounts as the Board of Directors shall determine.

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

No dues, fees or assessments in addition to those set forth herein may be levied on, or required of, any member by the Association, its Board of Directors or any officer or member of this club.

## **ARTICLE V**

### **RESIGNATIONS**

#### **5.01 Resignations**

Any member may submit a written resignation from this Association, and said resignation shall become effective upon acceptance thereof by the Board or Directors. The Board may withhold acceptance, however, until all indebtedness has been paid, all club funds and property have been returned and all right to the use of the name "LIONS", the emblem, and other insignia of this club and the Association have been surrendered.

## ARTICLE VI

### FORFEITURE OF MEMBERSHIP

#### **6.01 Forfeiture**

The Secretary shall submit to the Board of Directors the name of any member who fails to pay any indebtedness due the Association within sixty (60) days after receipt from the Treasurer of written notice thereof. The Board shall thereafter decide whether the member shall be dropped from or retained on the roster.

Any member may be expelled from the Association for cause by a two-thirds (2/3) vote of the entire Board of Directors.

## ARTICLE VII

### OFFICERS

#### **7.01 Designation of Officers**

The officers of the Association shall be President, Immediate Past President, two Vice Presidents, Secretary, Treasurer, Lion Tamer, Tail Twister, Membership Chairman and all elected directors.

#### **7.02 Qualifications**

No person shall be eligible to hold office in this Association unless he is an Active Member in good standing and his indebtedness to the Association does not exceed an amount set by the Board of Directors.

#### **7.03 Compensation**

No officer shall receive any compensation for any service rendered to the Association in his official capacity with the exception of the Secretary and Treasurer. Receipts or claims for compensation will not be accepted after 90 calendar days of any event or activity. The Secretary's and Treasurer's compensation shall be determined by the Board.

#### **7.04 Duties of President**

The President shall be the chief executive officer of the Association; preside at all meetings of the Board of Directors and this Association; issue the call for regular, special and annual meetings of the Board of Directors and the Association; appoint the standing and special committees of the Association and cooperate with chairmen thereof to effect regular functioning and reporting of such committees; see that regular elections are duly called, noticed and held; and cooperate with, and be an Active Member of the District Governor's Advisory Committee of the Zone in which this Association is located.

## **7.05 Duties of Immediate Past President**

He and the other past presidents shall officially greet members and their guests at Association meetings and shall represent this Association in welcoming all new service-minded people in the community served by this Association.

## **7.06 Duties of Vice Presidents**

If the President is unable to perform his duties for any reason, the Vice President next in rank shall occupy his position and perform his duties with the same authority as the President. Each Vice President shall, under the direction of the President, oversee the functioning of such committees of the Association as the President shall designate.

## **7.07 Duties of Secretary**

The Secretary shall be under the supervision and direction of the President and the Board of Directors and shall act as the liaison officer between the Association and the district (single or sub- and multiple) in which this Association is located, and the Association. In fulfillment of this, he shall:

- A. Submit regular monthly and other reports to the International offices of the Association on forms provided by the Association containing such information as may be called for therein and otherwise by the Board of Directors of the Association.
- B. Submit to the District Governor's cabinet such reports as it may require including copies of regular membership and activities reports.
- C. Cooperate with and be an active member of the District Governor's Advisory Committee of the Zone in which the Association is located.
- D. Have custody, keep, and maintain general records of the Association, including records of minutes of club and Board meetings, attendance, committee appointments, elections, classifications (if any), addresses and telephone numbers, and members of Association accounts.
- E. Record minutes of all Board meetings and present to each member of the Board of Directors and to the Bulletin Editor.
- F. Record meeting guest attendance information, including whether each guest is or is not a potential Association member and provide this information to the Treasurer.

## **7.08 Duties of Treasurer**

The Treasurer shall:

- A. Receive all money from the Secretary and otherwise, and deposit the same in a bank or banks as recommended by the Finance Committee and approved by the Board of Directors.

- C. Pay out money in payment of club obligations only on authority given by the Board of Directors. All checks and vouchers shall be signed by the Treasurer and countersigned by one other officer, determined by the Board of Directors.
- D. Have custody and keep and maintain general records of Association receipts and disbursements.
- E. Prepare and submit, monthly and annually, financial reports to the Board of Directors of the Association.
- F. Issue monthly statements to each member for dues and other financial obligations owed to the Association, collect, deposit in the appropriate accounts and obtain a receipt therefore.
- G. Prepare and submit yearly federal and state income tax returns. The Treasurer may use a professional tax/accounting service approved by the Board of Directors to prepare the actual tax documents for submission to the appropriate federal and state agencies.
- H. Keep track of meeting guest meal charges and bill club member sponsors accordingly.

#### **7.10 Duties of Lion Tamer**

The Lion Tamer shall have charge of and be responsible for the property and paraphernalia of the Association, including flags, banners, bell, gavel, button board and other assorted 'stuff' the Board of Directors may choose to keep. He shall put each in its proper place before each meeting and return the same to the proper storage area after each meeting. He shall act as Sergeant-at-Arms at meetings, see that those present are properly seated, and distribute bulletins, favors and literature as required at Association and board meetings. He shall give special attention to assure that each new member becomes better acquainted with other Association members.

#### **7.11 Duties of Tail Twister**

The Tail Twister shall promote harmony, good fellowship and enthusiasm at the meetings through appropriate stunts and games and judicious imposition of fines on Association members. There shall be no ruling from his decision in imposing a fine of one U.S. dollar (USD \$1.00). The Tail Twister may not be fined except by the unanimous vote of all members present except the Tail twister. All money collected by the Tail Twister shall be immediately turned over to the Treasurer.

#### **7.12 Duties of Membership Chairman**

The Membership Chairman shall be the chairman for the Membership Committee. In fulfillment of this, he shall:

- A. Develop growth programs specifically for the Association and present them to the Board of Directors for approval.

- C. Regular encouragement at Association meetings to bring new quality members.
- D. Ensure proper recruitment procedures are followed.
- E. Prepare and implement orientation sessions as needed.
- F. Report to the Board of Directors on ways to reduce the loss of members.
- G. Coordinate with other Association committees in fulfilling these responsibilities.
- H. Serve as a member of the Zone Level Membership Committee.

## **ARTICLE VIII**

### **BOARD OF DIRECTORS**

#### **8.01 Designation of Board of Directors**

Members of the Board of Directors shall be the President, Immediate Past President, the Vice Presidents, Secretary, Treasurer, Lion Tamer, Tail Twister, Membership Chairman, Chaplain and all elected Directors.

#### **8.02 Regular Meetings**

Regular meetings of the Board of Directors shall be held monthly or as prescribed by the Board at such time and place as the Board shall determine.

#### **8.03 Special Meetings**

Special meetings of the Board of Directors shall be held when called by the President, or when requested by five (5) or more members of the Board of Directors, at such time and place as the President shall determine.

#### **8.04 Quorum**

The presence in person or by electronic communication (i.e., video conference, teleconference, etc.) of a majority of its members shall constitute a quorum at any meeting of the Board of Directors. Except as otherwise specifically provided, the act of a majority of the directors present at any meeting of the board shall be the act and decision of the entire Board of Directors.

#### **8.05 Duties and Powers**

In addition to those duties and powers, expressed and implied, set forth elsewhere in this Constitution and By-Laws, the Board of Directors shall have the following duties and powers:

A. It shall constitute the Executive Board of this Association and be responsible for the execution, through the Association officers, of the policies approved by the Association. All new business and policy of this Association shall be considered and shaped, first, by the Board of Directors for presentation for approval by the Association members at a regular or special Association meeting.

B. It shall authorize all expenditures and shall not create any indebtedness beyond the current income of this Association, nor authorize disbursement of Association funds for purposes inconsistent with the business and policy authorized by the Association membership.

C. It shall have power to modify, override or rescind the action of any individual officer of the Association.

D. It shall have the books, accounts and operations of the Association audited annually or at its discretion, and may require an accounting or have an audit made of the handling of any Association funds by any officer, committee or member of the Association. Any member of the Association in good standing may inspect any such audit or accounting upon request at a reasonable time and place.

E. It shall appoint a bank or banks for the deposit of the funds of this Association.

F. It may appoint the surety for the bonding of the Treasurer of the Association.

G. It shall not authorize, nor permit, the expenditure for any administrative purpose of the net income of projects or activities of this Association 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 Association committee for study and recommendation to the Board.

I. It shall name and appoint, subject to approval of the Association membership, the delegates and alternates of this Association to district (single or sub- multiple) and international conventions.

J. Three funds and corresponding checking accounts governed by generally accepted accounting practices with no intermingling of account money shall be established and maintained.

i. The first fund, Administrative Fund, and corresponding checking account, shall be used to record and disburse monies to cover Association administrative costs.

ii. The second fund, White Canes Fund, and corresponding checking account, shall be established to record, deposit, and disburse donations for White Canes fundraising events and solicitations. Disbursement from such funds shall be in strict compliance with Articles II and III herein and be used for White Cane activities only.



iii. The third fund, General Charity Fund, and corresponding checking account, shall be established to record, deposit, and disburse public welfare money raised by asking support from the public for all events except White Canes. Disbursement from such funds shall be in strict compliance with Articles II and III herein and be used for all charitable activities except White Canes.

## **ARTICLE IX**

### **ELECTIONS**

#### **9.01 Elections**

The officers of the Association, excluding the Immediate Past President, shall be elected as follows:

- A. The Nomination Committee, chaired by the Immediate Past President shall call for a Nomination Meeting to be held in March of each year, with the date and place of such meeting to be determined by the Board of Directors and notice thereof mailed to each member of the Association least ten days prior to the time of the holding the Nomination Meeting. Mail notice shall be deemed given at date of postmark.
- B. The Past Presidents in good standing of the Association shall be the Nominating Committee. The Committee shall submit the names of candidates for the various Association offices to the Association 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.
- C. 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 he was nominated and for which office there was no other nominee, the Nominating Committee shall submit, at the Election Meeting, names of additional nominees for that office.
- D. An Election Meeting shall be held no later than April 15 of each year, by the Nominating Committee, at a time and place determined by the Board of Directors. Two (2) weeks prior to the Election Meeting, written notice thereof shall be given to each member of the Association by the Secretary, by mail, email, or personal delivery. Mail notice shall be deemed given at date of postmark. Such notice shall include the names of all nominees approved at the preceding nomination meeting and subject to Section C above and a statement that these nominees will be voted upon at the Election Meeting. No nominations may be made from the floor at the Election Meeting.
- E. Subject to the provisions of Article IX, Section H, all officers, other than directors, shall be elected annually and shall take office on July 1<sup>st</sup>, and shall hold office for one year from that date, or until their successors shall have been elected and qualified.

F. A Membership Committee shall be composed of an elected Chairman and two appointed members for a three-year term.

G. One-half of the directors shall be elected annually and shall take office on the 1<sup>st</sup> of July following their election and shall hold office for two years from that time, or until their successors have been elected and qualified.

H. The election shall be by ballot by those present and qualified to vote. A plurality vote shall be necessary to elect.

I. Any officer of the Association may be removed from office for good cause by two-thirds (2/3) vote of the entire Association membership.

## **ARTICLE X**

### **VACANCIES**

#### **10.01 Vacancies**

If the office of President or of any Vice President shall become vacant for any reason, the Vice Presidents shall advance in office, according to their rank. In the event such provision for advancement shall fail to fill the office of President or First Vice President, the Board of Directors, shall thereon call a special election, giving each member in good standing prior two (2) weeks notice of the time and place thereof, which time and place shall be determined by the Board, and such office shall be filled at said election meeting.

In the event of a vacancy in the office of Second Vice President, the Board of Directors may appoint a member to fill the unexpired term.

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

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 Association shall have power to fill such vacancies by an election held at any regular meeting of the Association upon prior notice, and in the manner specified in Section hereinafter. Such notice may be given by any remaining officer or director, but if none, then by any member

In the event any officer-elect, before his term of office commences, is unable or refuses for any reason to serve therein, the President may call a special nomination and election meeting to elect a replacement for such officer-elect. Two (2) weeks prior notice of such meeting, setting forth the purpose, time and place thereof, shall be given to each member, by mail, email, or personal delivery. The election shall be held immediately after nominations have been closed and a plurality vote shall be necessary for election. Mail notice shall be deemed given at date of postmark.

## **ARTICLE XI**

### **MEETINGS**

#### **11.01 Regular Meetings**

Regular meetings of the Association shall be held each Friday from 12:00 noon to approximately 1:00 PM at a site subject to determination by the Board of Directors. The President or Acting President may call for a dark day on holidays and other special occasions. All meetings shall begin and end, promptly, at the regular set times.

#### **11.02 Special Meetings**

Special meetings of the Association may be called by the President, at his discretion, and shall be called by the President when requested by the Board of Directors, at a time and place determined by the person or body requesting the same. Notice of special meetings setting forth the purpose, time and place thereof shall be given to each member of this Association, by mail, email, or personal delivery, at least seven (7) days prior to the date thereof. Mail notice shall be deemed given at date of postmark.

#### **11.03 Charter Night**

A charter night anniversary meeting of the Association may be held each year during April, at which time special attention shall be devoted to the objectives and ethics of Lionism, and the history of the Association.

#### **11.04 Annual Meeting**

An annual meeting of the Association shall be held in June of each year at a time and place determined by the Board of Directors, at which meeting the final reports of the retiring officers shall be read and newly elected officers shall be installed.

#### **11.05 Quorum**

The presence in person of a majority of the voting members in good standing shall be necessary for a quorum at any meeting of this Association.

#### **11.06 Indebtedness**

Any member who fails to pay any indebtedness due the Association within sixty (60) days after receipt from the Treasurer of written notice thereof, upon approval of the Board shall thereon forfeit his good standing and shall so remain until such indebtedness is paid in full. Only members in good standing may exercise the voting privilege and hold office in this Association.

## **11.07 Majority Actions**

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 Association.

## **ARTICLE XII** **EMBLEM, COLORS, FISCAL YEAR**

### **12.01 Emblem**

The emblem of the Association shall be the same as the emblem of the International Association of Lions Clubs.

### **12.02 Colors**

The colors of the Association shall be blue and gold.

### **12.03 Fiscal Year**

The fiscal year of the Association shall be July 1 through June 30.

## **ARTICLE XIII** **DELEGATES TO INTERNATIONAL AND DISTRICT**

### **13.01 Delegates**

Inasmuch as the International Association of Lions Clubs is governed by Lions Clubs in convention assembled, and in order that this Association may have its voice in International Association of Lions Clubs matters, the Noontimers shall have power to pay the necessary expenses of its delegates to each annual convention of the International Association of Lions Clubs when approved by the Board of Directors. This Association shall be entitled in any convention of the International Association of Lions Clubs, to one (1) delegate and one (1) alternate for every twenty-five (25), or major fraction thereof, of its members as shown by the records of the international office on the first day of the month last preceding that month during which the convention is held. PROVIDED, however, that this Association shall be entitled to at least one (1) delegate and one (1) alternate. The major fraction referred to in this section shall be thirteen (13) or more members. The selection of each such delegate and alternate shall be evidenced by a certificate signed by the President or Secretary or any other duly authorized officer of this Association, or, in the event no such Association officer is in attendance at the convention, by the District Governor or District Governor-Elect of the district (single or sub-) of which this Association is a member.

Inasmuch as all district matters are presented and adopted at the district conventions, this Association may send its full quota of delegates to all such conventions and have power to pay the necessary expenses of such delegates attending such conventions. This Association shall be entitled in each annual convention of its district (single or sub- and multiple) to one (1) delegate and one (1) alternate for each ten (10) members, or major fraction thereof, of this Association as shown by the records of the international office on the first day of the month last preceding that month during which the convention is held. PROVIDED, however, that this Association shall be entitled to at least one (1) delegate and one (1) alternate. Each certified delegate present in person shall be entitled to cast one (1) vote of his choice for each office to be filled by, and one (1) vote of his choice on each question submitted to, the respective convention. The major fraction referred to in this section shall be five (5) or more members. District Governors and Past District Governors each get their own vote at any district, sub- and multiple districts conventions and will be included in those lists of delegates and alternatives.

## **ARTICLE XIV**

### **HONORARY MAILING LIST**

#### **14.01 Honorary Mailing List Inclusions**

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

## **ARTICLE XV**

### **PARLIAMENTARY PROCESSES**

#### **15.01 Parliamentary Processes**

Except as otherwise specifically provided in this Constitution and By-Laws, all questions of order or procedure with respect to any meeting or action of the Association, 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.



# BY-LAWS

## Number 1

The Association 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 Association.

## Number 2

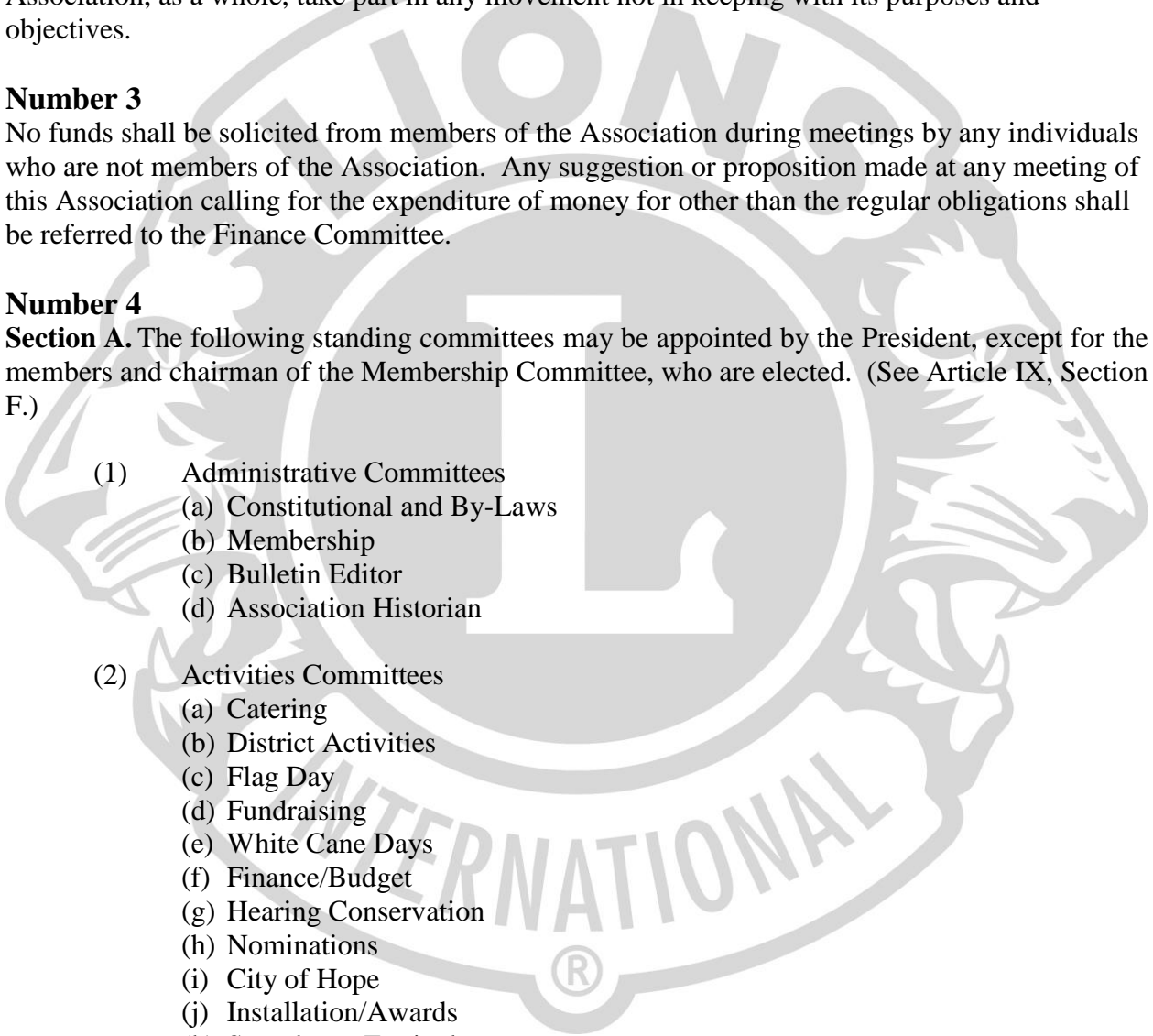
Except to further his progress in Lionism, no officer or member of this Association shall use his membership as a means of furthering any personal, political, or other aspiration, nor shall the Association, as a whole, take part in any movement not in keeping with its purposes and objectives.

## Number 3

No funds shall be solicited from members of the Association during meetings by any individuals who are not members of the Association. Any suggestion or proposition made at any meeting of this Association calling for the expenditure of money for other than the regular obligations shall be referred to the Finance Committee.

## Number 4

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

- 
- (1) Administrative Committees
    - (a) Constitutional and By-Laws
    - (b) Membership
    - (c) Bulletin Editor
    - (d) Association Historian
  - (2) Activities Committees
    - (a) Catering
    - (b) District Activities
    - (c) Flag Day
    - (d) Fundraising
    - (e) White Cane Days
    - (f) Finance/Budget
    - (g) Hearing Conservation
    - (h) Nominations
    - (i) City of Hope
    - (j) Installation/Awards
    - (k) Strawberry Festival
    - (l) Cancer society
    - (m) Allocations
    - (n) Family Barbeque
    - (o) Student Speaker
    - (p) Board Retreat/Excursions
    - (q) Christmas/Hanukkah
    - (r) Visitations

Other activities of Lionism for which committees may be appointed may include but not be limited to: Citizenship Services; Educational Services; Health Services; Social Services; Recreational Services; Public Services; and International Youth Camps.

**Section B. Special Committees:** From time to time, the President may appoint, with the approval of the Board of Directors, such special committees as may be necessary in his judgment or the judgment of the Board of Directors.

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

**Section D.** All committees shall consist of a chairman and, subject to Section B above, as many members as shall be considered necessary by the President.

**Section E.** Each committee, through its chairman, shall report, either verbally or in writing, each month to the Board of Directors as required.

**Section F.** All problems pertaining to either administrative or activity matters shall be referred to the corresponding committee for study and recommendation to the Board of Directors.

### **Number 5**

The Association newsletter shall be titled "The Lion's Din" and is to be published weekly except when a meeting is dark. The newsletter is often the best way to make sure all Association members are kept informed about Association activities. The cost of publishing "The Lions Din" may be defrayed either out of the Association's administrative fund as a regularly budgeted item, or by members' advertising. When the cost is met from the administrative fund as a regularly budgeted item, the editor shall submit monthly itemized statements of expenses, to the Treasurer for payment. The Bulletin Editor's duties are:

- A. Collect, write, and edit the news
- B. Publish "The Lions Din" on a weekly basis except when a meeting is dark
- C. Distribute "The Lions Din" to all members
- D. Ensure the newsletter does not become a personal viewpoint
- E. Ensure the appearance is neat, attractive and legible

### **Number 6**

Lion of the Year Award may be presented each year to the Lion who best typifies Lionism by what he has done this Lionistic year. His Lionistic achievements associated with this Association, District 4-A3, Multiple District-4 and Lions International will be considered. The award will be presented at the Association's Installation of Officers ceremonies. The president shall make the selection for the Lion of The Year Award.



## **Number 7**

The Oxnard Noontimers LION's should follow these guidelines when considering travel or are charged with spending Association funds:

A. All travel and other arrangements shall be approved in advance by the Board of Directors and will not be reimbursed until claim submission and treasurer reconciliation of the Oxnard Noontimers Travel Expense Claim. Receipts or claims for compensation will not be accepted after 90 calendar days of any event or activity.

B. Noontimers using personal or rented automobiles in an approved travel status will obey all posted speed limits and will make every effort to maximize the benefits to the Association for the travel. Cost reimbursement will be allowed on a case basis as approved by the Board of Directors and allowed on a per mile basis with a rate determined by the Board of Directors and published in the Oxnard Noontimers Travel Expense Claim. Receipts or claims for compensation will not be accepted after 90 calendar days of any event or activity.

## **Number 8**

**Vacation Leave Credit.** Vacation leave for up to three (3) weeks per fiscal year may be granted upon written request (postal or email correspondence) to the club Treasurer and formal simply majority approval by the Board of Directors. Request shall state the specific period during which vacation will be taken. The Treasurer will adjust the member monthly invoices to reflect the reduced number of regular Friday member meetings meals that apply during the vacation period.

## **Number 9**

**Guest Meal Charges.** If a guest is attending as a potential club member, his meal charge is waived up to a certain number of visits as determined by the Board. If a guest is not a potential club member, the sponsoring club member will be charged for each guest meal at the current meal rate.

## **Number 10**

**MAL Request Effective Date.** Upon MAL status approval by the board, associated MAL charges and club dues shall begin on the 1st day of the month following the MAL status approval.

Revisions prepared and reviewed by:

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