

# *The Lions Club of Watertown Connecticut*

## *Constitution and By-Laws*



Chartered by and under the jurisdiction of  
The International Association of Lions Clubs

Part 1: Standard Form Lions Club Constitution and By-Laws

Part 2: Amendments to the Standard Form

Revised – June 2017

Committee Members  
Lion President Jim Kosloski  
Lion Tom Druan – Lion Craig Lamphier – Lion Joe McGrail  
Lion Greg Rutledge – Lion Tony Varuolo – Lion John Zoldy

***Amendments to the Standard Form Lions Club Constitution and By-Laws  
Specific to the Watertown Lions Club  
Revised June 2017***

**1) Club Name:** The Lions Club of Watertown, The Watertown Lions Club and The Watertown Lions Foundation all being the same club within the organization will herein after be referred to as the Watertown Lions Club. Refers to Standard Club Constitution, Article I, Name, on page 2 of this document.

**2) Officers and Directors/Board of Directors**

President	Corresponding Secretary	Lion Tamer
Immediate Past President	Recording Secretary	Tail Twister
1 <sup>st</sup> Vice President	Treasurer – Payables	Membership Director
2 <sup>nd</sup> Vice President	Treasurer – Receivables	2 Directors – First Year
3 <sup>rd</sup> Vice President	Finance Director	2 Directors – Second Year

**3) Membership: Student Affiliate Member:** Shall be a person attending a college full time, and shall be required to pay district and international dues while being exempt from local club dues. Dues will be \$14 per quarter and meals will be free of charge when student affiliate member is in attendance at a Watertown Lions Club meeting.

Refers to the Standard Club Constitution, By-Laws, Article I, Membership, Section (g), Affiliate Member, on pages 12 and 13 of this document.

**4) Fees and Dues:** Refers to Standard Club Constitution, By-Laws, Article VI, Fees and Dues, Section 2, Annual Dues, on pages 21 and 22 of this document.

	Quarterly Dues	Annual Dues
Active Member	\$65	\$260
Member-at-Large	\$14	\$56
Honorary Member	None	None
Privileged Member	\$14	\$56
Life Member	None	None
Associate Member	Club assessed	Club assessed
Affiliate Member	\$65	\$260
Student Affiliate Member	\$14	\$56

a) Member-at-Large, Honorary, Privileged, and Life members as well as visiting Lions shall be required to pay the cost of dinner when in attendance. The cost is \$14.00

b) Members with extenuating circumstances such as extreme sickness within his/her family, as determined by the board of directors, will be billed to cover district and international dues in lieu of \$65.00 until such member returns to be an active member.

c) Situations where a member is unable to pay dues or attend meetings due to personal, medical, or financial hardship will be addressed on an individual basis. For privacy purposes, a specially selected committee, approved by the board of directors, consisting of three Lions members, will

convene to review the petitioning member's situation. They will bring recommendations for resolution of the issues back to the board of directors for approval. Conditions will be reviewed quarterly with a maximum limit of one year.

d) Each new and transfer member shall pay an entrance fee of \$60.00 which shall include the current association entrance fee. Reinstated members will have this \$60.00 fee waived if reinstated within a period of six months of his/her prior club membership in the Watertown Lions Club.

**(e) Active Member and the Family Membership Program**

If a family member of a current Watertown Lion joins the Watertown Lions Club, the new member's quarterly dues will be \$5.00 less than the current quarterly dues.

The Family Membership Program applies to family members who are (1) eligible for Lions membership, (2) currently in or joining the same club, and (3) living in the same household and related by birth, marriage or other legal relationship. Additional information can be found at:

<http://members.lionsclubs.org/EN/lions/invite-members/family-membership.php>

To be part of the Family Membership Program, our club secretary must complete the Family Unit Certification Form which can be found at the following location:

<http://www.lionsclubs.org/resources/EN/pdfs/tk30.pdf>

**5) Forfeiture of Membership:** The treasurer shall at each board of directors meeting present the corresponding secretary with the name of any member who is past due by two quarters. The secretary will begin mailing the collection letters as prescribed by the board of directors. See pages 13 and 14 of the Standard Club Constitution under Failure to Pay.

**6) Duties of Officers: Additional Duties:** Refers to the Standard Club Constitution, By-Laws, Duties of Officers, Secretary, Treasurer, on page 17 and Tail Twister on page 19 of this document.

Recording Secretary:

(a) Distribute minutes of regular meetings to all members of the club.

(b) Distribute minutes of board of director's meetings to all board members and to any other members who request them.

Treasurer - Payables:

There will be two to four names on the signature card at the bank. Bank statements will be reviewed by the payables treasurer and either the president, receivables treasurer, or finance director.

Tail Twister: no fine shall exceed 25 cents and no member shall be fined more than twice at any one meeting.

**7) FINANCE DIRECTOR:** This Officer is not listed in the Standard Club Constitution and By-Laws of this document. The Finance Director is responsible to prepare the budgets of the club.

- (a) He will prepare both administrative and activities budgets with input from committees and the board of directors.
- (b) Present budgets to the board of directors and the general membership for approval.
- (c) See that the budgets are followed throughout the year.
- (d) Reviews financial matters of the club periodically with the board of directors and the general membership.
- (e) Arranges for the audit of the club's financial records if requested by the board of directors.

**8) Board of Directors:** Refers to the Standard Club Constitution, Article VIII, Board of Directors, on pages 4 and 5 of this document.

- (a) The board of directors can make donations up to \$500 from the Groups/People in Need line item without the approval of the membership. The membership will be informed of these donations.
- (b) Members wishing to attend board meetings are welcome at all times. Members wishing to address the board should contact the president prior to the meeting. Non board members should keep comments on business before the board to a minimum.

**9) Committees:** Membership Committee: Refers to Standard Club Constitution, By-Laws, Article III, Duties of Officers, Section 6 – Membership Chairperson on page 18 and Article IV, Committees, Membership Committee, on page 19 of this document.

- (a) The membership director shall be the chairperson of the membership committee. Members of the committee shall be selected by the membership chairperson from any club members interested in new member recruitment and/or member satisfaction.
- (b) A committee chairman will have the right to make prudent expenditures for operating expenses as long as they are in line with anticipated gross receipts and are conducted with the best interest of the Watertown Lions Club.

**10) Meetings:** Refers to Standard Club Constitution, By-Laws, Article V, Section 3: Regular Club Meetings/Events on page 20 of this document.

Regular meetings of this club shall be held no fewer than twice in each month except for July, August, and December in which there will be one regular meeting at a time and place recommended by the board of directors and approved by the club membership.

**11) Special Amendments:**

- (a) All incoming presidents will be presented with a navy blue regulation Lions jacket with the president's insignia and a president's pin.

(b) The outgoing president will be presented a past president lapel pin and plaque.

(c) Each new member shall receive a club shirt, Lions hat, club pin, and name tag.

## **12) Club Approved Expenses: Conferences, Conventions, Forums, Events and Meetings**

All reimbursable expenses will be paid from the Watertown Lions Administrative Fund.

### **Section A. The following events are open to any Watertown Lions Club members.**

The amounts listed for each event will be the maximum amount reimbursed and divided equally among all the Lions who attend the event. Any additional expenses over the maximum listed will also be divided equally and paid for by the Lions who attend the event.

*Mid Winter Conference:* Attending members will be reimbursed up to a maximum of \$350 for registration, meals, and hotel expenses.

*State Convention:* Attending members will be reimbursed up to a maximum of \$250 for registration and meals.

*International Convention:* Attending members will be reimbursed up to a maximum of \$500 for registration and hotel room expenses only.

*USA/Canada Forum:* Attending members will be reimbursed up to a maximum of \$500 for registration, meals, and regular room expenses.

*Annual District Dance; Region Breakfast; PSTM Meeting:* Attending members will be reimbursed up to a maximum of \$15 per member for registration and meal expenses. Any other functions as approved by the board of directors will be reimbursed for attendance expenses only.

### **Section B. President, Secretary, Treasurer, and Membership Director**

*Zone Meetings:* Attending members will be reimbursed for dinner expenses. Two additional members may attend and reimbursement will be limited to \$20 each. If an officer cannot attend a Zone Meeting, another Lion may volunteer to attend in that officer's place and will be paid for by the club. If additional Watertown Lions Club members attend the zone meeting and expenses exceed \$120, the cost will be prorated among all attending members.

### **Section C. The District Governor and Partner**

If a club member chooses to run for District Governor, a special committee will be formed to determine how the club will meet this expense. If a member of the club is elected to the high office of District Governor, the following financial support will be provided:

1. *All Official Cabinet & Zone Meetings:* Attendance and meal expenses not reimbursed by District 23-B.

2. *Mid Winter Conference:* Registration, room, and meals not reimbursed by District 23B.

3. State Convention: Registration, room, and meals not reimbursed by District 23B.

#### **Section D. Zone/Cabinet Chairman**

All district meetings/events (Maximum of 17) which the chairman attends. District Chairman will be reimbursed for meeting/meal expense up to \$20.

#### **Section E. Region Chairman**

State Conventions: Chairman will be reimbursed up to a maximum of \$450 for registration, meals and regular room expenses.

#### **Section F. Other Expenses**

All other expenses will be the responsibility of the individual Lion member unless otherwise approved by the membership.

#### **13) Sickness/Death Policy**

(a) The hospitalization/sickness of a Watertown Lion member: A fruit basket or similar gift not to exceed \$50 will be sent to the Watertown Lion member

(b) The death of a Watertown Lion member: A \$100 donation to the charity of the family's choice. If a charity is not specified, then \$100 will be donated to the Memorial Scholarship Fund in the deceased's name.

(c) The death of a Watertown Lion member: The Watertown Lions members should attend the funeral home/service as a group, if visiting hours apply. And, with the permission of the family, conduct a Lions Memorial Service.

(d) The death of a Watertown Lion's mother, father, wife, child, brother or sister: A \$50 donation to the charity of the family's choice. If a charity is not specified, then \$50 will be donated to the Memorial Scholarship Fund in the deceased's name.

(e) The death of a Watertown Lion's father-in-law or, mother-in-law: A sympathy card will be sent to the Watertown Lion member.

**An electronic copy of the Standard Form Lions Club Constitution and By-Laws can be found here:** <http://www.lionsclubs.org/resources/EN/pdfs/la2.pdf> or <http://www.watertownctlions.org/>

**An electronic copy of the Amendments to the Standard Form can be found on our website:** <http://www.watertownctlions.org/>