



Milliken Mills Lions Club

District A-16 Region 18 Zone 18W



By-Laws

By laws as amended and adopted by the Milliken Mills Lions Club members on April 30, 2014

Organization:

Milliken Mills Lions Club (“MMLC”) is a member of the Lions Club International. Lions are ready to help, Worldwide.

Whenever we Lions get together, problems get smaller and communities get better. That's because we help where help is needed with unmatched integrity and energy.

Vision Statement:

To be the leader in community and humanitarian service.

Mission Statement:

To empower volunteers to serve their communities, meet humanitarian needs, encourage peace and promote international understanding through Lions clubs.

Privileges of being a LION

As a Lions club member, you'll join a local group of service-minded men and women who are doing local volunteer work to support your community – right now. You'll also become a member of Lions Clubs International, a respected [international organization](#), a leader in your [local community](#) and a friend to [people in need](#).

There are many reasons to become a member. As a Lion, you will:

- Help your community and gain valuable skills
- Make an impact on people's lives – locally and internationally
- Learn to be a leader – and lead a respected organization



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- Network with business people in your community and around the world
- Energize your life and have fun
- Opportunity to Develop and show your leadership skills , from local club, to zone level, district level, to international level

Lions club provides all its members an opportunity to grow personally, professionally and Leadership experience as to how the community volunteer work performed by its members is appreciated.

FISCAL YEAR FOR LIONS INTERNATIONAL ----JULY 1ST, TO JUNE 30TH, OF CALENDER YEAR.

Club structure as per Lions International (Called Board of Directors)

1. President
2. 1ST Vice President
3. 2ND Vice President
4. 3RD Vice President
5. Treasurer-----Assistant Treasurer
6. Secretary-----Vice Secretary
7. Membership Director---Associated Membership director
8. Lion Tamer
9. Lion Tail Twister
10. Immediate Past President

MMLC---- ADDITIONAL POSITIONS

- 1- EXECUTIVE DIRECTOR—GUIDING LION
- 2- DIRECTORS (CHAIRPERSONS OF THE COMMITTEES)



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Information and responsibilities of the club officers

President

- He/she is the chief executive officer of the club who presides at all meetings of the board of directors and the club. The president issues the call for regular meetings and special meetings of the board of directors and the club, and appoints the standing and special committees of the club while cooperating with chairpersons to ensure regular functioning and reporting of such committees.
- He/she sees that officers are elected as provided for by the constitution and by-laws, and cooperates as an active member of the district governor's advisory committee of the zone in. The club president has no absolute authority.
- The president's authority to act, must come from directives from the board of directors, the club's constitution and by-laws, or the Standard Form Lions Club Constitution and By-Laws

Immediate Past President

- He/she with the other past presidents officially greet members and their guests at club meetings and represent the club in welcoming all new service-minded people in the community served by the club.

Vice President(s)

- If the president is unable to perform the duties of his/her office for any reason, the vice president next in rank shall occupy his/her position and perform his/her duties with the same authority as the president.
- Each vice president shall, under the direction of the president, oversee the functioning of such committees of the club as the president designates.

Secretary

- He/she is under the supervision and direction of the president and the board of directors, and is the liaison officer between the club and the district (single or sub and multiple) in which the club is located, and the association.
- The secretary: Submits regular monthly membership reports, service activity reports and other reports specified by the association
- Submits upon request reports to the district governor's cabinet including copies of monthly membership and activities reports
- Cooperates with and serves as an active member of the district governor's advisory committee of the zone in which the club is located
- Has custody of and maintains general records of the club, including minutes of club and board meetings; attendance; committee appointments; elections; member information, addresses and telephone numbers of members; members club accounts



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- Arranges for issuance, in cooperation with the treasurer, of quarterly or semi-annual statements to each member for dues and other financial obligations owed to the club, collects and turns dues over to the club treasurer and obtains a receipt
- Gives bond for the faithful discharge of his/her office in the sum and with surety as determined by the board of directors
- Delivers in a timely manner, at the end of his/her term, the general records of the club to his/her successor

Treasurer

- He/she shall:
- Receive/collect all monies from the secretary and deposit the funds in a bank or banks recommended by the finance committee and approved by the board of directors
- Pay the club's dues and other obligations on a timely basis, authorized 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
- Have custody of and maintain general records of club receipts, prepare and submit monthly and semi-annual financial reports to the board of directors of the club
- Give bond for the faithful discharge of his/her office in the sum and with surety as determined by the board of directors
- Deliver in a timely manner, at the end of his/her term, the financial accounts, funds and all financial records of the club to his/her successor
- Issue receipts for all funds collected for various activities and ensure funds collected have been deposited in proper activity and admin bank accounts
- Ensure that payments have been made for expenses and dues have been paid from appropriate accounts

Membership Director

- The membership director is the chairperson of the membership committee. For more detailed guidance, refer to the Club Membership Chairperson manual. His/her responsibilities include:
- Development of a club membership growth program and presenting the program to the board of directors for approval
- Regular encouragement at club meetings of recruiting new quality members
- Ensuring implementation of proper recruitment and retention procedures
- Preparing and implementing member orientation sessions
- Reporting to the board of directors ways to reduce the loss in membership
- Develop and suggest programs to the board for members participation in club activities.
- Coordinating with other club committees in fulfilling these responsibilities
- Serving as a member of the zone level membership committee



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Lion Tamer (Optional)

- The Lion tamer is responsible for the property and paraphernalia of the club, including flags, banners, gong, gavel, song books, etc. He/she puts each item in its proper place before every meeting and returns the items to the proper storage area after each meeting.
- He/she acts as sergeant-at-arms at meetings, seeing that those present are properly seated, and distributes bulletins, favors and literature as required at club and board meetings. He/she ensures that new members are welcomed to the club and sit with a different group at each meeting so that the new members become better acquainted.

Tail Twister (Optional)

- He/she promotes harmony, good fellowship, and enthusiasm in the meetings through appropriate stunts, games and the judicious imposition of fines on club members.
- There shall be no appeal of his/her decision in imposing a fine, provided, however, that no fine shall exceed an amount fixed by the board of directors of the club, and no member shall be fined more than twice at any one meeting. The tail twister may not be fined except by the unanimous vote of all members present.
- All monies collected by the tail twister shall be immediately turned over to the treasurer and a receipt shall be given.

DIRECTORS

- Directors with the Committees contribute to the success of a club by concentrating on a specific area and making sure that the club's goals in that area are met.
- Typically, committees are formed to focus on areas such as club meeting programs, community service, fundraising projects, club finances, membership development, public relations and constitution and by-laws. Club should appoint an information technology chairperson to coordinate the club's use of technology.
- Clubs may form additional committees as deemed necessary.
- Each director must actively participate in the club activities by contributing/joining /spearheading one or more committees

Board of Directors

- The members of the board of directors are the president, immediate past president, vice president(s), secretary, treasurer, Lion tamer (optional), tail twister (optional),
- membership director, branch coordinator, if designated, and all other elected directors.

MMLC club endeavours to form the following functioning Committees for smooth running of the club activities



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APPOINTMENT OF COMMITTEE CHAIRPERSONS, COMMITTEE MEMBERS & OPERATION OF COMMITTEES

- -The President Elect/President shall appoint the Chairperson & the Committee Members of each Committees for his/her term of office.
- It will be up to the discretion of the President Elect/President whether to have each of the Following Committees operated separately or to combine one or more.
- It will be up to the discretion of the President Elect/ President to form a new committee provided the Constitution & By-Laws Committee review the Duties & Responsibilities of the new committee & they are approved at a Board of Directors Meeting..
- President has right to recall/replace any committee chairperson for underperforming or non-performance of his/ her duties

1--PUBLICITY AND MEDIA

- Advertise on TV, radio
- Call media to cover the event
- Online advertising of the event

2--FINANCE AND AUDIT

- To maintain up to date books and records summarizing the club's financial activities
- To perform banking activities including collection of funds and timely depositing these funds into the Club's admin and activity bank account appropriately
- To create accounts for all significant projects, fund raising events and present them to the board. Present the board approved financial results of each project, fund raising event and year end activities to all members in the Club's regular meetings
- To make Club's books and records available to the board upon request—and to produce financial results on monthly bases in the meetings
- To ensure that the Club dues and other payments are made on a timely basis To co-ordinate with the project committee to ensure that funds related to ticket sales, sponsorships, and other activities have been properly accounted for
- To co-ordinate and have books and records available for audit



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3--GALA NIGHT

A--ENTERTAINMENT

- Organization of the dance and performers
- Arranging Emcee and communication with her/him to provide the best performance
- Organizing the evening agenda
- Organizing the Stage and lighting arrangement
- Organizing the DJ

B---BROCHURE / BULLETIN

- Designing and printing the tickets
- Getting the ads for the brochure and other items
- Forwarding it to the member who is designing the brochure
- Designing the notepad *
- Designing the bags *
- Reviewing the brochure and notepad before final print

C---SOCIAL AND CONVENTION

- Ticket sales/distribution
- Tickets handling
- Seating arrangement
- (it should be displayed on the big board outside the hall with the table numbers)
- Security arrangement
- Front table arrangement

D----FOOD AND DECORATION

- Setting up the menu
- Decoration of the venue
- Food timings

E---MEETING COMMUNICATION

- Arranging the meeting



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- Communication with members for meeting
- Keeping the tab on time schedule

F---EXECUTIVE COMMITTEE

- Welcoming guest
- Arranging chief guest
- Looking after the dignitaries
- Awards and plaques designing and presentation

G---SPONSORSHIP/ADVERTISING COMMITTEE

- Guiding the members to get the sponsors/Advertisings
- Keeping track of the sponsors/Advertising
- Preparing budget for printing and
- Keeping tab on sponsorship targets

4-ENVIRONMENT COMMITTEE

- TREE PLANTING
- ADOPT A PARK—PARK CLEANING
- A
- B
- C

5- HEALTH COMMITTEE

- EYES/VISION SCREENING
- USED EYE GLASSES COLLECTION
- SEMINARS ON HEALTH ISSUES
- A
- B
- C

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RECOGNITION AND AWARDS

EXECUTIVE COMMITTEE to recommend for ANY-(option depending on the budget) of the following awards for the club member for their outstanding contribution in their respective field

- **Past President's Lapel Pin- presented to Immediate Past President each year-i.e.\$25/-**
- **Lapel Pins to members for annual perfect attendance i.e.\$25/-**
- **Service Chevrons (Monarch Milestone Chevrons for Long Service)-i.e \$25.**
- **President's outstanding Appreciation award - \$20.00**

For presentation by the president to those members who have distinguished themselves through outstanding service. Size 3/4" x 7/8", gold quality.

- **Presidents outstanding chairperson,--\$20.00**

Many clubs wish to recognize their officers who have done outstanding jobs with an appropriate award, which can be worn for years to come. Approximate size: 9/16" x 3/4". The award was designed specifically for that purpose and will be treasured by the Lion who receives it. Specify title when ordering. G125S Secretary, G125C2 Committee Chairperson, G125T Treasurer.

- **President Medal of Merits-- \$35.00**

A special medal with an outstanding design. For presentation to CITIZENS as special recognition for: acts of heroism, humanitarianism, outstanding community contribution, etc. In 10K gold electro plate quality 1-1/4" in diameter.

- **Melvin Jones Fellowship (Lions Clubs International Foundation) –US\$1000----- .-Annual Recognition of Milliken Mills Lions Club Outstanding Member- to be recommended to the Board of Directors by the Executive Committee on the bases of personal contribution * attendance*participation* sales-ad/tickets*.**

- **ACHIEVEMENT AWARD MEDAL---\$20.00**

Award 3/4", exclusively designed for those who have rendered deserving services to their clubs or communities. It will be treasured by all who receive it.



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- **CITIZENSHIP AWARD MEDAL-----\$20.00**

Gold oxidized metal finish. **The perfect award for your sponsored activities.** Size: 7/8" x 1".

- **Many more as per LCI website and as approved by the Board**

All positions are held for one year only

- President and 1st vice president are UNCONTESTED POSITIONS.
- In rotation, 1st vice president becomes President and 2nd vice president becomes 1st vice president. Preceding president becomes IMMEDIATE PAST PRESIDENT AND GUIDING LION TO THE INCOMING PRESIDENT.
- Rest of the positions are filled with nominations by the members. If more than one nomination for the same position, voting to be held from the members present—voice / or secret ballots

All nominations to be submitted before the end of February and elections(if at all) to be held in 1st meeting of the March, New board for the next year to be finalized and reported to LIONS INTERNATIONAL before the end of March of fiscal year.

Executive director and other Committee directors are filled with nominations and by volunteering

Every **QUALIFIED MEMBER** should be offered/hold a position in the club board within 3rd or latest by 4th year of membership and chairmanship of any committee by 2nd year, of membership

To qualify for renewal of membership

- Member to pay dues before June 30th ANNUAL MEMBERSHIP AND FUN MEETING DUES. Postdated cheques are acceptable, any payment after July 1st subject to late payment fee of \$25/- pm.
- Every member should have minimum ATTENDENCE OF 80% in both regular meetings and fun meetings to renew the membership for next year (unless out of country or other valid reason)
- Members should sign their name on a attendance time sheet at every meeting to be kept at meeting room door with their names to be recorded in file which will be also a help for secretary to maintain minutes
- Every member has to be a part of one or more committees and actively participate in that committee.
- Every Member MUST meet minimum financially contribution limit, for raising funds for the club –(as decided by the board from year to year) by way of selling tickets, getting sponsorships, advertising for the brochure, donations for prizes etc. from others or making personal contribution. Members falling



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short of the expectation— their renewal to be decided by the board and membership committee—on individual basis.

BUDGET AND FINANCING

- 1- Every committee to submit their plan of action along with their budget before the 1st week of august
- 2- Financial targets/contributions by each member, to be fixed by the Board on yearly basis.

CODE OF ETHICS:

- Every member should always remain in good standing.
- By paying their dues in time, proper attendance, maintaining discipline in the club, actively participating in the club actives.
- All members are encouraged to invite and sponsor only likeminded people to become members of MMLC who are well established, have time and zest to serve the community and they be will prove to be asset to your club.
- The sponsoring member should explain to the prospective new member, expectations, protocol and by laws of the club and to make sure the new member meets the fabric of the club and proved to be an asset to the club as, WE NEED QUALITY AND NOT QUANTITY.
- Prospective new member must attend minimum of 3 consecutive meetings(both regular and fun meetings) and then show how he/she will be an asset to the club,- -to be assessed/approved by MEMBERSHIP COMMITTEE.
- Sign acknowledgement form of MMLC By- Laws, and membership expectations of the year.,
- Every member to obey the rules set for the meetings i.e. dress code, language, respect for other members etc... as set by Lions International.
- Member with criminal record cannot be or remain to continue as member of MMLC.
- The President with approval of the board has the right to take disciplinary action including termination of membership for any member involving in Anti Club or Anti-Social activities, effecting the reputation or functioning of MMLC.

Guests and Spouse of the members



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- Prospective new members are allowed in the meetings but do not have voting rights. They are observers and can have their say through their sponsoring members, till they become a member.
- Guests and spouse of a member are welcome but also do not have voting right and are NOT allowed to make comments on the functioning of the club. Guests through their invitee and Spouse can voice their concern (if any) through their spouse only.

Changing of by-laws

Any amendments in these by laws should be submitted in writing to the president, who if, approved by the board, will submit the motion in general body to be passed by 70 % of the registered MMLC Members.



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Acknowledgement

I Mr/Ms _____ acknowledge the receipt of the MMLC By-Laws,

I acknowledge that I will abide by, the by-laws

I acknowledge that I will do my best to achieve or surpass the target given to me of \$_____ for raising funds for the year 2014-2015

Dated _____

Sd/- Member _____

Sd/ --President _____

Sd/-- Secretary _____

Sd/- Membership Director _____