

**CLUB POLICIES
OF THE
CONROE NOON LIONS CLUB**

(As last amended by the Board of directors meeting of 04/08/2015)

The Conroe Noon Lions Club (CNLC) membership has adopted the Standard Form Club Constitution and By-Laws, and all amendments thereto, as recommended by the International Association of Lions Clubs, as the governing document of CNLC.

On January 17, 2007, a quorum (defined as a majority of total club membership) were present and 2/3 of the members present and voting adopted the following alternate AMENDING PROCEDURE for the club's Constitution & By-Laws, consistent with Lions Clubs International policies:

Constitution – AMENDING PROCEDURE – This constitution may be amended at any regular meeting or special meetings of this club, by the affirmative vote of two-thirds (2/3) of the members present and voting, provided that the Board has previously considered the merits of the amendment.

By-Laws – AMENDING PROCEDURES – These by-laws may be altered, amended, or repealed at any regular or special meetings of this club, by the vote of a majority of the members present in person and voting.

Polices

CNLC Board of Directors has also adopted the following local club policies set forth below. Club policies may be amended by the CNLC Board of Directors. It is acknowledged that any CNLC local club policies that conflict with the spirit and intent of policies set forth by the International Board of Directors or legal statutes shall be governed by the latter.

DUES

Membership dues are payable in full at the time of receipt of a monthly statement from the treasurer. Members whose accounts are overdue by 30 days, 60 days and 90 days will receive a delinquent notice letter from the treasurer. A member whose account is over 60 days past due is no longer considered to be in good standing and does not qualify to hold office or vote on matters coming before the CNLC. The Board of Directors will review all accounts over 90 days past due. In some cases, this may be done just a few days after receipt of the 90-day delinquent notice. The Board of Directors will vote to determine whether a 10-day drop letter is to be sent to all members with accounts delinquent for 90 days (delinquent balance included in letter), except for extenuating circumstances (i.e., illness or hospitalization). A member will be dropped if the member's bill is not paid in full according to the terms of the 10-day letter.

TRANSFERS AND REINSTATEMENTS

All members transferring or reinstating to CNLC will be charged a transfer fee or reinstatement fee in an amount equal to that charged by Lions Clubs International.

MEMBERSHIP STATUSES AND HONORARIUMS

- 1) Privileged Member Status

Along with the requirements and definitions of “privileged” status as set forth by Lions Clubs International, it is CNLC policy that all members placed on this status are required to pay costs of one year’s International and District dues before being placed on this status, and further that all members placed on this status will be reviewed annually. It is also suggested that the CNLC Membership Committee consider Life Member options at the time of review.

2) Life Member Status and Honorarium

CNLC will honor and pay the Life Member Status by an honorarium for each member who has maintained active membership as a lion for 25 years of service and is 65 years of age, or each member who has maintained active membership as a Lion for 20 years of service and is 70 years of age. CNLC also acknowledges the fact that any member seeking Life Member Status who meets the requirements set forth by Lions Clubs International and wishes to pay the Life Member Status will be recommended and submitted by CNLC to Lions Clubs International.

3) Life Member Club Dues

CNLC has two Life Member billing statuses: Active Life Member and Inactive Life Member. An Active Life Member will be billed a reduced monthly dues charge, as approved by the board. An Inactive Life Member, as determined by the CNLC Board of Directors to have an illness, infirmity, advanced age, or other legitimate reason, will not incur a monthly charge.

ELECTION PROCEDURES

Officers of CNLC shall be elected as follows:

1) The current President will appoint a nominating committee to select and interview potential, qualified candidates. No person shall qualify to hold office in CNLC unless that person is an active member in good standing. Any member who fails to pay any indebtedness due CNLC within 60 days after receipt from the treasurer of written notice thereof shall forfeit their 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 CNLC. No director may serve successive terms on the Board of Directors as an elected director. However, they are encouraged to run for office and may sit on the Board of Directors as an officer. Any qualifying person desiring to hold office should contact the nominating committee. The committee shall submit a slate of qualifying candidates for the various club offices at the nominating meeting.

2) The nominating meeting will be held in March of each year at a regular CNLC meeting, the date to be determined by the Board of Directors. It is recommended that notice of this meeting be mailed by March 1st to each CNLC member or at least 10 days prior to the meeting date. At this meeting only will nominations for offices may be made from the floor.

3) If for any reason a nominee feels that they are unable to serve in the office for which they were nominated, they should contact the nominating committee in the interim period between the nomination meeting and the election meeting. At the election meeting, the nominating committee can present additional nominees for that office.

4) An election meeting will be held no later than April 15th of each year, at a regular CNLC meeting, the date to be determined by the Board of Directors. Two weeks prior to the election meeting, the club secretary will send a written notice to each member. Such notice shall include the names of all nominees approved at the nomination meeting (Subject to the immediately preceding Item 3) who are

candidates to be voted on at the election meeting. No nominations will be made from the floor at the election meeting except to fill a nominee vacancy arising from Item 3 above.

5) The election shall be by written ballot by those present and qualified to vote. A plurality vote shall be necessary to elect a member to any office.

6) Any officer of CNLC may be removed from office for good cause by 2/3 vote of the entire CNLC membership.

VOTING

At any CNLC function calling for a vote, determination is by plurality of those members present and in good standing.

MEMBERSHIP COMMITTEE

CNLC recognizes the importance of a well-defined and well-developed membership program to maintain the quality and integrity of the “the Greatest Lions Club in the World.” In doing so, CNLC has established three divisions of the Membership Committee, which are Recruiting and Orientation Committee, Retention Committee and Membership Services Committee. Because of the valued importance of these committees, the chairperson for each of these committees will also serve as a member of the CNLC Board of Directors.

QUORUM FOR BOARD OF DIRECTORS

Those constituting a quorum at the Board of Directors meetings shall be a majority of the following: officers, elected directors, appointed directors, and lifetime directors. Assistants (Asst Secretary, Asst. Treasurer, Asst. Lion Tamer, Asst. Tail Twister and Song Leader) do not constitute part of a quorum unless the Board of Directors member for whom they are an assistant is not present. However, it is expected that all assistants will attend Board of Directors meetings to fill any vacancies and to prepare themselves for their office position in the next year. In conjunction with the Lions Clubs International practice of adding the Membership Chairperson to the board of Directors, CNLC will have three membership chairpersons, (Recruiting and Orientation Committee, Retention Committee and Membership Services Committee chairpersons), as voting members of the Board of Directors

EX-OFFICIO BOARD MEMBERS

Any active member in good standing with CNLC who has previously held the office of District Governor or higher office in Lions Clubs International shall be ex-officio voting member of CNLC Board of Directors. Ex-officio members of the Board of Directors shall not constitute part of the quorum of CNLC Board of Directors.

EQUIPMENT

CNLC does not loan, rent or lease Lions Club Equipment.

INSTALLATION BANQUET

The CNLC Installation Banquet is held each year in the month of June. The club meeting closest to the July 4th holiday will be canceled to help offset the cost of the banquet. The Installation Banquet fee for Lion's spouses and guests will be charged to the Lion's bill unless paid in advance or at the door.

LIONS CLUB INTERNATIONAL CONVENTION

CNLC considers it an honor and privilege for the CNLC President and spouse to attend the Lions Club International Convention as representatives of CNLC.

CNLC will pay for the President and spouse's lodging, travel expenses (either airfare or auto mileage at the same rate as current IRS-approved mileage rate, provided that travel by auto is more feasible), a per diem expense allowance of \$100.00 up to 5 days, and the convention registration fee for the President and spouse.

The President and spouse are expected to attend the International Parade, International Show, convention plenary sessions, selected seminars, the Texas Caucus, and to exercise the right to vote as allowed on Lions Club International matters as the official CNLC delegate.

USA/CANADA FORUM

The First and Second Vice Presidents are to attend USA/Canada Lions Leadership Forum biannually. CNLC pays for their airfare, single occupancy lodging, and per diem allowance in the same manner as for the President attending the Lions Club International Convention.

CHRISTMAS PARTY

The Christmas party is held each year in December. The regular CNLC meeting during the week of Christmas is canceled to help offset the cost of the party. Further, if Christmas Eve or Christmas Day is on a Wednesday, then that day's regular CNLC meeting is canceled along with the following Wednesday meeting that would fall on New Year's Eve or New Year's Day.

DISTRICT CONVENTION

CNLC pays the lodging for CNLC President and Secretary and their spouses at the annual District 2-S2 Convention. Also, CNLC as set by tradition, sponsors a Hospitality Room, especially when the CNLC is sponsoring candidates for District office. CNLC will also pay for the convention luncheon tickets for those CNLC members who attend the District Convention as official delegates and alternates.

DEATHS

In event of the death of a CNLC member or their spouse, CNLC will make a memorial contribution to the Texas Lions Camp in the amount of \$150.00. For the death of a CNLC members immediate family member (i.e., father, mother, brother, or sister), CNLC will make a memorial contribution of \$25.00 to the Texas Lions Camp.

EXPENSES

Prior to any member incurring an expense for CNLC, the expenditure must be approved by CNLC Treasurer or Chair of the committee for which there is a budgeted expense. Budget expenditures,

including those pertaining to convention and/or forum travel of officers and their spouses, are subject to available funds. When insufficient funds are available, the Board of Directors may decline to pay for an officer's and/or the officer's spouse's convention and/or forum related lodging, travel and/or per diem.

SPORTS ORGANIZATIONS

CNLC shall not donate or lend our official support to sports organizations (e.g., youth soccer, baseball, softball, and so on.)

ANNOUNCEMENTS AND SOLICITATIONS

Because CNLC is an active part of the community, it is asked to make announcements for other organizations on occasion. If this is the case, these announcements will be made only by the CNLC President from the podium during regular club meeting if time permits. However, handouts or flyers may be placed on the table outside the meeting room, if desired. There will be NO solicitation of funds from any outside organization at a CNLC meeting. Members of other Lions Clubs or Lions projects may make announcements, but they will not be allowed to solicit funds other than outside the meeting room after the meeting has concluded.

COMMITTEE PROCEDURES AND PROTOCOL

All CNLC Committee Meetings are to be scheduled through the CNLC office and placed on the official calendar. Each committee meeting must have a minimum of three CNLC members and at least one of the following CNLC officers in attendance: President, one of the Vice Presidents, or executive secretary. The ranking officer must arrange to have attendance, minutes and notes taken at the meeting. These documents are filed in the appropriate committee folders at the CNLC office. The ranking officer of such meetings will function as administrator and will report on the business conducted to the Board of Directors. Any and all CNLC correspondence is to be mailed through the CNLC office.

CNLC Committees will not solicit funds at a CNLC meeting without prior approval from the CNLC Board of Directors.