

**Board of Directors Presentation on
Changes in Standard Club Constitution and By Laws in 2017-2018**

Board of Directors

(Must Be Elected by Membership)

Club Officers	
President	Secretary
Immediate Past President	Treasurer
Vice President(s)	Service Chairperson
Marketing - Communications Chairperson	
Membership Chairperson	
Lion Tamer (Optional)	Safety Officer (Optional)
Tail Twister (Optional)	Branch President (if designated)
Club LCIF Coordinator*	Other Elected Directors
Program Coordinator	Other Elected Chairpersons

*May Not Be Separate Individual

Changes in Constitution

1. Removed letter to Lions Clubs explaining the application of the Standard Club format.
2. Removed the need to use the international form for membership application.
3. For a members application to be complete the Forms & Fees must be *“received by”* the secretary instead of *“in the hands of”* the secretary”.
4. Officers of the Club:
 - Delete: lion tamer, tail twister and elected directors
 - Add: service chairperson, marketing communications chairperson
5. Members of Board of Directors:
 - Replace: president, immediate past president, vice president(s), secretary and treasurer with *“club officers”*.
 - Add: program coordinator, safety officer (optional) and/or elected chairpersons.
 - Unchanged: lion tamer (optional), tail twister (optional), club LCIF coordinator, membership chairperson, branch president and all other elected directors.
6. Article 10: Club Dispute Resolution was deleted as part of the Constitution and was added back as part of the By Laws.

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7. Article 11, "Branch Clubs" became article 10.
 - Changed: "Branch Club" to "Club Branch" recognizing that the branch is not a separate entity but a branch of the parent club.
8. Article 12, "Club Funds" became article 11.
9. Article 13, "Amendments" became article 12.

Changes in the By Laws

1. Article 1, Membership: The simplified definition of an Active Member that was adopted in 2015-2016 was deleted in favor of the more complex definition use in 2014-2015 and earlier.
2. Article 1, Life Member: dropped the requirement for approval by the International Board of Directors.
3. Article 2, Election and Vacancies: All officers "and members of the board" shall be elected annually.....
4. Article 2, Section for Nominating Committee and Nomination Meeting change order in document without change to wording. Nominating Committee is now first.
5. Article 2. Section 6: The term "Election" replaces the term election committee and election meeting throughout the section.
6. Article 3. Duties of Officers:
 - Section 1, President: The following additional duties were added:
 - Chair the Club Global Action Team and ensure the following
 - ✓ Ensure the election of qualified Lion leaders for the position of club service chairperson, club membership chairperson, and club vice presidents, who will serve as the leadership chariperson.
 - ✓ Ensure the regular meeting to discuss and advance initiatives established by the Global Action Team.
 - ✓ Collaborate with the district Global Action Team and other club presidents to further the initiatiives focused on expanding humanitarian services, leadership development and membership growth.
 - In collaboration with the club officers and committee chairpersons, implement a plan for membership growth, community engagement, operation improvement and the fulfillment of humanitarian services as presented and approved by the club's board of directors.
 - Ensure the club is operating in accordance with local laws.
 - Ensure proper administration of club operations by ensuring that all club officers and members adhere to the club's Constitution and By-Laws and the International Constitution and By-Laws.

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- Encourage diplomacy and solve disputes in a fair and transparent fashion utilizing the Dispute Resolution Procedure if needed.
- Serve as a mentor to vice presidents to ensure the continuance of effective leadership.
- Deleted “cooperate with and” using only “be and active member” of the district advisory committee.

- Section 2, Immediate Past President:
 - Deleted all references to greeting all members and guests and operating as a representative of the club in welcoming new service minded members in the community.
 - Added: He/she and other past presidents shall serve as mentors to the club president and vice presidents and serve as the club LCIF coordinator unless he/she is unable at which time this position may be filled by another club member.

- Section 3, First Vice President: This position has been separated out from the Vice President description. The responsibilities of the position shall be as follows:
 - Conduct an annual club quality assessment and collaborate with the club officers, specifically members of the club’s Global Action Team and other committee chairpersons during his/her term as first vice president to develop a plan for membership growth, community engagement, and the fulfillment of humanitarian services to be presented and approved by the board of directors during his/her term as president.
 - Serve as a key member of the club’s Global Action Team as the club Leadership Chairperson and along with other members of the leadership committee:
 - ✓ Ensure new members are provided an effective member orientation.
 - ✓ Identify potential leaders and encourage their development as future leaders.
 - ✓ Encourage members to participate in leadership training offered by the district, multiple district and Lions Clubs International.
 - Communicate the need for training, the names of potential new leaders and leadership development activities that club members attend to the district-level Global Leadership Coordinator.
 - Take a key role in membership retention and ensure organizational excellence by measuring member satisfaction and utilizing feedback to improve club operations.
 - Understand the club’s role in district activities and events.
 - Network with the officers of other clubs to gain ideas that may be applied to the club.
 - Gain in-depth knowledge of district, multiple district initiatives that support leadership development, membership growth and the expansion of humanitarian service.
 - Be an active member of the district governor’s advisory committee of the zone in which this club is located.
 - The requirements listed under the Vice President(s) still apply.

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- Section 4 Vice President(s) stands unchanged.
- Section 5 Secretary: No change to introduction except “*The responsibilities for this position shall be as follows:*” replaces “in fulfillment of this, he/she shall.”
 - Submit to the district governor’s cabinet such reports as it may require. Deleted “including copies of regular membership and activity reports”.
 - Be an active member of the district governor’s advisory committee of the zone in which the club is located. Deleted “Cooperate with and”
 - Deleted all reference to collection of quarterly or semi-annual dues. Secretary is only responsible for member records including whether they are paid up in timely manner (good standing).
- Section 6, Treasurer: Added: “*The responsibilities of the position shall be as follows:*” Also one additional duty was added:
 - Arrange for issuance, in cooperation with the secretary, quarterly or semi-annual statements to each member for dues and other financial obligations owed to this club and report payments to the Board of Directors.
- Section 7, Membership Chairperson: This has been completely re-written. All references to the term Membership Director have been deleted. The responsibilities for this position shall be as follows:
 - Serve as a key member of the club’s Global Action Team as the club Membership Chairperson.
 - Collaborate with the District Global Membership Coordinator, district leaders, members of the club’s membership committee and others to develop annual membership goals and action plans to recruit new members and to increase membership satisfaction among current club members. Present the plan to the club’s board of directors for approval and support.
 - Develop and lead a membership committee to help implement action plans to achieve the club’s membership goals and to positively increase the member experience.
 - Collaborate with the club service chairperson as well as other club committees to promote membership opportunities.
 - Understand the different membership types and programs offered and promote membership programs to club members.
 - Ensure each new member is provided an effective membership orientation and is provided opportunities to be engaged in club activities that are meaningful to the new member.
 - Attend the district governor’s advisory committee meeting of the zone in which this club is located when appropriate.
 - Participate in Global Membership Team meetings held by the district.

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- Section 8, SERVICE CHAIRPERSON. Is a new position that has been added. The responsibilities for this position shall be as follows:
 - Serve as a key member of the club's Global Action Team as the club Service Chairperson.
 - Collaborate with the District Global Service Coordinator, club LCIF coordinator, district leaders, members of the club's service committee and others to develop and communicate annual service goals and action plans that address current community needs and align with the Lions Clubs International service framework and/or district service goals when relevant.
 - Lead the service committee to implement the club's service action plans in order to achieve the club's service goals.
 - Incorporate opportunities for local youth and Leos to engage in all aspects of service activities, including goal setting, implementation, project evaluation and reporting.
 - Report service activities to Lions Clubs International.
 - Serve as a club resource on current community needs by monitoring the service activities of other service clubs, developing community partnerships to expand service, and utilizing tools and resources offered by Lions Clubs International and Lions Clubs International Foundation.
 - Increase member satisfaction by encouraging participation and engagement in service projects.
 - Collaborate with the club membership chairperson and other club committees to promote membership opportunities to non-Lions during service projects.
 - Attend the district governor's advisory committee meeting of the zone in which this club is located when appropriate.

- Section 9, Marketing and Communication Chairperson is a new position that has been added. The responsibilities for this position shall be as follows:
 - Develop and implement annual communications plans for internal and external audiences, including club members, news media, supporters/sponsors and potential new members.
 - Publicize club activities, including service projects, fundraisers, donations, Lions Clubs International sponsored contests and other newsworthy accomplishments both internally and externally via the news media, social media, and other effective means.
 - Expand humanitarian initiatives, community involvement and membership initiatives through social media.
 - Provide communication tools to club members and to encourage all club members to participate in promoting the club's activities via social media, referral and other effective means of communication.
 - Assist the club president in communicating information from the district, multiple district and international headquarters with the club members.
 - Work closely with the club membership chairperson to target and reach out to new potential club members.

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- Attend the district governor's advisory committee meeting of the zone in which this club is located when appropriate.
- Participate in meetings held by the district marketing communications chairperson.

7. Article 4, Board of Directors – This is a new addition to the By-Laws

- In addition to the club officers, the following chairpersons, if elected, may serve on the Board of Directors in addition to any other elected position that the club find's necessary.
- Section 1, PROGRAM COORDINATOR. He/she improves general meetings and keeps members informed of topics of importance to members by scheduling speakers and entertainment for general meetings based on the interests of club members. The program coordinator obtains permission for speakers from the president, informs the club secretary for inclusion on the agenda and informs the marketing communication chairperson to ensure effective communication. He/she welcomes the speaker on arrival and ensures proper seating and welcoming during the event.
- Section 2, CLUB LCIF COORDINATOR. He/she communicates the mission and success of LCIF and its importance to Lions Clubs International, implements LCIF development strategies within the club and collaborates with LCIF district coordinator to promote LCIF in the local area to ensure alignment with district goals. This position also collaborates with the club service chairperson and the Global Action Team to support club initiatives.
- Section 3. SAFETY OFFICER (Optional). He/she ensures that safety measures are in place by reviewing activities to identify potential hazards, completing the self-inspection checklist as available from Lions Clubs International, ensuring adequate supervision and acquiring proper insurance coverage. In the event of an incident, he/she gathers and reports all significant information relevant to the incident to the insurance company in a timely manner.
- Lion Tamer and Tail Twister stand as unchanged except reference to song books and button boards as part of the club belonging has been deleted.
- Section 6, **DIRECTOR**: He/she provides additional oversight and approval for items placed before the board of directors. The term of office is two-years in duration.

7. Article 5, Committees has had the following additions:

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- Section 1, Standing Committees: The following standing committees may be appointed by the club president, “with the exception of chairperson positions that serve on the Board of Directors, which would require election.”
 - GLOBAL ACTION TEAM. Chaired by the club president and includes the club first vice president (serving as the leadership chairperson), the club membership chairperson and the club service chairperson. With the support of the board of directors, develops and initiates a coordinated plan to expand humanitarian service, achieve membership growth, and develop future leaders. Meets regularly with club members to discuss the progress of the plan and initiatives that may support the plan. Collaborates with members of the district Global Action Team to learn about initiatives and best practices. Shares activities, achievements and challenges with members of the Global Action Team. Attends the District Governor Advisory Committee meeting and other zone, region, district or multiple district meetings that feature service, membership or leadership initiatives to exchange ideas and gain knowledge that may be applied to club practices.
 - CONSTITUTION AND BY-LAWS COMMITTEE. Interprets the club constitution and by-laws and may be charged with facilitating changes in accordance with amendment procedures.
 - FINANCE COMMITTEE. Chaired by the club treasurer to establish a detailed budget for the approval of the club’s board of directors, ensure proper documentation and authorization of funds, arrange for the annual audit of club accounts, and ensure the delivery of all financial information to the successor committee.
 - MEMBERSHIP COMMITTEE. Chaired by the membership chairperson to ensure membership growth by reaching new markets, actively recruiting members and ensuring member satisfaction. This committee also verifies the qualifications of potential members who are considered by the club’s Board of Directors and noted in item Article III, section 2, of the Club Constitution. The membership committee should include last year’s membership chairperson, vice membership chairperson and any club members interested in new member recruitment and/or member satisfaction.
 - MARKETING COMMUNICATIONS COMMITTEE. Chaired by the marketing communications chairperson to ensure effective internal and external communication, reshape public opinion and improve visibility of the club’s activities in the community.
 - SERVICE COMMITTEE. Chaired by the club service chairperson. Assists in developing service goals and action plans, identifying potential projects, guiding project planning and implementation and involving club members in meaningful service. Coordinates and ensures the effective leadership of service projects relating to the global service framework by supporting chairpersons assigned to each club service initiative. This committee may also be responsible for applying for relevant LCIF grants and developing community partnerships as approved by the club’s board of directors.
 - INFORMATION TECHNOLOGY COMMITTEE. Assists members by providing access and/or support to online tools and communication as needed. May also provide support and/or serve as the club webmaster.

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- LEADERSHIP COMMITTEE. Chaired by the first vice president. Notifies club members of training opportunities offered by the district, multiple district and Lions Clubs International as well as non-Lion programs that could benefit club members.
 - List of Administrative Committees and Activities Committees remains unchanged.

 - Sections 2,3 & 4, Special Committees, President Ex-Officio and Committee Reporting remains unchanged. Composition of committees was deleted.
8. Article 6, Meetings is unchanged except for Section 9 that deletes list of communication means and states, "*This club may transact business by mail or electronic communications, provided*". This procedure requires 2/3 majority of all those addressed.
9. Article 7, Fees and Dues – No changes.
10. Article 8, Club Branch Administration – No changes.
11. Article 9, Miscellaneous – No changes.
12. Article 10, Club Dispute Resolution Procedure – has been transferred in its entirety without any changes from an Article of the Constitution to an Article of the By-Laws.
13. Article 11: Amendments – No change.
14. Exhibits:
- Exhibit C: Standard Lions Club Organizational Plan has been deleted.

Submitted by
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