

Article I This organization shall be known as Hadley-Luzerne Lions Club.

Article II The club shall be governed by the Standard Constitution & By- Laws Furnished by the Lions Clubs International, as amended by the Club.

Article III The Club shall meet the first Wednesday of each month, except during the months of July and August. Meetings shall start at 6:45 P.M. at a place decided by the Club members.

Article IV Membership shall be open to all individuals, 18 years or older, whom the Membership Committee and Board of Directors have approved.

Article V Every three years, and sooner if requested by the Board of Directors or a minimum of five members in writing, the Board shall secure bids from all local eating establishments interested in and capable of serving dinners to the Club. Not later than April of the year in which the bids are secured, ballots shall be mailed or hand delivered to every member for the purpose of securing a majority vote on the proposed meeting place.

Article VI Committees- Standing committees shall be appointed by the incoming President by July 15th. The Committees recommended in the Standard Constitution and By-Laws shall be used as guide, with additions, deletions or changes made by the President. At any rate, such standing committees shall be appointed with a view to encompass any project submitted. Special committees shall be appointed to undertake activities requiring such special committee.

Article VII Dues- The Secretary shall bill each member for dues by June 1st, showing the annual dues and any other indebtedness owed by the member, and stating that if dues are unpaid by June 30th, the member will be reported to Lions International as dropped for non-payment of dues. For those choosing the pay semi-annually, the second installment shall be billed by December 1st, with the deadline indicated as December 31st.

Article VIII The Secretary and Treasure shall present a report monthly to the Board of Directors, the Secretary's report indicating all amounts paid out and money received, naming recipients of money paid and source of money received. The Treasurer's report shall show balances in each bank account separately. The Secretary's report may be presented to the Club membership, orally at the first Club meeting following the Board meeting, or it may be submitted by newsletter or bulletin. The Treasurer's report shall be submitted to the members only by newsletter or bulletin each month; NO report is to be made at a Club meeting when non-Lions are present.

Article IX Retention of records- The Secretary shall keep all correspondence and invoices which might later need referral to for a period of three years, with some matters requiring later retention. All personnel records and minutes of meeting, including M&A

reports shall be kept indefinitely, except for records of deceased members. The Treasurer shall keep all financial records, including check stubs and bank statements for a period of seven years. A computer printout or ledger detailing each expense and income shall be kept for a period of seven years.

Article X Sensitive discussions at meetings of the Board of Directors are not to be disclosed to non-Lions.

Article XI With few exceptions, Club business is not to be transacted at Club meetings, unless policy requires Club approval on a particular matter. Normally, all Lions business will be transacted at meetings of the Board of Directors.

Article XII 100% Attendance- In late spring, allowing sufficient time to receive an order from Lions International, Secretary shall review attendance records of each Lion to determine those who have earned 100% attendance and order necessary pins or tabs. 100% attendance may start at any time during the year and continue until the same date the following year. Multiple years attendance awards require continuous 100% attendance. Make-ups for missed meetings shall be given for attendance during the period starting thirteen days prior to the missed meeting through thirteen days after such meeting. Reasons for missing meetings may include sickness, family situation, work schedules, etc. Make-ups may be done by attendance at meetings of other Lions Clubs, Lions function, Lions Committee meeting, Lions community project, or fundraiser, Directors' meeting, a visit to Lions International Headquarters in Oakbrook, Illinois, or cabinet meetings, zone meetings, or convention. The Board of Directors, at their discretion, may forgive the missing of two (2) meetings if the Lion is otherwise 100%.

Article XIII Expenses- The President and Secretary (Secretaries) shall be reimbursed for meals in connection with attending a meeting of the District Governor's Cabinet or Zone meeting (Advisory Committee Meeting). The President shall also be reimbursed for dinner expenses incurred in attending Fall or Spring Conferences, District Governor's Testimonial, charter nights of other Lions Clubs when such attendance is expected of the President. Reimbursement shall include the President's spouse or guest. The Secretary shall receive his meals at the local Club meetings as partial compensation for his work. When two Secretaries exist only one dinner will be provided. It is the policy of this Club to forgive dinner costs for any Lion who has attained the age of eighty with a minimum of fifteen years in the club.

Article XIV Memorials- In case of the demise of a current member of the Club, or of the spouse, offspring, siblings, parents, or parents-in-law, a contribution in the amount of one hundred dollars shall be made to the Lions Eye Institute at Albany Lions Clubs International Foundation, the MD-20 Foundation, or other Lion related group as a memorial to the deceased. This shall not be followed if the family of the deceased requests donation to another charity. Upon the demise of a former Lion a one hundred dollar donation shall be made as above, and fifty dollars for family members. A Lions memorial service shall be conducted during visiting hours for a departed current Lion, unless

contrary to the wishes of the family. A memorial service will be held for a former Lion if requested by the family.

Article XV Families suffering devastating fire or other natural disaster, making their domicile uninhabitable shall be immediately presented with a check for 200 dollars when investigation determines that a need for immediate cash exists. If it later develops that insufficient or non-existent insurance is available to indemnify the party suffering the loss further funds may be made available as the Board of Directors may determine.

Article XVI Contributions are to be handled on an individual basis, deciding each request on its merits. General contributions to large charitable groups or organizations, such as Red Cross, Heart Association, or American Cancer Society are generally not considered except for memorials requested by the family of the deceased because of their solicitation of funds from the general public. This shall not prevent donation to local or area chapters or divisions, or special foundations in case of national or international disasters such as floods, earthquake, hurricanes, etc. This prohibition shall likewise not apply to Lions supported organizations such as sight and hearing societies, etc.

Article XVII

To change the amount we donated to our charities from the fixed amount to what we can afford, and any motion made and passed at a meeting to donated funds to any cause shall be investigated prior to making the donation to determine if the need is justified. That the Treasurer shall present to the board a financial statement showing what funds are available in January and presented to the entire membership in February.

Article XVIII A plaque shall be presented to each outgoing President as well as to the Lion of the Year. Any other plaques (such as appreciation to committee chairs) shall require prior approval by the Board of Directors. Certificate of Appreciation may be given, and guest speaker certificates presented without Board approval.

Article XIX Expenditures of more than 500 dollars shall require the approval of the entire Club membership at a regular Club meeting or special meetings called for that purpose.

Article XX Following completion of a project, the chairperson of the committee shall submit to the Club a report of income and expenditures. This, together with any other material referring to the organization of the project, shall be kept by the Secretary for use in future years for at least three years.

Article XXI Annually, if finances permit, and as approved by the Board of Directors and the Club membership, one or more candidates for a Melvin Jones Fellowship shall be selected by a committee consisting of all current members of the Club holding a Melvin Jones Fellowship. The name of the recipient(s) shall be kept secret by the committee until presentation at the next annual installation banquet, or other such special affair, which includes spouses and possibly members of the Lioness Clubs and guests. In selecting the candidate(s) the committee shall consider years of service, consistent involvement in club meetings and activities, and commitment to Lionism, including involvement in Zone, Region and District affairs. If finances permit a donation of \$300 to the New York State & Bermuda Lions Foundation, for a Robert J. Uplinger Award, to be presented to a deserving Lion who shall be selected by a committee consisting of all current members of the Club holding a Robert J. Uplinger Award. A Lion of the Year shall be selected annually. The president shall pick up to three (3) candidates and the members of the club, by secret ballot, shall vote on who will be the Lion of the Year. If the recipient has already been a Lion of the Year then a lapel pin shall be awarded.

Article XXII Each year two scholarships in the amount of \$1,000 each will be awarded by a committee composed of at least three Lions, one academic scholarship and one vocational scholarship. In the event that there isn't a suitable candidate for both categories, two scholarships may be issued for one category. The candidates shall apply for the scholarships on forms approved by the committee, giving sufficient information for them to make a decision. Payment of the scholarships will be made upon presentation to the Secretary of successful completion of the first semester in an accredited institution and proof of matriculation for the second semester of that or another accredited institution.

Article XXIII It has long been policy for the Club to cooperate with the Hadley-Luzerne Lioness Club in any endeavor having the interest of both Clubs and requiring the assistance of members of both clubs. In cases where a joint effort is required, such as Journey for Sight and the convention store, all expenses and profits shall be divided equally. All other projects which are the province of this Club, assistance from the Lioness' may be offered or requested. If the latter, the Board of Directors, at its discretion, may contribute a share of the profits to the Lioness Club.

Article XXIV Prospective members, or new members, shall receive their first dinner at a Club meeting at Club expense.

Article XXV It shall be this Club's policy to conduct visitations to other Lion's Club's. At least two such visitations may be made each fiscal year, one in the Fall and one in the Spring.

Article XXVI A newsletter or bulletin informing the membership of Board of Directors' actions and of upcoming events and items of interest. This may be the function of the President, Secretary or an appointed bulletin editor.

Article XXVII The Policy Committee shall be a standing committee to keep policy up to date. This committee shall be appointed each year by the President with the remaining standing committees, and will also keep a record of amendments to the Standard Constitution and By-Laws.

Article XXVIII This manual may be amended by motion of any member at a regular Club meeting. The proposed amendment shall then be passed to the Policy Committee for review and approval. Following approval the amendment shall be sent to the Board of Directors for approval, and then a regular Club meeting for approval. Prior to the Club vote written notice shall be mailed to all members for study.

Article XXIX All pages shall be indexed according to date and order of adoption. For example, a policy adopted on October 5th, 1999 would be indexed as 99-10-5.

Article XXX The president shall appoint, by the first dinner meeting in February, two nominating committees which shall submit the names of candidates for the various club offices to the club at the nominating meeting. At this meeting nominations for all offices to be filled in the succeeding year may also be made from the floor. The nomination meeting shall be held at the second dinner meeting in March. An election meeting shall be held at the first dinner meeting in April and two weeks prior written notice shall be given to each member by the secretary by mail or personal delivery.

Time frame – Nominating committee appointed by February 7th

Nominating meeting held by March 20th

Election held by April 8th

PU-101's etc. sent to International by April 12th

Article XXXI No Lion will take advantage of businesses or organizations we deal with by accepting gratuities in any form (meals, tickets, merchandise etc.) except as offered by tat entity. No sales of merchandise, raffle tickets etc. will be undertaken at any Club meetings by individuals without the express approval of the Board of Directors.