

Guidelines / Procedures for the Officers of the Susquehanna Lions Club

These guidelines / procedures were established by the Constitution & By-Laws Committee. The responsibilities of the Secretary, Treasurer, and Board of Directors shown in this document were taken from the Lions International Club Officers Team Manual. Some of the responsibilities for the other officers were also taken from this manual.

The Constitution & By-Laws Committee shall be responsible for conducting an Orientation / Training meeting with the New Board Members before July 1 of each year. The committee shall also be responsible for answering any questions from the officers pertaining to their position or any questions from any club member pertaining to club rules and regulations.

RESPONSIBILITIES OF THE OFFICERS:

PRESIDENT:

- Presides over all meetings of the Board of Directors and regular club meetings.
- Calls special meetings if and when necessary for the function of the club.
- Shall use Roberts Rules of Order as a guide for conducting all meetings.
- Shall begin all regular club meetings with a song, the pledge of alliance to the flag, and a prayer. President shall ask a fellow lion member to lead each of the three opening agendas.
- Shall appoint all standing and special committees and oversee these committees. These appointments shall be made by July 1 of each year. Every club member shall be appointed to a committee. Any new member joining the club during the year shall be appointed to the same committee as his sponsor.
- Attend Zone meetings as a representative of the club along with the club secretary.

1st VICE PRESIDENT:

- Presides over all meetings of the Board of Directors and regular club meetings in the absence of the President.
- Responsible for the fundraising committees. This committee oversees all dedicated fundraising activities such as
- York Fair, Bingo, Christmas Trees, Ham & Turkey Raffle, Pork Supper, Chicken BBQ and Sticky Buns. . Also responsible for the Audit & Finance and LCIF committees.

2nd VICE PRESIDENT:

- Presides over all meetings of the Board of Directors and regular club meetings in the absence of the President and 1st Vice President.
- Responsible for all meals at all meetings along with the 3rd Vice President.
- Responsible for the following committees: Constitution & By-Laws, Scholarship, Long Range Planning, Property, Bulletin & Public Relations and Health, Social, and Public Services Committee. This committee oversees all “special activities” such as Halloween Parade, Road Clean Up, and Fill the Truck and also oversees the issuing of or providing assistance with glasses, hearing aids, wheelchairs, etc.

3rd VICE PRESIDENT:

- Presides over all meetings of the Board of Directors and regular club meetings in the absence of the President, 1st Vice President, and 2nd Vice President.
- Responsible for all meals at all meetings along with the 2nd Vice President.
- Responsible for the following committees: Chaplains, Web Site, Program and Meals.

The **Nominating Committee** is not included under the responsibility of any of the Vice Presidents. This committee is chaired by the Immediate Past President. The Immediate Past President can appoint any fellow lion club member to assist him on this committee. The committee is responsible for obtaining nominations for all elected club officers. The committee shall attempt to obtain more than one name for each elected position with the exception of the President, 1st Vice President and 2nd Vice President. These three positions are automatically filled by the previous year's 1st Vice President, 2nd Vice President, and 3rd Vice President. The ballot of officers shall be completed by the last meeting in April in order for the ballot to be listed in the monthly newsletter and in order for the elections to be held by the last meeting in May. The committee is responsible for making the arrangements for the installation of the new officers. The installation of the new officers shall be conducted by the first meeting in July.

The Lion of the Year Committee is also under the responsibility of the Immediate Past President. All past Lion of the Year recipients are members of this committee.

TAIL TWISTER:

- Promotes harmony, good fellowship, and enthusiasm at the club meetings.
- Imposes fines on club members. Fines cannot exceed an amount fixed by the Board of Directors.
- Turns all monies collected over to the secretary at the end of each meeting.

LION TAMER:

- Responsible for the property and paraphernalia of the club.
- Shall present the following club items before each meeting and returned the club items to safe storage after each meeting: Flag, President's Bell and Gavel, Club Banner, Tail Twister Collection Lion, Box of Rocks items, and Tip Box. Responsible to see that these items are moved to the Lions Den for summer meetings and to the VFW for winter meetings.

- Responsible for distribution of any literature provided at meetings including any literature from guest speakers.
- Responsible for the cleaning and storing of club aprons. Any expense involved for this task will be at the expense of the club.

SECRETARY:

- 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.
- Submits regular monthly membership reports, service activity reports and other reports specified by the association.
- Submits reports upon request to the district governor's cabinet.
- Cooperates with and serves as an active member of the district governor's advisory committee of the zone in which the club is located.
- Arranges for issuance of 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.
- Keeps the Assistant Secretary advised of all Secretary records and responsibilities.
- Delivers in a timely manner, at the end of their term, the general records of the club to their successor.

ASSISTANT SECRETARY:

- Assist the Secretary if and when needed.
- Responsible of all Secretary responsibilities in the absence of the Secretary.

TREASURER:

- Prepare and submit a financial report to the board of directors and the general membership at every meeting.

- Prepare and submit special finance reports as requested by the board of directors.
- Receive all monies from the secretary and deposit the currency in a bank or banks recommended by the finance committee and approved by the board of directors.
- Pay the club's obligations 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 and disbursements.
- Support the Audit Committee by making available all financial and tax records for the yearly audit.
- Deliver in a timely manner, at the end of their term, the financial accounts, funds and records of the club to their successor.

BOARD OF DIRECTORS:

- It is the executive board of the club and is responsible for the execution, through the club officers, of the policies approved by the club. All new business and policy of the club shall be considered and shaped, by the board of directors for presentation to the club members at a regular or special club meeting.
- The following officers are established as the Board of Directors: President, 1st, 2nd, and 3rd Vice President, Immediate Past President, Secretary, Assistant Secretary, Treasurer, Lion Tamer, Tail Twister, four Directors, the three members of the Membership Committee and the Presidential Appointments. Each member of the Board of Directors is entitled to vote on any motion presented at a Board of Directors Meeting. The President will cast the deciding vote in case of a tie.
- It authorizes all expenditures and shall not create any indebtedness beyond the current income of this club, nor authorize disbursement of club funds for purposes inconsistent with the business and policy authorized by the club membership.

- It has the power to modify, override or rescind the action of any officer of the club.
- It ensures that the books, accounts and operations of the club are audited annually or, at its discretion, more frequently and may require an accounting or have an audit made of the handling of any club funds by any officer, committee or member of the club. Any member of the club in good standing may inspect the audit or accounting upon request at a reasonable time and place.
- It appoints, on recommendation of the finance committee, a bank or banks for the deposit of the funds of the club.
- It appoints the surety for the bonding (insurance) of any officer of the club.
- It shall not authorize, nor permit, the expenditure, for any administrative purpose, of the net income of projects or activities of the club by which funds are raised from the public.
- It shall submit all matters of new business and policy as necessary, to the respective standing or special club committee. The committee shall study the matter given to them and provide recommendations and guidance to the board.
- It appoints, or designates a committee to appoint, subject to approval of the club membership, the delegates and alternates of the club to district (single, sub- or multiple) and international conventions.
- It maintains at least two (2) separate funds governed by generally accepted accounting practices. The first fund to record administrative monies such as dues, tail twisting fines and other internally raised club funds. A second fund is to be established to record activity or public welfare monies raised by asking support from the public. Disbursement from such funds is to be in strict compliance with item (7) above.
- If any office should become vacant for any reason during the Lion calendar year, the Board of Directors shall use the Lions International Standard Club By-Laws, Section II, Article 10: Vacancy, as guidelines for filling the vacant office.

These Guidelines / Procedures Were Established August, 2015.

Revised April, 2017.

Revised April, 2021 – Added Presidential Appointments to the BOD.