

Lions Club International  
Saint Louis University Chapter



Constitution and By-Laws

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## Foreword

In this document, the guidelines towards the administration of this Lions Club and its members shall be outlined in fullest detail. Any laws, rules, or regulations not outlined within this document shall be at the discretion of the Executive Board, and if need be, the entire club. All those who would join this Lions Club and especially those who shall hold office, are to adhere to all things explicitly stated within this document.

## Preamble

The Lions Club of Saint Louis University is chartered by and under the jurisdiction of THE INTERNATIONAL ASSOCIATION OF LIONS CLUBS. This standard form is recommended for adoption by the Lions club as its official local club Constitution and By-Laws. Immediately upon adoption by the club, a permanent copy of this Constitution and By-Laws is to be filed by the secretary in his/her record book.

This Standard Form Club Constitution and By-Laws, and all amendments thereto, shall be in full force and effect and govern the operation of any Lions club that has not adopted its own Constitution and By-Laws. The International Board of Directors shall and hereby does declare as policy that with respect to any matter of club operations which is consistent with the International Constitution and By-Laws and is not covered by the constitution and by-laws of the respective club and is covered by the Standard Form Lions Club Constitution and By-Laws that the provisions of the latter shall govern and control.

# **Club Constitution**

## Article I – Name

The name of this organization shall be the Lions Club of SAINT LOUIS UNIVERSITY LIONS CLUB, chartered by, and under the jurisdiction of the International Association of Lions Clubs and Saint Louis University

## Article II – Purposes

The purposes of this club shall be:

- (a) To create and foster a spirit of understanding among the peoples of Saint Louis University, St. Louis City, and of the world.
- (b) To take an active interest in the civic, cultural, social and moral welfare of the community.
- (c) To unite the members in the bonds of friendship, good fellowship and mutual understanding.
- (d) To provide a forum for the open discussion of all matters of public health; provided, however, that partisan politics and sectarian religion shall not be debated by club members.
- (e) To encourage service-minded people to serve their community without personal financial reward, and to encourage efficiency and promote high ethical standards in public works and private endeavors.

### Article III – Membership

#### Section 1. ELIGIBILITY

Subject to the provisions of Article I of the by-laws, any person of legal majority, enrolled in Saint Louis University (undergraduate or graduate) and good reputation in his/her community, as well as in the eyes of Saint Louis University, may be granted membership in this Lions club. Wherever the male gender or pronoun presently appears in this Constitution and By-Laws independently, it shall be interpreted to mean both male and female persons.

#### Section 2. FORFEITURE OF MEMBERSHIP

Any member may be expelled from the club for cause by unanimous vote of the entire Executive Board. Upon removal from this club, any and all right to use the name “LIONS,” the emblem and other insignia of this club and this association shall be forfeited. This club shall remove members whose conduct has been deemed a violation of the Constitution and By-Laws.

### Article IV - Emblem, Colors, Slogan, Motto

#### Section 1. EMBLEM

The emblem of this association is as follows:



## Section 2. USE OF NAME AND EMBLEM

Use of the name, goodwill, emblem and other logos of the association shall be according to the guidelines established from time to time in the by-laws.

## Section 3. COLORS

The colors of this association is to be purple and gold. The colors of this chartered club shall be blue, gold, and a white accent.

## Section 4. SLOGAN

Its slogan shall be: Liberty, Intelligence, Our Nation's Safety.

## Section 5. MOTTO

Its motto shall be: We Serve.

## Article V - Supremacy

The Standard Form Club Constitution and By-Laws shall govern the club unless otherwise amended so as not to conflict with the district (single, sub- or multiple) and International Constitution & By-Laws and policies of Lions Clubs International. Whenever there may exist a conflict or a contradiction between the provisions set out in the club constitution and by-laws and the district (single, sub and multiple) constitution and by-laws, the respective district constitution and by-laws shall govern. In addition, whenever there may exist a conflict or a contradiction between the provisions set out in the club constitution and by-laws and the international constitution and by-laws or board policy, the international constitution and by-laws and board policy shall govern. However, in all matters, the policy and procedure of Saint Louis University and its Student Government Association must reign supreme, as per the directive of being a chartered organization at Saint Louis University.

## Article VI - Club Size

A Lions club should strive to maintain 20 members; the numerical minimum membership required to receive a charter. However, this charter should seek to maintain a membership count of 30, all in good standing, in order to remain effective and strong.

## Article VII - Officers and the Executive Board

### Section 1. OFFICERS

The officers of this club that will make up the "Executive Board" shall be as follows:

- President
- Vice President of Operations
- Vice President of Communications
- Vice President of Finances
- Vice President of Fundraising
- Vice President of Membership
- Vice President of Enrichment
- Past-President

The positions of President, Vice President of Operations, Vice President of Finance, and Vice President of Communications will correspond to President, Vice President, Treasurer, and Secretary in regards to the International Association.

### Section 2. QUORUM

The presence in person of three-fourths (3/4) of the Officers shall constitute a quorum at any meeting of the Executive Board. Except as otherwise specifically provided, the act of three-fourths (3/4) of the Officers present at any meeting of the Executive Board shall be the act and decision of the entire Executive Board. Those not in attendance of the quorum shall have any vote count against a decision being made.

### Section 3. REMOVAL BY EXECUTIVE BOARD

A member of the Executive Board may be removed through the "Strike-Based System" (Article VII, Section 4) by discretion of the President.

### Section 4. STRIKE-BASED SYSTEM OF REMOVAL

Each Executive Board member is subjected to the Strike-Based system upon acceptance of office. An Officer of the Executive Board is to state goals and tasks for themselves--or asked of them by the President and Club--that are to be completed in a timely matter. If these tasks are not done so efficiently or correctly, then that Officer is given a "Strike." Strikes can be removed at the end of the semester, but acquisition of three strikes results in the removal of the Officer from the Executive Board. Following this removal, procedures outlined in Article VII, Section 5 are to be carried out.

### Section 5. REPLACEMENT OF REMOVED OR RESIGNED OFFICERS

If the vacancy that is to be filled exists following the annual election, then it is to be filled by the elected successor, beginning their term early. However, if an Executive Board

member is removed from office, or resign from their own volition, and a successor has yet to be determined in the annual election then a certain order of procedure is to be followed in response. The proper procedure is as follows: (1) If the position that is vacant has a corresponding Director, then that Director is to step into the Officer position and the Director's position will be filled by Executive Board appointment. In the case of the Vice President of Operations, the Director of Internal Affairs has greater priority over that of the Director of External Affairs. (2) If no Director is connected to the vacant position, then an emergency election will be held. The election will be announced at the next possible club meeting, and will occur at the subsequent club meeting. (3) If no club members desire to run in the election, the position will be filled by Presidential appointment with consideration to the views of the Guiding Lion. It is to be noted that all of this is to be ignored if the position is that of "Past-President."

## Section 6. REPLACEMENT OF REMOVED OR RESIGNED PRESIDENT

In the case of a vacant President position, the following procedure is to be followed: (1) If the position is filled, the Vice President of Operations will ascend to the Presidency. Furthermore, the new President will follow the procedure outlined in Article VII, Section 5 (2) If the Vice President of Operation refuses to ascend to the position of Presidency, then an emergency election is called in which only members of the Executive Board can run. The election is to be announced at the next available chapter meeting, and occur at the subsequent chapter meeting. (3) If no current Officers wish to run for the position of presidency, an emergency election will be held. The election will be announced at the next possible club meeting, and will occur at the subsequent club meeting.

## Section 7. REMOVAL BY CLUB MEMBERS

Any officer of this club may be removed from office for good cause by two-thirds (2/3) vote of the entire club membership. This discourse is to be brought by petition to the Executive Board and a vote to commence at the next club meeting. If the vote is deemed a success, then depending on the position turned vacant, the procedures are to be followed in either Article VII, Section 5 or Article VII, Section 6.

## Section 8. TERM LIMITS

The only office to hold a term limit within this club shall be that of President. The term limit for the position of President shall remain at one academic year, at which point he or she will assume the mantle of Past-President. After which, he or she may run for President once more. However, the term limit may be increased by one (1) year if the sitting Executive Board passes a vote in which all but one Vice President vote to extend the term limit. The President then may either accept or reject the extension.

## Article VIII - Directors and the Executive Board

## Section 1. DIRECTORS

The Directors of this club that will make up the "Executive Board" shall be as follows:

- Director of Internal Affairs (under Vice President of Operations)
- Director of External Affairs (under Vice President of Operations)
- Director of Philanthropy (under Vice President of Fundraising)
- Director of Vision Screenings
- Director of [Disease Prevention Committee]

## Section 2. REPLACEMENT OF REMOVED OR RESIGNED DIRECTORS

Vacancies in Director positions due to removal or resignation are to be fulfilled in the following way: (1) appointment to the position of the next runner-up of the position during elections, or if not available, (2) appointment by the corresponding Vice President of the Director with a two-thirds (2/3) approval of the Executive Board, provided a quorum is present.

## Article IX - Delegates to International and District Conventions

### Section 1. DELEGATE ENTITLEMENT

“This club shall be entitled in any convention of this association, to one (1) delegate and one (1) alternate for every twenty- five (25), or major fraction thereof, of its members as shown by the records of the international office on the first day of the month last preceding that month during which the convention is held, provided, however, that this club shall be entitled to at least one (1) delegate and one (1) alternate. The major fraction referred to in this section shall be thirteen (13) or more members.”

### Section 2. DELEGATE ENTITLEMENT DISTRICT/MULTIPLE DISTRICT CONVENTION

This club shall be entitled in each annual convention of its district (single or sub- and multiple) to one (1) delegate and one (1) alternate for each ten (10) members who have been enrolled for at least one year and a day in this club, or major fraction thereof, of this club as shown by the records of the international office on the first day of the month last preceding that month during which the convention is held, provided, however, that this club shall be entitled to at least one (1) delegate and one (1) alternate. Each certified delegate present in person shall be entitled to cast one (1) vote of his/her choice for each office to be filled by, and one (1) vote of his/her choice on each question submitted to, the respective convention. The major fraction referred to in this section shall be five (5) or more members.

## Section 3. SELECTION OF CLUB DELEGATES

The delegates to be sent to such conventions should be those who hold office on the Executive Board. The President should be a delegate, and if not able, the Vice President of Operations. The other delegate should come from the Executive Board, but if unable, a Director may also be chosen as a delegate. If a spot still remains after the Officers and Directors have been examined, a general club member in good standing may be a delegate.

## Article X - Club Dispute Resolution Procedure

### Section 1. DISPUTES SUBJECT TO PROCEDURE

All disputes arising between any member or members, or a former member or members, and the club, or any officer on the board of the club, relative to membership, or the interpretation, breach of, or application of the club's constitution and by-laws, or the expulsion of any member from the club, or any other internal Lions club matter whatsoever which cannot be satisfactorily resolved through other means, shall be settled by dispute resolution in a timely and efficient manner.

### Section 2. REQUEST FOR DISPUTE RESOLUTION

Club members that wish to file for Dispute Resolution may do so by filling out the "Dispute Resolution Application" and submitting to the Vice President of Operations for review. The application will be reviewed by the Executive Board and a reply to the submitter will be given in one weeks time from the day of submission, as well as to the defendant of the complaint. The reply will inform the filer if the application has been approved, and if the application has been approved, a date for the next Executive Board meeting will be provided, in which the Dispute Resolution Hearing will commence.

### Section 3. CONFIDENTIALITY

Once a complaint has been filed, the defendant of the complaint and the one who submitted the complaint should cease communications until the dispute is resolved. Furthermore, the nature of the dispute and its existence itself should only be discussed within the Executive Board.

### Section 4. DISPUTE RESOLUTION HEARING

At an Executive Board Meeting, a Dispute Resolution Hearing will occur. Both sides will be given time to state their case and side of the dispute. They will then be excused from the meeting for a moment, and the Executive Board will have time to discuss the dispute and decide how it should be resolved. The parties will then be brought back into the room and the verdict will be handed down without appeal.

## Article XI - Branch Club Program

### Section 1. BRANCH FORMATION

Clubs may form branches to permit the expansion of Lionism into locations where and when circumstances do not support the formation of a charter club. The branch shall meet as a committee of the parent club and shall conduct service activities in its community.

### Section 2. MEMBERSHIP IN PARENT CLUB

The members of the branch shall be granted membership in the parent club once fulfilling the requirements outlined in Article III, Section 1.

### Section 3. FUNDRAISING AND FINANCES

Activity or public welfare monies raised by the branch by asking for public support shall be held in a fund established to record such purpose. They shall be distributed in the branch community unless otherwise specified. The Executive Board of the parent club may authorize the branch coordinator to countersign checks and vouchers authorized for payment by the parent club's board of directors.

### Section 4. DESIGNATION OF BRANCH FUNDS

In the event of dissolution of the branch club, any remaining branch club designated funds shall be returned to the parent club. In the event the branch club is converted into a newly chartered club, any remaining funds designated as branch club funds shall be transferred to the newly chartered club.

### Section 5. ADMINISTRATION OF BRANCH CLUB

It shall be the duty of the Parent Club to assign an Executive Board Officer or Director as a liaison between the Parent Club and the Branch Club in order to ensure the newly formed Branch Club remains in tact and operating effectively. In addition, the Branch Club will be responsible for selecting the following positions for their leadership: President, Vice President of Operations, Vice President of Communications, and Vice President of Finances. The duties and powers of these positions will be divided up and assigned based off of the judgment of the Parent Club liaison and the Branch Club's leadership.

### Section 6. DISSOLUTION OF BRANCH CLUB

The branch club may be disbanded by a three-fourths (3/4) vote of the Executive Board, or if they are unable to maintain the number of members and activity required to remain a complete club.

## Article XII - Club Funds

### Section 1. PUBLIC (ACTIVITY) FUNDS

All funds raised from the public must be returned to public use, including money accumulated from invested public funds. The only deductions that may be made from the activity account are the direct operating expenses of the fundraising activity. Money accumulated from interest must also be returned to public use.

### Section 2. ADMINISTRATIVE FUNDS

Administrative funds are supported through contributions from members through dues, fines and other individual contributions. These funds include that of the Student Government Association, which shall be used as outlined in their financial protocol.

## Article XIII - Amendments

### Section 1. AMENDING PROCEDURE

This constitution may be amended at any regular or special meeting of this club, at which a quorum is present, by the affirmative vote of three-fourth (3/4) of the Officers available, or by three-fourths (3/4) majority of general body members.

### Section 2. AMENDMENT NOTICE

No amendment shall be put to vote, unless written notice, stating the proposed amendment shall have been published to the member through regular post or electronic means, or delivered personally to each member of this club at least fourteen (14) calendar days prior to the meeting at which the vote on the proposed amendment is to be taken.

## **Club By-Laws**

### Article I – Membership

#### Section 1. MEMBERSHIP CATEGORIES

a) **ACTIVE:** A member entitled to all rights and privileges and subject to all obligations which membership in a Lions club confers or implies. Without limiting such rights and obligations, such rights shall include eligibility to seek, if otherwise qualified, any office in this club, district or association and the right to vote on all matters requiring a vote of the membership; and such obligations shall include regular attendance, prompt payment of dues, participation in service totaling fifteen hours over the course of the academic semester (ten of which must be completed with the club), attend at least two less than the total number of meetings, and conduct reflecting a favorable image of this Lions club in the community.

b) **ABROAD LION:** A member of this club who has moved from the community, or because of health or other legitimate reason, is unable regularly to attend club meetings and desires to retain membership in this club, and upon whom the Executive Board of this club desires to confer this status. This status shall be reviewed at the beginning of each academic semester by the current Executive Board in order to deem if it is necessary or not. A member with this category shall not be eligible to hold office or to vote in district or international meetings or conventions if he or she shall be abroad during that year, but shall not pay such dues, for they will be covered by administrative costs.

c) **HONORARY:** An individual, not a member of this Lions club, having performed outstanding service for the community or this Lions club, upon whom this club desires to confer special distinction. This recipient shall be given a Lions Club pin, but shall not be entered into the International database, in order to prevent the payment of unnecessary dues.

d) **ASSOCIATE MEMBER:** A member who holds his/her primary membership in another Lions club but maintains a residence or is employed in the community served by this club. This status may be conferred by the invitation of Executive Board and shall be reviewed annually. The club shall not report an Associate Member on its Membership and Activities Report. An Associate Member may be eligible to vote on club matters, at meetings where he/she is present in person, but may not represent the club as a delegate at district (single, sub-, provisional and/or multiple) or international conventions. He or she shall not be eligible to hold club, district or international office, nor district, multiple district or international committee assignments through this club. International and district (single, sub-, provisional and/or multiple) dues shall not be assessed on the Associate; PROVIDED, however, nothing shall prevent this club from assessing an Associate such dues as it shall deem proper.

e) **GUIDING LION:** A member from another Lions Club or an organization of authority in the community, that shall offer guidance and direction for the Executive Board and the general body of the club.

f) **FACULTY ADVISOR:** A representative of Saint Louis University that represents the interests of the club in administrative setting within the University, as outlined by the Student Government Association.

g) **BRANCH LION:** A member from a Branch Lions Club started by this club who shall be granted permission to attend club meetings, but not permitted to vote in any club affairs unless relevant to the Branch Club itself or the election of officers within the Parent Club.

## Section 2. DUAL MEMBERSHIP

No person shall simultaneously hold membership, other than honorary, associate, guiding lion, or faculty advisor, in this and any other Lions club.

## Section 3. RESIGNATIONS

Any member may resign from this club, and said resignation shall become effective upon acceptance by the Executive Board.

## Section 4. TRANSFER OF MEMBERSHIP

This club may grant membership on a transfer basis to one who has terminated or is terminating his/her membership in another Lions club, provided that a member is in good standing at the time of transfer requested.

## Article II – Elections for Executive Board

### Section 1. ANNUAL ELECTIONS

Subject to the provisions in Article II of these by-laws, all officers shall be elected annually, as well as directors at a separate election, and shall formally take office no earlier than May 1st, and shall hold office for one year from that date, or until their successors shall have been elected and qualified. The Vice President of Communications shall promptly report the newly elected officers to the International Office within 15 days of the election.

### Section 2. ELECTION PROCEDURE

Prior to the end of the Fall Semester, the applications for electoral candidacy will be made available online and the sitting officers will introduce hopefuls to the requirements of their position. After which, on the first meeting of the Spring semester, the applications will be due. These applications are to be reviewed by the current sitting President, the Guiding Lion, and if possible, the Past-President. Between the previously mentioned meeting, and the subsequent one, the applicants are to be interviewed by the aforementioned party in a formal setting. From these interviews, the candidates will either be approved or denied for their desired positions. At the second meeting of the semester, which is the one after meeting in which applications are due, elections for Executive Board Officers will be held. The order of the election should be as follows:

- President
- Vice President of Operations
- Vice President of Communications
- Vice President of Finances

- Vice President of Fundraising
- Vice President of Membership
- Vice President of Enrichment

After which, the election for Directors will commence and shall follow the order of:

- Director of Internal Affairs (under Vice President of Operations)
- Director of External Affairs (under Vice President of Operations)
- Director of Philanthropy (under Vice President of Fundraising)
- Director of Vision Screenings

If the need should arise, elections can be split between the second and third meeting of the semester; Executive Board Officers elected on the second meeting and Directors elected on the Third. It should be noted that any member who will be going abroad during the year in which he or she would serve cannot run for office.

### Section 3. ELECTION LOGISTICS

(1) Each Presidential candidate will be given two minutes to speak in which other candidates are removed from the room. Candidates for other Officer positions, as well as Director positions, will be given one minute to speak in which other candidates are removed from the room. The time limits specified must be dutifully enforced in order to ensure an efficient and honorable election. (2) Ballot should be cast digitally with provided paper ballots or communal computers used in the event of a personal voting device being unavailable. (4) Only members who are present and considered "Active" and "in Good Standing" shall be permitted to vote.

### Section 4. STUDENT GOVERNMENT ASSOCIATION REPORT OF OFFICERS

As per requirement of the Student Government Association, officers elected should be reported using their requested field and procedure in a timely and efficient manner.

### Section 5. VOTES REQUIRED

The officer candidate is required to secure the greatest number of the votes cast by the club members present and voting in order to be declared elected. In case of a tie on any ballot, balloting shall continue on the tied candidates until one is elected.

### Section 6. ELECTED IS UNABLE TO SERVE

In the event of an elected candidate being unable to serve, the runner-up will assume the position of office with the approval of three-fourths (3/4) of the Executive Board. If an approval is revoked or the runner-up wishes to decline the position, the position will be filled following the procedure outlined in Article VII, Section 6 in the Constitution and in the case of a vacant presidency, the procedure outlined in Article VII, Section 7 in the Constitution.

## Article III – Duties and Powers of Elected Officers

### Section 1. PRESIDENT

It shall be the duty of the President to run the Executive Board and the Club proper. He or she shall be the chief executive officer of this club. He or she is charged with the following responsibilities:

- a) To ensure the club operates as outlined in this Constitution and By-Laws.
- b) To ensure the Executive Board Officers and Directors act within accordance to this Constitution and By-Laws while completing their owe responsibilities, offering them any support they may need.
- c) To preside at all meetings of the Executive Board and the Club proper.
- d) To issue the call for regular meetings and special meetings of the Executive Board and the Club proper.
- e) To appoint the special committees of this club and cooperate with chairpersons to effect regular functioning and reporting of such committees, as outlined in Article IV, Section 1 of these By-Laws.
- d) To see that regular elections are duly called, noticed and held;
- f) To cooperate with, and be an active member of, the district governor's advisory committee of the zone in which this club is located, as well as beyond the zone.
- g) To adhere to all responsibilities charged to a President by the International organization.
- h) To act as a liaison between this club and other organizations in the community and beyond.
- i) To maintain the record of this club and its history.
- j) In the case of an emergency, make executive decisions that benefit the club and the Executive Board.
- k) To oversee and help coordinate any major project to be held by this club. To accomplish these responsibilities, the President is given executive authority, as long as he or she operates within this Constitution and By-Laws, as well as in good faith of the entire Executive Board and Club.

### Section 2. VICE PRESIDENT OF OPERATIONS

He or she who holds the office of Vice President of Operations is charged with the duty of maintaining the logistical operation of this club as outlined in this Constitution and By-Laws, amongst other duties and responsibilities. Such responsibilities are listed below:

- a) To aid the President in any necessary affairs that are considered administrative.
- b) To ensure the club operates smoothly and in junction with this Constitution and By-Laws.

- c) To oversee the Director of Internal Affairs and the Director of External Affairs, giving them tasks and ensuring they live up to the duties and responsibilities they were charged with.
- d) To oversee the acquisition of service opportunities for the club members, as well as approve their service hours once completed.
- e) To oversee the running of the Disease Prevention Committees in whatever way he or she sees fit, as long as they are operating smoothly.
- f) To meet with the Directors of Disease Prevention Committees, and hold them accountable for their committees and projects.
- g) To work towards giving the Disease Prevention Committees opportunities to utilize the work they have done.
- h) To represent this club at any official informal or formal affair, expressing and protecting the club's interest.

### Section 3. VICE PRESIDENT OF COMMUNICATIONS

He or she who holds the office of Vice President of Communications is charged with the duties relating to the communication and coordination of club affairs. To achieve this goal, the he or she who holds this office is given the following duties and responsibilities, as well as the authority to execute them within the guidelines outlined in this Constitution and By-Laws:

- a) To send out e-mails to club members alerting them of club news and notifications, as well as management of this e-mail account (including responding to any relevant e-mails received and/or directing them to the corresponding Executive Officer).
- b) To maintain the club's website, which includes but is not limited to placing relevant club documents on the website, managing service sign-up sheets on the website, and ensuring the calendar is up-to-date on the website.
- c) To maintain and keep the club's calendar up-to-date with relevant events, both within the club and beyond.
- d) To take attendance and manage the club roster during and outside of meetings.
- e) To manage the SLU Groups page as outlined by the Saint Louis University Student Government Association.
- f) To take minutes at Executive Board Meetings (and all other relevant meetings), publishing them to the general club members.
- g) To send out documents and resources to general club members if need be.

### Section 4. VICE PRESIDENT OF FINANCES

He or she who holds the office of Vice President of Finances is charged with the duty of managing the club's funds and all pertinent tasks that would relate to such a responsibility. Furthermore, the Vice President of Finance is tasked with the following responsibilities and is to complete them in any way necessary as long as it agrees with the guidelines outlined in this Constitution and By-Laws:

- a) To collect dues from club members, as well as pay them to the International Organization.
- b) To keep an updated register of account finances.
- c) To manage the club finances online.
- d) To write any checks that must be written and provide funds to any cause approved by the Executive Board.
- e) To evaluate and collect any receipts or vouchers club members submit.
- f) To bring forward any voucher requests for funds to the Executive Board.
- g) To fulfill any duties the Student Government Association charges this position with in regards to funding and budgetary affairs.
- h) To collect money for t-shirts and promotional items, as well as coordinate the design selection and order the corresponding number of shirts.

## Section 5. VICE PRESIDENT OF FUNDRAISING

He or she who holds the office of Vice President of Fundraising is charged with the duties of providing adequate funds and resources to the club, ensuring the projects the club aspires to complete can be properly financed. He or she may reach this duty by any means necessary as they are outlined in this Constitution and By-Laws. The responsibilities required of this office are as follows:

- a) To coordinate and report on possible fundraising opportunities for the club.
- b) To prepare and complete any preparations that are required for aforementioned fundraising opportunities.
- c) To oversee and include the Director of Philanthropy in all fundraising affairs.
- d) To strive towards a constant flow of financial gain towards the club.
- e) To recruit and support members in achieving these fundraising goals.

## Section 6. VICE PRESIDENT OF MEMBERSHIP

He or she who holds the office of Vice President of Membership is charged with the responsibility of recruiting, recording, and retaining club members. He or she is given executive powers in completing this task as it is outlined in this Constitution and By-Laws. The duties of this office are as follows:

- a) To recruit new members through any avenues possible (both undergraduate and graduate).
- b) To plan for and coordinate the Fall and Spring Activities Fair at Saint Louis University.
- c) To maintain the social media accounts for this club, using them for club promotion and communication.
- d) To collect Membership Request Forms and register new members on the International Database.
- e) To remove any members from the International Database as needed.
- f) To plan, prepare, and coordinate the Installation Brunch in the Fall, as well as the Spring.

- g) To ensure the newly elected officers are installed in the Spring Installation Brunch.
- h) To coordinate any affairs that deal with member recruitment or retention.

## Section 7. VICE PRESIDENT OF ENRICHMENT

He or she who holds the office of Vice President of Enrichment is charged with the duties of maintaining a good club environment by fostering a connection to the club for all of its members. He or she may reach this duty by any means necessary as they are outlined in this Constitution and By-Laws. The responsibilities for this office are as follows:

- a) To coordinate speakers and activities for club members during club meetings.
- b) To plan social events for the club that will help foster club member relationships.
- c) To act as a liaison for affairs that deal with enriching the club from an international stand point.
- d) To be a representative for the club members in regards to desires and aspirations for the club as a whole.

## Section 8. PAST-PRESIDENT

He or she who has assumed the mantle of Past-President has once served as President and is now charged with the duty of sustainability of the Executive Board and the Club proper. He or she is to complete this in any way outlined by this Constitution and By-Laws. He or she is tasked with the following duties and powers:

- a) To act as a reference between the old Executive Board and the newly elected Executive Board.
- b) To act as a representative at any club events or in any club affairs.
- c) To act as a liaison between this club and other organizations, as need be, as well as the International organization as a whole.
- d) To aid the current President with any administrative affairs needed.
- e) To cast the deciding vote in any matters of a tie.
- f) To assume any role or responsibility given by the President or the Executive Board.

## Article IV – Duties and Powers of Elected Directors

### Section 1. DIRECTOR OF INTERNAL AFFAIRS

He or she who has been elected as the Director of Internal Affairs is charged with supporting and adhering to the Vice President of Operations in regards to managing the internal working of the club, deemed as such by the Vice President of Operations. The responsibilities of the Director are often in the areas of service, both within the club and beyond it.

### Section 2. DIRECTOR OF EXTERNAL AFFAIRS

He or she who has been elected as the Director of External Affairs is charged with supporting and adhering to the Vice President of Operations in regards to managing the relationship of the club to the outside community, deemed as such by the Vice President of Operations. The responsibilities of the Director are often in the areas of external services to outside organizations and the community as a whole.

### Section 3. DIRECTOR OF PHILANTHROPY

He or she who has been elected as the Director of Philanthropy is charged with supporting and adhering to the Vice President of Fundraising in regards to coordinating fund acquisition, deemed as such by the Vice President of Fundraising. The responsibilities of the Director are often in the areas of funding opportunities, as well as the coordination of a "Philanthropy Week."

### Section 4. DIRECTOR OF VISION SCREENINGS

He or she who has been elected as the Director of Vision Screenings is charged with the planning and coordination of vision screening events for the community, hosted by the club. He or she is to operate towards these ends under the direction of the President, as well as the entire Executive Board.

## Article V – Committees of the Club

### Section 1. DISEASE PREVENTION COMMITTEES

Under the direction of the Vice President of Operations and the corresponding Directors, the establishment of Disease Prevention Committees can be made. The coordination and the management of these committees is at the discretion of he or she who holds the office of Vice President of Operations, in adherence to this Constitution and By-Laws.

### Section 1a. DISEASE PREVENTION COMMITTEE DIRECTORS

The selection of Disease Prevention Committee Directors is to be completed by the Vice President of Operations, the corresponding directors, and the current President and/or Past President (if need be). The only stipulation for this leadership role is serving in the respective Disease Prevention Committee for at least one (1) academic year.

### Section 2. SPECIAL COMMITTEES

It shall be the powers of the President, and any other relevant Executive Officer, to establish what is deemed a "special committee," tasked towards a specific project or initiative. The filling of this committee and the appointment of its leadership will fall to the judgment of the President, or the relevant Executive Officer.

## Article VI – Meetings

### Section 1. GENERAL BODY MEETINGS

This club shall hold general body meetings for the entirety of the club on a bi-weekly basis in the Fall and Spring academic semesters. These meetings are to be coordinated by the Executive Board and orchestrated by the President.

### Section 2. EXECUTIVE BOARD MEETINGS

This club shall hold Executive Board Meetings every week in the Fall and Spring semesters and shall be administrated by the President. The attendance to these meetings should include all Executive Board Officers and Directors. While Officers are required to attend every meeting, Directors must only attend meetings that are in the same week as General Body Meetings. These meetings must have a Quorum to be considered a legal meeting.

### Section 3. EMERGENCY MEETINGS

It shall be the ability of the President and the Vice President of Operations to call an emergency meeting of the Executive Board Officers and Directors when such an event is warranted. These meetings must have a Quorum to be considered a legal meeting.

## Article VII – Dues

### Section 1. SEMESTER DUES

Each member of this club shall pay the following indicated regular semester dues (whether it be the Fall or Spring semester) which shall include an amount to cover current international and district (single or sub- and multiple) dues and shall be paid in advance at such times as the Executive Board shall determine:

Active: \$30

Abroad Lion: \$0

Honorary: \$0

Associate Member: \$0

Guiding Lion: \$0

Faculty Advisor: \$0

Branch Lion: \$30

The Vice President of Finances of this club shall remit international and district (single or sub- and multiple) dues to the parties, and at the times, specified in the respective international and district (single or multiple) constitution and by-laws.

## Article VIII – Amendments

### Section 1. AMENDING PROCEDURE

This constitution may be amended at any regular or special meeting of this club, at which a quorum is present, by the affirmative vote of three-fourth (3/4) of the Officers available, or by three-fourths (3/4) majority of general body members.

### Section 2. AMENDMENT NOTICE

No amendment shall be put to vote, unless written notice, stating the proposed amendment shall have been published to the member through regular post or electronic means, or delivered personally to each member of this club at least fourteen (14) calendar days prior to the meeting at which the vote on the proposed amendment is to be taken.

## Article IX – Miscellaneous

### Section 1. FISCAL YEAR

This fiscal year for this club shall begin in accordance with the timeline established by the Student Government Association.

### Section 2. PARLIAMENTARY PRACTICES

Any club member wishing to make his or her voice heard may do so by speaking directly to the Executive Board at an Executive Board Meeting, or during the "Open Floor" part of a General Body Meeting.

### Section 3. PARTISAN POLITICS AND RELIGION

This club shall not endorse or recommend any candidate for public office, nor shall partisan politics or sectarian religion be debated by members in meetings of this club.

### Section 4. PERSONAL BENEFIT

Except to further his/her progress in Lionism, no officer or member of this club shall use his/her membership as a means of furthering any personal, political, or other aspiration, nor shall the club, as a whole, take part in any movement not in keeping with its purposes and objects.

### Section 5. COMPENSATION

No officer shall receive any compensation for any service rendered to this club in his/her official capacity, unless it is reimbursement for a club project or affair, which shall then be completed by the Vice President of Finances.

## Article X – Code of Ethics

### **CODE OF ETHICS**

TO SHOW my faith in the worthiness of my vocation by industrious application to the end that I may merit a reputation for quality of service.

TO SEEK success and to demand all fair remuneration or profit as my just due, but to accept no profit or success at the price of my own self respect lost because of unfair advantage taken or because of questionable acts on my part.  
TO REMEMBER that in building up my business it is not necessary to tear down another's; to be loyal to my clients or customers and true to myself.

WHENEVER a doubt arises as to the right or ethics of my position or action towards others, to resolve such doubt against myself.

TO HOLD friendship as an end and not a means. To hold that true friendship exists not on account of the service performed by one to another, but that true friendship demands nothing but accepts service in the spirit in which it is given.

ALWAYS to bear in mind my obligations as a citizen to my nation, my state and my community, and to give them my unswerving loyalty in word, act and deed. To give them freely of my time, labor, and means.

TO AID others by giving my sympathy to those in distress, my aid to the weak, and my substance to the needy.

TO BE CAREFUL with my criticism and liberal with my praise; to build up and not destroy.

## Article XI – Oath of Office

The following oath is to be recited when someone is installed into an Officer position on the Executive Board for the Saint Louis University Lions Club:

I, [state name], swear to uphold the duty of Lionism within the club and beyond it. I will act in accordance with the Constitution and By-Laws, faithfully serving those who have elected me to office, and those that I serve. As an officer, I will embody the concept of service and will never turn away from my duties of this club, unless I am removed from my position by choice or not. I will remain committed to the goals of this club and will dutifully act to achieve them honorably and in great stride. To all of this and to Lions Club as a whole, I swear.