

# *Lions Club of Gravenhurst*



## **POLICY MANUAL**

**Chartered November 11, 1946  
Sponsored by the  
Lions Club of Bracebridge**

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## MISSION STATEMENT

It is the mission of the Lions Club of Gravenhurst to communicate with all members of the club in a positive manner displaying respect and mutual trust for each other while adhering to the Code of Ethics and Purposes of Lions Clubs International and to the policies of this club.

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### ARTICLE 1 Membership

Section 1 NEW MEMBERSHIP: Membership in the Gravenhurst Lions Club is by invitation only by its members in good standing. Every member will ensure the Membership Director is informed of any impending visit by a potential member. Each potential member will be invited by a sponsor to attend 3 club meetings or, 3 fundraisers or, 3 service projects or, combination of same before being officially invited to become a member, at which time his/her membership application will be submitted to the Board of Directors by the Membership Director, on behalf of the Membership Committee, for approval.

Section 2 POTENTIAL MEMBER EXPENSES:

- (a) When invited to attend a meeting a potential member's dinner maybe paid for by choice of his/her sponsor or from his/her own pocket.
- (b) If membership is approved, the Gravenhurst Lions Club will pay for the new member and spouse's dinner on the event of his/her induction.
- (c) Once approved by the Board of Directors the new member will be required to pay an entrance fee of \$40 before his/her induction and, submit a pro-rated amount for club, District A12, Multiple District 'A' and International dues following induction.

Section 3 INDUCTION OF A NEW MEMBER: Once a new membership application has been submitted and approved by the Board of Directors ...

- (a) The Membership Committee will announce the name of the new member at the next meeting following the Board of Directors meeting where approval was given.
- (b) The Membership Committee will also set a time and place for an orientation session with the new member and his/her family within thirty (30) days of approval of membership from the Board of Directors.
- (c) An appropriate induction ceremony (see appendix) will be performed at the next club meeting following the orientation session. The new member's family will be invited to attend the induction ceremony at their own expense.
- (d) A District A12 Cabinet Officer may be invited to perform the induction ceremony in lieu of a Club Officer, the Membership Director or another club member.
- (e) The President will ensure the new member has an immediate assignment.

Section 4 SPONSOR RESPONSIBILITY: The new member's sponsor is responsible for not only recruiting an enthusiastic, energetic person who wants to make a difference in their community but for hosting them and mentoring them and,

- (a) ensuring the new member knows of the next club meeting and has a ride to the meeting;
- (b) is introduced to the club officers and other member's of the club on his/her arrival;
- (c) is accompanied at club dinners and, in other words, is made to feel welcome and comfortable at every meeting attended. Encourage the new member to get involved.
- (d) The sponsor is expected to contribute to the orientation of the new member and to attend the orientation session arranged by the Membership Committee.
- (e) The sponsor is expected to be a source of information, inspiration and advice, encouraging the new member to be active and to live up to the Lions motto: We Serve

**Section 5 CHANGE OF MEMBERSHIP CATEGORY:** A member of the Gravenhurst Lions Club may request a change of their membership category by email, telephone or in writing to the President if their circumstances should change and they can no longer be an active member. The President will submit this request to the Board of Directors for their approval. Refer to the By-laws of this club, Article 1, Sections 1 for further details per each membership category.

**Section 6 FAILURE TO PAY:** See Article 1, Section 6 of the Gravenhurst Lions Club Constitution and By-laws. A member should notify the President if his/her circumstances should change and they are unable to meet the financial obligations of this club. The Board of Directors may then approve other financial arrangements for this Lion on an individual basis. If no reasonable explanation has been given regarding a Lion's failure to pay outstanding balances within a period of 6 months then the Secretary will send a letter requesting payment. If after another thirty (30) days no payment has been received the Board of Directors may approve sending a registered letter to the Lion in question requesting payment again. If payment is still outstanding as of May 1<sup>st</sup> of the Lions year the Secretary will bring the name of this Lion to the Board of Directors who will determine whether the member will be retained or dropped from the membership roster for non-payment of dues.

**Section 7 FORFEITURE OF MEMBERSHIP:** Refer to Article IV of the Constitution. All members of the Gravenhurst Lions Club should use every means listed in the club's retention plan to determine why a member is consistently absent without good reason. All efforts should be made to encourage this member to remain an active member of the club.

- (a) Any member who is absent from a meeting and has not notified another member that they were going to be absent should be contacted by their sponsor, the Secretary or another member of the club, before the next meeting.
- (b) If after four (4) consecutive meetings a member has continually been absent, and has not notified his/her sponsor or any other member of their absence, the Secretary will submit his/her name to the Board of Directors.
- (c) The Attendance Committee made up of the Secretary and the Membership Director will investigate the reasons for the absences and report back to the Board of Directors.
- (d) Depending on the findings of the Attendance Committee, the Board of Directors will determine whether the member will be retained or dropped from the membership roster.

**Section 8 POLICE RECORD CHECKS:** Members are required to have a police records check if volunteering with any organization if the organization in question requests a police records check for their files. Should the member choose not to complete a police records check the organization in question may choose not to accept the member as a volunteer with their organization.

## **ARTICLE II Meetings & Authorized Expenditures**

**Section 1 REGULAR MEETINGS:** The Gravenhurst Lions Club will...

- (a) hold two (2) dinner meetings plus one (1) Board of Directors meeting per month.
- (b) Dinner meetings on the first (1) and third (3) Tuesday of the month, Board meetings on the fourth (4) Tuesday of the month.
- (c) All members will receive notice of a regular meeting by email or telephone at least 48 hours prior to the regular club meeting by the Communications Committee
- (d) Meetings will be held at the Granite Restaurant on Hwy 11 south of Gravenhurst unless otherwise stated by the President and/or Secretary.
- (e) All meetings will begin at 7:00 PM unless otherwise stated by the President and/or Secretary.

- (f) The second meeting of the month will be a social meeting with invited guest speakers and/or visits from District A12 Cabinet Officers or special programmes.
- (g) The first meeting shall be a business meeting although guests may be included in order to fulfill their busy schedules.
- (h) The cost of dinner is \$12.00 per person plus an extra one dollar (\$1) per member to be deposited to the administration account unless otherwise recommended by the Board of Directors plus a \$2.00 gratuity per member for the Granite staff. Total \$15.00.
- (i) At every dinner meeting a draw will be held for each member of the Gravenhurst Lions Club only giving the winner of the draw a free dinner. The free dinner is non-transferable and must be used at the next dinner meeting following the draw.
- (j) The Secretary will send a copy of the meeting minutes to each member by email not later than 3 days following each meeting as well as having the minutes posted on the club website. Copies of the minutes will be available to those without electronic access at the next meeting.
- (k) An agenda will be sent by the Secretary to each member electronically 4 days prior to the next meeting.
- (l) Any member who wishes to bring forth new business at a meeting must notify the President prior to the next meeting preferably before the agenda for the next meeting is sent out to the membership.
- (m) Matters of urgency should be discussed with the President and Secretary before starting any meeting.
- (n) The meeting agenda will be approved by the membership as the first order of business at each meeting. The President will add any new business not listed on the agenda prior to calling a vote of approval.
- (o) Committee Chairpersons should notify the Vice President responsible for their committee if they will be reporting at the next meeting. The Vice President will call the Committee Chairpersons to the floor to give the report.

**Section 2 MEETINGS OF THE BOARD OF DIRECTORS:** The Board of Directors of the Gravenhurst Lions Club shall meet once per month on the third Tuesday at 7:00 PM. Meetings will be held at the Granite Restaurant unless otherwise notified by the Secretary. A quorum must be present in order to have a vote on any issue. See ARTICLE III, Section 7, of the Bylaws.

**Section 3 AUTHORIZED EXPENDITURES: notwithstanding Article VI, Section 3 b of the Constitution,** the Treasurer and the Finance Committee are expected to present an annual budget to the Board of Directors for their approval at the August Board meeting. The Board of Directors' recommendation to approve the budget should be presented to the club membership at the first meeting in September.

- (a) Each standing committee should have a budgeted amount comparable to funds spent over the previous three (3) years. Each standing committee will receive this information from the Finance Committee by the end of July. If a standing committee wishes to increase the budget for any given year they must then present their proposal to the Finance Committee for their consideration prior to the August Board Meeting.
- (b) Requests for funding should be received by the club in writing and given to the chairperson of the appropriate committee for the committee's consideration.
- (c) Only the amounts stated in the approved budget maybe spent without presentation to the Board of Directors for their further consideration.
- (d) Amounts exceeding the budget must be presented to the Board of Directors who will then make their recommendations to the club membership for final approval.
- (e) Any standing committee wishing to make a purchase to enhance their mandate should get a minimum of 2 quotes where possible. The committee should then approve the "best" quote and present their recommendation to the Board of Directors for their approval of the expenditure.

**ARTICLE III**  
**Entrance Fee and Dues**

Section 1 **ENTRANCE FEE:** Each new member shall pay an entrance fee of \$40.00 CDN to Lions Clubs International. The Treasurer shall submit this fee on behalf of the new, member in USD. Reinstated and transfer members will have the \$40.00 entrance fee waived.

Section 2 **ANNUAL DUES:** Each member of the Gravenhurst Lions Club shall pay regular annual dues of \$100.00. This fee shall include the Canadian equivalent of \$39.00 USD payable to Lions Clubs International in two installments - \$19.50 US due on July 1<sup>st</sup> and \$19.50 US due on January 1<sup>st</sup> of each Lions year, \$14.50 payable to Multiple District 'A' due on July 1<sup>st</sup> of each Lions year, \$6 plus \$1 regional assessment plus \$3 leadership assessment (total \$10) payable to District A12 due on July 1<sup>st</sup> of each Lions year. The remaining portion shall be used for the administration of the Gravenhurst Lions Club from the club's administration account.

Section 3 **ANNUAL DUES PER MEMBERSHIP CATEGORY:** Each member of the Gravenhurst Lions Club shall pay regular annual dues according to the following categories:

Active	\$100
Affiliate	\$100
Member-at-large	\$100
Associate	\$ 0
Honourary	\$ 0
Privileged	\$ 0
Life	\$ 0

Any member of the Gravenhurst Lions Club who is an Associate, Honourary, Privileged or Life Member may make a donation to the administrative account of the club at their own discretion.

**ARTICLE IV**  
**Duties and Responsibilities of Standing Committees**

The following standing committees may be appointed by the President, except for the members and chairperson of the Membership Committee, who are elected. (See ARTICLE IV, Section 6 and 7 of the Bylaws also ARTICLE VI, Sections 2 to 5 of the Bylaws).

Section 1 **ADMINISTRATIVE COMMITTEES:**

- (a) Attendance Committee - shall be made up of the Club Secretary and the Membership Director. The secretary shall take attendance at every meeting and event in order to give members credit for their attendance. Make up meetings may be used to fill in for regular meetings missed. Make up meetings may consist of attending a service or fund raising project held by the club, an interclub visit within or outside District A12, a district event such as a Zone Advisory Meeting, Cabinet Meeting or Region Rally. If a member cannot attend a meeting due to family and/or work obligations or is ill, they will receive a credit for attendance at that meeting. The attendance committee is

responsible for investigating why members are absent after 4 consecutive meetings without notification and report their findings back to the Board of Directors.

- (b) Bulletin Editor – shall be a member of the Public Relations Committee and shall produce a monthly club bulletin named the Gravenhurst Growl. The bulletin shall provide club, zone, region, district, multiple district and International news when available. The club bulletin shall include a list of all members with their phone numbers and email addresses attached. The name of the sitting District Governor, Vice District Governor, Region 21 Chairperson and Zone 21 E Chairperson shall be included with their address, phone number and email address. A short biography of any new member shall be included in the next edition following the new member's induction. This also includes members transferring into the Gravenhurst Lions Club as a gesture of warm welcome. The club bulletin shall be posted by the end of each current month on the club website and a hard copy of same provided to the members who wish to have one. Copies of the Gravenhurst Growl should be sent to the District Governor, Vice District Governor, Region 21 Chairperson, Zone 21 East Chairperson, the District Bulletin Contest Chairperson and any other individual or club requesting to receive a copy.
- (c) Special Charter Anniversary Committee – the President shall appoint a Charter Anniversary Chairperson and Committee at least one (1) year prior to celebrating a Special Charter Anniversary (e.g. 60<sup>th</sup> Charter Anniversary). The committee shall plan an appropriate celebration on a date approved by the membership.
- (d) Constitution and By-laws Committee – this committee shall review the club constitution and by-laws and policy manual on an annual basis ensuring that these documents are always up to date and in line with the Lions International Standard Club Constitution and By-laws. The committee will also review and make recommendations concerning changes to the District A12, MD'A' and LCI constitution and by-laws. This committee is also responsible for making sure all club votes are cast where possible at the District A12, Multiple District 'A' and Lions Clubs International Conventions.
- (e) Convention Committee – this committee is responsible for promoting the District A12, Multiple District 'A' and Lions Clubs International annual conventions, providing information and registration forms to the members of the Gravenhurst Lions Club.
- (f) Finance Committee – the members of this committee shall be the Club Treasurer, Immediate Past President, Immediate Past Treasurer, and 1<sup>st</sup> Vice President. This committee shall have their first meeting of the year in July and be responsible for setting the Club's annual budget for approval by the Board of Director's at the annual August Board meeting. Copies of this budget should be sent to each committee chairperson in July for their perusal before the August Board meeting. An annual review of banking procedures shall be conducted as well as an annual review of insurance policies and club insurance requirements. This committee is responsible for ensuring all guest speakers and invited guests receive a complimentary meal as well as the Vice District Governor and spouse on their first visit to our club.

- (g) Guest Speaker Committee – the club member responsible for this committee shall make arrangements to invite a minimum of four (4) guest speakers to visit our club, on dates other than when the District Governor or other Cabinet Officers are making their official visits, in order to make interesting and informative presentations to our members at the second meeting of the month when convenient. This committee is responsible for making sure the guest speaker 1) is properly greeted on arrival 2) is introduced to the membership at the appropriate time 3) receives a complimentary dinner and, 4) receives a suitable thank you for their services which may include a cheque when appropriate, not to exceed \$25 and made payable to a charity of their choice. This committee is also responsible for ensuring a personal gift, not to exceed \$50, is presented to the District Governor on his/her annual official visit.
- (h) Health and Welfare Committee– the club member responsible for this committee shall: 1) keep in regular communication with any member of the Gravenhurst Lions Club or, a member of their family, who maybe ill at home or in hospital 2) report to the club members at each regular meeting on the health and welfare of any member in the Gravenhurst Lions Club or, a member of their family, who is seriously ill at home or in hospital until their recovery 3) send get well cards, cards of encouragement, sympathy cards and/or gifts when appropriate on behalf of the membership.
- (i) Internal Draw Committee – this committee shall be responsible for any 50/50 draws, ethnic auctions, or other internal draws which maybe conducted at club meetings ensuring that all returns are given to the Treasurer by the conclusion of the meeting in which the draw was held. These funds shall be deposited to the club's administration account by the Treasurer
- (j) Membership Committee – not withstanding Article IV, Section 6 of the Club's Constitution and Bylaws this committee shall 1) conduct an orientation session for all new members approximately one (1) to two (2) weeks prior to the new members' induction. This session shall include the Membership Committee Chairperson, Vice-Chairperson, committee member, Club President, sponsor(s), family members of the new member(s) and any other interested Lions. The session should be conducted at a time and place that is convenient for all involved. 2) from time to time conduct an orientation review for all members of the Gravenhurst Lions Club. Such sessions should be held at a regular business meeting or another place and time approved by the members. 3) promote and encourage participation in leadership development opportunities provided at all levels of the association especially at the Zone, Region and/or District level. 4) stress the importance of retention of all our members at all times and assist wherever possible when a member is considering his/her resignation. 5) plan and promote an appropriate membership growth program for the club on an annual basis in conjunction with programs promoted by District A12, Multiple District 'A' and/or Lions Clubs International. 6) The Membership Director is responsible for forming a communications committee which shall be made up of 3 Lions who will divide the membership into three (3) lists and be responsible for calling each member on that list when emergencies arise. 2 days before the next regular meeting the communications committee will also send out by email a reminder that the latest minutes are posted on our website as well as a reminder of the next meeting asking each member to reply if they will be in attendance at that meeting or not. Those members who fail to reply or do not have access to electronic mail will receive a phone call from a member of the communications committee to determine their presence at the next meeting.

- (k) Promotions Committee – this committee will from time to time promote and encourage the design of an appropriate club pin by the members, obtain the best pricing for production of this pin and be responsible for ordering the necessary number of pins to be given away or sold. A club pin may be designed to commemorate a special occasion such as a significant Charter Anniversary. This committee will also be responsible for merchandise sales to members such as Lions pins, pens, annual planners, shirts, hats etc.
- (l) Property Committee – this committee is responsible for all inventory of the club's property including the lot on Industrial Parkway, as well as delivery and set-up of same at all club events and activities.
- (m) Public Relations Committee – the members of this committee shall be the Bulletin Editor, the Webmaster and the Chairperson. This committee shall be responsible for club publicity in all aspects of the media, i.e. local newspapers, local radio stations, TV, posters, fliers and such, District Governors' Newsletter and, the MD'A' and International Lion Magazine.
- (n) Refreshment and Food Committee – this committee shall be responsible for ordering any food or refreshments for an event, obtain the necessary licenses for alcoholic beverages served and, provide equipment required at any event. No member may serve alcoholic beverages unless they have their Smart Serve Qualifications. Proof of these qualifications must be available at any event i.e. personal Smart Serve pin and/or Smart Serve card. For any member wishing to obtain their Smart Serve Qualifications this committee will arrange for Smart Serve training.
- (o) Special Meetings Committee – the President may appoint, with the approval of the Board of Directors, such special committees as may be necessary in his/her judgment or the judgment of the board. A committee is usually appointed each year that is responsible for organizing and arranging for a club Christmas gathering, a children's Christmas Party, the appropriate celebration of Charter Night when it is not a significant anniversary, and plan the Installation of Officers prior to the end of the Lions year.
- (p) Visitation Chairperson – The responsibility of this Chairperson is to plan and arrange regular visitations to other clubs in the Zone, Region or District plus promote and encourage attendance at Zone Advisory Meetings, District Cabinet Meetings and the annual Region 21 Rally keeping attendance records of same for the Secretary.
- (q) Webmaster – the Club Webmaster shall be a member of the Public Relations Committee and be responsible for all technological aspects of the Club's web domain and, shall diligently keep the webpage current and up to date at all times. The Webmaster should also be prepared to mentor a web-assistant in order that the maintenance of the website will not be interrupted for any reason in their absence. The Webmaster will maintain an updated list of all personal email addresses as well as special web addresses for specific committees in the club.

Section 2 **ACTIVITIES COMMITTEES:**

- (a) Community Service Committee – this committee is responsible for community requests for support and funding within Gravenhurst and surrounding area, arranging the Toll Booth in Gravenhurst during the summer with proceeds going to a community project approved by the Board e.g. SMMH in Bracebridge and, arranging for volunteers to attend at Leisure World two (2) Thursday evenings per month for one (1) hour to provide a ‘Happy Hour’ for residents
- (b) Diabetes Awareness & Camp Huronda Committee - this committee shall be responsible for requests related to diabetes; plan to visit and be familiar with Camp Huronda on Lake Waseosa outside Huntsville arranging for members to attend the annual Appreciation Day at Camp Huronda during July or August and/or volunteering for the spring and/or fall work party; arrange volunteers to work throughout the community on Diabetes Tag Day; promote and encourage support for the Guardian of Camp Huronda recognition program, the Harry A. Newman Fellowship and, other awards available; be responsible for and promote the pop can collection for Diabetes Awareness; communicate with the District A12 Diabetes and Camp Huronda Chairperson.
- (c) Draw Committee – is responsible for all aspects of any community fundraising draws.
- (d) Environment Committee – the committee responsible for the environment shall arrange for volunteers to do a one day road cleanup on Bethune Drive during Spring and Fall, preferably during the months of April and October; promote the environmental photo contest at Lions Clubs International and, look after any unusual environmental requests from the community.
- (e) Hearing Conservation & Camp for the Deaf Committee– this committee shall be responsible for requests related to hearing disabilities; plan to visit and be familiar with the Camp for the Deaf on Crane Lake Road south of Parry Sound arranging for volunteers to help with work parties at the spring and fall cleanup; be familiar with Homes for Deaf People throughout the Province of Ontario encouraging financial support when requested; promote the Helen Keller Fellowship program in recognition of fellow Lions; communicate with the District A12 Hearing Conservation and Camp for the Deaf Chairperson.
- (f) Lions Camp Dorset Committee – this committee shall be responsible for any requests related to kidney dialysis; plan to visit and be familiar with Lions Camp Dorset off the Kawagamog Road outside the Town of Dorset; arrange for volunteers to help with work parties at the spring and fall cleanup; promote events such as the District A12 Fun Weekend held at the end of October, the mini-golf tournament held early in the new year, the winter snowmobile poker run and the summer motorcycle poker fun; promote the Honourary Life Membership program to recognize fellow Lions; communicate with the District A12 Lions Camp Dorset Chairperson.
- (g) Lions Clubs International Foundation Committee – this committee is responsible for learning some of the history and makeup of the Lions Clubs International Foundation; encourage participation and support of Campaign SightFirst II; promote the Melvin Jones Fellowship program as the highest honour bestowed on a Lion member for their hard work and dedication to Lionism; be familiar with and promote the Contributing Member Awards program; be familiar with all programs sponsored by LCIF e.g. School in a

Box, Peace Poster Contest etc; communicate with the District A12 LCIF Chairperson.

- (h) Lions Foundation of Canada Committee– this committee is responsible for learning some of the history and makeup of the Lions Foundation of Canada with the head office located in Oakville, Ontario; encourage participation of all members in the annual Canine Dog Challenge, the annual Walk for Guide Dogs and the collection of pennies for guide dogs; be familiar with and promote the Judge Brian Stevenson Fellowship Award, Life Membership in LFC and the other various awards offered by the Lions Foundation of Canada.
- (i) Nevada Draw Committee – this Committee is responsible for conducting, licensing, and reporting on the Nevada Draw Tickets held at Anne’s Variety and Gift Store on Muskoka Road South.
- (j) Sight Conservation & CNIB Lake Joseph Centre Committee – this committee shall be responsible for any requests related to the blind, visually impaired or deaf blind in the community; plan to visit and be familiar with the CNIB Lake Joseph Holiday Centre on Lake Joseph in MacTier; arrange for members to attend Lions Appreciation Day at Lake Jo usually held the second Saturday in August; encourage volunteers to help with work parties for the spring and fall cleanup; arrange for volunteers to work one night of bingo at Lake Jo during the summer; participate on a Lions vision screening team at schools in the Muskoka area; encourage a continuous collection of used eyeglasses, collecting them and passing them on to the District A12 Sight Conservation Chairperson on a regular basis; arrange for volunteers to participate in Crocus Sales throughout the community in February; communicate with the District A12 Sight Conservation Chairperson.
- (k) Ways and Means Committee – this committee shall be responsible for all fundraising activities such as the Antique Car Show, Flag Program, Spaghetti Dinner, Yuk-Yuk Comedy and Dinner Theatre etc.
- (l) Youth Opportunities Committee (all youth programs) – this committee shall be responsible for any requests related to youth programs/groups/activities/needs within our community; be familiar with and responsible for encouraging support and participation in the following programs in Gravenhurst and surrounding area: Leo Club, Effective Speaking, Lions International Peace Poster Contest, Lions-Quest Programs, Youth Exchange, Santa Claus Parade Float, Gravenhurst High School Bursaries, Street Children; arrange for volunteers to participate in the Muskoka Beechgrove Public School breakfast program each Monday morning from 8:15 to 8:45 am; be familiar with and promote the Lions-Quest Canada Fellowship Award in recognition of members’ service to youth and, communicate with the District A12 Youth Opportunities Chairpersons on a regular basis.

## **ARTICLE V**

### **Member Awards and Recognition**

Recognition is a behaviour deeply rooted in Lionism, but it is also a tradition that could become obsolete unless members commit to implementing it regularly...keeping it fresh and relevant... and making it a part of their lives.

When choosing a member of the Gravenhurst Lions Club for any of the following recognition awards the following criteria should be considered,

- (a) Attendance
- (b) Length of service
- (c) Commitment to Lionism in general and the community of Gravenhurst
- (d) Willingness to take a leadership role
- (e) Dedication to the Code of Ethics and Purposes of Lions Clubs International
- (f) Ability to communicate in a positive and respectful manner

Section 1 – Attendance Awards: Members in the Gravenhurst Lions Club may receive appropriate recognition for their consistent attendance at regular meetings, Board of Director Meetings, fundraising and service projects throughout the Lions year. At a special meeting of the club members those with 100% attendance will be recognized with a 100% Attendance Award (pin) from Lions Clubs International which is designed by the International President in office in any one particular Lions year. Note: If you cannot attend a meeting or project due to illness, your work schedule or other family/work commitments and you notify the club of same you will be considered to be in attendance.

Section 2 – Membership Key Awards: please see A Guide to Recognition and Awards in the appendix.

Section 3 – Fellowships: There are a number of ways the Gravenhurst Lions Club may recognize the hard work, dedication and commitment of fellow Lions as well as community members. The following are fellowship awards available for presentation.

1. Melvin Jones Fellowship Award – cost is \$1000 USD – this is the highest award available to any Lions Club in order to recognize one of their members or a member of the community. This recognition consists of a very smart engraved plaque and a lapel pin. For repeat donations of \$1000 USD in the name of the same Lion this Lion can become a Progressive Melvin Jones Fellow and receive a MJF pin with one diamond added to the pin per \$1000 USD. Length of service required for this recognition is a minimum of 5 years.
2. Judge Brian Stevenson Fellowship Award – cost is \$500 CDN – with a donation of \$500 to the Lions Foundation of Canada (Dog Guides) the Gravenhurst Lions Club may purchase a Judge Brian Stevenson Fellowship Award to recognize one of their members or a member of the community. Funds raised help build the endowment fund endorsed by Judge Brian Stevenson. This award consists of a medallion on a ribbon plus a lapel pin and a framed certificate. For repeat donations of \$500 in the name of the same Lion this Lion can become a Progressive Judge Brian Stevenson Fellow. This award consists of a bar pin with a distinctive red stone to be attached to the ribbon of the JBS medal, a lapel pin with a red stone and a framed certificate. Length of service required for this recognition is a minimum of 5 years service and/or outstanding dedication to the Lions Foundation of Canada, the blind, visually impaired or deaf-blind.

3. Helen Keller Fellowship Award – cost is \$500 CDN – with a donation of \$500 to the Homes for Deaf People throughout the Province of Ontario the Gravenhurst Lions Club may purchase a Helen Keller Fellowship Award to recognize one of their members. This award consists of a very smart engraved plaque and a lapel pin. Length of service required is a minimum of 5 years service and/or outstanding dedication to the care and concern of deaf people.
4. Lions-Quest Canada Fellowship Award: - cost is \$500 CDN – with a donation of \$500 to Lions-Quest Positive Life Skills Programs the Gravenhurst Lions Club may purchase a Lions-Quest Canada Fellowship Award to recognize one of their members. This award consists of a framed print drawn by a 4 four year old with an engraved plate attached and a lapel pin for everyday wear. Length of service required for this recognition is a minimum of 5 years service and/or outstanding dedication to the care and concern of youth through Youth Opportunity projects.
5. Harry A. Newman Diabetes Fellowship Award: - cost is \$800 CDN – with a donation of \$800 to the Canadian Diabetes Association of Canada the Gravenhurst Lions Club may purchase a Harry A. Newman Fellowship Award. This award is strictly Canadian and consists of a framed certificate and a lapel pin. Length of service required is a minimum of 5 years service and/or outstanding dedication to diabetes awareness.

Section 4 – Life Memberships: The following are Life Memberships available for presentation to a member of the Gravenhurst Lions Club with a donation of \$100 CDN. This recognition may consist of a framed certificate and/or lapel pin. Length of service required for this recognition is 1 year and a day. The goal of the Gravenhurst Lions Club is to have 100% club recognition in this category.

1. Lions Camp Dorset Life Directorship (kidney dialysis camp in Dorset for families and dialysis patients)
2. Honourary Lions Guardian of Camp Huronda (camp for kids with type 1 Diabetes on Lake Waseosa outside Huntsville)
3. Knight of the CNIB Lake Joseph Holiday Centre (camp for the blind, visually impaired or deaf-blind on Lake Joseph in MacTier)
6. Lions Foundation of Canada (a school for guide dogs in Oakville) To further honour someone who is already a Life Member of Lions Foundation of Canada the recipient will receive a lapel pin with a distinctive red stone and a display certificate which honours them as a Progressive Life Membership.

Section 5 – Contributing Member of Lions Clubs International Foundation - Cost \$20 USD or \$50 USD – with a donation of \$20 USD a Gravenhurst Lions Club member can become a Contributing Member of Lions Clubs International. This recognition consists of a beautiful lapel pin suitably titled. With a donation of \$50 USD a Gravenhurst Lions Club member can become a Contributing Member of Lions Clubs International. This recognition consists of a beautiful lapel pin suitably titled and surrounded with a silver laurel. Length of service required is a minimum of 1 year and a day

**ARTICLE VI**  
**Procedures** (see appendix)

- Section 1 MEMBER'S OBLIGATIONS, RIGHTS AND PRIVILEGES
- Section 2 CLUB ORGANIZATION CHART
- Section 3 A CHART OF ASSIGNED STANDING COMMITTEES FOR VICE PRESIDENTS
- Section 4 A STATEMENT OF ACCOUNTS AND BALANCES
- Section 5 NATIONAL ANTHEMS – CANADA & US
- Section 6 LIONS GRACE, LIONS TOAST
- Section 7 FLAG PROTOCOL
- Section 8 INSTALLATION CEREMONY FOR CLUB OFFICERS
- Section 9 INDUCTION CEREMONY FOR A NEW MEMBER
- Section 10 A SUGGESTED MEMORIAL SERVICE
- Section 11 A GUIDE TO AWARDS & RECOGNITION