

# **Lions Club of Calcutta (North)**

Popularly known as *Lions Club of North Calcutta*



## **Officers' Manual**

*Compiled by Lion Subir Sen, PP 2005-06*

**Adopted at Board meeting held on \_\_\_\_\_**

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## Basic particulars of Lions Club of North Calcutta

### With adopted rules and regulations / practices in vogue on Club operations. :

**Name:** Lions Club of Calcutta (North Calcutta); popularly known as *Lions Club of North Calcutta*  
**Affiliation:** International Association of Lions Clubs, Oak brook, Illinois, USA – 60521-8842.  
*District 322B1 (No. 66163) Club No. 026084; Sponsoring Club: Lions Club of Calcutta*  
Chartered on: **15.09.1961**

**Status:** Registered Society under the West Bengal Societies Registration Act, 1961  
(Registration No: S/10702 of 1970-71 dated 22.12 1970 – Lions Club of Calcutta (North))

**Regd. Office:** 141, Regent Park, Calcutta – 700 040, West Bengal

**Banker:** Indian Bank, Strand Road Branch, IFSC: IDIB000S073 A/c no. 459929202 New Banker: ICICI Bank.  
Ganesh Chandra Avenue Branch, IFSC ICIC0006946, A/c NO. 694601701069.

**PAN:** AAAAL8671R

Lions' movement stands on two pillars – FELLOWSHIP & SERVICE and bridged with LEADERSHIP DEVELOPMENT.

The club, as on date, runs 3 (three) permanent service projects, viz.,

- 1) **Lions North Calcutta Hospital & Medical Centre** at 141, Regent Park, Kolkata – 700 040 since 1968  
It also has an outreach Centre at 163, Hariseva Math, Brahmapur Usha Park, Garia – 700 084 since 2016.  
(Previously named as *Lions Orthopedic Hospital & Research Centre*). **Run by a separate registered society.**
- 2) **Lions Safari Park**, Rabindra Sarobar, Kolkata – 700 029 since 1984. **Run under a registered Trust.**
- 3) **Lions Vocational Training Centre**, 13/1, yogi Para Main Road, and 93/1, Garpar Road Kolkata since 1978  
(Earlier located at *Raja Dinendra Street, Kolkata at the residence of PP R. N. Bagchi*). **Run by Club appointed Committee.**

Besides, it runs youth activity by sponsoring **Leo Club of Down Town since 1986**

It also undertakes different activities viz., **Blood Donation Camp, Health Check-up Camps, Carrying out Community Services** as per need from time to time. **'Where there is a need, there is a Lion'**

**Lions Motto:** We Serve

**Lions Slogan:** Liberty Intelligence Our Nations Safety.

**Lions Pledge:** Not above you; Not beneath you, But always with you.

**LCI Vision Statement:** To be the global leader in community and humanitarian service.

**LCI Mission Statement:** To empower volunteers to serve their communities, meet humanitarian needs, encourage peace and promote international understanding through Lions Clubs.

#### Club representatives as District Governor:

Ashoke Goenka	1972-73	(Dist. 324E2)
Ravindra Mohan Chopra	1981-82	(Dist. 322B)
Santosh Saraf	1990-91	(Dist. 322B)
Subhash Murarka	2003-04	(Dist. 322B1)
Ratan Dugar	2021-22	(Dist. 322B1)

**Illustrations on Organization's Functions**

	Sector	Type	Major Activities	Location	Means of Finance	Status	Remarks
Fellowship	Administrative	For, Of, and by the Members	Holding of Members Meetings, Get-together, Cultural/Entertainment Programs, extending greetings	Meets at different venues	Exclusively out of Membership Fees	Club is a registered society under WBSR Act 1961	Not covered under Sec 80G
Services	Permanent Activity Services	Health Service	Running multi-facility Hospital & Medical Centre with modern infrastructure with indoor and outdoor departments through a subsidiary society.	141, Regent Park, Kolkata 700 040 with an outreach Centre.	Donations and Hospital Collections	Hospital is a registered society under WBSR Act'1961	Donations are exempted u/s 80G of IT Act'1961
		Environmental Service	Maintaining a huge park (Area 8.5.acre) within Rabindra Sarobor area under license from KIT to lay out, maintain and beautify a park to preserve greenery and provide unhindered nature for a healthy living with facilities for spiritual, mental and physical wellbeing through meditation, yoga, walking track etc.	Rabindra Sarobor, Southern Avenue, Kolkata 700 029	Donations and Members' support	North Calcutta Lions Safari Park Trust is a Registered Trust	Donations are exempted u/s 80G of IT Act'1961
		Self-employment Activity	Imparts training on Embroidery, Tailoring, Sewing & Knitting also undertaking / conducting Computer and English Speaking Classes with certificates to students on course completion.	13/1A, Yogi Para Main Road, & 93/1, Garpar Road Kolkata – 700 006	Donations and Members' support	Club is a registered society under WBSR Act 1961	Not covered under Sec 80G
	Others	Youth Activity	Providing youth the opportunity to gather experience and develop leadership	Leo Club of Cal (Down Town)	Donations & Club support	A sponsored activity by LCNC	
		Other non-permanent Service activities	Blood Donation Camp, Health Check-up Camps, various need based community services	At different venues	Donations and Members' support	Club Regd. society under WBSR Act 1961	

**Leadership –** Through different training programs at various level of hierarchy as well as 'hands on' experience.  
**Development**

## **Excerpts on LCNC Rules & Regulations**

*[The International Association of Lions Clubs has a standard form of Constitution & Bye Laws and it is recommended for adoption as the official Constitution & Bye-Laws of a local club.*

*However, the Club may have its own Constitution & Bye-Laws adopted as per local rules but the Association declares as its policy that such clause/s with respect to any matter of club operations should be consistent with the International Constitution and Bye-Laws and if any such clause is not covered by the constitution and by-laws of the respective club and is covered by the Standard Form Lions Club Constitution and Bye-Laws, the provisions of the latter shall govern and control.]* **LCNC has its own Constitution (Memorandum; Rules & Regulations).** Important aspects are as follows:

**Name: Lions Club of Calcutta (North Calcutta)**

[The Board of LCI approved the name with the prefix 'Lions Club' followed by the state it belongs to along with the chosen name by the local club.]

With WB Registrar of Societies the name is recorded as **Lions Club of Calcutta (North)**

**Purposes:** Prescribed six point purposes of Lions Clubs International (the club is affiliated with).

- a. To create and foster a spirit of understanding among the people of the world.
- b. To promote the principles of good government and good citizenship.
- c. To take an active interest in the civic, cultural, social and moral welfare of the community.
- d. To unite the members in the bonds of friendship, good fellowship and mutual understanding.
- e. To provide a forum for the open discussion on all matters of public interest, provided, however, the partisan politics and sectarian religion shall not be debated by club members.
- f. To encourage service minded people to serve their community without personal financial reward, and to encourage efficiency and promote high ethical standards in commerce, industry, professions, public works and private endeavors.

**Membership:** The club maintains a membership register with Name, address, contact details, date of joining along with Name of Sponsoring Lion, DOB & DoM (where applicable). Also publishes a roster annually. Membership details are also available in MyLCI, Club Section, regularly updated based on MMR (Monthly Membership Return) posted.

**For eligibility criteria, enrolment process, categories, fees and dues of membership – refer to adopted Rules and regulations. (Section 3, 4 & 8 of LCNC Rules & Regulations)**

**Officers &**

**Directors:**

Officers consist of **PST, IPP, 3 (three) VPs, Jt. Secy. & Jt. Treasure, Lion Tamer, Tail Twister** and 12 (twelve) **Directors** including Director for Membership, (Total 23). Out of the 12 (twelve) Directors, 3 (three) Directors are co-opted by the President Elect, the Chairman of the Membership Committee becomes Membership Director and one-half of balance 8 (eight) Directors, i.e., 4 (four) are elected for 2 year term and rest 4 (four) remain for one year term. All PPs on the Club roll also be the Members of the Board, but voting right applicable only to Active PPs who attended at least 4 (four) Board meetings in previous Lionistic year.

[As per LCI Standard Club Constitution (2018) amendment, the positions of Chairpersons for **Service, Marketing Communication** have been included as Officers and coordinators for **LCIF** and **Program** included as Directors. [At LCNC these positions are allotted among different elected directors or PPs]. Any Officer may be removed from office for good cause by 2/3<sup>rd</sup> vote of the entire membership.] **(Section 9 of LCNC Rules & Regulations)**

**Nomination & Election**

**Process:**

The Nomination Committee gets formed/announced during Jan/Feb Board meeting. The committee consists of active Past Presidents of the Club under the Chairmanship of IPP. In case, IPP is unable to act for whatsoever reason, the last serving PP, as agreed, shall become the Chairman. The committee recommends names against each position to be filled in out of the willing and appropriate candidate in the opinion of the committee.

A **Nomination meeting**, exclusively for members, to be called preferably within 31<sup>st</sup> March each year, giving 14 days' notice where the recommendations of the Committee to be placed before the General members.

At this meeting, nominations from floor may also be proposed nominating any Active member in good standing duly proposed and seconded by the members in good standing.

The **Election meeting**, exclusively for members, to be held following holding the Nomination meeting, preferably latest by 15<sup>th</sup> April each year. The notice for Election Meeting to contain position wise detailed list of 'Committee nominated person' and 'Floor nominated person', if any, giving 14 days' notice, for decision and declaration of elected candidate. (**Section 10 of LCNC R & R**)

#### **Reinstatement /**

**Transfer:** The Membership Committee may grant an application of the member for **reinstatement** subject to BoD approval, if made within 6 months from the termination. [*LCI allows 12 months' time*]

Similarly, an application for **transfer** to this Club from another Club along with the Transfer Form duly authenticated by the Secretary of the former Club that his termination is effected as a member in good standing and received within 6 months from such termination, may be granted by the Membership Committee subject to approval of BoD. [*LCI allows 12 months' time*]  
(**Section 3 of LCNC Rules & Regulations**)

#### **Members' Rights &**

**Obligations:** **Rights** shall include eligibility to seek, if otherwise qualified, any office in the Club, District or Association and the right to vote on all matters requiring a vote of the membership. No Proxy voting permitted.

**Obligations** shall include regular attendance, prompt payment of dues, participation in Club activities and conduct reflecting a favourable image of the Lions Club in the community.

**Liability** is limited to amount of outstanding subscription. (**Section 7 of LCNC Rules & Regulations**)

#### **Resignation &**

**Forfeiture:** Resignation of any member shall become effective upon acceptance of his written resignation by the BoD.

Any member may be expelled from the club by a 3/4<sup>th</sup> vote of the entire BoD.

The name of any absenting member for 4 consecutive regular meetings, without acceptable cause to the secretary/Attendance Committee Chairman shall be submitted to the BoD, which shall decide within 30 days thereafter whether or not the member shall be dropped from the club. Applicable for otherwise 'Active' members only. (**Section 5 & 6 of LCNC Rules & Regulations**)

**For appointment of Committees, Duties of officers and Board of Directors – refer to adopted Rules and regulations. (Section 11 to 13 of LCNC Rules & Regulations)**

#### **Meetings, Notices**

**Quorum:** There should be at least 1 (one) regular meeting and 1 (one) Board meeting each month. Among regular meetings a meeting in March and April should be held as Nomination and Election meeting respectively. Both these are 'closed door' meetings exclusively for club members only. A Charter Anniversary meeting should be held annually on date as may be decided by BoD. A General Meeting should be held annually wherein the BS, statement of Income & Expenditure A/c, with Auditor's report of the previous year to be presented and passed. Provided, however, the date of AGM, so fixed, shall not exceed fifteen months' time from the last AGM.

**Time and place:** As may be determined by the BoD.

**Notice:** Nomination and Election meeting should be held with clear 14 days' notice. Notified AGM should have minimum 10 days' notice to each member.

Other regular meetings notice should be given in such manner as the BoD deems proper to effectively communicate to all members and encourage involvement.

***[It is advisable to give at least 72 hours' notice for all other meetings, including Board Meetings.]***

**Quorum:** At Board meeting, the quorum shall be 5 (five) members of the BoD, consisting of Officers and/or Directors, present.

For all other meetings, 20 or 1/5<sup>th</sup> of active members, whichever is less.  
**(Section 14 of LCNC Rules & Regulations)**

**Parliamentary Practices:**

Except as otherwise specifically prescribed in the Rules and Regulations of this Club, the proceedings of the Club's Board Meetings as well as the Club Meetings, shall be conducted in accordance with Robert's Rules of Order, newly revised. **(Section 18 of LCNC Rules & Regulations)**

### **Members in good**

**Standing:** Any member having any indebtedness due to this club after 60 days [*LCI limits to 30 days' time*] of receipt of written notice thereof from the Secretary, shall forfeit the 'good standing' status and shall so remain till the such indebtedness are paid in full. **Only member in 'good standing' may exercise the voting privilege and holding office in this club. (Section 10G of LCNC R & R)**

### **Membership**

**Director:** The Membership Director shall be the Chairman of the Membership Committee. The responsibilities for this position shall be development of growth program specifically for the club and present to the BoD for approval; Regular encouragement at club meetings to bring new quality members; Preparation and implementation of orientation sessions; Reporting to the BoD on ways to reduce the loss of members; Coordination with other club committees in fulfilling these responsibilities; Serving as a member of the Zone level Membership Committee. **(Section 12 J of LCNC R & R)**

### **Other important operational practices in vogue**

#### **Appointment of**

**Committees:** The **President (Elect)** appoints committees to look after the Club's administration and service aspects. **This is the prerogative of the President.** In each such committees the President and the Secretary shall be ex-officio member and are to be supervised by the Vice President, as may be designated by the President. **(Section 11 of LCNC Rules & Regulations)**

#### **Recommended Committees:**

**Administrative** – Membership – Finance – Attendance – Constitution & Bye-laws – Leadership – Information Technology/Website – Greetings – PRO/Bulletin - Program

**Service** – Community Service/Camp (Blood Donation/Health Checkup/other) – Sight preservation, Awareness & Action – Hearing preservation, Awareness & Action – Diabetes Awareness & Action – Environment – Permanent Project (Hospital/Safari Park/Vocational Training Centre).

The President, however, has the discretionary power to change the composition of committees, as he deems fit, and/or form new committees, except, however, which are expressly provided.

#### **Membership**

**Committee:** A 3 (three) member committee is constituted each year comprising of the Chairman, Vice-Chairman and a Member. The Chairman serves in the Board as the Membership Director. In following year the Vice Chairman and the Member are promoted as the Chairman and Vice Chairman respectively and a new Member gets elected.

***[At LCNC these positions are occupied by Past Presidents in sequence.]***

## Fund raising

**Meeting:** Normally the May general meeting is used as ‘**Brochure Launching Ceremony**’ wherein the fund raising schemes for the forthcoming year are placed and commitments from prospective donors including members are listed.

## Preparation of

**Budget & Goal:** The **President (Elect)**, in consultation with the Finance Committee, shall prepare the Budget for the year and place the same at the 1<sup>st</sup> BoD meeting of his year along with the Goals for approval.  
*[At LCNC, the ‘would be IPP’ chairs the Finance Committee.]*  
***For Administrative Budget, the membership dues and collection from anticipated new members’ enrolment are considered as receivable and for Activities/Projects Budget the enrolled fund raising commitments are considered as receivables].***

## Installation

**Meeting:** As the new team takes over from 1<sup>st</sup> July of the Lionistic year, it is recommended in the District Policy to conclude the formal Installation of the new BoD within June. *[At LCNC it is followed.]*

## Monthly/Regular

**Meetings:** The meeting for general members as regular meeting should take place twice a month at the time and place to be decided by the BoD/approved by the Club. The regular meetings shall be devoted to the promotion of a closer fellowship through discussion of community and social/business issues/problems. Regular meetings may be replaced by service projects or other events as determined by the Club. *Suggested Agenda for a formal general meeting is given as Annexure.*  
*[LCI recommended for the club to host a meeting, event or service activity at least once a month]*  
*[Earmarked General Meetings – Nomination Meeting in March; Election Meeting in April; Annual General Meeting in September (preferably following presentation of Audited B/S at BoD meeting with specific agenda for approval of Auditors’ report & B/S by general body and Auditor appointment)]*

## Board

**Meeting:** The Board of Directors meetings shall be held at such times and places as the Board shall determine. *Suggested standard Agenda for Board meetings is given in Annexure.*  
*Minutes of each meeting should be recorded and maintained in a ‘Minutes Book’ serially.*  
*[LCI recommends that the BoD meets at least once a month]*

## Voting

**Right:** All, except ‘Honorary members’, may exercise the voting right at club level, provided the member is in good standing. Each eligible member shall have one vote per issue. No proxy voting is permitted. All PPs, who are on the Club roll are a Board member, but only the Active PPs who attended at least 4 (four) Board meetings in previous Lionistic year and in good standing shall be able to exercise his voting right. **(Section 10 of LCNC Rules & Regulations)**

## Delegation

**Appointment:** **(At District & Multiple Conventions)** 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.

**(At International Convention)** Each chartered club in good standing 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 each such 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.



**The Club Rules & Regulations stipulates** ‘Being duly cognizant of the fact that all district matters are presented and adopted at the District Conferences, one to be held each year, the BoD shall nominate its full quota of delegates to all District Conferences. Similarly, the BoD shall nominate delegates to the Multiple District Conventions.’

**(Section 16 B of LCNC Rules & Regulations)**

Eligible delegates must be members in good standing in the club. The selection of each such delegate and alternate shall be evidenced by a certificate signed by the president and/or secretary or any other duly authorized officer of such club. (*Procedure of registering the delegates to be complied with as may be prescribed and communicated.*)

**DO's & DON'Ts for improved administration and compliances with prescribed regulations:**

**DO's**

1. Prepare and send bill (soft copy) for Subscription to respective members preferably within first 7 days of the year.
2. Issue circulars/notices at least 72 hours in advance of the event with info on the event, date, time and venue.
3. Board Meeting notice should carry agenda, minutes of previous meeting, set of accounts statements of last month and other related documents as attachments.
4. All decision in policy matter/delegation/empowerment or the like should be moved and adopted thru resolution.
5. Circulate minutes of meetings preferably within 10 days after the meeting.
6. Follow the Management of Club Accounting system and its presentation and preparation of final accounts.
7. Follow new member enrollment system.
8. Circulate District/Multiple District communication on Conference, Annual Accounts, Resolution proposals etc., as received for information of Board and General Members, as applicable.
9. Upload monthly membership and activities reports on MyLCI portal as per proforma regularly.

**DON'Ts**

1. Grant ‘Good Standing’ status to members who has unpaid subscription even after 30 days from raising the bill.
2. Distort/deface organization’s emblem/logo from the approved design and colors.
3. Use organization’s emblem deviating from the guidelines on its use established/published from time to time.
4. Authorize, or permit, the expenditure, for any administrative purpose, out of the raised fund from public and/or of the net income of projects or activities of this club by which funds are raised from the public.
5. Grant membership, other than honorary or associate, simultaneously in this club to any member of other Lions club.

**Suggested Agenda for Board Meetings:** (Common)

Calling the Meeting to order by the President/Presiding Officer

Leave of Absence, if any

Welcome address by the President/Presiding Officer

Confirmation of minutes of the previous meeting

Matter arising out of the above

Presentation and approval of Receipts & Payments Accounts of the previous month

- Administrative A/c
- Activity A/c
- Service Project A/c
- Lions Hospital Project A/c
- Safari Park Trust A/c
- Vocational Training Centre A/c

Brief reporting on Permanent Projects

- Lions North Calcutta Hospital & Medical Centre
- North Calcutta Lions Safari Park Project
- Lions Vocational Training Centre

Brief Report by different Committees (Membership Committee – Leo/Youth Committee – other if any)

Brief Report on District matter by Club representative (at senior position) in the District Cabinet

Secretary’s Report [*with info in brief on MMR & MAR uploading, membership status, and service wise cumulative report with number of beneficiary and amount spent and/or in partnership, if any*]

Treasurer's Report [*With info on collection and/or collection related and/or accounting related problems, if any.*]  
Any other matter with the permission of the Chair  
Fixation of the date of next Board Meeting  
Vote of thanks  
Closure of the meeting

**Meeting specific other essential Agenda:**

**For 1<sup>st</sup> Board meeting:** (July)

Presentation of Committee Details.  
Presentation of Goal and Budget (Administrative and Activities) and adoption.  
Ratification of Bank Signatory Resolutions by current Board.

**For 2<sup>nd</sup> Board Meeting:** (August)

Presentation of Final Accounts of previous Lionistic Year (July to June) by IPP.

**For 3<sup>rd</sup> Board Meeting:** (September)

Presentation of Auditors Report and Balance Sheet of previous year (April to March) by IPP.

**For 4<sup>th</sup> Board Meeting:** (October)

Presentation of documentary evidence of Annual Return submission for the previous year

- With Income Tax
- With Registrar of Societies

**For 5<sup>th</sup> Board Meeting:** (November)

Presentation of District's Audited Accounts of previous year, as received.

[**Note:** Treasurer's report should include number/names of subscription non-paying members for Board's review and decision thereof.]

**For 6<sup>th</sup> Board Meeting:** (December)

*[Preferably, to be merged with District governor's official visit – on prior appointment.]*

Presentation and adoption of resolution in appreciation of services rendered by DG.

**For 7<sup>th</sup> Board Meeting:** (January)

Presentation and approval of half-yearly accounts.  
Presentation of new DG Team candidates' proposals for support and decision thereof.

**For 8<sup>th</sup> Board Meeting:** (February)

Selection of accredited and alternate delegates for the ensuing District Conference, if called.  
Appointment of Nomination Committee Chairperson.  
Appointment of Charter Night Committee Chairperson.

**For 9<sup>th</sup> Board Meeting:** (March)

Announcement on chosen Club representatives in the District Cabinet with respective posts.  
Report by Charter Night Committee chairperson.

**For 10<sup>th</sup> Board Meeting:** (April)

Introduction of President (Elect) and his address on plans.  
Report by Charter Night Committee chairperson.

**For 11<sup>th</sup> Board Meeting:** (May)

Recommendation on Nominee for Lions Safari Park Trust on even years [After every two year, as prescribed.]  
Report by Charter Night Committee chairperson.

[**Note:** Treasurer's report should include names of subscription non-paying members for Board's review and decision on their continuation.]

**For 12<sup>th</sup> Board Meeting:** (June)

Presentation of final accounts of fiscal year ended on 31<sup>st</sup> March of the current year for audit approval  
Presentation and adoption of resolution on change in Bank Signatory in favour of new team.

[**Note:** Under item 'Any other matter' a resolution reflecting the services rendered by PST and team to be adopted]

***In case the specific meetings are scheduled otherwise, the agenda for that month to be modified accordingly.***

**Suggested Agenda for General Meeting:** (Common & Specific)

**[For meetings with important visitors; like, Installation/DG official Visit/Project inauguration or the like the items mentioned in *italics with underline*, should also be observed]**

**Setting the Dais**

[Preferably total sitting arrangement on head-table should be in odd number with Presiding Officer at the middle and Chief Guest on his right.]

**(Process:** Except Club officers, who should occupy their seat as arranged, call all individuals to be seated at the head-table in order from lowest to highest rank in the Lionistic hierarchy. Any non-Lion guests to be called according to social status. Chief Guest to be called last.)

Calling the meeting to order by the Presiding Officer

Invocation

Flag Salutation (*if held before the Sun set*)

Peace Prayer followed by a minute's silence for World Peace

Welcome Address by the Presiding Officer

**Felicitation of Guests** [*In reverse order of setting of dais arrangement.*]

Report by Club Secretary

Introduction of inaugurator (if any)/Speaker/Presenter/Performer for the scheduled item

[*In DG Official Visit – Introduction of DG*]

Presentation of item

[*In DG Official Visit – Remark by DG*]

Response/Recognition

[*In DG Official Visit – Presentation and adoption of resolution in appreciation of services rendered by DG*]

Birthday/Marriage Anniversary announcement/celebration

Vote of thanks

Closure of the meeting.

**[Note:** Nomination Meeting, Election Meeting and Annual General Meeting are meant exclusively for members. No visitors/guests should be allowed.

At nomination, Election and AGM besides normal Lionistic rituals and last two items, following agenda to be followed:

**Nomination Meeting:**

Presentation of recommendation of Nomination Committee

Calling Nomination/s from floor (Position wise), if any

Adoption of Nominations

**Election Meeting:**

Presentation of final list of nominations (position wise)

Declaration of unopposed nominations

Election for contested position/s (if any)

Declaration of Election result

Acceptance speech of President (Elect)

**Annual General Meeting:**

Presentation and Adoption of Auditor's Report with Balance Sheet of previous year

Appointment of Auditor]

## **Other Important Guidelines:**

**Online Communication:** With advancement in information technology and availability of user friendly apps enabling instant and effortless communication to individual and/or to groups, 'online communication' thru emails and apps has become most preferred mode for transmitting 'News & Events' as well as circulars, meeting notices, minutes or other bulky materials. It also provides facility to attach photo/video easily, making it colorful and comprehensive communication at literally no cost.

However, due to ease of posting we tend to repeat 'forwards' or 're-posting' in other common groups causing at times same communication reaching to 'particular recipient' more than once, leading to high message traffic to recipient/target audience and displeasure. It is, therefore, appropriate to adopt a 'Communication Policy' for effective communication.

### **Suggested steps for effective communication:**

1. Prepare the Groups (for Mails / WhatsApp / Hangout services) consisting of
  - **At Club Level**
    - All enrolled members
    - Past Presidents on roll
    - Board Members
    - Committees – Project based / Special (as and when necessary)
  - **For District Level**
    - PST (Zone level & Entire District)
    - Past District Governors
    - Distinguished Leaders (Non-PDGs)
  - **Multiple & Int'l Level**
    - Council Officers
    - International Director (in office) – of the Multiple & from India
    - Past International Directors – of the Multiple & from India

[Depending on the target audience for the matter, use the particular Group/Groups for posting communication / message for their knowledge and attention.]

2. Select appropriate name of the respective group – easily ascertainable and identifiable.
3. Update the Group details from time to time to keep them current.
4. Dissolve the Special group, if created, once the purpose is over.
5. Select appropriate Group for posting of the matter, which directly concern with the contents.
6. Avoid repeating/re-forwarding the postings or posting in other common groups.
7. Matters unrelated to Lionism must not be posted/forwarded to any of these groups.
8. Avoid chatting through these groups.
9. Notices / Circulars / Minutes / Accounts must be forwarded through mail to concerned persons.

**[Note:** At LCNC we have separate WhatsApp groups for all enrolled members named as '**Lions North Parivar**', '**Lions North Board**', '**Past Presidents LCNC**', which are updated year wise and as and when new members are enrolled or members dropped.]

There is another one running group named as "**Lions North Choupal**" enrolling all members of the club excluding those who opted out. **Members are expected to post any general and non-Lionistic matters in this Group only.**]

**Online Meetings:** Of late, owing to the Corona Virus pandemic and its adverse influence on normal life, holding of meetings virtually became the new normal today and 'virtual meetings' have also become convenient and to a great extent preferred being less time consuming on account of to and fro travelling and can be attended from the comforts of own place.

For holding good and effective virtual meeting, participants need to revisit the basic rule of parliamentary procedure that says while someone is occupying the floor, no other person should speak. In a virtual meeting, it is often seen that more than one person is speaking at a time, resulting in chaos and as a result, no one could be heard clearly. In a virtual meeting, as the attendees sit at different places, individually it is difficult to maintain it, and, thereby, the role of the Chairperson becomes more important and vital. S/he should be alert and control the proceedings diligently. It is, therefore, suggested that certain rules need be formed and followed.

Rule 1: Prepare the agenda of the meeting with time allocation.

Rule 2: Do a detail agenda wise homework with related back papers and resolution text, as applicable.

Rule 3: Especially on matters of change in or introduction of policy, preferably arrange circulation in the form of proposed resolution/s with explanation for discussion and adoption with or without modifications.

Rule 4: Follow agenda.

Rule 5: On matters of decision/adoption, decide on the speakers' name, based on member's prior request.

Rule 6: Identify the speaker for the item. All other attendees to keep their devices muted.

Rule 7: In case, any other person wants to interject/speak on the item, he/she should draw the attention of the Chair.

Rule 8: No other person should speak until recognized by the chair.

Rule 9: For decision/adoption, set the question for the motion. Allow supplementary questions, if relevant.

Rule 10: Only one question at a time may be considered.

Rule 11: Take a vote for decision/adoption, where warranted.

Rule 12: A majority decides a question except when basic rights of members are involved, where a 2/3rd vote is required.

***For holding an effective virtual meeting, the members should decide to follow these rules strictly and diligently.***

## **New Member Enrolment System:**

At Lions Club, membership is not obtainable by 'application' – it has a unique recruitment system – '**by invitation**'. An existing member (Sponsoring Lion) to invite an individuals of legal age of either sex recognizing the person's intent to get engaged with organization's concept and motto.

The role and responsibility of the 'Sponsoring Lion', who is spotting a person as a prospect, begins by inviting the person at Lions Clubs meetings and introduce to Club officials and other senior members of the club.

Screening (membership) committee of the Club should interview carefully to understand the prospect's inner urge and inclination to get engaged with the concept and motto of the Lions movement.

[Preferably, the prospect should accompany with the spouse at the interview. At this stage, it is necessary to explain the basic philosophy of the organization, i.e., 'Service' and identify the area of interest of the person in respect of activity participation and convey about financial obligations, for new member's clarity and consent prior to joining.]

After screening and obtaining the prospect's consent and requisite fees,

- a. The recommendation of the Membership Committee to be presented at the Board meeting for its approval.
- b. After Board's approval the person should be formally invited to be a member of the Club and inducted as a member.
- c. At this ceremony, handover the new member kit, lapel pin and copy of Club Rules & Regulation for his study.
- d. Membership Committee to arrange 'New Member Orientation Program' at least within a period of 3 months for newly recruited member either at Club or Zone or District level.

After the new member's enrolment the sponsor to ensure proper indoctrination of the new member in the activities and functions of the club and take care to see he attends club functions and becomes a good lion.

Any shortcut method is likely to bring in involuntary members prone to discontinue shortly due to lack of interest and/or lack of satisfaction of the person's intent.

**The person, who joins the Club by choice and not by default, is likely to turn out as 'Good Lions'.**

## **Accounts – Management System & Presentation of Accounts**

'Transparency' is an important aspect for NGOs as it handles public money to benefit others. At Lions Clubs, separate accounts are maintained for Administrative and Service Accounts. Donations/sponsorship for services and activities to be maintained separately as Service/Activities account and likewise Subscriptions/dues received from members to meet with the administrative expenses to be maintained as Administrative Account.

Under no circumstances, funds for Services/Activities could be used for administrative purpose.

The system is being prescribed here as below to keep accounts matter clean and transparent following the general established Policy.

### **Club Accounting function & Systems:**

Accounting function basically consists of:

1. Processing of all pecuniary transactions as per system and policy.
2. Membership billing & fund utilization system.
3. Recording of all pecuniary transactions with back papers.
4. Preparation of financial statements from time to time.
5. Drawing up final accounts/Financial Statements.
6. Auditing the accounts.

#### **1. Processing system:**

- i. All receivables to be backed by an accounting document. (Invoice/bill/Credit voucher etc.)
- ii. All payments received to be receipted as and when received. (Copy to be signed by authorized person)
- iii. All cheques received to be scanned and kept on record. (make E-filing under identified' folder serially)
- iv. All cash receipts to be deposited in the Bank A/c at the earliest, keeping imprest cash in hand, preferably, within Rs. 10,000 max.
- v. No collection on service program/project/activity to be spent on club administration.
- vi. All deposits to the Bank to be through pay-in-slip only of respective account. (Use account wise slip book)
- vii. All payables to be backed by an accounting document. (Invoice/bill/Debit voucher etc.)
- viii. All payments to be approved by President/Authorized person against budget provision and preferably, all payments to be disbursed by Cheque. (Any excesses [beyond budget]to be ratified before release)
- ix. Cash payment, if any, not to be released exceeding Rs. 20,000/- in any single transaction and/or to any entity in a year.
- x. All payments to be released against formal receipt.

#### **2. Membership billing and fund utilization system:**

- i. Bills to be raised on basis of continuing membership as on 1<sup>st</sup> Day of July as per approved dues per annum except for the Life members.
- ii. For new members, pro-rata, as applicable, to be charged from the month of entry. (i.e., for the entire month irrespective of date of joining – as done by International) besides the prescribed entrance fee.
- iii. The collected amount may be spent on Club Administration as per budget.

#### **3. Club Accounts maintaining policy:**

- i. Regular accounts to be maintained on cash system, i.e., receipt or payment is recognized only when there is actual inflow or outflow of cash.

- ii. A monthly 'Receipt – Payment Statement' of the previous month to be furnished before the Board with opening and closing balance. The statement should contain the head-wise budget, receipt and payments under three specific columns. These columns to show transactions occurred prior to the particular month for which the statement is prepared, the figures for the month and total till the end of the month respectively.
- iii. The monthly statement of accounts should accompany 'BRS' as at the last date of the month.
- iv. The Monthly statements along with BRS to reach all board Members at least 3 days prior to the board meeting.
- v. In the event, the total amount likely to exceed the budget provision under any head, budget need to be revised, in time. On exceptional case/s the President may take appropriate decision but the same got to be ratified by the Board at the earliest opportunity.

#### **4. Bookkeeping / Posting system:**

- i. Transactions to be recorded based on back paper (bill/voucher/pay-slips etc.)
- ii. Account head to be verified before entry and be accounted for under identifiable 'approved nomenclature'.
- iii. All original accounting papers to be filed date wise serially in respective files. (Vouchers/Invoices/Membership dues bills. Debit or credit notes etc.)
- iv. In case Accounts is maintained on licensed Tally/other accounting system, preferably, all transaction documents to be scanned and kept in respective 'e-folder' for permanent digital storage.
- v. Each year's complete account to be copied in CD/Pen-drive on close of accounting year i.e., from April to following March and also from July to following June and kept in safe custody as permanent record.
- vi. Time to time backup to be taken and stored in external hard disk for data protection.

#### **5. Financial Statements:**

- i. In case of any collection or expenditure on account of previous year/s or coming year the same should be clearly notified in the statement.
- ii. For details, where necessary, breakups to be mentioned as 'note' or in respective schedules, to keep the main statement verifiable and trimmed.
- iii. Preferably, monthly cash flow statements to be maintained for better management of finance and to comply with accounts related policy.

#### **6. Final Accounts & Audit:**

- i. A 3-member Audit Team consisting of Past Presidents to monitor the practiced processing system and maintenance of accounts as per adopted policy and submit its quarterly report before the board.
- ii. Final accounts to be prepared in Mercantile System. The Final accounts for the financial year to be presented at the May Board Meeting along with budget and previous year's figures, for approval.
- iii. On approval of accounts for the financial year (April to March) in the Board, the accounts need to be audited by Board appointed Auditors for the year.
- iv. Additionally an audited statement of 'Receipt & Payment' of the Lionistic year (July to June) to be presented at the September Board meeting by the Immediate Past President for adoption.
- v. The Club President shall hand over charge to the successor with no deficit in any of the accounts of the club i.e., the Treasury bench should restrict its expenditure within the collection limit of a given year and in case of excesses in expenditure over the income, the President/his treasury team, as the case may be, to replenish such deficits.

A separate cash flow statement to be circulated to the members of the Board within 30 days of the close of the year.



## **Club's Role in Permanent Project Matters**

We presently run three major permanent projects, as follows:

- (a) **Lions North Calcutta Hospital & Medical Centre**, Ranikuthi with an outreach Centre at Bansdroni, Tollygunj.
- (b) **Lions safari Park** in the precinct of Rabindra Sarobor on Southern Avenue.
- (c) **Lions Vocational Training Centre** at Yogi Para Main Road, and Garpar Road Kolkata.

We have a separate registered society for running the Hospital and a Trust body duly recognized by IT authority for the Safari Park project. The vocational Training Centre is run by Club appointed committee.

Funds for all these projects are raised at club level and allocated to different projects as per necessity. However, any designated donation/sponsorship is meant to be allocated to the particular project it is intended for. Any independent fund raising program by the Project Team may be carried out with due permission from Club BoD for specific purpose/s.

All these projects maintain separate accounts and present the monthly Receipts & Payments A/c and brief report on functioning at Club monthly Board Meeting.

### **Re: Hospital project:**

As per the Rules & Regulations of the registered document for the Hospital, the Society (Lions North Calcutta Hospital & Medical Centre) has been sponsored by the Lions Club of North Calcutta and every person who is member of the Sponsoring Club and agrees to make a Donation of Rs. 100/-- or more per year shall be eligible to become ordinary member of the Society and may continue to be such a member as long as he continues to be a member of the said Lions Club.

There are other categories of membership i.e., Life, Associate, Donor and Corporate members. A person qualified to be a member and desirous of becoming a member of the (Hospital) Society shall make an application in the form, as may be prescribed from time to time by the governing body. Each application must be proposed and seconded by an ordinary member and approved by the Governing Body.

Constitution of Governing Body and compliances with other stipulated functioning/obligations to be carried out as per the adopted Rules and Regulations of the Society.

### **Re: Lions Safari Park Project:**

As per the irrevocable Trust Deed (North Calcutta Lion Safari Park Trust) Lions Club of North Calcutta (LCNC) is the '**Settlor**' and the Board of Trustees (BoT) to be consisted of not less than 11 (eleven) and not more than 21 (twenty one) members out of active members of Lions Club of North Calcutta with minimum 10 years of standing.

As nearly as possible, 1/3<sup>rd</sup> (One third) of the (BoT) members shall retire by rotation after every two year, who shall be eligible for re-election.

The total number of Trustees shall be inclusive of the four Ex-Officio Trustees. The four Ex-officio Trustees shall be President, Secretary, Treasurer and immediate Past President of LCNC. Any Ex-officio Trustee shall cease to remain a Trustee as soon as he ceases to hold the post by virtue of which he became a Trustee and his successor in office shall become the Ex-officio Trustee in his place.

The vacancy caused by retirement of trustees by rotation shall be filled by the board of Trustees from among the members of LCNC with minimum 10 (ten) years standing. While the Trustees to retire after first two years shall be determined by lots, in subsequent years the Trustees who have been the longest in office to retire. In the event of a nominated Trustee ceasing to be a Trustee, (either due to retirement or by resignation or otherwise) the BoT by resolution shall nominate someone from amongst LCNC whose standing in the club not be less than 10 (ten) years to fill the vacancy.

For smoothness and effecting timely retirement and re-nomination process, following steps to be followed:

1. Chairman of the BoT to convey the names of 1/3<sup>rd</sup> BoT supposed to retire being longest in the office by April of the year due for reconstitution of the BoT and start the process of seeking desire for re-nomination or to be a new member of the BoT to fill the vacancy from among the members of more than 10 years standing.
2. As per adopted practice, for convenience, the process of seeking desire to be carried at LCNC level and place it before the Club BoD for the month of May to recommend names to fill the notified vacancies.
3. It is recommended to adopt a policy of keeping a cooling period of at least one term (2 years) for retiring members having been re-nominated once in consecutive terms, thus being in the BoT for continued 12 years' time.
4. The Club BoD to convey its recommendations to the BoT by June of the year of reconstitution of the Trust Board for its adoption ensuring completion of the process by June end of the said year.

As per deed, the election of Chairman (and office bearers) should be carried out in the 1<sup>st</sup> meeting after reconstituted BoT. Although the reconstitution of BoT is held after every two years, each year by virtue of the new set of LCNC PSTs being incorporated as Ex-officio with effect from July, such inclusions is effectively reconstituting the Trust Board, hence the Chairman (and office bearers) should be elected each year.

Compliances with other stipulated functioning/obligations to be carried out as per the adopted Rules and Regulations of the Trust.