

# District A5 Constitution

## Article I

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### Section 1

This constitution shall be the Constitution of District A-5 in Multiple District "A" of the International Association of Lions Clubs.

### Section 2

In this Constitution, District A-5 shall be referred to as A-5, Multiple District "A" shall be referred to as MD "A" and the International Association of Lions Club shall be referred to as Lions Clubs International.

## Article II

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### Section 1

The purpose of this Constitution shall be to provide for the advancement of the Objectives of Lion Clubs International in A-5.

### Section 2

The object of this Constitution is to provide an authority for the efficient administration of the affairs to A-5.

## Article III

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### Membership

#### Section 1

The members of this organization shall be all Lions Clubs chartered by Lions Clubs International.

#### Section 2

The boundary lines of A-5 shall be laid down by the MD "A" Constitution as follows:

#### Section 3

New Districts may be created when permitted by the provisions of the Constitution, policy or By-Laws of Lions International, provided that the following procedures are followed:

- a) The proposal to create a new District shall be approved by a vote of at least two thirds of the members of the Governor's Council present and voting at the meeting at which such proposal is considered. Written notice of such meeting shall be given to each Club affected by the proposal at least thirty (30) days prior to such meeting of the Governor's Council and make representation with respect to such proposal.
- b) The decision of the Governor's Council to create such additional District shall be referred to the next Multiple District "A" Convention for consideration and if approved, shall then be dealt with in accordance with the provisions of the International Constitution.

#### **Section 4**

An existing Club or Clubs may be transferred from one existing District to another District provided that the same procedure is followed as herein, before set forth for the creation of a new District.

## **Article IV**

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### **District Organization**

#### **Section 1 - Cabinet Officers**

- a) A-5 shall have a District Cabinet composed of the District Governor who shall be the Presiding Officer, the Immediate Past District Governor, the Vice District Governor, the Region Chairpersons, the Zone Chairpersons, a Cabinet Secretary-Treasurer (or Cabinet Secretary and Cabinet Treasurer), and all Committee Chairpersons. The elected members of the Cabinet are the officers of A-5. Each such member shall be a member in good standing of a Lions Club in good standing within A-5.
- b) The District Governor shall be elected by 50% plus one (1) vote, of those cast at the annual A-5 Convention. In the event there is no convention they will be elected in accordance with the International Constitution and By-Laws. They shall appoint, by the time they take office, the Cabinet Secretary-Treasurer (or Cabinet Secretary and Treasurer).
- c) The Vice District Governor, as well as one Chairperson for each Region and one Zone Chairperson for each Zone in A-5 shall be elected at the A-5 Convention.
- d) Any vacancy in a District office, except that of District Governor, shall be filled by appointment by the District Governor for the term, or unexpired term thereof.
- e) If any Officer in A-5 shall cease to be an active member of a Club in the Region or Zone, as the case may be, to which they were elected or appointed, their term of office shall thereupon cease and the District Governor shall appoint a successor to fill the said vacancy.

- f) No salary shall be paid to any Officer of A-5.

## Section 2 - District Cabinet Meetings

- a) **Regular Meetings:** A regular meeting of the Cabinet shall be held in each quarter of the fiscal year, with the first to be held within sixty (60) days after the adjournment of the preceding International Convention. Fourteen (14) days written notice of meetings setting forth a date, time and place determined by the District Governor shall be mailed to each member of Cabinet.
- b) **Special Meetings:** Special meetings of Cabinet may be called by the District Governor at their discretion. Special meetings of the Cabinet may also be called upon written request made by a majority of the A-5 officers. No fewer than seven (7) days written notice shall be given, indicating the purpose, date, time and place of the special Cabinet meeting.
- c) **Quorum:** The attendance of a majority of the voting members of the Cabinet shall constitute a quorum for any meeting thereof.
- d) **Voting Members:** The voting members of the Cabinet are: the District Governor, the Immediate Past District Governor, the Vice District Governor, the Region Chairpersons, the Zone Chairpersons, and the Cabinet Secretary-Treasurer (or Cabinet Secretary and Cabinet Treasurer).
- e) The District Governor shall have the authority to appoint an Officer of A-5 as acting Chairperson, in the event of his absence.

## Section 3 - Region and Zones

- a)
- i. A-5 shall be divided into Regions and each Region into Zones. All such Regions and Zones shall be subject to change by the District Governor in constitution with the District Cabinet and the Governors Council.
  - ii. Regions shall consist of not more than sixteen (16) and no fewer than ten (10) Lions Clubs; with due regard being given to geographical locations.
  - iii. Zones shall consist of no more than eight (8) and no fewer than four (4) Lions Clubs, with due regard being given to geographical locations.
- b)
- i. **Region Meetings.** Meetings of all Clubs in a Region, with the Region Chairperson presiding, may be held during the fiscal year at times and places fixed by the chairman of the respective Region.
  - ii. **Region Rallies.** Region Rallies shall be held in each Region of District A-5 under the supervision of the Region Chairperson. The Rallies shall take place not less than thirty (30) days or not more than forty five (45) days prior to the District A-5 Convention. Each Region Chairperson shall notify their Clubs as to the time, place and purpose of said rally not less than thirty (30) days prior to the date of the rally. The purpose of the Region Rallies in the six (6) regions of District A-5 is as follows:

1. To bring members of a Region together so that the sitting officers may account for their accomplishments and those of others members as well as the zones and clubs.
  2. To accept nominations to the offices of Vice District Governor, Region Chairperson and Zone Chairperson for the Regions or Zones concerned and to forward such nominations to the District Governor, immediately following the Rally. All candidates for Vice District Governor, Region or Zone positions may give an eight (8) minute speech in support of their candidacy at this meeting, however only a District Governor and Vice District Governor may speak at the A-5 Convention.
    - a) For candidates to qualify for nomination at a Region Rally the candidates must be endorsed by their home Club (in writing) and the candidate must accept their clubs endorsement (in writing) as well.
    - b) Both letters or District forms must be filed with the Region Chairperson no later than the date of the Region Rally.
    - c) All candidates are to be formally introduced at the Region Rally and their achievements in Lionism should be listed for the interest of those in attendance. The rally date is the final date for candidacy for Region and Zone positions; however "IF" no candidates come forward at this date the Governor may elect to accept nominations up to thirty (30) days prior to the opening of the Convention.
    - d) Should there not be a candidate for the office of Vice District Governor, Region or Zone Chairperson properly endorsed as specified above, then the District Governor for the coming year will appoint a qualified person to that office at the commencement of the subsequent year. Again the qualified appointee must obtain endorsement in writing from his home club as well as acceptance in writing by himself/herself.
    - e) A candidate may withdraw up to fifteen (15) days prior to the Convention.
  3. To create harmony and good will amongst the members of the region and incorporate a social event such as a meal, dance or entertainment if practical.
- c) **Zone Meetings.** Meetings of the Club Presidents, Club Secretaries and Membership Chairpersons of all the Clubs in a Zone shall be held as laid out in the Zone Chairpersons Manual.

## Section 4 - District Committees

- i. To assist in the administration of A-5, the District Governor should, immediately after commencement of their term of office, appoint a chairperson of the following committees:
  - a. Membership Development and Retention
  - b. Public Relations
  - c. Youth Exchange
  - d. Extension
  - e. International Relations
  - f. Effective Speaking
  - g. Lions Information
  - h. Bulletin Contest
  - i. Sight Conservation
  - j. Leo Clubs
  - k. Care
  - l. Hearing Conservation
  - m. The Lions Magazine Representative
  - n. Lioness
  - o. L.C.I.F.
  - p. L.C.F.
  - q. Convention Advisory
  - r. Leadership Development
  - s. Honorary
  - t. Environment
  - u. International Understanding
- ii. Committees may be doubled up at the Governor's discretion.
- iii. The District Governor shall have the power to appoint a chairperson of any additional committee they feel may be required, or to drop committees that they feel are inappropriate, other than mandatory committees.

# Article V

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## District Administration

### Section 1

- a) To provide revenue to defray the non-convention administration expenses of A-5, an annual district administrative fund Per Capita Assessment is hereby levied on each member of each Club in A-5.
- b) This administrative assessment should be an amount sufficient to operate A-5 for the current fiscal year, and shall be approved at the first Cabinet Meeting, usually held in August.
- c) In the case of newly chartered or reorganized clubs the per capita assessment is levied on a pro-rata basis from the first day of the second month following the date of their organization or reorganization, as the case may be.

### Section 2

The District Governor and their Cabinet shall not incur obligations in any fiscal year that will affect an unbalanced budget or deficit in said fiscal year.

### Section 3

The Governor and Vice Governor to ok cheques over \$1,000.00. Both to approve.

### Section 4

The District Governor shall provide an interim balance sheet at each Cabinet meeting.

### Section 5

The District Governor shall provide an annual, or more frequent audit if required, of the books and accounts of A-5. A statement of the financial condition of A-5 shall be sent, along with the books and accounts of A-5, to the incoming Governor not later than August 7th following the close of the fiscal year.

### Section 6

All Clubs to be billed their annual district administrative fund per capita assessment in September of each fiscal year as based on the membership as reported in their June M&M reports.

### Section 7

The Cabinet Secretary-Treasurer and the District Governor, or one other member appointed by the Cabinet, shall be the signing authority for all disbursements made from the A-5 Administrative Fund, unless otherwise provided by the A-5 Cabinet.

## Section 8

All accounts paid from the A-5 Administrative Fund are to be paid by cheque only.

## Section 9

To assist in defraying the expense of the District Governor, a per capita assessment of \$1.00 per member will be levied by A-5 Cabinet.

## Section 10

All committees, councils, projects and organizations within District A-5, other than District A-5 Clubs, representing some or all of the Lions of A-5 must be endorsed by, and be accountable to District A-5. Such committees, councils, projects or organizations will provide:

- i. An audit, at least annually, to the Cabinet.
- ii. Terms of reference for Cabinet approval, and
- iii. Evidence of organization and function in a democratic fashion.

## Section 11 - Solicitation of Funds and Lions Activities

All Clubs within District A-5 may raise funds, hold meetings or host Lion's activities anywhere within the boundaries of District A-5. Those clubs planning to raise funds outside their Club boundaries shall submit a courtesy letter to the Clubs affected for their information, outlining the particulars of said event.

If there is a need to raise funds outside of the boundaries of District A-5, then permission must be obtained in writing from the MS "A" Council of Governors.

The District A-5 Cabinet reserves the right to restrict solicitation of funds in any manner, which will reflect poorly on the Lions organization as a whole (such as telemarketing).

## Rationale

All Lions members in this organization belong to the same family and raise funds for the same purpose as outlined by Lions International. Every Lion raises funds to help those less fortunate or in desperate times and to support Lions Programs and initiatives worldwide. The fact that we belong to different Clubs is solely for geographical convenience.

# Article VI

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## District Convention

### Section 1

- a) An annual A-5 Convention shall be held, at least three (3) weeks prior to the MD "A" Convention.
- b) The A-5 Convention will be governed by the Rules and Regulations as approved by the Lions of A-5 as provided for as per Article XII, M.D. "A" Constitution and By-Laws.

### Section 3

- a) Each District A-5 Governor shall appoint a Nominations Committee, a Credentials Committee, and an Elections Committee no later than the mid winter A-5 Cabinet meeting.
  - i. The Nominations Committee shall be composed of the District Governor, the Cabinet Secretary, and not less than two other members of Lions Clubs in good standing in A-5. The Nomination Committee shall receive nominations for the office of District Governor, Vice District Governor, Region Chairperson and Zone Chairperson in accordance with the rules of our A-5 Constitution and the By-Laws and also perform such other duties as may be required by this committee and our A-5 Cabinet.
  - ii. The Credentials Committee shall be comprised of the District Governor, the Cabinet Secretary and not less than two other members of Lions Clubs in good standing in A-5. This committee shall notify all clubs in A-5 as to the number of voting delegates that each club is entitled to at our A-5 Convention, in accordance with the rules of our A-5 and M.D. "A" Constitution and By-Laws. This committee shall also be authorized to receive and verify all voting delegate credentials at our District Convention and to perform such other duties as may be required by this committee and our A-5 Cabinet.
  - iii. The Elections Committee shall be composed of a chairperson, a co-chairperson and such other members as the Governor may deem necessary to supervise the elections and voting at our A-5 Conventions in accordance with the rules of our A-5 Constitution and By-Laws. Each member shall be a member in good standing of a different club in good standing in District A-5 and shall not, at the time of their appointment, hold an elected office in our A-5 Cabinet, and shall not be a candidate for office at the time of the elections.
- b) Election of Officers Regarding a Tie Vote:

- i. In the event of a tie vote for the position of any District A-5 office other than the Governor, the Elections Committee shall have the authority to call the involved candidates together and the issue shall be resolved by the toss of a coin.
- ii. All candidates shall be notified, prior to the elections taking place, as to the procedure to be followed in the event of a tie vote.
- iii. In the event of a tie vote on any issue (other than election of officers) to be voted on at our A-5 Convention, such issue shall be referred back to the District Governor and the Cabinet for further consideration.

#### **Section 4**

- a) Each chartered club in good standing with Lions Clubs International, MD "A" and A-5 shall be represented by one (1) or more delegates at the annual A-5 Convention and shall be entitled to one (1) voting delegate and one (1) alternate for each ten (10) members of major fraction thereof, of said club as shown by the records of the International office on the last day of February, prior to the Convention.
- b) The major fraction referred to in this section shall be five (5) or more members.
- c) Each certified delegate present, in person, may cast one (1) vote for each office to be filled, and one (1) vote only on each issue to be voted on by the members of said Convention.

#### **Section 5**

A majority of the delegates in attendance at the Convention shall constitute a quorum of the Convention for the transaction of business.

#### **Section 6**

Each present and past District Governor of Lions Clubs International who is a member in good standing in A-5 shall be a voting delegate, and such vote shall not be considered a vote to which their club would otherwise be entitled. They may also exercise their vote pertaining to matter within their club's Zone or Region. They shall, however, be entitled to cast one (1) vote only.

#### **Section 7 - District A-5 Convention Financial Statement**

The convention host club or clubs shall ensure that a detailed financial statement of the convention shall be submitted to the District Governor no later than June 30th following the convention.

# Article VII

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## Amendments

### Section 1

This Constitution may be amended only at a District A-5 Convention by resolution reported by committee on Constitution and By-Laws, and adopted by the affirmation vote of two thirds (2/3) of the eligible votes cast.

### Section 2

No amendment shall be so reported or voted upon unless the same shall have been furnished in writing to each club no less than thirty (30) days prior to the convening date of the annual convention, with notices that same will be voted upon at the said convention.

### Section 3

Each amendment shall take effect at the close of the convention at which adopted, unless otherwise specified in the amendment.

# District A5 By-Laws

## Article I

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### District Convention

#### Section 1 - Convention Site Selection

The district governor shall receive invitations in writing from places desiring to entertain the succeeding year(s) annual convention. All invitations shall set forth such information as the district governor shall from time to time require and shall be delivered to him/her no later than thirty (30) days prior to the convening date of the convention at which they are to be voted upon. Procedure to be followed in investigation of bids and in presentation of the same to conventions, as well as action to be taken by a convention in the event no bids are acceptable to or so received by the district governor shall be determined by the district governor.

#### Section 2 - Site Change

The district governor shall retain, and have, power to change at any time, for good reason, the convention site chosen by a previous district convention, and neither the district governor nor the district nor any member of the district cabinet, shall incur any liability thereby to any club or club member in the district.

#### Section 3 - Officers

The members of the district cabinet shall be the officers of the annual district convention.

#### Section 4 - Sergeant-At-Arms

A convention sergeant-at-arms and such assistant sergeant-at-arms as deemed necessary shall be appointed by the district governor.

#### Section 5 - Official Report

Within sixty (60) days after the close of each single and sub-district convention, the cabinet secretary shall transmit one copy of the complete proceedings to the international office. Upon written request from any club in the respective district a copy shall be furnished to said club.

#### Section 6 - Credentials Committee

The Credentials Committee of the district convention shall be composed of the district governor, as chairperson, the cabinet-secretary treasurer and two other non-officers of the district appointed by the district governor. The Credentials Committee shall have the powers and perform the duties set forth in ROBERT'S RULES OF ORDER, NEWLY REVISED.

### Section 7 - Order Of Convention Business

The district governor shall arrange the order of business for the district convention, and the same shall be the order of the day for all sessions

### Section 8 - District Convention Committees

The district governor shall appoint, designate the chairperson of, and fill any vacancies occurring in the following district convention committees: Resolutions, Elections, Constitution and By-Laws, Rules and International Convention. Each region shall have at least one representative on each such committee. These committees shall perform such duties as the district governor shall designate.

### Section 9 - Fund Tax

In lieu of or in addition to a district convention registration fee, an annual per capita district convention fund tax of (insert value in national currency) may be levied upon each member of each club in the district and shall be collected and paid in advance by each club, except newly chartered and reorganized clubs, in two (2) semiannual payments as follows: (insert value in national currency) per club member on September tenth of each year to cover the semi-annual period July 1 to December 31; and (insert value in national currency) per club member on March tenth of each year to cover the semi-annual period January 1 to June 30, with billings of said tax to be based upon the roster of each club as of the first days of September and March, respectively. This tax shall be collected from the clubs by, and be remitted to, the cabinet secretary or cabinet-treasurer (or secretary-treasurer), who shall deposit the monies so collected in a special account in a bank or other depository chosen by the district governor. The fund so collected shall be used exclusively for defraying expenses of district conventions and shall be expended only by district checks drawn and signed by the cabinet treasurer and countersigned by the district governor. Any club which is chartered or reorganized in a current fiscal year shall collect and pay said convention per capita tax for said fiscal year on a pro-rata basis from the first day of the second month following the date of its organization, as the case may be.

## Article II

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### Meetings

#### Section 1 - District Cabinet Meetings

- a) **Regular.** A regular meeting of the cabinet shall be held in each quarter of the fiscal year, with the first of which should be held within thirty (30) days after the adjournment of the preceding international convention. Ten (10) days written notice of meetings setting forth

a date, time and place determined by the district governor shall be given to each member by the cabinet secretary.

- b) **Special.** Special meetings of the cabinet may be called by the district governor at his/her discretion, and shall be called upon written request made to the district governor or the cabinet secretary by a majority of the members of the cabinet. No fewer than five (5) nor more than twenty (20) days written (including letters, electronic mail, facsimile transmission, or cable) notice of special meetings, setting forth the purposes and a date, time and place determined by the district governor, shall be given to each member by the cabinet secretary.
- c) **Quorum and Vote.** The attendance of a majority of the members of the cabinet shall constitute a quorum for any meeting. In all such meetings, the voting privilege shall extend to the district governor, the immediate past district governor, first and second vice district governors, the region chairpersons (if the position is utilized during the district governor's term), zone chairpersons, cabinet secretary and cabinet treasurer (or cabinet secretary treasurer). (The voting privilege may be extended to such other members of the district cabinet as may be provided.)

## Section 2 - Regions And Zones

- a) **Organizational.** The district governor shall divide the district into regions of no more than sixteen (16) and no less than ten (10) Lions clubs, and each such region into zones of no more than eight (8) and no less than four (4) Lions clubs, giving due regard to the geographical locations of the clubs. All such regions and zones shall be subject to change by the district governor, when in his/her sole discretion; he/she shall deem the same necessary to the best interests of the association.
- b) **Regional Meetings.** Meetings of representatives of all clubs in a region, with the region chairperson (if the position is utilized during the district governor's term) or other district cabinet member as may be assigned by the district governor presiding, should be held during the fiscal year at times and places fixed by the region chairperson of the respective region.
- c) **Zone Meetings.** Meetings of representatives of all the clubs in a zone, with the zone chairperson presiding, shall be held during the fiscal year at times and places fixed by the zone chairperson.

# Article III

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## District Nominations, Elections and Appointments

### Section 1 - Nominating Committee

Each district governor shall appoint by written notification received at least sixty (60) days prior to the sub-district convention, a Nominating Committee of not more than five (5) members, each of whom shall be a member in good standing of a different Lions club in good standing in the district, and shall not at the time of their appointment hold any district or international office.

### Section 2 - District Governor Election Procedures

Any qualified member of a club in the district seeking the office of district governor shall file his/her intention to so run in writing with the Nominating Committee prior to the day of its report to the convention, and furnish evidence of his/her compliance with the qualifications for said office set out in the International Constitution and By-Laws. The Nominating Committee shall place in nomination at the district convention the name(s) of all candidate(s) so qualified. If none are so received and/or so qualified, then, but then only, nominations for the office may be made from the floor. A candidate shall be allowed one nominating speech of no more than five (5) minutes duration, and one seconding speech of no more than three (3) minutes duration.

### Section 3 - First and Second Vice District Governor Election Procedures

Any member of a club in the district seeking the office of first or second vice district governor shall file his/her intention to so run in writing with the Nominating Committee prior to the day of its report to the convention, and furnish evidence of his/her compliance with the qualifications for said office set out in the International Constitution and By-Laws. The Nominating Committee shall place in nomination at the district convention the names of all candidates so qualified. If none are so received and/or so qualified, then, but then only, nominations for the office may be made from the floor. Each candidate shall be allowed one nominating speech of no more than five (5) minutes duration, and one seconding speech of no more than three (3) minutes duration.

### Section 4 - Ballot

The election shall be by secret written ballot, with the candidate or candidates required to secure a majority of the votes cast by the delegates present and voting in order to be declared elected; for purpose of such election, a majority is defined as a number more than one-half of the total valid votes cast excluding blanks and abstentions. If, on the first ballot, and subsequent ballots, no candidate receives a majority, the candidate or tied candidates receiving the lowest number of votes shall be eliminated and balloting shall continue until one candidate

receives a majority. In case of a tie on any ballot, balloting shall continue on the tied candidates until one is elected.

### **Section 5 - District Governor Vacancy**

In the event of a vacancy in the office of district governor, the same shall be filled in accordance with the provisions of the International Constitution and By-Laws. The immediate past district governor, first and second vice district governors, the region chairpersons, zone chairpersons, the cabinet secretary and cabinet treasurer (or cabinet secretary/treasurer) and District Governor's Honorary Committee shall convene at a date, time and place called and determined by the immediate past district governor to select a replacement for recommendation to the International Board of Directors. (See Exhibit B at the end of this booklet.) In order for a Lion to be eligible and qualified to be selected to fill a vacancy in the office of district governor, he/she must:

- a) Be an Active Member in good standing of a chartered Lions club in good standing in his/her single or sub-district.
- b) Have served or will have served at the time he/she takes office as district governor:
  - i. As officer of a Lions club for a full term or major portion thereof; and
  - ii. As a member of the district cabinet for two (2) full terms or major portion thereof.
  - iii. With none of the above being accomplished concurrently. It is encouraged that the first vice district governor fulfill his/her full term of office and other qualified Lions be considered for filling a vacancy in the office of district governor.

### **Section 6 - First and Second Vice District Governors and Other Vacancies**

Any vacancy in office except that of district governor and first and second vice district governors shall be filled by appointment from the district governor for the unexpired term. In event of a vacancy arising in the office of first or second vice district governor, the district governor shall convene a meeting of the members of the existing cabinet as provided for in the International Constitution and By-Laws and all past international officers who are members in good standing of a chartered Lions club in good standing in the district. It shall be the duty of the attendees at this meeting to appoint a qualified club member as first or second vice district governor for the remainder of the term. In filling said vacancy, it shall be the duty of the district governor, or if not available, the most recent past district governor who is available, to send out invitations to attend said meeting and it shall also be his/her responsibility to preside as chairperson of the meeting. The chairperson shall convey the results to the international office within seven (7) days together with evidence of invitations sent and meeting attendance. Each Lion who is entitled to receive an invitation to attend and is present at said meeting shall be entitled to cast one vote for the Lion of his/her choice.

In order for a Lion to be eligible and qualified to be selected to fill a vacancy in the office of first or second vice district governor, he/she must:

- a) Be an Active Member in good standing of a chartered Lions club in good standing in his/her single or sub-district.
- b) Have served or will have served at the time he/she takes office as first or second vice district governor:
  - i. As officer of a Lions club for a full term or major portion thereof; and
  - ii. As a member of the district cabinet for a full term or major portion thereof.
  - iii. With none of the above being accomplished concurrently.

### **Section 7 - Region/Zone Chairperson Qualifications**

Each region and zone chairperson shall:

- a) Be an active member in good standing in his/her respective region or zone; and
- b) Have served or will have served at the time of taking office as region or zone chairperson as president of a Lions club for a full term or major portion thereof, and a member of the board of directors of a Lions club for no less than two (2) additional years.

### **Section 8 - Region/Zone Chairperson Vacancy**

If any region chairperson or zone chairperson shall cease to be a member of a club in the region or zone, as the case may be, to which he/she was appointed, his/her term of office shall thereon cease and the district governor shall appoint a successor to fill said office. Provided, however, the district governor, in his/her discretion may determine not to use the position of region chairperson for the remainder of the term.

## **Article IV**

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### **Duties of District Officers/Cabinet**

#### **Section 1 - District Governor**

Under the general supervision of the International Board of Directors, he/she shall represent the association in his/her district. In addition, he/she shall be the chief administrative officer in his/her district and shall have direct supervision over the first and second vice district governor, region chairpersons, the zone chairpersons, the cabinet secretary-treasurer and such other cabinet members as may be provided for in this district constitution and by-laws. His/her specific responsibilities shall be to:

- a) Administer and promote membership growth and new club development.
- b) Administer and promote leadership development at the club and district levels.
- c) Promote the Lions Clubs International Foundation and all service activities of the association;

- d) Preside, when present, over cabinet, convention and other district meetings. During any period he/she is unable to so preside, the presiding officer at any such meeting shall be the first or second vice district governor, but if he/she is not available, the district officer chosen by the attending members shall preside;
- e) Promote harmony among the chartered Lions clubs;
- f) Exercise such supervision and authority over cabinet officers and district committee appointees as is provided in this district constitution;
- g) Ensure that each Lions club in the district be visited by district governor or other district officer once every year to facilitate successful administration of the club, and that the visiting officer submit a visitation report to the International Headquarters for each visit.
- h) Submit a current itemized statement of total district receipts and expenditures to his/her district convention or annual meeting of his/her district at a multiple district convention;
- i) Deliver, forthwith, at the termination of his/her term of office, all district accounts and records to his/her successor in office;
- j) Report to Lions Clubs International all known violations of the use of the association's name and emblem;
- k) Perform such other functions and acts as shall be required of him/her by the International Board of Directors through the District Governor's Manual and other directives.

## **Section 2 - First Vice District Governor**

The first vice district governor, subject to the supervision and direction of the district governor, shall be the chief administrative assistant and representative of the district governor. His/her specific responsibilities shall be, but not limited, to:

- a) Further the purposes of this association;
- b) Perform such administrative duties assigned by the district governor;
- c) Perform such other functions and acts required by the International Board of Directors;
- d) Participate in the cabinet meetings, and conduct meetings in the absence of the district governor, and participate in council meetings as appropriate;
- e) Assist the district governor in the review of the strengths and weaknesses of the clubs in the district, identifying the existing and potential weak clubs and establishing plans to strengthen them;
- f) Conduct club visitation as the representative of the district governor when requested by the district governor;
- g) Work with the District Membership Committee and the District Extension Committee, and assist them to reach their goals of the year;
- h) Work with the District Leadership Development Committee and assist the committee to develop and implement a district-wide leadership development plan to enhance the enthusiasm and capability of the district officers and members to serve effectively

through utilization of the District MERL Team and integration of the team's work with the district's leadership development efforts;

- i) Work with the District Convention Committee and assist the committee to plan and conduct the annual district convention and assist the district governor to organize and promote other events within the district;
- j) At the request of the district governor, supervise other district committees;
- k) Participate in the planning of the next year including the district budget;
- l) Familiarize himself/herself with the duties of the district governor so that, in the event of a vacancy in the office of the district governor, he/she would be better prepared to assume the duties and responsibilities of said office as the acting district governor until the vacancy is filled according to these by-laws and rules of procedure adopted by the International Board of Directors.

### **Section 3 - Second Vice District Governor**

The second vice district governor, subject to the supervision and direction of the district governor, shall be an assistant in the administration of the district, and representative of the district governor. His/her specific responsibilities shall be, but not limited, to:

- a) Further the purposes of this association;
- b) Perform such administrative duties assigned by the district governor;
- c) Perform such other functions and acts required by the International Board of Directors;
- d) Participate in the cabinet meetings, and conduct meetings in the absence of the district governor, and participate in council meetings as appropriate;
- e) Familiarize himself/herself with the health and status of the clubs in the district, and assist the district governor and the first vice district governor in identifying and strengthening the existing and potential weak clubs;
- f) Conduct club visitation, as the representative of the district governor, when requested by the district governor;
- g) Assist the district governor and first vice district governor in planning and conducting the annual district convention;
- h) Work with the District Retention Committee, and assist the committee to prevent loss of clubs and members, particularly due to inactive club administration and/or financial problems or negligence;
- i) Work with the District LCIF Committee and assist the committee to achieve the goals of the year through regular distribution of LCIF information and materials to increase understanding and support of LCIF;
- j) Work with the District Information Technology Committee and assist the committee to promote the use of the association's web site and the Internet among the clubs and members to obtain information, file reports, purchase club supplies, etc.;
- k) At the request of the district governor, supervise other district committees;

- l) Assist the district governor, first vice district governor, and the cabinet in planning of the next year.
- m) Familiarize himself/herself with the duties of the district governor so that, in the event of a vacancy in the offices of district governor and first vice district governor, he/she would be better prepared to assume the duties and responsibilities of said offices as the acting district governor or acting vice district governor until the vacancies are filled according to these by-laws and rules of procedure adopted by the International Board of Directors.

#### **Section 4 - Cabinet Secretary-Treasurer**

He/she shall act under the supervision of the district governor. His/her specific responsibilities shall be to:

- a) Further the Purposes of this association;
- b) Perform such duties as are implied by the title of said office, including but not by way of limitation, the following:
  - 1. Keep an accurate record of the proceedings of all meetings of the cabinet, and within five (5) days after each meeting forward copies of the same to all members of the cabinet, and the office of Lions Clubs International;
  - 2. Take and keep minutes of the sub-district convention and furnish copies of the same to Lions Clubs International, the district governor and the secretary of each club in the sub-district;
  - 3. Make reports to the cabinet as the district governor or cabinet may require;
  - 4. Collect and receipt for all per capita taxes levied on members and clubs in the sub-district, deposit the same in such bank or banks as the district governor shall determine and disburse the same by order of the district governor;
  - 5. Remit and pay over to the multiple district council secretary-treasurer the multiple district per capita tax, if any, collected in the sub-district, and secure a proper receipt;
  - 6. Keep accurate books and records of account, and minutes of all cabinet and sub-district meetings, and permit inspection of the same by the district governor, any cabinet member and any club (or any authorized agent of any of them) at any reasonable time for any proper purpose. Upon direction of the district governor or the cabinet, he/she shall furnish any such books and records as requested to any auditor appointed by the district governor.
  - 7. Secure bond for the faithful performance of his/her duties in such sum and with such sureties as may be required by the district governor.
- c) Perform such other functions and acts as may be required of each by directives of the International Board of Directors.
- d) If separate offices of cabinet secretary and cabinet treasurer are adopted, the duties listed in (b) are to be attributed to each of the offices according to the nature of such duties.

## Section 5 - Region Chairperson

(If the position is utilized during the District Governor's term)

The region chairperson subject to the supervision and direction of the district governor, shall be the chief administrative officer in his/her region. His/her specific responsibilities should be to:

- a) Further the Purposes of this association;
- b) Supervise the activities of the zone chairpersons in his/her region and such district committee chairpersons as may be assigned to him/her by the district governor;
- c) Play an active role in organizing new clubs and in strengthening weak clubs;
- d) Visit a regular meeting of each club in his/her region at least once during his/her term of office, reporting his/her findings to the district governor;
- e) Visit a regular board of directors meeting of each club in his/her region at least once during his/her term of office, reporting his/her findings to the district governor;
- f) Endeavor to have every club in his/her region operating under a duly adopted club constitution and bylaws;
- g) Promote representation at international and district (sub- and multiple) conventions by at least the full quota of delegates to which clubs in his/her region are entitled;
- h) Carry out such official visitations to club meetings and charter nights as shall be assigned to him/her by the district governor;
- i) Perform such additional assignments as shall be given to him/her from time to time by the district governor.

In addition, the region chairperson shall perform such other functions and acts as may be required by the International Board of Directors through a region chairperson's manual and other directives. In the event the region chairperson for any reason cannot or does not, in the judgment of the district governor, perform the duties of his/her office, or in the event the office is for any reason vacated, the district governor shall appoint a successor to serve for the unexpired term.

## Section 6 - Zone Chairperson

The zone chairperson, subject to the supervision and direction of the district governor and/or region chairperson, shall be the chief administrative officer in his/her zone. His/her specific responsibilities shall be to:

- a. Further the Purposes of this association;
- b. Serve as chairperson of the District Governor's Advisory Committee in his/her zone and as such chairperson to call regular meetings of said committee;
- c. Make a report of each District Governor's Advisory Committee meeting and send copies within five (5) days thereafter to Lions Clubs International and to the district governor and region chairperson;

- d. Play an active role in organizing new clubs and keep informed on the activities and well-being of all clubs in his/her zone;
- e. Represent each club in his/her zone in any problems with district, multiple district council chairperson or Lions Clubs International;
- f. Supervise the progress of district, multiple district , and Lions Clubs International projects in his/her zone;
- g. Endeavor to have every club within his/her zone operating under a duly adopted club constitution and by-laws;
- h. Promote representation at international and district (sub- and multiple) conventions by at least the full quota of delegates to which clubs in his/her zone are entitled;
- i. Visit a regular meeting of each club in his/her zone once or more during his/her term of office, reporting his/her findings to the region chairperson – particularly with respect to weaknesses he/she may have discovered (copy to district governor);
- j. Perform such other functions and acts as may be required of him/her by directives of the International Board of Directors. In the event the zone chairperson for any reason cannot or, in the judgment of the district governor, does not perform the duties of his/her office, or in the event the office is for any reason vacated, the district governor shall appoint a successor to serve for the unexpired term.

## **Section 7 - District Governor's Cabinet**

The district governor's cabinet shall:

- a. Assist the district governor in the performance of his/her duties and in the formulation of administrative plans and policies affecting the welfare of Lionism within the sub-district;
- b. Receive, from the region chairpersons or other assigned district cabinet members, reports and recommendations which concern the clubs and zones;
- c. Supervise the collection of all per capita taxes by the cabinet treasurer, designate a depository(s) for said funds and authorize the payment of all legitimate expenses pertaining to the administration of the affairs of the district;
- d. Secure, set the amount of and approve the surety company issuing, the surety bond for the cabinet secretary-treasurer;
- e. Secure, semi-annually or more frequently, sub-district financial reports from the cabinet secretary and cabinet treasurer (or secretary-treasurer).
- f. Provide for an audit of the books and accounts of the cabinet secretary, cabinet treasurer, or cabinet secretary-treasurer and with the district governor's approval, set up definite schedule of dates, times and places of cabinet meetings to be held during the fiscal year.

## **Section 8 - Sergeant-At-Arms**

The Sergeant-at- Arms shall maintain order and decorum at the respective conventions and meetings and perform such other duties as are incident to his/her office under ROBERT'S RULES OF ORDER, NEWLY REVISED.

# Article V

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## **District Committees/Duties**

### **Section 1 - District Governor's Advisory Committee**

In each zone, the zone chairperson and the presidents and secretaries of the clubs in the zone shall compose a District Governor's Advisory Committee, with the zone chairperson as chairperson. At a date, time and place called by the zone chairperson, this committee shall hold a first meeting within ninety (90) days after the adjournment of the preceding international convention; a second meeting in the month of November; a third meeting in the month of February or March; and a fourth meeting approximately thirty days prior to the multiple district convention. It shall assist the zone chairpersons in an advisory capacity, procure recommendations affecting the welfare of Lionism and the clubs in the zone, and relay the same through the zone chairperson to the district governor and his/her cabinet.

### **Section 2 - District Governor's Honorary Committee**

The district governor may appoint a District Governor's Honorary Committee composed of past international officers who are members in good standing of clubs within the sub-district. This committee shall meet when and as called upon by the district governor. It shall act under the direction of the district governor in the promotion of harmony throughout the district. The chairperson of this committee shall attend meetings of the cabinet when requested by the district governor.

### **Section 3 - District Cabinet Committees**

The district governor may establish and appoint such other committees and/or chairpersons as he/she deems necessary and appropriate for the efficient operations of the district. Such committee chairpersons shall be deemed non-voting members of the district cabinet.

# Article VI

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## DISTRICT ADMINISTRATION FUND

### Section 1 - District Revenue

To provide revenue to defray the administrative expenses of the district, an annual district administrative fund per capita tax of (set out value in national currency) is hereby levied upon each member of each club in the district and shall be collected and paid in advance by each club in two (2) semi-annual payments as follows: (value in national currency) per club member on September tenth of each year to cover the semi-annual period July 1 to December 31; and (value in national currency) per club member on March tenth of each year, to cover the semi-annual period January 1 to June 30, with billings of the same to be based upon the roster of each club as of the first days of July and January, respectively. Said tax shall be paid to the cabinet secretary or cabinet treasurer (or secretary-treasurer) by each club in the district, except newly chartered and reorganized clubs, which shall collect and pay said per capita tax on a pro-rata basis from the first day of the second month following the date of their organization or reorganization, as the case may be. Said per capita tax shall be disbursed only for administrative expenses of the district and only upon approval by the district governor's cabinet. Disbursement therefrom shall be by checks drawn and signed by the cabinet treasurer and countersigned by the district governor.

### Section 2 - Remaining Funds

In any fiscal year, any balance remaining in the convention fund after payment of all convention administrative expenses in that year shall remain in said convention fund and become available for future convention expenses and be treated as income in any fiscal year in which expended or otherwise budgeted for payment of such expenses.

### Section 3 - Fee Collection

Such fee as the district governor shall set may be collected, under procedures set by the district governor, from each delegate, alternate, and guest attending the district convention to defray the actual cost of convention meals and entertainment.

### Section 4 - Audit Or Review

The district governor shall provide for an annual or more frequent audit or review of the district convention fund and shall give an annual financial report of said fund to each annual district convention.

# Article VII

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## Nominations and Endorsement International Director and Second Vice President Nominees

### Section 1 - Endorsement Procedure

Subject to the provisions of the International Constitution and By-Laws, any member of a Lions club in the district seeking endorsements of a district convention as a candidate for the office of international director or second vice-president shall:

- a) Deliver (by mail or in person) written notice of intention to seek such endorsement to the district governor and if this is a sub-district of a multiple district to the multiple district council secretary treasurer no less than \_\_\_ days prior to the convening date of the district convention at which such question of endorsement is to be voted upon;
- b) Deliver with said notice of intention evidence of fulfillment of the qualifications for such office set forth in the International Constitution and By-Laws.

### Section 2 - Nomination

Each notice of intention so delivered shall be transmitted forthwith by the district governor to the Nominating Committee of the respective convention, which shall review and perfect the same by obtaining from each prospective candidate any additional evidence of such intention and qualifications as may be necessary under the International Constitution and By-Laws, and shall place in nomination at the respective convention the name of each such prospective candidate who has fulfilled said procedural and constitutional requirements.

### Section 3 - Seconding Speech

Each such nominee for endorsement shall be entitled to one seconding speech of no more than three (3) minutes in duration.

### Section 4 - Vote

The vote on the question of endorsement shall be by secret written ballot, unless there shall be only one nominee seeking the same, in which event a voice vote may be taken. The nominee receiving a majority of the votes cast shall be declared endorsed (elected) as the candidate of the convention and district. In the event of a tie vote, or failure of one nominee to receive the required majority, on any ballot, balloting shall continue until one receives the required majority of the votes cast.

### Section 5 - Certification Of Endorsement

Certification of endorsement by the respective convention shall be made in writing to the international office by the district officials designated (and if the district is a sub-district in the multiple district to the multiple district council of governors) in accordance with the requirements set forth, in the International Constitution and By-Laws.

### Section 6 - Validity

No district endorsement of any candidacy of any member of a Lions club in this district shall be valid unless and until the provisions of this Article VII have been met.

## Article VIII

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### Rules of Procedure

Except as otherwise specifically provided in this constitution and by-laws, or in the rules of procedure adopted for a meeting, all questions of order and procedure adopted for a meeting, all questions of order and procedure in any district meeting or convention, any meeting of the district cabinet, region, zone or member club or of any group or committee of any one of them shall be determined by ROBERT'S RULES OF ORDER, NEWLY REVISED.