



# **The International Association of Lions Clubs**

## **CONSTITUTION AND BY-LAWS DISTRICT 201 Q1**

*Effective November 4, 2018*

# Lions Clubs International

## **PURPOSES**

TO ORGANISE, *charter and supervise service clubs to be known as Lions clubs.*

TO COORDINATE *the activities and standardize the administration of Lions clubs.*

TO CREATE *and foster a spirit of understanding among the peoples of the world.*

TO PROMOTE *the principles of good government and good citizenship.*

TO FUND *and otherwise serve the civic, cultural, social and moral welfare of the community.*

TO ASSIST *financially, culturally, socially and morally the disabled, disadvantaged and infirm of the community both directly and indirectly.*

TO UNITE *the clubs in the bonds of friendship, good fellowship and mutual understanding.*

TO PROVIDE *a forum for the open discussion of all matters of public interest; provided, however, that partisan politics and sectarian religion shall not be debated by club members.*

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 endeavours.*

## **VISION STATEMENT**

TO BE *the global leader in community and humanitarian service.*

## **MISSION STATEMENT**

TO EMPOWER *volunteers to serve their communities, meet humanitarian needs, encourage peace and promote international understanding through Lions clubs.*

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## **Article 1 - Name**

- Section 1. This organisation (hereinafter referred to as “the District”) shall be known as District 201 Q1 of the International Association of Lions Clubs (which Association is hereinafter referred to as “the Association”).

## **Article 2 - Purposes**

- Section 1. The purposes of this District shall be:
- (a) To provide an administrative structure with which to advance the Purposes of Lions Clubs International in this District.
  - (b) To create and foster a spirit of understanding among the peoples of the world.
  - (c) To promote the principles of good government and good citizenship.
  - (d) To take an active interest in the civic, cultural, social and moral welfare of the community.
  - (e) To unite the Members in the bonds of friendship, good fellowship and mutual understanding.
  - (f) To provide a forum for the open discussion of all matters of public interest; provided, however, that partisan politics and sectarian religion shall not be debated by Club Members.
  - (g) 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 endeavours.


## **Article 3 - Membership**

- Section 1. The Members of this organisation shall be all Lions Clubs in this District chartered by the Association.
- Section 2. The boundaries of the District shall be as approved from time to time by the Board of Directors of the Association.

## **Article 4 - Emblem, Colours, Slogan and Motto**

- Section 1. The emblem of this association and each chartered Club shall be of a design as follows:



- Section 2. Use of the name, goodwill,  emblem and other logos of the association shall be according to the guidelines established from time to time in the by-laws.
- Section 3. The colours of this association and of each chartered Club shall be purple and gold.
- Section 4. Its Slogan shall be: Liberty, Intelligence, Our Nation’s Safety.
- Section 5. Its Motto shall be: We Serve.

## **Article 5 - Supremacy**

- Section 1. The Standard Form District Constitution and By-Laws shall govern the District unless otherwise amended so as not to conflict with the Multiple District and International Constitution and By-Laws and policies of Lions Clubs International. Whenever there may exist a conflict or a contradiction between the provisions set out in the District Constitution

and By-Laws and the Multiple District Constitution and By-Laws then the Multiple District Constitution and By-Laws shall govern. Whenever there may exist a conflict or a contradiction between the provisions set out in the District Constitution and By-Laws and the International Constitution and By-Laws, then the International Constitution and By-Laws shall govern.

### **Article 6 - Officers and District Cabinet**

- Section 1. The Officers of this District shall be the District Governor, the Immediate Past District Governor, the First and Second Vice District Governors, the Region Chairpersons (if the position is utilised during the District Governor's term), the Zone Chairpersons, a Cabinet Secretary, a Cabinet Treasurer and a Constitution and By-Laws Chairperson. Each such Officer shall be a Member in good standing of a Lions Club in good standing in the District.
- Section 2. The District shall have a District Cabinet composed of the District Governor, the Immediate Past District Governor, the First and Second Vice District Governors, the Region Chairpersons (if the position is utilised during the District Governor's term), the Zone Chairpersons, a Cabinet Secretary, a Cabinet Treasurer, a Constitution and By-Laws Chairperson and such other Chairperson or Lions Member as the District Governor may from time to time appoint. Each Member of the District Cabinet must be and remain a Member in good standing of a Lions Club in good standing in the District. Provided always that the District Governor shall use the District Governor's best endeavours to appoint as a Member of District Cabinet, a Lioness and Leo who must be and remain a Member in good standing of a Lioness Club or Leo Club (as the case may) be in good standing in the District to serve as a Lioness, Leo or Chairperson (as the case may be).
- Section 3. The District Governor and First and Second Vice District Governors shall be elected at the annual Convention of the District. The District Governor shall appoint by the time the District Governor takes office, the Cabinet Secretary, the Cabinet Treasurer, one Region Chairperson for each Region (if the position is utilised during the district governor's term), and one Zone Chairperson for each Zone, in the District, and such other Club Members as may be included in the District Cabinet.
- Section 4. Nothing herein shall prevent the District Governor from appointing any additional Officers, as the District Governor shall deem necessary during the District Governor's term of Office.
- Section 5. If any vacancy occurs in any office, except that of District Governor, First Vice District Governor and Second Vice District Governor, the District Governor may (subject to Section 6 hereof) appoint another Lion who is qualified to be an Officer to fill such office for the unexpired term thereof.
- Section 6. Should a Regional Chairperson or Zone Chairperson cease to be a Member of a Club in the Region or Zone, as the case may be, to which they were appointed, their term of office shall thereupon cease and the District Governor shall appoint a successor to fill that office.
- Section 7. Should any Officer cease to be a Member in good standing of a Lions Club in good standing in the District, their term of office shall likewise cease and the District Governor may appoint a successor to fill that office save that in the case of the office of District Governor, First Vice District Governor and Second Vice District Governor such vacancy shall be filled in the manner hereinafter appearing.
- Section 8. Members of the District Cabinet other than the District Governor, First Vice District Governor and Second Vice District Governor may be removed from office for Cause by the affirmative vote of two-thirds (2/3) of the entire number of the District Cabinet.

- Section 9. No salary shall be paid to any Officer of the District but any Officer may be reimbursed for any approved expenses.
- Section 10. A regular meeting of the District Cabinet shall be held in each quarter of the financial year. The first such meeting shall be held within sixty (60) days after the adjournment of the preceding International Convention of the Association. At least ten (10) days written notice of such regular meetings setting forth a date, time and place determined by the District Governor shall be given to each Officer by the Cabinet Secretary.
- Section 11. Special meetings of the District Cabinet may be called by the District Governor at the District Governor's discretion and shall be called upon written request made to the District Governor by a majority of the members of the District Cabinet. At least five (5) days written, telegraphic, telephonic or personal notice of a special meeting, setting forth the purposes thereof and a date, time and place determined by the District Governor, shall be given to each Officer by the Cabinet Secretary or some other person appointed for that purpose.
- Section 12. The attendance of a majority of the Members of the District Cabinet shall constitute a quorum for any meeting of the District Cabinet.
- Section 13. Each Member of the District Cabinet, including the District Governor shall be entitled to vote on any matter coming before the District Cabinet for decision. The District Governor shall in addition have a casting vote but may use the same only to maintain the status quo.
- Section 14. The District Governor shall divide the District into Regions and Zones with due regard to the geographical location of the Clubs. Such division shall be made before the District Governor commences the District Governor's term of office but shall be subject to change by the District Governor when, in the District Governor's sole discretion, the District Governor shall deem same necessary in the best interests of the District.
- Section 15. In each Zone the Zone Chairperson and the Presidents, Secretaries and Membership Directors of all Clubs in the Zone shall comprise a District Governor's Advisory Committee with the Zone Chairperson as Chairperson thereof. This Committee shall meet at such time, date and place as shall be determined by the Zone Chairperson but always in accordance with the current policy established by the Association. Such meetings shall be known as Zone Meetings. There shall be not less than four (4) meetings of this committee during the financial year.
- Section 17. Rules of Procedure, the Agenda and all other matters relating to the conduct of Region and Zone Meetings shall be as determined by the District Governor or in default by the Chairperson of the meeting, who may permit persons other than those mentioned in the previous Sections to attend such meetings.
- Section 18. The District Governor may appoint a District Governor's Honorary Committee composed of Past International Officers who are Members in good standing of Clubs in good standing within the District. This Committee shall meet as and when convened by the District Governor for the purpose of the discussion of such matters as shall be referred to the Committee by the District Governor and shall report on those matters direct to the District Governor as soon as possible following the meeting.
- Section 19. The Cabinet may publish a magazine or newsletter or such other publication as it may deem desirable to assist the objects of the District.

## **Article 7 - District Convention**

- Section 1. An annual Convention of the District shall be held at a place selected by the delegates of a previous annual Convention of the District. A meeting of the registered delegates of the District in attendance at the annual Convention of the Multiple District of which this District shall be a part may constitute the annual Convention of the District.
- Section 2. The District shall conduct its annual Convention during the first weekend in November in accordance with the Constitutional requirements of the Association. Provided that Cabinet may, on the request of a Club conducting a Convention, authorise that Club to conduct a Convention on another weekend in the months October or November.
- Section 3. The city or town where a Convention shall be held shall be determined by the Convention, which is the Second Annual Convention before the Convention in respect of which the Application or decision is being made.
- Section 4. Any Club desiring to be the Convention Host Club of a Convention shall make application in writing to the Cabinet Secretary at least sixty (60) days prior to the date fixed for the opening of the Convention at which the decision will be made. Each such application shall set out particulars of the proposals and the Club's reasons for considering same to be suitable and shall be considered by the Convention. The Cabinet Secretary shall advise all Clubs in the District of all such applications, including proposals and reasons, at least thirty (30) days prior to the date of the opening of the Convention. Such information shall be communicated to the Clubs concerned.
- Section 5. If no nomination is submitted to the Convention in accordance with this Article or if the Convention should not accept any nomination duly made, the District Governor (in office at the time when the decision would normally be made pursuant to Section 3 hereof) shall determine the city or town where the Convention shall be held.
- Section 6. The District Governor shall issue an official printed call by printed or electronic means to all Clubs for the annual District Convention not less than sixty (60) days prior to the date fixed for holding the same, stating the place, day and hour thereof.
- Section 7. The District Cabinet shall retain, and have, power to change at any time, for good reason, the Convention site previously chosen, and neither the District, Officers of the District nor any Member of the District Cabinet, shall incur any liability thereby to any Club or Club Member in the District. Notice of this site change shall be furnished in writing to each Club in the District no less than thirty (30) days prior to the convening date of the annual Convention.
- Section 8. The District Governor shall preside over the Convention and all Convention arrangements (including the programme and the times of Convention sessions) shall be under the District Governor's supervision and control.
- Section 9. 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. The Convention rules of procedure are given in Exhibit A.
- Section 10. The Officers of the District Cabinet shall be the Officers of the annual District Convention.
- Section 11. The District Governor may appoint a Convention Organising Committee and such other Convention related Committees as the District Governor may from time to time determine. The District Governor shall appoint a Chairperson of all such Committees and designate the

duties of such Chairpersons and their Committees. The District Governor may remove and/or replace any person so appointed.

- Section 12. The Delegates at each Convention shall be determined in accordance with the provisions of the Constitution of the Association. The District Governor shall be an ex-officio Delegate of the Convention with full rights as such.
- Section 13. There is no restriction to holding the location of the District Convention outside the geographic location of the District unless otherwise restricted by amendment of the District Constitution and By-Laws.
- Section 14. Each Chartered Club in good standing in Lions Clubs International and its District (Single or Sub- and Multiple) 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 the Club or major fraction thereof, of said 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. The major fraction referred to in this section shall be five (5) or more Members. Each certified delegate present in person shall be entitled to cast one (1) vote only for each office to be filled by, and one (1) vote only on each question submitted to, the respective Convention. Unless otherwise specified herein, the affirmative vote of a majority of the delegates voting on any question shall be the act of the Convention. All eligible delegates must be Members in good standing of a Club in good standing in this District. Delinquent dues may be paid and good standing acquired up to fifteen (15) days at any time prior to the close of credential certification, as such closing time shall be established by the rules of the respective Convention.
- Section 15. The attendance in person of a majority of the delegates registered at a Convention shall constitute a quorum at any session of the Convention.
- Section 16. A Special Convention of the Clubs of the District may be called by a two-thirds vote of the District Cabinet at such time and place as they shall determine; provided that such Special Convention shall conclude no less than 30 days prior to the convening date of the International Convention and that such Special Convention shall not be convened for the election of the District Governor, First Vice District Governor or Second Vice District Governor. Written notice of the Special Convention setting forth the time, place and purpose thereof, shall be provided to each Club in the District by the District Cabinet Secretary, no less than 30 days prior to the convening date of the Special Convention.
- Section 17. Within sixty (60) days after the close of each District Convention, the Cabinet Secretary shall transmit one copy of the complete proceedings to the International Office. Upon written request from any Club within 21 days of the close of the Convention, a copy shall be furnished to said Club.

### **Article 8 - District Dispute Resolution Procedure**

All disputes or claims arising from provisions of the District Constitution and By-Law or any policy or procedure adopted from time to time by the District Cabinet, or any other internal Lions District matters that cannot be satisfactorily resolved through other means, arising between any Clubs in the District, or any Club(s) and the District administration, shall be resolved in accordance with the Dispute Resolution Procedures established by the International Board of Directors.



## **Article 9 – Suspension or Cancellation of Club Charter**

- Section 1. Where the Charter of any Club within the District is cancelled by the Association the property of the Club including all moneys standing to its credit at any bank and all other funds shall forthwith vest in the District Governor on behalf of this District who may receive all property moneys and funds and give all necessary receipts and discharges to any person or persons or corporation for the time being holding such property moneys or funds. The District may (if approved by the District Cabinet) satisfy any liabilities of such a Club and dispose of the net assets of such Club (if any) for the benefit of the District and the area in which the Club is situated subject nevertheless to the law for the time being in force in the State or Territory in which the Club is situated.
- Section 2 Where any Chartered Club within the District is placed in Status Quo by the Association for any period the District Governor may in writing instruct that Club's bankers to suspend all operations on the Club's bank accounts and during such period no moneys may be withdrawn from the Club's accounts without the written consent of the District Governor.

## **Article 10 - Dissolution**

- Section 1. Upon the dissolution of this District either by agreement of the District in accordance with a resolution carried at a District Convention by a two thirds majority of delegates voting thereon or by the decision of the Association the property and assets of the District shall vest in such other Lions Clubs or Lions Districts and in such proportions as such resolution may provide or the Association (or in default the Council of Multiple District 201) shall determine provided that all such funds shall be applied to charitable purposes within the meaning of the laws of the State or Territory in which the majority of the Clubs in the District are located or to another Lions Club or Clubs or Lions District constituted principally within that State or Territory. Funds held for a particular purpose shall be applied to a purpose as close as practicable to that purpose.

## **Article 11- Power to Distribute Funds**

- Section 1. The income and property of this District, however derived, shall be applied solely towards the promotion of the object of the District and no portion thereof shall be paid or transferred directly or indirectly by way of dividend bonus or otherwise by way of profit to the Clubs of the District or to Lions Members or to relatives of such Members, provided that nothing herein shall prevent the payment in good faith of an honorarium to any Officer or servant of the District or to any Lions Member in return for any services actually rendered to the District or the payment of interest on any moneys borrowed by the District from a Club or a Lions Member.

## **Article 12 - Amendments**

- Section 1. This constitution may be amended only at a District Convention, by resolution of the Constitution and By-Laws Committee and adopted by the affirmative vote of two thirds (2/3) of the votes cast.
- Section 2 Should any amendment to the International Constitution and By-Laws of the International Association of Lions Clubs be adopted at an International Convention and such amendment be at variance with, or otherwise effect, the provisions of this Constitution, then:
- (a) such amendment shall be brought to the attention of the District Governor and Cabinet as soon as practical after the rising of such International Convention and

- (b) the District Governor and Cabinet shall take all steps necessary to submit to the next following District Convention a Notice of Motion seeking an amendment to this Constitution in conformity with the amendment adopted at the International Convention.

Section 3. No amendment shall be so reported or voted upon unless the same shall have been published by regular post or electronic means to each Club no less than forty-five (45) days prior to the convening date of the annual Convention with notice that the same will be voted upon at said Convention.

Section 4. Each amendment shall take effect at the close of the Convention at which adopted unless otherwise specified in the amendment.

#### **Article 13 – Policy Minutes**

Section 1. Subject to the Constitution of the Association and its By-Laws and to this Constitution, the District Cabinet shall have the power to make such Policy Minutes as it shall deem to be necessary with respect to the conduct and administration of the District and for the purpose of carrying out its duties. It may repeal or amend such Policy Minutes at any time.

#### **Article 14 – Precedence**

Section 1 The provisions of the Constitution and By-Laws of the Association shall take precedence over the provisions of this Constitution, and the provisions of this Constitution shall take precedence over the provisions of the Constitution and By-Laws of any Lions Club within the District.

#### **Article 15 - Interpretation**

Section 1 Subject to the provisions of this Constitution, Joske's Law and Procedure, at Meetings in Australia, newly revised, shall govern all questions of order and procedure.

# THE INTERNATIONAL ASSOCIATION OF LIONS CLUBS

## DISTRICT 201 Q1

### BY-LAWS

#### **By-Laws Article 1 – Nominations and Endorsement Second Vice President and International Director Nominees**

- Section 1. 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 30 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 fulfilment of the qualifications for such office set forth in the International Constitution and By-Laws.
- Section 2. 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. Each such nominee for endorsement shall be entitled to one seconding speech of no more than three (3) minutes in duration.
- Section 4. 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 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. 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 have been met.

#### **By-Laws Article 2 - District Nominations, Elections and Appointments**

- Section 1. 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 less than three (3) and no 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 through the duration of their appointment hold any District or International Office either by election or appointment.

- Section 2 The Credentials Committee of the District Convention shall be composed of the District Governor, as Chairperson, the Cabinet-Secretary and two non-Officers of the District appointed by the District Governor.
- Section 3 The Elections Committee of the District Convention shall comprise three Members appointed by the District Governor each of whom shall be a Member in good standing of a Lions Club in good standing in the District.
- Section 4
- (a) The elections for the Offices of District Governor, First Vice District Governor and Second Vice District Governor shall be by Secret Written Ballot, with the Candidate required to secure a majority of the votes cast by the Delegates present and voting in order to be declared elected. For the 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.
  - (b) The elections committee shall prepare a comprehensive report of the election results containing the following components: Date, time and place of election; specific voting results by candidate; signature of each committee member; signature of the candidate's scrutineer. Copies of this information are to be provided to the District Governor, Council Chairperson and each candidate. This information is to be given to the District Governor and Candidates in writing immediately following the announcement of the result. The result can be announced without numerical detail.
- Section 5. At any Convention where an election is to be held, a nominating speech on behalf of each candidate shall be made by a delegate to the Convention selected by the Candidate. The nomination speech shall not exceed three (3) minutes for each candidate and a warning signal shall be given thirty (30) seconds before such time elapses. A candidate's speech shall be limited to five (5) minutes and a warning signal shall be given thirty (30) seconds before such time elapses.
- Section 6. All candidates seeking election to the position of District Governor or First Vice District Governor or Second Vice District Governor, shall comply with the following conditions, in so far as their electioneering activities are concerned.
- (a) Electioneering material shall be limited to one sheet and the size shall not exceed A4 size (210mm x 297mm) but it may be printed on one or both sides thereof. It shall contain a statement of facts on the candidate's history, family, professional or business background, and may contain a statement by the candidate on his policies for his term of office.
  - (b) The electioneering material may be any colour or colours.
  - (c) The electioneering material may include one current photograph of the candidate and a report by the candidate's nominating Club. There should be no other photographs.
  - (d) A copy of the material shall be submitted, in advance of any distribution, to the District Governor together with a written statement from the Secretary of the nominating Club, verifying the correctness of the information contained in the material.
  - (e) The District Governor shall, immediately upon receipt of the material decide on its correctness, and will advise the candidate. Once approval has been granted the material may not subsequently be altered or amended in any way.
  - (f) The electioneering material as defined above may not be distributed by other than the candidate himself, or his nominee, but only once, and in any event no later than fourteen (14) days prior to the date of the subject election, to each Club Secretary and/or Club President and/or District Officer and/or District Chairperson within the District, except that one copy of such said electioneering material may also be inserted prior to the District Convention in the satchel handed to each Lion attending such Convention. However, otherwise than as above, no electioneering material shall be distributed or handed out or published at Conventions.
  - (g) No organised functions, receptions, give a ways or similar promotions in support of a candidate shall be permitted.

- (h) No electioneering material shall be published or distributed by individual Lions or Clubs in the name of the individual Lions or Club endorsing, sponsoring or supporting any candidate for election to the above positions.
- (i) In the event that any candidate for election to the position of District Governor or of First or Second Vice District Governor or any person acting on behalf of that candidate shall contravene any of the conditions of this By-Law, the District Governor or his nominee shall, immediately prior to the subject election, inform the delegates assembled of such contravention.

Section 9. Each Region and Zone Chairpersons shall:

- (a) Be an Active Member in good standing of the 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.

### **By-Laws Article 3 – Officers and District Cabinet**

Section 1. The Delegates attending the Annual District Convention, shall, at each such Convention, elect a District Governor and shall elect a First Vice District Governor and Second Vice District Governor for the following financial year by secret ballot, by the preferential system of voting as set out by the Commonwealth Electoral Act, and any regulations thereunder, for the election of Members of the House of Representatives. Such secret ballot shall be conducted notwithstanding that there is only one nomination for either office, that nominee must receive not less than one half of the votes of the delegates then present and voting, plus one additional vote in order to secure endorsement.

Section 2. No person shall be entitled to be elected as District Governor or as a First Vice District Governor or Second Vice District Governor unless:

- (a) The person is qualified in accordance with the provisions of the International Constitution and By-Laws of the Association.
- (b) The person is nominated by the person's Club and such nomination is certified in writing by the President or Secretary of the Lions Club of which the person is a Member, or the person is endorsed by a majority of the Lions Clubs in the District and such endorsement is certified in writing by the President or Secretary of such clubs, and such certification or endorsement, as the case may be, together with the nominee's written consent is delivered to the Cabinet Secretary at least sixty (60) days prior to the date fixed for the opening of the District Convention; or the person is nominated from the floor of the District Convention in accordance with Section 6 of this Article; and
- (c) The District Nominating Committee, shall have confirmed the person's eligibility.

Section 3. The Cabinet Secretary shall give written advice of the persons nominated, to each Club in the District and to the Multiple District Council Executive Officer at least forty-five (45) days prior to the opening of the District Convention.

Section 4. In the event of the First Vice District Governor, then in office, standing for election as District Governor, no other nomination for the office of District Governor shall be accepted. In the event of the Second Vice District Governor, then in office, standing for election as First Vice District Governor, no other nomination for the office of First Vice District Governor shall be accepted.

Section 5.

- (a) Should no proper nomination for the position of District Governor or First Vice District Governor or Second Vice District Governor have been made under Section 2 of this Article

or should the only qualified nominee die or withdraw prior to the time of the matter being dealt with at the Convention, then nominations shall be sought from the floor from delegates at the Convention.

- (b) In the event of a vacancy in the offices of both First and Second Vice District Governor a qualified candidate may choose to nominate for each office. In such event the nomination for the office of Second Vice District Governor shall be deemed to be withdrawn if that candidate elected to the office of First Vice District Governor. An election for the office of First Vice District Governor shall be conducted prior to the election for the office of the Second Vice District Governor.
- (c) Such nominations must be made at a time designated on the programme for that purpose on behalf of Members suitably qualified and who have signified their willingness to stand for election.
- (d) Where nominations are made pursuant to this Section, the times for nominating speeches and candidate's speeches shall be as set out in Article 2 Section 5 hereof.

Section 6. Certification of endorsement by the Convention shall be made in writing to the International Office by the designated District officials in accordance with the requirements as set forth in the International Constitution and By-Laws.

Section 7. 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 have been satisfied.

#### **By-Laws Article 4 – Convention and Constitutional Committees**

##### **Section 1 Convention Organising Committee**

Under the supervision of the Cabinet, this Committee shall be responsible for the detailed arrangements for the particular District Convention referred to in its terms of appointment and shall make recommendations to the Cabinet as required on the following;

Date for the Convention;  
Program and Entertainment;  
Hospitality Fee;  
Locations for Sessions and Formal Ceremonies.

It shall arrange everything with the running and administration of the Convention subject to the direction of the District Governor. It is also the duty of the Convention Organising Committee to draft a formal motion to be presented to the Convention to thank all who have assisted the Convention and to send a letter to those mentioned.

##### **Section 2 Credentials Committee**

The Credentials Committee of the District Convention shall comprise the District Governor, as Chairperson, the Cabinet Secretary, and two other non-Officers of the District appointed by the District Governor. It is the duty of the Committee to report to the District Convention when called upon, to:

- (a) Certify the delegates and alternates from the Chartered Clubs in good standing and who present proper credentials.
- (b) Refuse to certify those from Clubs not in good standing or more delegates and alternates from any Club than allowed under the provisions of the District Constitution.
- (c) Report to the Convention on the number of delegates and/or alternates certified.

##### **Section 3 Constitution and By-Laws Committee**

This Committee shall consist of up to three (3) members. It is the duty of this Committee to receive, analyse and redraft with the approval of the District Governor, the District Cabinet or the Club submitting the motion, all proposed motions designed to come before the District

Convention. All such motions must be presented to this Committee in writing before presentation to the Convention. This Committee shall report to the Convention on the form of all motions submitted. If this Committee does not recommend the form of a particular motion presented to it, either in its original or a redrafted form, it shall report to the Convention that the form of the motion is not recommended by the Committee, and shall move “that the motion not be presented to the Convention” giving the Committee’s reasons. A delegate of the Club presenting a motion that is not recommended by the Committee shall be notified of the Committee’s decision and the reasons therefore where possible prior to the business session dealing with the Committee’s report. This Committee shall also deal with and report on any objection to, or any matters arising from the Rules of Procedure adopted by the District Convention. It shall also be the duty of this Committee to consider the Rules of Procedure and Debate of the District Convention and to make recommendations relating thereto to the Cabinet where it shall think fit.

Section 4      **Nominations 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 less than three (3) and no 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 through the duration of their appointment hold any District Cabinet or international office either by election or appointment. All nominations received for the position of District Governor First Vice District Governor or Second Vice District Governor shall be examined by this committee in order to ensure that the nominees concerned are qualified for nomination under the Constitution and By-Laws of Lions Clubs International.

Section 5      **Elections Committee**

This Committee shall consist of such members as may from time to time be appointed to it by the District Governor. It shall supervise the issuing of ballot papers for all District elections. The Chairperson of this Committee shall act as a Returning Officer and the Members as Assistant Returning Officers who shall also be responsible for counting the ballot papers. Each candidate may appoint a scrutineer who can be present when ballot papers are inspected and votes counted. A scrutineer may make representations on any matter relating to the ballot papers and their counting to the Returning Officer whose decision shall be final and conclusive. The Chairperson shall ensure that, subject to this Constitution, the secrecy of the ballot is maintained and shall destroy ballot papers when ordered to do so by the District Governor

Section 6      **Convention Investigation Committee**

The members of the committee shall consist of three members appointed by the District Governor of the day being:

1. Cabinet secretary or designate
2. Immediate Past District Governor
3. A Past District Governor (resident closest to the applicant)

The Committee’s duty will be to investigate the applications of those Clubs nominating as Convention Hosts and to check that adequate venues and facilities are available and are suitable for holding a Convention. The Committee shall also give guidance, where required, to the Convention Organising Committee without over ruling the decisions of the Committee or the District Governor of the day. Any expense incurred in carrying out its responsibility shall be charged against the District Convention Account in accordance with the Rules of Audit.

## **By-Laws Article 5 – Vacancy in the Offices of District Governor, First Vice District Governor or Second Vice District Governor**

Section 1. 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, following the Rules in Exhibit B.

In order for a Lion to be eligible and qualified to be selected to fill a vacancy in the office of District Governor, the Lion must:

- (a) Be an Active Member in good standing of a Chartered Lions Club in good standing in the Lion District.
- (b) Have served or will have served at the time the Lion 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.

Section 2. Any vacancy in Office except that of District Governor and First and Second Vice District Governors shall be filled by appointment by 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 immediately inform all Clubs of such vacancy and invite suitable Lions to nominate. A special meeting will be held following the Rules in Exhibit C.

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, the Lion must:

- (a) Be an Active Member in good standing of a chartered Lions Club in good standing in the Lion District.
- (b) Have served or will have served at the time he takes office as First or Second Vice District Governor:
  - (i) As an 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.

## **By-Laws Article 6 - Duties of District Officers/Cabinet**

### **Section 1. District Governor**

Under the general supervision of the International Board of Directors, the District Governor shall represent the association in the District Governor's District. In addition, the District Governor shall be the Chief Administrative Officer in the District and shall have direct supervision over the First and Second Vice District Governors, Region Chairpersons, the Zone Chairpersons, the Cabinet Secretary and Cabinet Treasurer and such other Cabinet Members as may be provided for in this District Constitution and By-Laws. The District Governor specific responsibilities shall be to:

- (a) Serve as the Global Action Team District Chairperson to administer and promote membership growth, new club development, leadership development and humanitarian service to Clubs throughout the District.
  - (i) Ensure the selection of a qualified Lion leader for the positions of GST district coordinator, GMT district coordinator and GLT district coordinator.
  - (ii) Ensure regular meetings to discuss and advance initiatives established by the District Global Action Team.
  - (iii) Collaborate with the multiple district's Global Action Team.
- (b) Promote the Lions Clubs International Foundation and all service activities of the association.



- (c) Preside, when present, over Cabinet, Convention and other District meetings. During any period the District Governor is unable to so preside, the presiding officer at any such meeting shall be the First or Second Vice District Governor, but if they are not available, the District Officer chosen by the attending Members shall preside.
- (d) Promote harmony among the Chartered Lions Clubs.
- (e) Exercise such supervision and authority over Cabinet Officers and District Committee appointees as is provided in this District Constitution.
- (f) 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 the District Convention or annual meeting of the District at a Multiple District Convention.
- (i) Deliver, in a timely manner, at the conclusion of the term in office, the general and/or financial accounts, funds and records of the District to the 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 the District Governor 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. The First Vice District Governor 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 to by the District Governor.
- (g) Work with the District Convention Committee and assist the committee to plan and conduct the annual District Convention and assist the District Governor to organise and promote other events within the district.
- (h) At the request of the District Governor, supervise other district committees.
- (i) Participate in the planning of the next year including the district budget.
- (j) Familiarise himself 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.
- (k) Conduct a District quality assessment and collaborate with the District Officers, specifically Members of the District's Global Action Team, and other committee Chairpersons, during the term as First Vice District Governor to develop a plan for membership growth, leadership development, operational improvement and the fulfilment of humanitarian services to be presented and approved by the District Cabinet during the term as District Governor.

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. The Second Vice District Governor 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 with the health and status of the Clubs in the District, review the monthly financial report 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 LCIF Coordinator 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.
- (i) 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.
- (j) At the request of the District Governor, supervise other District Committees.
- (k) Assist the District Governor, First Vice District Governor, and the Cabinet in planning of the next year, including the District budget.
- (l) Familiarise 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, the Second Vice District Governor would be better prepared to assume the duties and responsibilities of said offices as the Acting District Governor or Acting First 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 and Cabinet Treasurer**

They shall act under the supervision of the District Governor. Between them, their 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:
  - (i) 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.
  - (ii) Take and keep minutes of the District Convention and furnish copies of the same to Lions Clubs International, the District Governor and the Secretary of each Club in the District.
  - (iii) Make reports to the Cabinet as the District Governor or Cabinet may require.
  - (iv) Collect and receipt for all fees levied on Members and Clubs in the 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.
  - (v) Remit and pay over to the Multiple District Council Treasurer the Multiple District dues collected in the district, and secure a proper receipt.
  - (vi) Keep accurate books and records of account, and minutes of all Cabinet and District meetings, and permit inspection of the same by the District Governor, any Cabinet Member and any Club (or any authorised agent of any of them) at any reasonable time for any proper purpose. Upon direction of the District Governor or the Cabinet, he shall furnish any such books and records as requested to any auditor appointed by the District Governor.

- (vii) Secure bond for the faithful performance of his duties in such sum and with such sureties as may be required by the District Governor.
- (viii) Deliver, in a timely manner, at the conclusion of his term in office, the general and/or financial accounts, funds and records of the District to his successor in office.
- (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. GLOBAL SERVICE TEAM (GST) DISTRICT COORDINATOR.**

The GST District Coordinator is a Member of the District Global Action Team. The responsibilities include:

- (a) Encourage clubs to implement service projects that are aligned with global LCI initiatives, including the LCI Service Framework.
- (b) Work with clubs to raise the visibility of Lions service impact in local communities.
- (c) Collaborate with GMT and GLT district coordinators and the Global Action Team District Chairperson (District Governor) to further initiatives focused on leadership development, membership retention and growth, and expanding humanitarian service.
- (d) Work with Region, Zone, and Club service Chairpersons to help clubs reach their service goals, ensure regular reporting in MyLCI, and encourage utilization of LCI tools (such as the App) to increase engagement in service projects.
- (e) Support local community service projects that create a sense of belonging and pride to the Lions and Leos in the district.
- (f) Promote service projects that attract multi-generational participants, including the integration and leadership development of Leos.
- (g) In collaboration with the LCIF district coordinator, maximize LCIF resource utilization and fundraising and monitor LCIF grants given to the District.
- (h) Gather Club and District feedback related to service challenges, opportunities, and successes and share information gathered with Multiple District Coordinator to troubleshoot/remove barriers impeding the successful implementation of service programs.

**Section 6. GLOBAL MEMBERSHIP TEAM (GMT) DISTRICT COORDINATOR.**

The GMT District Coordinator is a member of the District Global Action Team. The responsibilities include:

- (a) Collaborate with the GLT and GST district coordinators and the Global Action Team District Chairperson (District Governor) to further initiatives focused on leadership development, membership growth and expanding humanitarian service.
- (b) Develop and execute an annual district membership development plan.
- (c) Collaborate with Region, Zone, and Club membership Chairpersons to identify communities without a Club or where additional Clubs can be chartered.
- (d) Motivate Clubs to invite new members, inspire positive club membership experiences, and ensure clubs are aware of available membership programs and resources.
- (e) Monitor Club membership reports. Recognize clubs that are increasing membership and support clubs that are losing members.
- (f) Work with Clubs in danger of cancellation by ensuring payments are submitted on time.
- (g) Include diverse populations to participate in Global Action Team Initiatives.

- (h) Respond promptly to prospective member leads provided by the GMT Multiple District Coordinator or LCI, track recruitment and provide status report of the lead.
- (i) Complete requirements and submit applications to receive district funding from LCI for membership development activities.
- (j) Confirm new members are provided an effective member orientation at the Club level, in collaboration with the GLT District Coordinator and the Club Officers.
- (k) Provide retention strategies to clubs in collaboration with GLT and GST District Coordinators.

Section 7. **GLOBAL LEADERSHIP TEAM (GLT) DISTRICT COORDINATOR.**

The GLT district coordinator is a member of the District Global Action Team. The responsibilities include:

- (a) Collaborate with your GMT and GST District Coordinators and Global Action Team District Chairperson (District Governor) to further initiatives focused on leadership development, membership growth and expanding humanitarian service.
- (b) Develop and execute an annual district leadership development plan.
- (c) Communicate regularly with Region/Zone Chairpersons and Club Vice Presidents to ensure they are aware of leadership development programs and resources available.
- (d) Provide ongoing motivation to Region/Zone Chairpersons and Club Vice Presidents to achieve leadership development goals.
- (e) Promote leadership development opportunities that encourages participation all levels of the association.
- (f) Collaborate with GMT and GST District Coordinators to provide retention strategies to Clubs.
- (g) Include diverse populations to participate in Global Action Team initiatives.
- (h) Identify potential and new leaders to participate in service, membership and leadership development opportunities.
- (i) Organize and facilitate instructor-led and web-based training in coordination with LCI.
- (j) Confirm new members are provided an effective member orientation at the Club level, in collaboration with the GMT District Coordinator and Club Officers.
- (k) Complete requirements and submit applications to receive district funding from LCI for leadership development activities.

Section 8. **LCIF DISTRICT COORDINATOR.**

The LCIF district coordinator is nominated by the LCIF multiple district coordinator, in consultation with the District Governor, and appointed by the LCIF Chairperson, to serve for a three-year term. This position serves as an ambassador for Lions Clubs International Foundation and reports directly to LCIF Multiple District Coordinator while working closely with District Leadership. The responsibilities include:

- (a) Be familiar with LCIF initiatives and educate Lions within the district on the various grants and projects supported by LCIF. Assist District Governors with grant applications to LCIF, as needed.
- (b) Promote foundation initiatives in district publications, during District events and to the public at large.
- (c) Ensure that local LCIF-funded projects receive proper promotion and follow grant-criteria guidelines.
- (d) Encourage all Lions to contribute to LCIF and promote individual and Club recognition programs as incentives to donate to LCIF.

- (e) Identify potential major gift donors, local foundations, corporations, and businesses with the potential to support LCIF and, and when appropriate, be involved in the gift-request process.
- (f) Assist with the submission of LCIF funds, MJF applications, and other donation information when necessary.
- (g) Encourage clubs to select a Lion to serve as the club LCIF Coordinator (which may be the Immediate Past Club President). Host an annual training for club LCIF Coordinators. Communicate with each LCIF Club Coordinator quarterly.
- (h) In collaboration with the District Governor and the LCIF Multiple District Coordinator, develop and execute a plan with agreed upon goals. Communicate monthly with the LCIF Multiple District Coordinator to discuss progress and challenges.

Section 9. **Region Chairperson** (if the position is utilised 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 the Region. The specific responsibilities should be to:

- (a) Further the Purposes of this Association.
- (b) Supervise the activities of the Zone Chairpersons in the Region and such District Committee Chairpersons as may be assigned to him by the District Governor.
- (c) In coordination with the District GMT Coordinator, play an active role in organizing new Clubs and in strengthening weak Clubs.
- (d) Visit a regular meeting of each Club in his Region at least once during his/her term of office, reporting his/her findings to the District Governor, District GMT Coordinator and district GLT Coordinator.
- (e) Visit a regular Board of Directors meeting of each Club in his Region at least once during his term of office, reporting his/her findings to the District Governor, District GMT Coordinator and District GLT Coordinator.
- (f) Endeavour to have every Club in his Region operating under a duly adopted Club Constitution and By-Laws.
- (g) Promote the Club Quality Initiative Club Excellence Process to the Clubs within the Region.
- (h) In coordination with the District GLT Coordinator, play an active role in supporting leadership initiatives by informing Lions with the Zone about leadership development opportunities at the Zone, District or Multiple District.
- (i) In coordination with the GST District Coordinator, play an active role in promoting global service initiatives by informing Lions within the Zone about service opportunities in the Region, District or Multiple District.
- (j) 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.
- (k) Carry out such official visitations to Club meetings and Charter nights as shall be assigned to him by the District Governor.
- (l) Perform such additional assignments as shall be given from time to time by the District Governor.

Section 10. **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 this Zone. The specific responsibilities shall be to:

- (a) Further the Purposes of this association.
- (b) Serve as Chairperson of the District Governor's Advisory Committee in the Zone and as such Chairperson to call regular meetings of said committee.
- (c) Endeavour to include the District GMT Coordinator and the GLT Coordinator and the District Governor Team as special guests to a District Governor's Advisory Committee

meeting to discuss needs related to membership and leadership development and how these teams and the District Governor Team may assist with membership and leadership development within the Zone.

- (d) 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, District GMT Coordinator and District GLT Coordinator and Region Chairperson.
- (e) Promote the Club Quality Initiative to the Clubs within the Zone.
- (f) In coordination with the District GMT Coordinator, play an active role in organizing new Clubs and keep informed on the activities and well-being of all Clubs in his Zone.
- (g) In coordination with the District GLT Coordinator, play an active role in supporting leadership initiatives by informing Lions within the Zone about leadership development opportunities at the Zone, District or Multiple District.
- (h) In coordination with the GST district coordinator, play an active role in promoting global service initiatives by informing Lions within the Zone about service opportunities in the Zone, District or Multiple District.
- (i) Represent each Club in the Zone in any problems with District, Multiple District Council Chairperson or Lions Clubs International.
- (j) Supervise the progress of District, Multiple District, and Lions Clubs International projects in the Zone.
- (k) Endeavour to have every Club within his Zone operating under a duly adopted Club Constitution and By-Laws.
- (l) Promote representation at International and District (Sub- and Multiple) Conventions by at least the full quota of delegates to which Clubs in the Zone are entitled.
- (m) Visit a regular meeting of each Club in the Zone once or more during the term of office, reporting the findings to the Region Chairperson – particularly with respect to weaknesses the Zone Chairperson may have discovered (copy to District Governor).
- (n) Perform such other functions and acts as may be required of him by directives of the International Board of Directors.

**Section 11. DISTRICT GOVERNOR'S CABINET.**

The District Governor's Cabinet shall:

- (a) Assist the District Governor in the performance of the District Governor's duties and in the formulation of administrative plans and policies affecting the welfare of Lionism within the 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 dues and 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 and Treasurer.
- (e) Secure, semi-annually or more frequently, 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 12. 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 the Sergeant-At-Arms office under Joske's Law and Procedure.

## **By-Laws Article 7 – Convention Fund and Expenses**

- Section 1. In lieu of or in addition to a District Convention registration fee, an annual district convention fee of \$5.00 (five dollars) shall 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 one (1) semi-annual payment on 1 July of each year. The fund so collected shall be used exclusively for defraying expenses of District Conventions and shall be forwarded to the Club hosting that years District Convention.
- Section 2. 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. Any surplus made by a District Convention over and above the amount allocated by the District to assist with that Convention, is to be held over and used to reduce the actual hospitality cost for those Members attending the following year's District Convention. Any deficit shall be dealt with as Cabinet sees fit.
- Section 4. The Convention Organising Committee shall submit to the District Governor audited statements of the Convention accounts within ninety (90) days of the close of the Convention.

## **By-Laws Article 8 – Convention Motions**

- Section 1. Subject to Sections 4 and 6 hereof, the only motions to be considered at a Convention shall be those which: -
- (a) have been submitted in writing to the Cabinet Secretary, not less than sixty (60) days prior to the date of the opening of the Convention, by a Club within the District and which are signed by the Club's President or Secretary;
  - (b) have been approved by District Cabinet for submission to the Convention not less than sixty (60) days prior to the date of opening of the Convention.
- Section 2. Any motion relating to a District project must contain full organisational details of the project and the financial responsibilities of the Clubs within the District which decide to participate in the project, or where the details of a District project are being amended, such motion must contain sufficient information to identify the effect of the amendment on the organisational details of the project and the financial responsibilities of the participating Clubs.
- Section 3. The Cabinet Secretary shall advise all Clubs within the District of all motions to be placed before the Convention, and any information submitted on a motion relating to a District project, at least forty-five (45) days prior to the date of opening of the Convention.
- Section 4. Notwithstanding any of the provisions of this Article, a motion (except any motion concerning the adoption of a fund-raising activity of any nature) may be considered as a Late Notice of Motion, provided that:
- (a) (i) It arises as the result of debate or action at the Convention relating to a motion received in time; or

- (ii) It arises as a result of a recommendation contained in an official forum report to the Convention on a matter pertaining to a topic scheduled for discussion at that forum; or
  - (iii) it relates to a happening or event occurring between the due date for lodgement of motions and the commencement of the Convention and is approved by the District Governor as a proper matter for inclusion in the agenda of the Convention as a Late Notice of Motion; and
- (b) at least two thirds (2/3) of the delegates present and voting support the admission of such motion to the Convention programme or agenda; and
  - (c) the Late Notice of Motion is supported by a written submission signed by the President of a Lions Club on behalf of his Club, or by the District Governor.
- Section 5. A vote on any question can be cast only by a delegate present (which for the purposes of this Article includes alternate delegates acting as delegates).
- Section 6. Sections 1, 3 and 4 of this Article shall not apply to motions of a formal nature.
- Section 7. Any motion carried at a Convention shall take effect at the close of the Convention unless otherwise specified in that motion.

### **By-Laws Article 9 - District Administration Fund**

- Section 1. To provide revenue for approved district projects and to defray the administrative expenses of the District, an annual District administrative fee of \$22.00 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 of \$11.00 each in January and July of each year, 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 fee shall be paid to the Cabinet Treasurer by each Club in the District, except newly Chartered Clubs, which shall collect and pay said fee on 1 January or 1 July which first occurs after the date which appears on their Charter and for reorganised Clubs will be liable for fees from 1 July or 1 January which first occurs after the date of reorganisation.
- Section 2. Said fees shall be disbursed only for administrative expenses of the District and only upon approval by the District Governor's Cabinet.
- Section 3. The signatories for District financial transactions shall be the Cabinet Treasurer and any one of the following, District Governor, Cabinet Secretary, First Vice District Governor or Second Vice District Governor.
- Section 3. In any fiscal year, any balance remaining in the District administrative fund after payment of all District administrative expenses in that year shall remain in said District administrative fund and become available for future District administrative expenses and be treated as income in any fiscal year in which expended or otherwise budgeted for payment of such expenses.
- Section 4. The District Governor's Cabinet shall provide for an annual or more frequent audit or review of the books and accounts of the Cabinet Secretary and Cabinet Treasurer.
- Section 5. No Officer shall receive any compensation for any service rendered to this District in his/her official capacity with the exception of the Cabinet Secretary and Cabinet Treasurer whose compensation, if any, shall be fixed by the District Cabinet.



- Section 6. The fiscal year of this District shall be from July 1st to June 30th.
- Section 7. That in relation to District Half Yearly membership fees, this District implement from 1 July 2007 the same formula used for calculating International fees as approved by the International Convention in Boston in July 2006, providing that at the commencement of the half yearly dues period, membership within the District is at least 1875 Members.

**By-Laws Article 10 Dealing with Young People**

- Section 1. The District requests that all Clubs study closely the relevant legislation current in the State in which their Club operates and complies with the requirements of such legislation. In addition, all Clubs are requested to put in place a Risk Management Plan to ensure that all requirements of the legislation are enacted. District is requested to place in the Cabinet Policy Minutes a similar requirement for District Officers.

**By-Laws Article 11 District Projects**

- Section 1 Listed here are only those projects passed by a 201Q1 Convention. All other projects of Lions remain listed as per their relevant amended constitutions and will vary from time to time as amended.

**District Projects valid until 2020**

White Cane Safety Day

**District Projects valid until 2021**

1. Operation Friendship
2. Story Dog

**District Project valid until no determined date**

Lions Medical Research Personality Quest

**By-Laws Article 12 - Amendments**

- Section 1. These By-Laws may be amended only at a District Convention, by resolution reported by the Constitution and By-Laws and adopted by a majority of the votes cast.
- Section 2. When amendments to the International Constitution and By-Laws are passed at the International Convention, any amendments that would have an effect on this District Constitution and By-Laws shall be updated in this District Constitution and By-Laws at the close of the next District Convention; and
- (a) such amendment shall be brought to the attention of the District Governor and Cabinet as soon as practical after the rising of such International Convention and
  - (b) the District Governor and Cabinet shall take all steps necessary to submit to the next following District Convention a Notice of Motion seeking an amendment to these By-Laws in conformity with the amendment adopted at the International Convention.
- 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 notice that the same will be voted upon at said Convention.
- Section 4. Each amendment shall take effect at the close of the Convention at which adopted unless otherwise specified in the amendment.

### **By-Laws Article 13 – Interpretation**

- Section 1. Where throughout these By-Laws words importing the masculine gender appear such words shall be interpreted to also include the feminine gender.
- Section 2. Subject to the provisions of these By-Laws, Joske's Law and Procedure, at Meetings in Australia, newly revised, shall govern all questions of order and procedure.

## EXHIBIT A

### RULES OF PROCEDURE

**Rule 1.** The District Governor shall arrange the order of business for the District Convention. Except for registration and certification hours, which may not be changed, deviation from the announced order of business shall be made only by consent of three-fourths (3/4) of the certified delegates assembled at any session at which a quorum is present. A majority of those certified delegates present in person at any session shall constitute a quorum.

**Rule 2.** Except as otherwise provided in the Lions Clubs International Constitution and By-Laws, the District Constitution and By-Laws, national custom and practice or these rules, Joske's Law and Procedure, at Meetings in Australia, newly revised, shall govern all questions of order and procedure.

**Rule 3.** Replacement of delegates and alternate delegates.

- (a) To replace a delegate and/or alternate delegate already certified, the replacement must provide a certificate signed by two Officers of the Club, certifying that the replacement is eligible as an alternate delegate.
- (b) On the day of voting, a duly certified alternate delegate shall be allowed to obtain a ballot and vote in lieu of a duly certified delegate from the same Lions Club by presenting his/her copy of his/her alternate credential certificate together with the copy of the certified delegate's credential certificate to the voting personnel at which time the voting personnel will make the necessary notation on the credential records marking that a substitution has been made on the respective club's delegate entitlement. Alternate delegates who were not certified cannot replace a certified or uncertified delegate.

**Rule 4.** Voting.

- (a) Voting will take place at a predetermined location and time.
- (b) To secure a ballot card, the delegate shall present credential certificate to voting personnel for verification. Once verified, the delegate shall be issued a ballot.
- (c) The voter shall indicate vote by placing a mark in the appropriate location by the name of the candidate of the choice. The mark must be placed in the proper location to constitute a valid vote. Any ballot containing votes for more than the specified number of offices to be filled in any section shall be declared invalid to that particular section.
- (d) A majority vote shall be necessary to elect the District Governor, First Vice District Governor and Second Vice District Governor. A majority is defined as a number more than one-half of the total valid votes cast excluding blanks and abstentions. If a majority vote is not received in the election of District Governor, First Vice District Governor and Second Vice District Governor, a vacancy shall occur and Article IX, Section 6(d) of the International By-Laws shall apply.
- (e) A majority vote shall be necessary to elect all other candidates. In the event any one candidate shall fail to receive the required number of votes to be elected, additional balloting shall take place as outlined in this section until such time as one candidate secures a majority vote.

## **EXHIBIT B**

### **RULES OF PROCEDURE SPECIAL MEETING TO RECOMMEND A LION FOR APPOINTMENT AS DISTRICT GOVERNOR**

**Rule 1.** In the event a vacancy arises in the office of District Governor, it shall be the duty of the Immediate Past District Governor, or if not available, the most recent Past District Governor who is available, upon notification from the International Office, to convene a meeting of the immediate Past District Governor, First and Second Vice District Governors, the Region Chairpersons, Zone Chairpersons and the Secretary and Treasurer or Secretary-Treasurer and all Past International Presidents, Past International Directors and Past District Governors who are members in good standing of a Chartered Lions Club in good standing within the District for the purpose of recommending a Lion for appointment by the International Board of Directors.

**Rule 2.** Written invitations to this meeting shall be sent as soon as possible so that the meeting is held within the required fifteen (15) days of receipt of notification. The Immediate Past District Governor, as the meeting's Chairperson, shall have the authority to select the meeting site, date and time. However, the Chairperson shall use the best efforts to select a centrally located meeting venue, and schedule the meeting at a convenient date and time within the required fifteen (15) days.

**Rule 3.** The chairperson shall maintain a written attendance roster.

**Rule 4.** Each Lion who is entitled to attend the meeting may make one nomination of the choice from the floor.

**Rule 5.** Each such nominee shall be entitled to one seconding speech, only, in his/her behalf of not more than three (3) minutes in duration, and may speak personally for five (5) additional minutes. When each nominee has had an opportunity to present his/her remarks, the Chairperson shall declare the nominations closed. No additional nominations shall be accepted after the close of nominations.

**Rule 6.** Voting.

- (a) Voting will occur immediately after the close of nominations.
- (b) Voting will be by written ballot.
- (c) The member shall indicate his/her vote by writing the name of his/her choice on the ballot. Any ballot containing votes for more than one nominee shall be declared invalid.
- (d) A majority vote shall be necessary to recommend a member for appointment as district governor. In the event any one candidate shall fail to receive the required number of votes to be selected, additional balloting shall take place as outlined in this Rule 6 until such time as one candidate secures a simple majority vote.

**Rule 7.** At the conclusion of the meeting, but in no event more than seven (7) days after the conclusion of the meeting, the chairperson will forward a written report of the voting results to the international office together with evidence of invitations sent and attendance at the meeting.

**Rule 8.** The International Board of Directors, pursuant to Article IX, Sections 6(a) and (d) of the International By-Laws shall consider, but is not bound by, any recommendation resolved at the special meeting. The International Board of Directors reserves the right to appoint the recommended or any club member as district governor for the (remainder of the) term.

## EXHIBIT C

### **RULES OF PROCEDURE SPECIAL MEETING TO RECOMMEND A LION FOR APPOINTMENT AS FIRST OR SECOND VICE DISTRICT GOVERNOR**

**Rule 1.** In the event a vacancy arises 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.

**Rule 2.** In filling said vacancy, it shall be the duty of the District Governor, or if not available, the most recently serving Past District Governor who is available, to send out written invitations to attend said meeting and to preside as Chairperson of the meeting. The District Governor, as the meeting's Chairperson, shall have the authority to select the meeting site, date and time. However, the Chairperson shall use the best efforts to select a centrally located meeting venue, and schedule the meeting at a convenient date and time.

**Rule 3.** The District Governor or the Chairperson shall maintain a written attendance roster.

**Rule 4.** Each Lion who is entitled to attend the meeting may make one nomination of the choice from the floor, unless legitimate candidate nomination(s) received prior to the meeting and as such no nomination will be allowed from the floor. Each nomination from the floor must be accompanied by the nominated candidate fulfils the qualification provisions of the International Constitution and By-Laws of the Association as outlined in By-Laws Article 5.

**Rule 5.** Each such nominee shall be entitled to one seconding speech, not more than three (3) minutes in duration, and may speak personally for five (5) additional minutes. When each nominee has had an opportunity to present his/her remarks, the chairperson shall declare the nominations closed. No additional nominations shall be accepted after the close of nominations.

**Rule 6.** Voting.

- (a) Voting will occur immediately after the close of nominations.
- (b) Voting will be by written ballot.
- (c) The Members shall indicate their vote by writing the name of his/her choice on the ballot. Any ballot containing votes for more than one nominee shall be declared invalid.
- (d) A majority vote shall be necessary to recommend a member for appointment as First or Second Vice District Governor. In the event any one candidate shall fail to receive the required number of votes to be selected, additional balloting shall take place as outlined in this Rule 6 until such time as one candidate secures a simple majority vote.
- (e) Preferential voting system is however allowed.

**Rule 7.** At the conclusion of the meeting, but in no event more than seven (7) days after the conclusion of the meeting, the Chairperson will forward a written report of the voting results to the International Office together with evidence of invitations sent and attendance at the meeting.

**EXHIBIT D**

**Nominating Committee Checklist  
District Governor Candidate**

This checklist must be completed for each candidate and submitted to the Elections Committee.

Name of Candidate: \_\_\_\_\_

Name of Candidate’s Lions Club: \_\_\_\_\_

Date of Nominating Committee Meeting: \_\_\_\_\_

Date of Election: \_\_\_\_\_

**Candidate has submitted sufficient evidence showing that he/she has met the following Requirements:**

- Candidate is an active Member in good standing of a Chartered Lions Club in Good Standing\* in the District.
- Candidate endorsed by the candidate’s Lions Club or a majority of the Lions Clubs in the District.
- Candidate is currently serving as the First Vice District Governor within this district.

In the event the current First Vice District Governor does not stand for election as District Governor, or if a vacancy in the position of First Vice District Governor exists at the time of the District Convention, the candidate fulfills the following qualifications:

- Club President: Year Served \_\_\_\_\_
- Club Board of Directors Two (2) Years Served \_\_\_\_\_
- District Cabinet (check one)
  - Zone or Region Chairperson Year Served \_\_\_\_\_
  - Cabinet Secretary and/or Treasurer Year Served \_\_\_\_\_
- One (1) additional year as a member of district cabinet  
Position held: \_\_\_\_\_ Year Served \_\_\_\_\_
- With none of the above being accomplished concurrently.

*\*Please note that if the Club has any outstanding dues, the candidate should be notified and provided up until fifteen (15) days prior to the close of credential certification to ensure that his/her club pay outstanding dues.*

I have reviewed this checklist and certify that the candidate listed above has met the requirements for District Governor in accordance with the International By-Laws, Article IX, Section 4.

\_\_\_\_\_  
Nominating Committee Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Nominating Committee Member

\_\_\_\_\_  
Date



**EXHIBIT E**

**Nominating Committee Checklist**  
**First Vice District Governor Candidate**

This checklist must be completed for each candidate and submitted to the Elections Committee.

Name of Candidate: \_\_\_\_\_

Name of Candidate's Lions Club: \_\_\_\_\_

Date of Nominating Committee Meeting: \_\_\_\_\_

Date of Election: \_\_\_\_\_

**Candidate has submitted sufficient evidence showing that he/she has met the following Requirements:**

- Candidate is an Active Member in good standing of a chartered Lions Club in Good Standing\* in the District.
- Candidate endorsed by the candidate's Lions Club or a majority of the Lions Clubs in the District.
- Candidate is currently serving as the Second Vice District Governor within this District,

In the event the current Second Vice District Governor does not stand for election as First Vice District Governor, or if a vacancy in the position of Second Vice District Governor exists at the time of the District Convention, the candidate fulfills the qualifications for the office of Second Vice District Governor:

- Club President: Year Served \_\_\_\_\_
- Club Board of Directors Two (2) Years Served \_\_\_\_\_
- District Cabinet (check one)
  - Zone or Region Chairperson Year Served \_\_\_\_\_
  - Cabinet Secretary and/or Treasurer Year Served \_\_\_\_\_
- With none of the above being accomplished concurrently.

*\*Please note that if the club has any outstanding dues, the candidate should be notified and provided up until fifteen (15) days prior to the close of credential certification to ensure that his/her club pay outstanding dues.*

I have reviewed this checklist and certify that the candidate listed above has met the requirements for First Vice District Governor in accordance with the International By-Laws, Article IX, Section 6(b).

\_\_\_\_\_  
Nominating Committee Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Nominating Committee Member

\_\_\_\_\_  
Date

\_\_\_\_\_

\_\_\_\_\_

**EXHIBIT F**

**Nominating Committee Checklist**  
**Second Vice District Governor Candidate**

This checklist must be completed for each candidate and submitted to the Elections Committee.

Name of Candidate: \_\_\_\_\_

Name of Candidate's Lions Club: \_\_\_\_\_

Date of Nominating Committee Meeting: \_\_\_\_\_

Date of Election: \_\_\_\_\_

**Candidate has submitted sufficient evidence showing that he/she has met the following Requirements:**

- Candidate is an Active Member in good standing of a chartered Lions Club in Good Standing\* in his/her single or sub-district.
- Candidate endorsed by his/her Lions Club or a majority of the Lions Clubs in the District.
- Club President: Year Served \_\_\_\_\_
- Club Board of Directors Two (2) Years Served \_\_\_\_\_
- District Cabinet (check one)
  - Zone or Region Chairperson Year Served \_\_\_\_\_
  - Cabinet Secretary and/or Treasurer Year Served \_\_\_\_\_
  - With none of the above being accomplished concurrently.

*\*Please note that if the club has any outstanding dues, the candidate should be notified and provided up until fifteen (15) days prior to the close of credential certification to ensure that his/her club pay outstanding dues.*

I have reviewed this checklist and certify that the candidate listed above has met the requirements for Second Vice District Governor in accordance with the International By-Laws, Article IX, Section 6(c).

\_\_\_\_\_  
Nominating Committee Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Nominating Committee Member

\_\_\_\_\_  
Date

## EXHIBIT G

### Standard Ballot District Governor, First Vice District Governor & Second Vice District Governor Elections

#### Sample 1: Ballot where there are two candidates.

Instructions: Clearly indicate your vote by placing an appropriate symbol in the box next to the name of the candidate you are casting your vote for.

Position	Name	Vote
First Vice District Governor		
	Candidate A	
	Candidate B	

#### Sample 2: Ballot where there is only one candidate.

Instructions: Clearly indicate your vote by placing an appropriate symbol in the box indicating a yes or a no vote for the candidate.

Position	Name	Yes	No
District Governor			
	Candidate A		

#### Sample #3: Ballot where there are three or more candidates:

Position	Name	Preference/ Rank
Second Vice District Governor		
	Candidate A	4
	Candidate B	2
	Candidate C	1
	Candidate D	3

### **Rules for Preferential Voting:**

1. On the preferential ballot - for each office to be filled the voter is asked to indicate the order in which he prefers all the candidates, placing the numeral 1 beside his first preference, the numeral 2 beside his second preference, and so on for every possible choice.
2. In counting the votes for a given office, the ballots are arranged in piles according to the indicated first preferences – one pile for each candidate.
3. The number of ballots in each pile is then recorded for the tellers' report. These piles remain identified with the names of the same candidates throughout the counting procedure until all but one are eliminated as described below.
4. If more than half of the ballots show one candidate indicated as first choice, that choice has a majority in the ordinary sense and the candidate is elected. But if there is no such majority, candidates are eliminated one by one, beginning with the least popular, until one prevails, as follows:
  - a. The ballots in the thinnest pile – that is, those containing the name designated as first choice by the fewest number of voters – are redistributed into the other piles according to the names marked as second choice on these ballots.
  - b. The number of ballots in each remaining pile after this distribution is again recorded.
  - c. If more than half of the ballots are now in one pile, that candidate is elected. If not, the next least popular candidate is similarly eliminated, by taking the thinnest remaining pile and redistributing its ballots according to their second choices into the other piles, except that, if the name eliminated in the last distribution is indicated as second choice on a ballot, that ballot is placed accordingly to its third choice.
  - d. Again the number of ballots in each existing pile is recorded, and if necessary, the process is repeated – by redistributing each time the ballots in the thinnest remaining pile, according to the marked second choice or most-preferred choice among those not yet eliminated – until one pile contains more than half of the ballots, the result being thereby determined.
  - e. The tellers' report consists of a table listing all candidates, with the number of ballots that were in each pile after each successive distribution.
5. If a ballot having one or more names not marked with any numeral comes up for placement at any stage of the counting and all of its marked names have been eliminated, it should not be placed in any pile, but should be set aside.
6. If at any point two or more candidates are tied for the least popular position, the ballots in their piles are redistributed in a single step, all of the tied names being treated as eliminated.

In the event of a tie in the winning position – which would imply that the elimination process is continued until the ballots are reduced to two or more equal piles – the election should be resolved in favour of the candidate that was strongest in terms of first choice (by referring to the record of the first distribution).

## Lions Clubs International CODE OF ETHICS

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

*TO SEEK success and to demand all fair remuneration or profit as my just due, but to accept no profit or success at the price of my own self-respect lost because of unfair advantage taken or because of questionable action on my part.*

*TO REMEMBER that in building up my own business it is not necessary to tear down another's; to be loyal to my clients or customers and true to myself.*

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

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

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

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

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