

Constitution and By-Laws

Lions Clubs International

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.

District No. 27-E1

State of
Wisconsin

Lions Clubs International
Adopted

District Constitution and By-Laws

DISTRICT CONSTITUTION

ARTICLE I NAME

This organization shall be known as District No. 27-E1, Lions Clubs International, hereinafter referred to as the "district."

ARTICLE II OBJECT

To provide an administrative structure with which to advance the purposes of Lions Clubs International in this district.

ARTICLE III MEMBERSHIP

The members of this organization shall be all Lions clubs in this district chartered by Lions Clubs International. The boundary lines of this district shall include the eight northwest counties of the state, including Barron, Burnett, Chippewa, Douglas, Polk, Rusk, Sawyer and Washburn.

ARTICLE IV DISTRICT ORGANIZATION

Section 1. **CABINET AND OFFICERS.** 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 chairs (if the position is utilized during the district governor's term), the zone chairs and a cabinet secretary-treasurer or a cabinet secretary and a cabinet treasurer. The members of the district cabinet shall be the officers of the district and such committee chairs and others the district governor shall select. Each such officer shall be a member in good standing of a Lions club in good standing in the district.

Section 2. **ELECTION OF DISTRICT GOVERNOR/FIRST AND SECOND VICE DISTRICT GOVERNORS.** 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 he/she takes office, the cabinet secretary-treasurer or a cabinet secretary and a cabinet treasurer, one region chair for each region (if the position is utilized during the district governor's term), and one zone chair for each zone in the district.

ARTICLE V CLUB VISITATION

Under the supervision of the district governor, each Lions club in the district shall be visited by the district governor or other district officer once every year to facilitate successful administration of the club. The visiting district officer shall submit a Visitation Report for each visit.

ARTICLE VI DISTRICT CONVENTION

Section 1. **TIME AND PLACE.** An annual convention of the district shall be held in each year to conclude no less than thirty (30) days prior to the convening of the international convention. Said convention will be held at a place selected by the vice district governor who will serve as district governor in the year of his/her convention and approved by the cabinet at a date and time agreed upon by the district cabinet.

Section 2. **CLUB DELEGATE FORMULA.** Each chartered club in good standing with Lions Clubs International and its district (single or sub- and multiple) shall be entitled at 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 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 past district governor, classified as an active member of a club in good standing in District 27-E1, shall be entitled to full delegate privileges at each District 27-E1 convention. No such active Past District Governor shall be included in the delegate quota of his/her club. 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. Delinquent dues may be paid and good standing acquired 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 3. **QUORUM.** The attendance in person of a majority of the delegates registered at a convention shall constitute a quorum at any session of the convention.

ARTICLE VII AMENDMENTS

Section 1. **AMENDING PROCEDURE.** 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 by the delegates in attendance using a paper written ballot.

Section 2. **NOTICE.** In the event this Constitution is found to be in conflict with the Constitution and By-Laws of Multiple District 27 of International Association of Lions Club Constitution and By-Laws, the Multiple District or International Constitution and By-Laws shall take precedence; however, the remainder of this Constitution shall remain in force.

Section 3. **EFFECTIVE DATE.** Each amendment shall take effect at the close of the convention at which adopted unless otherwise specified in the amendment.

BY-LAWS
ARTICLE I
DISTRICT CONVENTION

Section 1. SITE CHANGE.

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

Section 2. CONVENTION CHAIR.

The convention Chair shall be selected by the district governor serving at the time of the convention.

Section 3. SERGEANT-AT-ARMS.

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

Section 4. CREDENTIALS COMMITTEE.

The Credentials Committee of the district convention shall consist of the elections committee as appointed by the district governor. The Credentials Committee shall have the powers and perform the duties set forth in ROBERT'S RULES OF ORDER, NEWLY REVISED.

Section 5. ORDER OF CONVENTION BUSINESS.

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

Section 6. DISTRICT CONVENTION COMMITTEES.

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

ARTICLE II Meetings

Section 1. **DISTRICT CABINET MEETINGS.**

- (a) **Regular.** A regular meeting of the cabinet shall be held in each quarter of the fiscal year, the first of which should be held within forty-five (45) days after the adjournment of the preceding international convention. Ten (10) days written notice of meetings setting forth a date, time and place determined by the district governor shall be given to each member by the cabinet secretary.
- (b) **Special.** Special meetings of the cabinet may be called by the district governor at his/her discretion, and shall be called upon written request made to the district governor or the cabinet secretary by a majority of the members of the cabinet. No fewer than five (5) nor more than twenty (20) days written (including letters, electronic mail, facsimile transmission, or cable) notice of special meetings, setting forth the purposes and a date, time and place determined by the district governor, shall be given to each member by the cabinet secretary.
- (c) **Quorum and Vote.** The attendance of a majority of the members of the cabinet shall constitute a quorum for any meeting. In all such meetings, the voting privilege shall extend to the district governor, the immediate past district governor, first and second vice district governors, the region chairs (if the position is utilized during the district governor's term), zone chairs, cabinet secretary and cabinet treasurer (or cabinet secretary-treasurer) and committee chairs. All active PDG's shall be considered voting members of the cabinet.

Section 2. **REGIONS AND ZONES.**

- (a) **Organizational.** The district governor shall divide the district into regions of no more than sixteen (16) and no less than ten (10) Lions clubs, and each such region into zones of no more than ten (10) and no less than four (4) Lions clubs, giving due regard to the geographical locations of the clubs. All such regions and zones shall be subject to change by the district governor, when in his/her sole discretion, he/she shall deem the same necessary to the best interests of the association.
- (b) **Zone Meetings.**
1. There shall be in each Zone a district governor's Zone Committee composed of the Zone Chair, the presidents, vice presidents, secretaries, and treasurers of all the clubs in the Zone. The Zone Chair shall be the Chair of the Zone Committee and shall preside at all Zone meetings.
 2. The Zone Chair in each Zone shall call at least three(3) meetings of the Zone during the year. The first meeting shall be held within sixty(60) days after the adjournment of the preceding International Convention. The second meeting shall be held not later than December and the third meeting shall be held in February or March.
 3. The time and place of the Zone meetings shall be decided by the Zone Committee Chair. All such meetings shall be scheduled and arranged for the convenience of the president, vice presidents, secretary and treasurer of each club, who shall attend the meeting.

ARTICLE III

District Nominations, Elections and Appointments

Section 1. **NOMINATING COMMITTEE.** Each district governor shall appoint by written notification received at least sixty (60) days prior to the sub-district convention, a Nominating Committee of not more than five (5) members, each of whom shall be a member in good standing of a different Lions club in good standing in the district and shall not at the time of their appointment hold any district or international office.

Section 2. **DISTRICT GOVERNOR ELECTION PROCEDURES.** Any qualified member of a club in the district seeking the office of district governor shall file his/her intention in writing to run for office with the Nominating Committee prior to the day of its report to the convention, and furnish evidence of his/her compliance with the qualifications for said office set out in the International Constitution and By-Laws. The Nominating Committee shall place in nomination at the district convention the name(s) of all candidate(s) so qualified. If none are so received and/or so qualified, then, but then only, nominations for the office may be made from the floor. A candidate shall be allowed one nominating speech of no more than five (5) minutes duration, and one seconding speech of no more than three (3) minutes duration.

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

Section 4. **BALLOT.** The election shall be by secret written ballot, with the candidate or candidates required to secure a majority of the votes cast by the delegates present and voting in order to be declared elected; for purpose of such election, a majority is defined as a number more than one-half of the total valid votes cast excluding blanks and abstentions. If, on the first ballot, and subsequent ballots, no candidate receives a majority, the candidate or tied candidates receiving the lowest number of votes shall be eliminated and balloting shall continue until one candidate receives a majority. In case of a tie on any ballot, balloting shall continue on the tied candidates until one is elected.

Section 5. **DISTRICT GOVERNOR VACANCY.** In the event of a vacancy in the office of district governor, the same shall be filled in accordance with the provisions of the International Constitution and By-Laws. The immediate past district governor, first and second vice district governors, the region chairs, zone chairs, the cabinet secretary and cabinet treasurer (or cabinet secretary/treasurer) and District Governor's Honorary Committee shall convene at a date, time and place called and determined by the immediate past district governor to select a replacement for recommendation to the International Board of Directors. (See Exhibit A at the end of this booklet.) In order for a Lion to be eligible and qualified to be selected to fill a vacancy in the office of district governor, he/she must: (a) Be an Active Member in good standing of a chartered Lions club in good standing in his/her single or sub-district. (b) Have served or will have served at the time he/she takes office as district governor: (i) As officer of a Lions club for a full term or major portion thereof; and (ii) As a member of the district cabinet for two (2) full terms or major portion thereof. (iii) With none of the above being accomplished concurrently. It is encouraged that the first vice district

governor fulfill his/her full term of office and other qualified Lions be considered for filling a vacancy in the office of district governor.

Section 6. FIRST AND SECOND VICE DISTRICT GOVERNORS AND OTHER VACANCIES. Any vacancy in office except that of district governor and first and second vice district governors shall be filled as an 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 convene a meeting of the members of the existing cabinet as provided for in the International Constitution and By-Laws and all past international officers who are members in good standing of a chartered Lions club in good standing in the district. It shall be the duty of the attendees at this meeting to appoint a qualified club member as first or second vice district governor for the remainder of the term. In filling said vacancy, it shall be the duty of the district governor, or if not available, the most recent past district governor who is available, to send out invitations to attend said meeting and it shall also be his/her responsibility to preside as chair of the meeting. The chair shall convey the results to the international office within seven (7) days together with evidence of invitations sent and meeting attendance. Each Lion entitled to receive an invitation to attend and is present at said meeting shall be entitled to cast one vote for the Lion of his/her choice. In order for a Lion to be eligible and qualified to be selected to fill a vacancy in the office of first or second vice district governor, he/she must:

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

Section 7. REGION/ZONE CHAIR QUALIFICATIONS.

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

Section 8. REGION/ZONE CHAIR VACANCY.

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

**ARTICLE IV
Duties of District Officers/Cabinet**

Section 1. DISTRICT GOVERNOR. Under the general supervision of the International Board of Directors, he/she shall represent the association in his/her district. In addition, he/she shall be the chief administrative officer in his/her district and shall have direct supervision over the first and second vice district governor, region chairs, the zone chairs, the cabinet secretary-treasurer and such other cabinet members as may be provided for in this district constitution and by-laws. His/her specific responsibilities shall be to:

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

Section 2. **FIRST VICE DISTRICT GOVERNOR.** The first vice district governor, subject to the supervision and direction of the district governor, shall be the chief administrative assistant and representative of the district governor. His/her specific responsibilities shall be, but not limited, to:

- a. Further the purposes of this association;
- b. Perform such duties assigned by the district governor;
- c. Perform such other functions and acts required by the International Board of Directors;
- d. Participate in the cabinet meetings, and conduct meetings in the absence of the district governor, and participate in council meetings as appropriate;
- e. Assist the district governor in the review of the strengths and weaknesses of the clubs in the district, identifying the existing and potential weak clubs and establishing plans to strengthen them;
- f. Conduct club visitation as the representative of the district governor when requested by the district governor;
- g. Work with the District Membership Committee and the District Extension Committee, and assist them to reach their goals of the year;
- h. Work with the District Leadership Development Committee and assist the committee to develop and implement a district-wide leadership development plan to enhance the enthusiasm and capability of the district officers and members to serve effectively through utilization of the District MERLO Team and integration of the team's work with the district's leadership development efforts;
- i. Work with the District Convention Committee and assist the committee to plan and conduct the annual district convention and assist the district governor to organize and promote other events within the district;
- j. At the request of the district governor, supervise other district committees;
- k. Participate in the planning of the next year including the district budget;

- I. Familiarize himself/herself with the duties of the district governor so that, in the event of a vacancy in the office of the district governor, he/she would be better prepared to assume the duties and responsibilities of said office as the acting district governor until the vacancy is filled according to these by-laws and rules of procedure adopted by the International Board of Directors.

Section 3. **SECOND VICE DISTRICT GOVERNOR.** The second vice district governor, subject to the supervision and direction of the district governor, shall be an assistant in the administration of the district, and representative of the district governor. His/her specific responsibilities shall be, but not limited, to:

- a. Further the purposes of this association;
- b. Perform such 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 the first vice district governor, and participate in council meetings as appropriate;
- e. Familiarize himself/herself with the health and status of the clubs in the district, and assist the district governor and the first vice district governor in identifying and strengthening the existing and potential weak clubs;
- f. Conduct club visitation, as the representative of the district governor, when requested by the district governor;
- g. Assist the district governor and first vice district governor in planning and conducting the annual district convention;
- h. Work with the District Retention Committee, and assist the committee to prevent loss of clubs and/members, particularly due to inactive club administration and/or financial problems or negligence;
- i. Work with the District LCIF Committee and assist the committee to achieve the goals of the year through regular distribution of LCIF information and materials to increase understanding and support of LCIF;
- j. Work with the District Information Technology Committee and assist the committee to promote the use of the association's website and the Internet among the clubs and members to obtain information, file reports, purchase club supplies, etc.;
- k. At the request of the district governor, supervise other district committees;
- l. Assist the district governor, first vice district governor, and the cabinet in planning of the next year.
- m. Familiarize himself/herself with the duties of the district governor so that, in the event of a vacancy in the offices of district governor and first vice district governor, he/she would be better prepared to assume the duties and responsibilities of said offices as the acting district governor or acting vice district governor until the vacancies are filled according to these by-laws and rules of procedure adopted by the International Board of Directors.

Section 4. **CABINET SECRETARY-TREASURER.** He/ she shall act under the supervision of the district governor. His/her specific responsibilities shall be to:

1. Further the Purposes of this association
2. Perform such duties as are implied by the title of said office, including but not by way of limitation, the following:

- a. Keep an accurate record of the proceedings of all meetings of the cabinet, and within ten (10) days after each meeting forward copies of the same to all members of the cabinet, and the office of Lions Clubs International;
- b. Take and keep minutes of the sub-district convention and furnish copies of the same to Lions Clubs International, the district governor and the secretary of each club in the sub-district;
- c. Make reports to the cabinet as the district governor or cabinet may require;
- d. Collect all per capita dues levied on members and clubs in the sub-district, deposit the same in such bank or banks as the district governor shall determine and disburse the same by order of the district governor;
- e. Remit and pay over to the multiple district council secretary-treasurer the multiple district per capita dues, if any, collected in the sub-district, and secure a proper receipt;
- f. Keep accurate books and records of account, and minutes of all cabinet and sub-district meetings, and permit inspection of the same by the district governor, any cabinet member and any club (or any authorized agent of any of them) at any reasonable time for any proper purpose. Upon direction of the district governor or the cabinet, he/she shall furnish any such books and records as requested to any auditor appointed by the district governor.
- g. Secure bond for the faithful performance of his/her duties in such sum and with such sureties as may be required by the district governor.
- h. Perform such other functions and acts as may be required of each by directives of the International Board of Directors.

If separate offices of cabinet secretary and cabinet treasurer are adopted, the duties listed are to be attributed to each of the offices according to the nature of such duties.

Section 5. **REGION CHAIR** (if the position is utilized during the district governor's term).
The region chair is subject to the supervision and direction of the district Governor and shall be the chief administrative officer in his/her region. His/her specific responsibilities should be to:

1. Further the purposes of this association;
2. Supervise the activities of the zone chairs in his/her region and such district committee chairs as may be assigned to him/her by the district governor;
3. Play an active role in organizing new clubs and in strengthening weak clubs;
4. Visit a regular and/or Board of Directors meeting as needed and report his/her findings to the district governor
5. Endeavor to have every club in his/her region operating under a duly adopted club constitution and bylaws; (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;
6. Carry out such official visitations to club meetings and charter nights as shall be assigned to him/her by the district governor;
7. Perform such additional assignments as shall be given to him/her from time to time by the district governor;
8. In addition, the region chair shall arrange an annual regional officer training meeting and perform such other functions and acts as may be required by the International Board of Directors through a region chair's manual and other directives.
9. In the event the region chair for any reason cannot or does not, in the judgment of the district governor, perform the duties of his/her office, or in the event the office is for any

reason vacated, the district governor shall appoint a successor to serve for the unexpired term.

Section 6. **ZONE CHAIR.** The zone chair, subject to the supervision and direction of the district governor and/or region chair, shall be the chief administrative officer in his/her zone. His/her specific responsibilities shall be to:

- a. Further the purposes of this association
- b. Serve as chair of the Zone Committee in his/her zone and as such, call regular meetings of said committee
- c. Make a report of each Zone Committee meeting and send copies within ten (10) days to Lions Clubs International, the district governor and region chair
- d. Play an active role in organizing new clubs and keep informed on the activities and well-being of all clubs in his/her zone;
- e. Represent each club in his/her zone in any problems with district, multiple district council chair or Lions Clubs International
- f. Supervise the progress of district, multiple district, and Lions Clubs International projects in his/her zone
- g. Endeavor to have every club within his/her zone operating under a duly adopted club constitution and by-laws
- h. Promote representation at international and district (sub- and multiple) conventions by at least the full quota of delegates to which clubs in his/her zone are entitled
- i. Visit a regular meeting of each club in his/her zone once or more during his/her term of office, reporting his/her findings to the region chair—particularly with respect to weaknesses he/she may have discovered (copy to district governor)
- j. Perform such other functions and acts as may be required of him/her by directives of the International Board of Directors.

In the event the zone chair for any reason cannot or, in the judgment of the district governor, does not perform the duties of his/her office, or in the event the office is for any reason vacated, the district governor shall appoint a successor to serve for the unexpired term.

Section 7. **DISTRICT GOVERNOR'S CABINET.** The district governor's cabinet shall:

- a. Assist the district governor in the performance of his/her duties and in the formulation of administrative plans and policies affecting the welfare of Lionism within the sub-district;
- b. Receive, from the region chairs or other assigned district cabinet members, reports and recommendations which concern the clubs and zones;
- c. Supervise the collection of all per capita dues 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, semi-annually or more frequently, sub-district financial reports from the cabinet secretary and cabinet treasurer (or secretary-treasurer).
- e. Provide for an audit of the books and accounts of the cabinet secretary, cabinet treasurer, or cabinet secretary-treasurer
- f. With the district governor's approval, set up definite schedule of dates, times and places of cabinet meetings to be held during the fiscal year.

Section 8. **SERGEANT-AT-ARMS.** The Sergeant-at-Arms shall maintain order and decorum at the respective conventions and meetings and perform such other duties as are incident to his/her office under ROBERT'S RULES OF ORDER, NEWLY REVISED.

ARTICLE V District Committees/Duties

Section 1 **DISTRICT GOVERNOR'S ZONE COMMITTEE** In each zone, the zone chair and the presidents, secretaries and treasurers of the clubs in the zone shall compose a District Governor's Zone Committee, with the zone chair as chair. At a date, time and place called by the zone chair, this committee shall hold a first meeting within ninety (90) days after the adjournment of the preceding international convention; a second meeting in the month of November or December; a third meeting in the month of February or March. The Zone Committee shall assist the zone chairs in an advisory capacity, procure recommendations affecting the welfare of Lionism and the clubs in the zone, and relay the same through the zone chair to the district governor and his/her cabinet.

Section 2 **DISTRICT GOVERNOR'S HONORARY COMMITTEE** The district governor may appoint a District Governor's Honorary Committee composed of past international officers and/or past district governors who are members in good standing of clubs within the sub-district. This committee shall meet when and as called upon by the district governor. It shall act under the direction of the district governor in the promotion of harmony throughout the district. The chair of this committee shall attend meetings of the cabinet when requested by the district governor.

Section 3. **DISTRICT CABINET COMMITTEES** The district governor may establish and appoint such other committees and/or chairs as he/she deems necessary and appropriate for the efficient operations of the district.

ARTICLE VI DISTRICT ADMINISTRATION FUND

Section 1. **DISTRICT REVENUE** To provide revenue to defray the administrative expenses of the district, an annual district administrative fund per capita dues shall be levied upon each member of each club in the district and shall be collected and paid in advance by each club in two (2) semi-annual payments as follows: per club member by September 10 of each year to cover the semi-annual period July 1 to December 31; and per club member by March 10 of each year, to cover the semi-annual period January 1 to June 30, with billings of the same to be based upon the roster of each club as of the first days of July and January, respectively. Said dues shall be paid to the cabinet secretary or cabinet treasurer (or secretary-treasurer) by each club in the district, except newly chartered and reorganized clubs, which shall collect and pay said per capita dues on a pro-rata basis from the first day of the second month following the date of their organization or reorganization, as the case may be. Said per capita dues shall be disbursed only for expenses of the district and only upon approval by the district governor's cabinet. Disbursements made shall be by checks drawn and signed by the cabinet treasurer and countersigned by the district governor and or cabinet secretary.

Section 2. **REMAINING FUNDS.** In any fiscal year, any balance remaining in the convention fund after payment of all convention administrative expenses in that year shall remain in said convention fund and become available for future convention expenses.

Section 3. **FEE COLLECTION.** Such fee as the district governor shall set may be collected, under procedures set by the district governor, from each delegate, alternate, and guest attending the district convention to defray the actual cost of convention meals and entertainment.

Section 4. **AUDIT OR REVIEW.** The district governor shall provide for an annual or more frequent audit or review of the district convention fund and shall give an annual financial report of said fund to each annual district convention.

ARTICLE VII
Nominations and Endorsement of International Director
and Second Vice President Nominees

Section 1. **ENDORSEMENT PROCEDURE.** Subject to the provisions of the International Constitution and By-Laws, any member of a Lions club in the district seeking endorsements of a district convention as a candidate for the office of international director or second vice-president shall:

- a. Deliver (by mail or in person) written notice of intention to seek such endorsement to the district governor and if this is a sub-district of a multiple district to the multiple district council secretary-treasurer no later than 15 less than 90 days prior to the convening date of the district convention at which such question of endorsement is to be voted upon;
- b. Deliver with said notice of intention evidence of fulfillment of the qualifications for such office set forth in the International Constitution and By-Laws.

Section 2. **NOMINATION.** Each notice of intention so delivered shall be transmitted forthwith by the district governor to the Nominating Committee of the respective convention, which shall review and perfect the same by obtaining from each prospective candidate any additional evidence of such intention and qualifications as may be necessary under the International Constitution and By-Laws, and shall place in nomination at the respective convention the name of each such prospective candidate who has fulfilled said procedural and constitutional requirements.

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

Section 4. **VOTE.** The vote on the question of endorsement shall be by secret written ballot, unless there shall be only one nominee seeking the same, in which event a voice vote may be taken. The nominee receiving a majority of the votes cast shall be declared endorsed (elected) as the candidate of the convention and district. In the event of a tie vote, or failure of one nominee to receive the required majority, on any ballot, balloting shall continue until one receives the required majority of the votes cast.

Section 5. **CERTIFICATION OF ENDORSEMENT.** Certification of endorsement by the respective convention shall be made in writing to the international office by the district officials designated (and if the district is a sub-district in the multiple district to the multiple district council of governors) in accordance with the requirements set forth, in the International Constitution and By-Laws.

Section 6. **VALIDITY.** No district endorsement of any candidacy of any member of a Lions club in this district shall be valid unless and until the provisions of this Article VII have been met.

ARTICLE VIII Rules of Procedure

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

ARTICLE IX Miscellaneous

Section 1. **FINANCIAL OBLIGATIONS.** The district governor and his/her cabinet shall not incur obligations in any fiscal year which will effect an unbalanced budget or deficit in said fiscal year.

Section 2. **CABINET SECRETARY-TREASURER BOND.**

The cabinet secretary-treasurer and authorized signatories shall be bonded in such amount and with such surety company as shall be approved by the district governor's cabinet and the cost of same shall be an administrative expense.

Section 3. **AUDIT OR REVIEW OF BOOKS.** 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 (or secretary-treasurer).

Section 4. **COMPENSATION/EXPENSES.** May be provided to district officers as established by the district cabinet.

Section 5. **FISCAL YEAR.** The fiscal year of this district shall be from July 1 to June 30.

Section 6. **DISPUTE RESOLUTION.** The clubs in the district shall pursue all complaints, disputes or claims according to the terms and conditions of rules or procedure adopted, from time to time, by the International Board of Directors.

ARTICLE X Amendments

Section 1. **AMENDING PROCEDURE.** These by-laws may be amended only at a district convention by resolution reported by the Constitution and By-Laws Committee and adopted by two-thirds(2/3) of the votes cast.

Section 2. **NOTICE.** These bylaws may be amended only at the District Convention by resolution duly presented to and reported by the District Resolutions, Constitution and By-Laws committee and adopted by a two-thirds (2/3) affirmative vote of the registered delegates present and voting.

Section 3. **EFFECTIVE DATE.** Each amendment shall take effect at the close of the convention at which adopted unless otherwise specified in the amendment.

**ARTICLE XI
EFFECTIVE TIME**

This constitution and by-laws shall take effect at the close of the district convention at which the same is adopted by two-thirds(2/3) of the votes cast.

**EXHIBIT A
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 district governor, immediate past district governor, first and second vice district governors, the region chairs, zone chairs 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 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 chair, shall have the authority to select the meeting site, date and time. However, he/she shall use his/her 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 chair shall maintain a **written** attendance roster.

Rule 4. Each Lion who is entitled to attend the meeting may make one nomination of his/her 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 chair 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 unless a majority of the members attending the meeting select another voting method.
- 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 simple 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 chair 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 III, Sections 9(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 recommendee or any club member as district governor for the (remainder of the) term.

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

1. The international office has advised the district to convene a special meeting to recommend a member for appointment as district governor.
2. The immediate past district governor prepares invitations for the special meeting. Invitations are to be sent to the district governor, immediate past district governor, first and second vice district governors, region chairs, zone chairs and the cabinet secretary and/or cabinet 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 the district. The invitations should state the date, time and location for the meeting.
3. The chair maintains an attendance roster at the meeting.
4. Nominations are made from the floor. Each nominee may speak for five (5) minutes, and his/her second may speak for an additional three (3) minutes.
5. Voting begins immediately after nominations close.
6. Voting is by written ballot unless a majority of attendees select another voting method.
7. A simple majority of votes cast by those present and voting is necessary to be recommended. If no one candidate secures a simple majority vote, voting continues as outlined in the rules of procedure.
8. The chair forwards the meeting results at the conclusion of the meeting to the multiple district council chair and Lions International.