



The International Association of Lions Clubs

District 105A

CONSTITUTION AND BY-LAWS

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Lions Clubs International

PURPOSES

TO ORGANIZE, *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 TAKE *an active interest in the civic, cultural, social and moral welfare of the community.*

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 *Lions clubs, volunteers and partners to improve health and well-being, strengthen communities, and support those in need through humanitarian service and grants that impact lives globally, and encourage peace and international understanding.*

STANDARD DISTRICT CONSTITUTION

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YELLOW SHADED AREA

*Mandatory provisions pursuant to the International Constitution and
By-Laws and board policy*

ARTICLE I - Name

This organization shall be known as Lions District No. 105A hereinafter referred to as "District."

ARTICLE II - Purpose

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 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 be as follows:

The Greater London Boroughs North of the Thames River, the Borough of Spelthorne, and the Counties of Bedfordshire, Buckinghamshire, Hertfordshire and Oxfordshire, and designated parts of Oxfordshire as per MD105 redistricting 2018. These boundaries may be altered by Resolution adopted by the Multiple District Convention.

ARTICLE IV – Emblem, Colours, Slogan and Motto

Section 1. EMBLEM.

The emblem of this association and each chartered club shall be of a design as follows:



Section 2. USE OF NAME AND EMBLEM.

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. COLOURS.

The colours of this association and of each chartered club shall be purple and gold.

Section 4. SLOGAN.

Its Slogan shall be: Liberty, Intelligence, Our Nation's Safety.

Section 5. MOTTO.

Its Motto shall be: We Serve.

ARTICLE V - Supremacy

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 & 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 VI - Officers and District Cabinet

Section 1. OFFICERS

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 utilized during the District Governor's term), the Zone Chairpersons and a Cabinet Secretary-Treasurer or a Cabinet Secretary and a Cabinet Treasurer. Each such officer shall be a member in good standing of a Lions Club in good standing in the District.

Section 2. DISTRICT CABINET

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 utilized during the District Governor's term), the Zone Chairpersons, a Cabinet Secretary-Treasurer or a Cabinet Secretary and a Cabinet Treasurer, and such other club members as may be included in this section as amended in accordance with the amendment procedures contained herein. In addition, the District Global Membership Team Coordinator, District Global Leadership Team Coordinator, District Global Service Team Coordinator, District Global Extension Team Coordinator, District Marketing Chairperson and LCIF District Coordinator may be members of the District Cabinet. Each such Cabinet Member shall be a member in good standing of a Lions Club in good standing in the District. In the event a Leo or Leo-Lion is appointed to the position of Leo/Leo-Lion Cabinet liaison, the position would serve as a non-voting advisor to the Cabinet.

Section 3. ELECTION/APPOINTMENT OF DISTRICT CABINET

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 or the District shall elect by the time he/she takes office, the Cabinet Secretary-Treasurer or a Cabinet Secretary and a Cabinet Treasurer, one Region Chairperson for each Region (if the position is utilized during the District Governor's term), and one Zone Chairperson for each Zone, in the District, Sergeant at Arms and such other District Cabinet members as the District Governor shall consider necessary for the efficient operation of the District. These Cabinet members will have full voting rights.

Section 4. REMOVAL

Members of the District Cabinet appointed by the District Governor may be removed from office for cause by the District Governor. Elected 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.

ARTICLE VII - 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 at a place selected by the delegates of a previous annual convention of the District and at a date and time fixed by the District Governor. 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. CLUB DELEGATE FORMULA

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 prior to the close of credential certification, as such closing time shall be established by the rules of the respective convention.

As per Board Policy (effective 1st January 2024) members who are under the new discounted membership category of Family membership, student membership or any other discounted membership offered by the Association are NOT eligible to be counted in the Club delegate formulae (unless they opt to pay full fees). NB This does not need a resolution since it was voted at International Convention and is in the current Board Policy manual.

A Past District Governor of this District who is a member in good standing of a Lions Club in good standing in Lions Clubs International and in the District shall be entitled to full delegate status i.e. to one vote in his/her own right for each office to be filled and one vote on each issue to be voted on at said Convention providing he/she is not also a delegate of his/her own Lions Club.

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.

Section 4. SPECIAL CONVENTION

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.

ARTICLE VIII - District Dispute Resolution Procedure

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

ARTICLE IX - 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.

Section 2. AUTOMATIC UPDATE.

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 automatically be updated in this District constitution and by-laws at the close of the convention.

Section 3. NOTICE.

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 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. 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 - Nominations and Endorsement, Third Vice President and International Director 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 third 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. 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 have been met.

ARTICLE II - District Nominations, Elections and Appointments

DISTRICT CONSTITUTION, NOMINATIONS, RESOLUTIONS AND ELECTIONS

Section 1 NOMINATING COMMITTEE

The District Governor shall appoint, at the beginning of their term of office, a Constitution, Nominations and Resolutions Officer and Nominations Committee at least 60 days prior to Convention. The committee shall consist of not less than three (3) members and no more than five (5) members each of whom shall be a member in good standing of different Lions Clubs in good standing and different Zones in the District. The District CRNO would chair such Committee without voting rights, to ensure continuity and expertise.

Section 2 DISTRICT GOVERNOR ELECTION PROCEDURES

Any member of a Lions Club in the District seeking the office of District Governor, First Vice District Governor, or Second Vice District Governor shall file his/her intention to so run-in writing with all supporting documents to the Constitution, Nominations and Resolutions Officer on or before September 22nd or such other date as the District Governor may decide. Invitations for such nominations shall be delivered to each Club in the District by the said Constitution, Nominations and Resolutions Officer not later than July 8th in each year.

The candidate for District Governor must be the serving First Vice District Governor unless he/she chooses not to stand, or there is a vacancy for First Vice District Governor, in which case any Lion who fulfils the candidacy requirements for First Vice District Governor and has served on the District Cabinet for a further year since meeting those requirements is eligible and if nominated must furnish with his/her nomination evidence of his/her compliance with the required qualifications for the nomination.

Section 3 FIRST and SECOND VICE DISTRICT GOVERNOR ELECTION PROCEDURES

The candidate for First Vice District Governor must be the serving Second Vice District Governor unless he/she chooses not to stand, or there is a vacancy for Second Vice District

Governor, in which case any Lion who fulfils the candidacy requirements for Second Vice District Governor is eligible and if nominated must furnish with his/her nomination evidence of his/her compliance with the required qualifications for the nomination.

Each candidate for First or Second Vice District Governor shall furnish with his/her nomination evidence of his/her compliance with the qualifications for the said office as set out in the International Constitution and By-Laws, Article IX, Section 6, as may be amended from time to time, as follows:

He/she shall be an Active member in good standing of a chartered Lions Club in good standing in this District at the time of nomination and of election.

He/she shall secure the endorsement of his/her Club or of the majority of Clubs in the District.

He/she shall have served, at the time he/she takes office as Vice District Governor:

As President of a Lions Club for a full term or major portion thereof and as a member of the Board of Directors or **Trustee if a CIO** for no less than two additional years, and

As Zone Chair or Region Chair or Cabinet Secretary and/or Treasurer for a full term.

None of the above may be accomplished concurrently.

The District Governor shall arrange for all Clubs in the District to be notified of the names of all candidates so qualified not later than forty-two (42) days prior to the District Convention. Their names shall be placed in nomination at the District Convention. Each candidate for First or Second Vice District Governor shall be allowed one nominating speech by a member of his/her Club only of no more than three minutes duration and one personal speech of no more than five minutes duration. Each candidate will also be expected to introduce himself/herself at a suitable Forum with an address lasting not more than five minutes. There is no requirement for a presentation by a member of the candidate's Club or by any other Lion.

In the event that the First Vice District Governor or Second Vice District Governor does not stand for election a further invitation for nominations shall be issued. Any such nominations must be delivered to the Constitution, Nominations and Resolutions Officer to be received by him/her not later than 1st October.

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, Past District Governors, Past International Directors and Past International Presidents in the District 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.

It shall be the duty of the Immediate Past District Governor, if he/she is not available, the most recent past District Governor who is available, to send out invitations fifteen (15) days in advance of the meeting to attend said meeting.

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) Secure the endorsement of his or her Club or a majority of the clubs in his/her single District.
- (c) 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 fulfil his/her full term of office and other qualified Lions be considered for filling a vacancy in the office of District Governor.

Section 6. FIRST AND SECOND VICE DISTRICT GOVERNORS AND OTHER VACANCIES

Any vacancy in office except that of District Governor and First and Second Vice District Governors shall be filled by appointment from the District Governor for the unexpired term. In event of a vacancy arising in the office of first or second vice District Governor, the District Governor shall convene a meeting of the immediate past District Governor, First Vice District Governor and Second Vice District Governor 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 fifteen days (15) in advance of the meeting to attend said meeting and it shall also be his/her responsibility to preside as Chairperson of the meeting. The Chairperson shall convey the results to the international office within seven (7) days together with evidence of invitations sent and meeting attendance. Each Lion who is entitled to receive an invitation to attend and is present at said meeting shall be entitled to cast one vote for the Lion of his/her choice.

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

- (a) Be an Active Member in good standing of a chartered Lions Club in good standing in his/her single or sub-District.
- (b) Secure the endorsement of his or her Club or a majority of the clubs in his/her single District.
- (c) Have served or will have served at the time he/she takes office as first or second vice District Governor:

- (i) As officer of a Lions Club for a full term or major portion thereof; and
- (ii) As a member of the District Cabinet for a full term or major portion thereof.
- (iii) With none of the above being accomplished concurrently.
- (d) Has not completed a full term or major portion thereof as District Governor.

Section 7. REGION/ZONE CHAIRPERSON QUALIFICATIONS

Each Region and Zone Chairperson shall:

- (a) Be an active member in good standing in his/her respective Region or Zone; and
- (b) Have served or will have served at the time of taking office as Region or Zone Chairperson as president of a Lions Club for a full term or major portion thereof, and a member of the board of directors or as a trustee of a CIO of a Lions Club for no less than two (2) additional years.
- (c) Have not previously served a full term or a major portion thereof as District Governor
- (d) Zone and Region Chairpersons may serve no more than three (3) cumulative years in said position.

Section 8. APPOINTMENT/ELECTION OF REGION/ ZONE CHAIRPERSON

The District Governor shall appoint, by the time he/she takes office, one Region Chairperson for each Region (if the position is utilized during the District Governor’s term), and one Zone Chairperson for each Zone, in the District.

Section 9. REGION/ZONE CHAIRPERSON VACANCY

If any Region Chairperson or Zone Chairperson shall cease to be a member of a Club in the Region or Zone, as the case may be, to which he/she was appointed, his/her term of office shall thereon cease, and the District Governor shall appoint a successor to fill said office. Provided, however, the District Governor, in his/her discretion may determine not to use the position of Region Chairperson for the remainder of the term.

ARTICLE III - Duties of District Officers/Cabinet

Section 1. DISTRICT GOVERNOR

Under the general supervision of the International Board of Directors, he/she shall represent the association in his/her District. In addition, he/she shall be the chief administrative officer in his/her District and shall have direct supervision over the First and Second Vice District Governor, Region Chairpersons, the Zone Chairpersons, the Cabinet Secretary-Treasurer and such other Cabinet members as may be provided for in this District constitution and by-laws. His/her specific responsibilities shall be to:

- (a) 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.
 - (1) Ensure the selection of a qualified Lion leader for the positions of GST District Coordinator, GMT District Coordinator and GLT District Coordinator.
 - (2) Ensure regular meetings to discuss and advance initiatives established by the District Global Action Team.
 - (3) 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 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.
- (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 (virtually or in person) by District Governor or other District officer once every year to facilitate successful administration of the club.
- (g) 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.
- (h) Deliver, in a timely manner, at the conclusion of his/her term in office, the general and/or financial accounts, funds and records of the District to his/her successor in office.
- (i) Report to Lions Clubs International all known violations of the use of the association's name and emblem.
- (j) Perform such other functions and acts as shall be required of him/her by the International Board of Directors through the District Governor's Manual and other directives.

Section 2. FIRST VICE DISTRICT GOVERNOR

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

- (a) Further the purposes of this association.
- (b) Perform such administrative duties assigned by the District Governor.
- (c) Perform such other functions and acts required by the International Board of Directors.
- (d) Participate in the Cabinet meetings and conduct meetings in the absence of the District Governor and participate in Council meetings as appropriate.
- (e) Assist the District Governor in the review of the strengths and weaknesses of the clubs in the District, identifying the existing and potential weak clubs and establishing plans to strengthen them.
- (f) Conduct Club visitation as the representative of the District Governor when requested by the District Governor.
- (g) Work with the District 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.
- (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) 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.

- (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 his/her 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 his/her 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. His/her specific responsibilities shall be, but not limited, to:

- (a) Further the purposes of this association.
- (b) Perform such administrative duties assigned by the District Governor.
- (c) Perform such other functions and acts required by the International Board of Directors.
- (d) Participate in the Cabinet meetings and conduct meetings in the absence of the District Governor and 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, 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) 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.
- (m) If there is more than one candidate for the role of Second Vice District Governor any Zone Chairperson or Club may invite the candidates to speak about their candidature at a Zone or Club meeting if all candidates are present at the same time. Should any candidate decline the invitation for no good reason, it will not preclude the other candidate (s) from attending.

- (n) Any candidate for the role of 2VDG who has a Cabinet role shall not be precluded from attending a Club or Zone meeting to speak about his/her Cabinet post providing they do not speak about their candidacy at that meeting.

Section 4. CABINET SECRETARY-TREASURER

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

- (a) Further the Purposes of this association.
- (b) Perform such duties as are implied by the title of said office, including but not by way of limitation, the following:
 - (1) Keep an accurate record of the proceedings of all meetings of the Cabinet, and within fifteen (15) days after each meeting forward copies of the same to all members of the Cabinet, and the office of Lions Clubs International.
 - (2) Take and keep minutes of the sub-District convention and furnish copies of the same to Lions Clubs International, the District Governor and the Secretary of each Club in the sub-District.
 - (3) Make reports to the Cabinet as the District Governor or Cabinet may require.
 - (4) Collect and receipt for all dues and taxes levied on members and clubs in the sub-District, deposit the same in such bank or banks as the District Governor shall determine and disburse the same by order of the District Governor.
 - (5) Remit and pay over to the Multiple District Council Secretary-Treasurer the Multiple District dues and taxes, if any, collected in the sub-District, and secure a proper receipt.
 - (6) Keep accurate books and records of account, and minutes of all Cabinet and sub-District meetings, and permit inspection of the same by the District Governor, any Cabinet member and any Club (or any authorized agent of any of them) at any reasonable time for any proper purpose. Upon direction of the District Governor or the Cabinet, he/she shall furnish any such books and records as requested to any auditor appointed by the District Governor.
 - (7) Secure bond for the faithful performance of his/her duties in such sum and with such sureties as may be required by the District Governor.
- (b) Deliver, in a timely manner, at the conclusion of his/her term in office, the general and/or financial accounts, funds and records of the District to his/her successor in office.
- (c) 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 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. His/her responsibilities include:

- (a) With the district team, develop and implement the district plan focused on and working to achieve district service and fundraising goals.
- (b) Work to increase the percentage of clubs reporting service within the district.

- (c) Have knowledge of and encourage participation in LCI and LCIF service programs and grants, and the use of LCI service resources.
- (d) Act as the advocacy champion for the district, supporting clubs as they raise awareness, educate their community, and advocate for change.
- (e) Share service success stories with Lions and the community to increase visibility and member satisfaction, attract new members, and encourage the sharing of best practices.

Work to identify potential leaders to participate in a service leadership role.

Section 6. GLOBAL MEMBERSHIP TEAM (GMT) DISTRICT COORDINATOR

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

- (a) With the district team, develop and implement the district plan focused on and working to achieve district membership goals.
- (b) Train club membership chairpersons on key tools and initiatives and encourage clubs to create membership plans to improve recruitment and member satisfaction.
- (c) Support club membership chairs with membership inquiries and provide prompt guidance in line with applicable policies.
- (d) Ensure that prospective members are promptly contacted, and referred to a suitable club based on interest, availability, expectations, and other factors. If a suitable club is not available, guidance and support to starting a new club is provided unless a Global Extension Team district coordinator has been appointed.
- (e) Work to identify potential leaders to participate in a membership leadership role.
- (f) Provide retention strategies to clubs in collaboration with Global Leadership Team and Global Action Team district coordinators.
- (g) Confirm new members are provided an effective member orientation at the club level, in collaboration with the district leadership team coordinator and the club officers.

Section 7. GLOBAL LEADERSHIP TEAM (GLT) DISTRICT COORDINATOR

The GLT District Coordinator is a member of the District Global Action Team. His/her responsibilities include:

- (a) With the district team, develop and implement the district plan focused on and working to achieve district leadership development goals to hold training for club officers, region and zone chairpersons, Certified Guiding Lions and others as appropriate.
- (b) Develop and execute an annual district learning and leadership development plan and report training in Learn.
- (c) Work to identify potential leaders to participate in service, membership or leadership roles.
- (d) Support and facilitate training at district events when appropriate.
- (e) Confirm new members are provided an effective member orientation at the club level, in collaboration with the district membership team coordinator and club officers.

Section 8. Global Extension Team Coordinator

(if the position is utilized during the District Governor’s term). Under the supervision of the District Governor the District GET Coordinator is a member of the District Global Action Team. His/her responsibilities include:

- (a) Work with the District team (including the District Governor and vice District Governors) to ensure new Club goals of the District are met and sustainable.
- (b) Identify opportunities to charter new clubs in communities, or within groups of a larger community, that are not served or are underserved.
- (c) Collaborate with District leadership to build a team capable of completing the tasks required in the successful chartering of new clubs including membership recruitment, leadership development, and engagement in meaningful service projects.
- (d) Understand and communicate the process and policies of new Club development to team members and ensure that accurate information is conveyed to prospective members
- (e) Enable the success of new clubs by helping sponsor clubs establish mentoring relationships with the new Club officers and educating Guiding Lions on expectations of the new club.
- (f) Train and involve Lions interested in new Club chartering to expand the District’s ability to charter new clubs.
- (g) Ensure new Club applications are complete, properly approved, and submitted efficiently.

Section 9. DISTRICT MARKETING CHAIRPERSON

Under the supervision of the District Governor, the District marketing Chairperson is responsible for marketing and communications efforts and directly supports the District Global Action Team. His/her responsibilities include:

- (a) Work with the District team to identify and support opportunities for marketing large-scale events, programs, and initiatives.
- (b) Collaborate directly with the District Global Membership Coordinator to direct any membership leads that come through marketing channels to appropriate clubs.
- (c) Support the District Governor and District Global Action Team with marketing and publicity guidance.
- (d) Encourage Clubs within the District to apply for the Lions International Marketing Award
- (e) Support District funding opportunities.
- (f) Manage District social media channels and websites, either directly or through an established District marketing committee.
- (g) Maintain a full understanding of the Global Brand Guidelines.
 - a. Champion appropriate and consistent use of global brand assets in all District activities.
 - b. Support use of approved brand templates for story and publicity development.
- (h) Encourage clubs to fill the role of the Club marketing Chairperson.
 - a. Ensure consistent support for the Club marketing chair, holding meetings, trainings, and providing marketing guidance and best practices.
 - b. Promote the good works and newsworthy stories of LCI and LCIF to Lions and members of the media, through social media channels, and to external audiences.

Section 10. 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. Their responsibilities include:

- (a) Ensure that their team of club coordinators implement LCIF fundraising strategies.
 - Educate Lions about the importance and impact of LCIF locally, regionally, and around the world.
- (b) Encourage Lions to support LCIF in all aspects of fundraising across the district.
- (c) Be familiar with LCIF grant opportunities and educate Lions within the district on the various grants and projects supported by LCIF.

Section 11. LEO/ LEO-LION CABINET LIAISON (OPTIONAL)

The District Governor, in consultation with the District Leo chair, may choose to appoint a Leo or a Leo-Lion to serve a one-year term in an official non-voting capacity. The Leo/Leo-

Lion Cabinet liaison shall represent the interests and perspectives of Leos and Leo-Lions and facilitate communication and connection between Leos and Lions. In areas with a Leo District, the role shall be filled by a Leo-Lion or Leo, who is a current or past Leo District President, Vice-President, Secretary, or Treasurer. In areas where no Leo District has been formed, the role shall be filled by a Leo or a Leo-Lion who is a current or former Leo Club President.

The District Governor shall assign the Leo/Leo-Lion Cabinet liaison to the standing Cabinet committee(s) that would most benefit from a young adult voice. The Cabinet liaison may remain on the same committee for the duration of the year or transition among committees as determined by the District Governor.

The responsibilities of the Leo/Leo-Lion Cabinet liaison include:

- (a) Facilitate communication between Leos and Lions within the District.
- (b) Serve as a resource to District Cabinet officers and assigned committee(s).
- (c) Coordinate with the District Leo Chairperson in the promotion of the Leo club, Leo-Lion programs, and engagement opportunities for young people within the Lions' District.
- (d) Support District Leo Chairperson in conducting training for Leo District officers.
- (e) Advocate for leadership and leadership training opportunities for Leos and Leo-Lions within Lions District activities.
- (f) Serve as support and point of contact for District Leos to explore Lions membership program opportunities.
- (g) Communicate with Leo District president, Leo/Leo-Lion Council liaison (if appointed), and the constitutional area representative of the Leo Club Program Advisory Panel to collaborate on initiatives related to young people.
- (h) Assist in planning and integration of Leos and Leo-Lions in Lions District convention, forum events and trainings.
- (i) Attend Leo District meetings as necessary.
- (j) Chair one District collaboration project between Leos and Lions.

Section 12. REGION CHAIRPERSON

(if the position is utilized during the District Governor's term). The Region Chairperson subject to the supervision and direction of the District Governor, shall be the chief administrative officer in his/her Region. The Region Chairperson is a member of the District Global Action Team. His/her specific responsibilities should be to:

- (a) Further the Purposes of this association, resulting in membership growth in the region.
- (b) Actively work towards the success of the current district plan and encourage club participation.
- (c) Supervise the activities of the zone chairpersons in their region and such district committee chairperson as may be assigned by the district governor.
- (d) Support club health by identifying club strengths and weaknesses and encouraging growth, leadership excellence and meaningful service.

- (e) Be knowledgeable of tools available to support club health.
- (f) Conduct meaningful and effective club visitations in coordination with the zone chairpersons as needed.
- (g) Communicate with clubs regularly to ensure effective operation.
- (h) Support new clubs.
- (i) Utilize LCI Resources, Global Action Team Coordinators and LCIF Coordinators to support club health.
- (j) Perform such duties and directives as may be required by the district officers or by the policy of the International Board of Directors

Section 13. ZONE CHAIRPERSON

The Zone Chairperson, subject to the supervision and direction of the District Governor and/or Region Chairperson, shall be the chief administrative officer in his/her Zone. The Zone Chairperson is a member of the District Global Action Team. His/her specific responsibilities shall be to:

- (a) Further the Purposes of this association, resulting in membership growth in the zone.
- (b) Actively work towards the success of the current district plan and encourage club participation.
- (c) Serve as chairperson of the District Governor's Advisory Committee (Zone Meeting) in their zone and as such chairperson to call regular meetings of said committee.
- (d) Support club health by identifying club strengths and weaknesses and encouraging growth, leadership excellence and meaningful service.
 - (1) Be knowledgeable of tools available to support club health.
 - (2) Visit each club in their zone once or more during their term of office, reporting their findings to the district governor and the region chairperson (if applicable) particularly with respect to weaknesses they may have discovered.
 - (3) Communicate with clubs regularly to ensure effective operation.
 - (4) Support new clubs.
 - (5) Utilize LCI Resources, Global Action Team and LCIF to support club health.

- (6) Endeavor to have every club within their zone operating under a duly adopted club constitution and by-laws.
- (7) Represent each club in their zone in any problems with district, multiple district or Lions clubs International.
- (e) Become familiar with district operations and enhance leadership skills as needed for advancement.
 - (1) Learn the district structure and the importance of each position.
 - (2) Assess personal leadership skills to encourage personal growth.
- (f) Perform such duties and other directives as may be required by the district officers or by the policy of the International Board of Directors

Section 14. DISTRICT GOVERNOR'S CABINET

The District Governor's Cabinet shall:

- (a) Assist the District Governor in the performance of his/her duties and in the formulation of administrative plans and policies affecting the welfare of Lionism within the sub-District.
- (b) Receive, from the Region Chairpersons or other assigned District Cabinet members, reports and recommendations which concern the clubs and Zones.
- (c) Supervise the collection of all 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 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 15. 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 IV - District Committees

Section 1. DISTRICT GOVERNOR'S ADVISORY COMMITTEE

In each Zone, the Zone Chairperson and the presidents, first vice presidents and secretaries of the clubs in the Zone shall compose a District Governor's Advisory Committee, with the Zone Chairperson as Chairperson. At a date, time and place called by the Zone Chairperson, this committee shall hold a first meeting within ninety (90) days after the adjournment of the

preceding international convention; a second meeting in the month of November; a third meeting in the month of February or March; and a fourth meeting approximately thirty days prior to the Multiple District convention Within the constraints of the venue all members of a Zone are eligible to attend a Zone meeting. It shall assist the Zone Chairpersons in an advisory capacity, procure recommendations affecting the welfare of Lionism and the clubs in the Zone, and relay the same through the Zone Chairperson to the District Governor and his/her Cabinet.

Section 2. DISTRICT GLOBAL ACTION TEAM

Chaired by the District Governor and includes the District Global Membership Coordinator, District Global Service Coordinator, District Global Leadership Coordinator and District Global Extension Coordinator and is supported by the District Marketing Chairperson. Develops and initiates a coordinated plan to help clubs expand humanitarian service, achieve membership growth, and develop future leaders. Meets regularly to discuss the progress of the plan and initiatives that may support the plan. Collaborates with members of the Multiple District's Global Action Team to learn about initiatives and best practices. Shares activities, achievements and challenges with members of the Multiple District Global Action Team. Attends the District Governor Advisory Committee meeting and other Zone, Region, District or Multiple District meetings that feature service, membership or leadership initiatives to share ideas and gain knowledge that may be applied to Club practices.

Section 3. DISTRICT GOVERNOR'S HONORARY COMMITTEE

It shall act under the direction of the District Governor in promotion of harmony throughout the District and perform such other additional assignments as shall be given it from time to time by the District Governor. It will meet when its members identify a need or as called by the District Governor and will provide advice to the District Governor as is appropriate. The committee members will choose their Chairperson who will be, ex-officio, a member of the District Cabinet

Section 4. DISTRICT CABINET COMMITTEES

The District Governor may establish and appoint such other committees and/or Chairpersons as he/she deems necessary and appropriate for the efficient operations of the District. Such committee Chairpersons shall be deemed non-voting members of the District Cabinet.

ARTICLE V - Meetings

Section 1. DISTRICT CABINET MEETINGS.

- (a) Regular. A regular meeting of the Cabinet shall be held in each quarter of the fiscal year, with the first of which should be held within thirty (30) days after the adjournment of the preceding international convention. Ten (10) days written notice of meetings setting forth a date, time and place determined by the District Governor shall be given to each member by the Cabinet Secretary.
- (b) Special. Special meetings of the Cabinet may be called by the District Governor at his/her discretion and shall be called upon written request made to the District Governor or the Cabinet Secretary by a majority of the members of the Cabinet. No

fewer than five (5) nor more than twenty (20) days written (including letters, electronic mail, facsimile transmission, or cable) notice of special meetings, setting forth the purposes and a date, time and place determined by the District Governor, shall be given to each member by the Cabinet Secretary.

- (c) Quorum. The attendance of a majority of the officers of this District shall constitute a quorum for any Cabinet meeting.
- (d) Vote. The voting privilege should be extended to the voting members of the District Cabinet as defined in Exhibit A Rule 8 of this District constitution.

Section 2. ALTERNATIVE MEETING FORMATS

Regular and/or special meetings of the District Cabinet may be held through the use of alternative meeting formats, such as teleconference and/or web conference as determined by the District Governor.

Section 3. BUSINESS TRANSACTED BY MAIL

The District Cabinet may transact business by mail (including letters, electronic mail, facsimile transmission, or cable), provided that no such action shall be effective until approved in writing by two-thirds (2/3) of the entire number of the members of the District Cabinet. Such action may be initiated by the District Governor or any three (3) officers of the District.

Section 4. REGIONS AND ZONES.

- (a) Organizational. Regions and Zones shall be subject to change by the District Governor, with the approval of the District Cabinet and when it is in the best interests of the clubs, District and the association. The District may be divided into regions of 2 or more zones (if regions are utilized in the District Governors term). Each Zone should consist of four (4) to eight (8) Clubs and may be expanded giving due regard to the geographical locations of the clubs and any newly chartered clubs.
- (b) Region Meetings. Meetings of representatives of all clubs in a Region, with the Region Chairperson (if the position is utilized during the District Governor's term) or other District Cabinet member as may be assigned by the District Governor presiding, should be held during the fiscal year at times and places fixed by the Region Chairperson of the respective Region.
- (c) Zone Meetings. Meetings of representatives of all the clubs in a Zone, with the Zone Chairperson presiding, shall be held during the fiscal year at times and places fixed by the Zone Chairperson.

ARTICLE VI - District Convention

Section 1. CONVENTION SITE SELECTION

A Convention of the District shall be held in each year, prior to the date set for the Multiple District Convention by not less than forty-two (42) days, at a place selected by a previous Annual Convention of the District and a date and time fixed by the District Governor.

Section 2. OFFICIAL CALL

The District Governor shall issue an official 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 3. SITE CHANGE

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 4. OFFICERS

The members of the District Cabinet shall be the officers of the annual District convention.

Section 5. 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 6. OFFICIAL REPORT

Within fifteen (15) days after the close of each single and sub-District convention, the Cabinet Secretary shall transmit one copy of the complete proceedings to the international office. Upon written request from any Club in the respective District a copy shall be furnished to said club.

Section 7. CREDENTIALS COMMITTEE

The Credentials Committee of the District convention shall be composed of the District Governor, as Chairperson, the Cabinet Secretary or the Cabinet Secretary-Treasurer and two other non-officers of the District appointed by the District Governor, each of whom shall be a member in good standing of a different Lions Club in good standing in the District. The non-officers shall not, through the duration of the appointment, hold any District or international office either by election or appointment. The Credentials Committee shall have the powers and perform the duties set forth in ROBERT’S RULES OF ORDER, NEWLY REVISED.

Section 8. ORDER OF CONVENTION BUSINESS.

The District Governor shall arrange the order of business for the District convention, and the same shall be the order of the day for all sessions.

Section 9. DISTRICT CONVENTION COMMITTEES

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

ARTICLE VII - CONVENTION FUND

Section 1. DISTRICT REVENUE

To provide revenue to defray the administrative expenses of the District, an annual District Administration Fund per Capita Levy, the sum to be decided annually at the District Convention, shall be levied upon each member of each Club in the District. It shall be collected and paid in advance by each Club in two (2) semi-annual payments of half the Per Capita Levy per Club member on the 31st July to cover the semi-annual period 1st July to 31st December and on the 31st January to cover the semi-annual period 1st January to 30th June, with billings of the same to be based upon the roster of each Club, as known, on the first days

of July and January respectively. Said Levy shall be paid to the District Treasurer by each Club, except newly chartered and reorganised Clubs, which shall collect and pay said Per Capita Levy on a pro-rata basis from the first day of the month following their organisation or reorganisation. Said Per Capita Levy shall be disbursed only for the administrative expenses of the district and only upon the approval of the District Governor

Section 2. REMAINING FUNDS

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

Section 3. FEE COLLECTION

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

ARTICLE VIII - District Administration Fund

Section 1. DISTRICT REVENUE

To provide revenue for approved District projects and to defray the administrative expenses of the District, an annual District administrative fund is 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 per Club member on July 31st of each year to cover the semi-annual period July 1 to December 31; and per Club member on January 31st of each year, to cover the semi-annual period January 1 to June 30, with billings of the same to be based upon the roster of each Club as of the first days of July and January, respectively. Said tax shall be paid to the Cabinet Secretary or Cabinet Treasurer (or Secretary-Treasurer) by each Club in the District, except newly chartered and reorganized clubs, which shall collect and pay said fund on a pro-rata basis from the first day of the second month following the date of their organization or reorganization. Said funds shall be disbursed only for administrative expenses of the District and only upon approval by the District Governor's Cabinet

Section 2. REMAINING FUNDS

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.

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. 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 or Treasurer).

*Section 3. **COMPENSATION***

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 Cabinet Treasurer (or Secretary Treasurer) whose compensation, if any, shall be fixed by the District Cabinet.

*Section 4. **FISCAL YEAR***

The fiscal year of this District shall be from July 1st to June 30th.

*Section 5. **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 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 and adopted by a majority of the votes cast.

*Section 2. **AUTOMATIC UPDATE***

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 automatically be updated in this District constitution and by-laws at the close of the convention.

*Section 3. **NOTICE***

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. **EFFECTIVE DATE***

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

EXHIBIT A

SAMPLE RULES OF PROCEDURE

These Sample Rules of Procedure are guidelines and may be amended by the District Cabinet and adopted by the delegates of the convention.

DISTRICT 105A CONVENTION

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 105A Constitution and By-Laws, national custom and practice or these rules, Robert's Rules of Order, Newly Revised shall govern all questions of order and procedure.

Rule 3.

- (a) The credentials committee shall be composed of the District Governor, as Chairperson, the Cabinet Secretary/Treasurer and two other non-officers of the District appointed by the District Governor; provided, however, the District Governor may designate any other committee member as Chairperson. The credentials committee's primary responsibility shall be to verify Club delegate credentials. In carrying out this responsibility, the credentials committee shall have the powers and shall perform the duties as established by national custom and practice or as set forth in Robert's Rules of Order, Newly Revised.
- (b) The registration and certification of delegates shall occur on the day(s) of _____ between the hours of 08.30 and 11.00.
- (c) The number of certified delegates shall be announced to the convention upon close of certification and prior to the commencing of voting.

Rule 4.

- (a) 60 days prior to the convening of the convention, the District Governor, unless otherwise provided, shall appoint, and designate the Chairperson of, a nominations committee consisting of not less than three (3) and no more than five (5) members. It shall be the committee's responsibility to review the qualifications of each nominated candidate within thirty (30) days prior to the election and rule on the eligibility of the same.
- (b) Candidate may withdraw from the contest at any time prior to the issuance of the final report of the nominations committee.

Rule 5

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 6.

Nominations for the offices of District Governor, First and Second Vice District Governor and such other offices to be filled by the convention shall be limited to nominating/seconding speeches not to exceed 3 minute(s) for each nominee.

Rule 7.

- (a) Prior to the convention, the District Governor shall appoint, and designate the Chairperson of an elections committee consisting of three (3) members. Each duly nominated candidate shall also be entitled to designate one (1) observer through his/her club. The observers may oversee election procedures only, but may not participate directly in the committee's decision making.
- (b) The elections committee shall be responsible for preparation of elections materials, vote tabulation, and resolving questions concerning the validity of individual ballots. The committee's decision shall be final and binding.
- (c) 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 and observer. The District Governor, Council Chairperson and all candidates shall be provided a copy of the committee's report.

Rule 8

Voting.

- (a) Voting will take place at a predetermined location and time.
- (b) To secure a ballot card, the delegate shall present his/her credential certificate to voting personnel for verification. Once verified, the delegate shall be issued a ballot.
- (c) The voter shall indicate his/her vote by placing a mark in the appropriate location by the name of the candidate of his/her 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, 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 Club endorsed Lion for appointment by the International Board of Directors.

Rule 2

Written invitations to this meeting shall be sent not less than fifteen (15) days in advance of the meeting. The immediate past District Governor, as the meeting's Chairperson, 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.

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 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 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 as defined in Article II, Section 6 of these By-laws 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 endorsed 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 no less than fifteen (15) days in advance of the meeting, to attend said meeting and it shall also be his/her responsibility 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, 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.

Rule 3

The District Governor 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 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 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.

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 his/her single or sub-District.
- Candidate endorsed by his/her 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 fulfils the following qualifications:

- Club President: _____ Year Served _____
- Club Board of Directors/CIO trustee 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 his/her single or sub-District.
- Candidate endorsed by his/her 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,
- Has not completed a full term, or majority portion thereof, as District Governor

*This amendment shall take effect on July 1, 2022

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 fulfils the qualifications for the office of second vice District Governor:

- Club President: _____ Year Served _____
- Club Board of Directors/CIO Trustee 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/CIO Trustee 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.
 - Has not completed a full term, or majority portion thereof, as District Governor
- *This amendment shall take effect on July 1, 2022

**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 symbol¹ 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:

(Note: there are a few different options when there is more than one candidate. If time permits, you may have the voter indicate their selection next to the candidate they wish to vote for. If no candidate receives a majority of the votes, then the candidate with the lowest amount of votes is dropped off the ballot and another vote is taken (The ballot would look like Sample #1 above). This process would continue until a candidate receives the required number of votes. As most Districts do not have the time to conduct such a lengthy process, the option of Preferential Voting allows the voter to complete one ballot. Following is an example of a Preferential Voting Ballot):

Instructions. Indicate your preference by clearly marking next to each candidate's name a number (1, 2, 3 or 4) indicating your preference in the order in which you would elect the candidate (i.e., 1, representing highest preference, 2 – next preference, etc).

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/she 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.
7. 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.*