

District C-2

Alberta, Canada

Constitution And By-Laws



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DISTRICT C-2 CONSTITUTION

ARTICLE I – Name	1
ARTICLE II – Purposes	1
ARTICLE III – Membership	1
ARTICLE IV – Emblem, Colors, Slogan and Motto	
SEC. 1 – Emblem	1
SEC. 2 – Use of Name and Emblem	1
SEC. 3 – Colors	1
SEC. 4 – Slogan	1
SEC. 5 – Motto	1
ARTICLE V – Supremacy	2
ARTICLE VI – Officers and District Cabinet	
SEC. 1 – Officers	2
SEC. 2 – District Cabinet	2
SEC. 3 – Election/Appointment of District Cabinet	2
SEC. 4 – Removal	2
ARTICLE VII – District Convention	
SEC. 1 – Time and Place	2
SEC. 2 – Club Delegate Formula	2
SEC. 3 – Past District Governor Voting Eligibility	3
SEC. 3 – Quorum	3
SEC. 4 – Special Convention	3
ARTICLE VIII – District Dispute Resolution Procedure	
SEC. 1 – Disputes Subject to Procedure	3
SEC. 2 – Complaints and Filing Fee	3
SEC. 3 – Response to Complaint	4
SEC. 4 – Confidentiality	4
SEC. 5 – Selection of Conciliators	4
SEC. 6 – Conciliation Meeting & Decision of Conciliators	4
ARTICLE IX – Amendments	
SEC. 1 – Amending Procedure	5
SEC. 2 – Automatic Update	5
SEC. 3 – Notice	5
SEC. 4 – Effective Date	5

BY-LAWS

ARTICLE I – Nominations and Endorsement Second Vice President and International Director Nominees

SEC. 1 – Endorsement Procedure	6
SEC. 2 – Nomination	6
SEC. 3 – Seconding Speech	6
SEC. 4 – Vote	6
SEC. 5 – Certificate of Endorsement	6
SEC. 6 – Validity	6

ARTICLE II – District Nominations, Elections and Appointments

SEC. 1 – Nominating Committee	6
SEC. 2 – District Governor Election Procedures	6
SEC. 3 – First and Second Vice District Governor Election Procedures	7
SEC. 4 – Ballot	7
SEC. 5 – District Governor Vacancy	8
SEC. 6 – First and Second Vice District Governors and Other Vacancies	8
SEC. 7 – Region/Zone Chairperson Qualifications	9
SEC. 8 – Appointment/Election of Region/Zone Chairperson	9
SEC. 9 – Region/Zone Chairperson Vacancy	9
SEC.10 - Appeal of Election Results.....	9

ARTICLE III – Duties of District Officers/Cabinet

SEC. 1 – District Governor	9
SEC. 2 – First Vice District Governor	10
SEC. 3 – Second Vice District Governor	11
SEC. 4 – Cabinet Secretary-Treasurer	11
SEC. 5 – Region Chairperson	12
SEC. 6 – Zone Chairperson	13
SEC. 7 – District Governor’s Cabinet	13
SEC. 8 – Sergeant-at-Arms	13

ARTICLE IV – District Committees

SEC. 1 – District Governor’s Advisory Committee	14
SEC. 2 – District Governor’s Honorary Committee	14
SEC. 3 – District Cabinet Committees	14

ARTICLE V – Meetings

SEC. 1 – District Cabinet Meetings	14
SEC. 2 – Alternative Meeting Formats	14
SEC. 3 – Business Transacted by Mail	14
SEC. 4 – Regions and Zones	15

ARTICLE VI – District Convention

SEC. 1 – Convention Site Selection	15
SEC. 2 – Official Call	15
SEC. 3 – Site Change	15
SEC. 4 – Officers	15
SEC. 5 – Sergeant-at-Arms	15
SEC. 6 – Official Report	15
SEC. 7 – Credentials Committee	15
SEC. 8 – Order of Convention Business	16

SEC. 9 – District Convention Committees	16
ARTICLE VII – Convention Fund	
SEC. 1 – Convention Fund Tax	16
SEC. 2 – Remaining Funds	16
SEC. 3 – Fee Collection	16
ARTICLE VIII – District Administration Fund	
SEC. 1 – District Revenue	16
SEC. 2 – District Dues Review	17
SEC. 3 – Remaining Funds	17
Article IX- Club Dispute Resolution Procedure	
SEC. 1 – Disputes Subject To Procedure.....	17
SEC. 2 – Request	17
SEC. 3 – Time, Filing Fee.....	17
SEC. 4 – Response to Complaint	17
SEC. 5 – Confidentiality	17
SEC. 6 – Selection of Conciliator	17
SEC. 7– Conciliation Meeting & Decision	18
ARTICLE X – Miscellaneous	
SEC. 1 – Financial Obligations	18
SEC. 2 – Signing Authorities Background Check	18
SEC. 3 – Review of Books	18
SEC. 4 – Compensation	18
SEC. 5 – Fiscal Year	18
SEC. 6 – Rules of Procedure	18
ARTICLE XI – Amendments	
SEC. 1 – Amending Procedure	18
SEC. 2 – Automatic Update	18
SEC. 3 – Notice	18
SEC. 4 – Effective Date	18
LIONS CLUBS INTERNATIONAL STATEMENTS	
Vision	19
Mission	19
Purposes	19
Code of Ethics	19

DISTRICT C-2 CONSTITUTION

ARTICLE I Name

This organization shall be known as Lions District C-2 hereinafter referred to as "**district.**"

ARTICLE II Purposes

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 endeavors.

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 determined from time to time by the Multiple District C Council.

ARTICLE IV Emblem, Colors, 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. **COLORS.** The colors 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 District Constitution and By-Laws shall govern the District unless otherwise amended so as not to conflict with the Multiple District Constitution and By-Laws or the International Constitution, By-Laws and policies of Lions Clubs International. Whenever a conflict or a contradiction exists between the provisions set forth in the District Constitution and By-Laws they will be governed by that of the Multiple District Constitution and By-Laws which in turn shall be governed by Lions Clubs International Constitution and By-Laws.

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 and the Region Chairpersons (if the position is utilized during the District Governor's term), the Zone Chairpersons, the Cabinet Secretary-Treasurer, or the Cabinet Secretary, the Cabinet Treasurer, the Global Membership Coordinator(GMT), the Global Service Coordinator (GST)and Global Leadership Coordinator(GLT). 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, the Cabinet Secretary-Treasurer, or the Cabinet Secretary, and a Cabinet Treasurer, District GMT Coordinator, District GLT Coordinator, District GST Coordinator and such other members as may be appointed by the District Governor.

Section 3. **ELECTION/APPOINTMENT OF DISTRICT CABINET.** The District Governor and first, second and third 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 members as may be included in the district cabinet.

Amended IAW LCI Std Form – 21st Feb, 2016

Section 4. **REMOVAL.** Members of the District Cabinet other than the District Governor, First Vice District Governor, 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 multiple district convention and 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 and must be in possession of a valid Lions Clubs International membership card, showing they are in good standing. Delinquent dues may be paid and good standing acquired up to 15 days prior to the close of credential certification, as such closing time shall be established by the rules of the respective convention.

It is not required for a member to be enrolled in a club for a year and a day in order to qualify as an eligible delegate.

**Amended IAW LCI Std Form Effective July 1, 2016*

Section 3. **PAST DISTRICT GOVERNOR VOTING ELIGIBILITY:** All Past District Governors who are active members in good standing, of a club in District C-2 shall be voting delegates over and above their club's quota for all purposes, providing that the club, of which the Past District Governor is a member of, is in good standing. The Past District Governor must be in possession of a valid Lions Clubs International membership card, showing they are in good standing.

Section 4. **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 5. **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

Section 1. **DISPUTES SUBJECT TO PROCEDURE.** All disputes relative to membership, club boundaries, or interpretation, breach of, or application of District C-2's constitution and by-laws, or any policy or procedure adopted from time to time by district C-2's cabinet, or any other internal Lions district or matters that cannot be satisfactorily resolved through other means, arising between any clubs in the District C-2, or any club(s) and the administration of District C-2, shall be settled by the following dispute resolution procedure. Except as otherwise provided herein, any time limits specified in this procedure may be shortened or extended by the District Governor, or in the event the complaint is directed against the District Governor, the Immediate Past District Governor, conciliators or the International Board of Directors (or its designee) upon a showing of good cause. All parties to any dispute subject to this procedure shall not pursue administrative or judicial actions during this dispute resolution process.

Section 2. **COMPLAINTS AND FILING FEE.** Any Lions Club in good standing within the association (the "complainant") may file a written request with the District Governor or, in the event the complaint is directed against the District Governor, the Immediate Past District Governor (a "complaint"), with a copy to the Legal Division, asking that dispute resolution take place under this procedure. The complaint must be filed within thirty (30) days after the complainant(s) knew or should have known of the occurrence of the event upon which the complaint is based. The complainant(s) must submit minutes signed by the club secretary certifying that a resolution in support of filing the complaint has been adopted by a majority of the entire membership of the club. A copy of the complaint shall be sent to the respondent(s).

A complaint filed under this procedure must be accompanied by a US\$750.00 filing fee, or its equivalent in the respective national currency, payable by each complainant to District C-2 which shall be submitted to the District Governor or, in the event the complaint is directed against the District Governor, the Immediate Past District Governor, at the time the complaint is filed. In the event the complaint is settled or withdrawn prior to a final decision by the conciliators, US\$100.00 shall be retained by District C-2 as an administrative fee and US\$325.00 shall be refunded to the complainant and US\$325.00 shall be paid to the respondent (which shall be shared on

an equal basis if there is more than one respondent). In the event the selected conciliators find the complaint to have merit and the complaint is upheld, US\$100.00 shall be retained by District C-2 as an administrative fee and US\$650.00 shall be refunded to the complainant. In the event the selected conciliators deny the complaint for any reason, US\$100.00 shall be retained by District C-2 as an administrative fee and US\$650.00 shall be paid to the respondent (which shall be shared on an equal basis if there is more than one respondent). In the event the complaint is not settled, withdrawn, upheld or denied within the time frames established by this procedure (unless an extension has been granted for good cause), then the entire fee will be automatically retained by District C-2 as an administrative fee and shall not be refunded to any party. All expenses incurred relative to this dispute resolution procedure are the responsibility of District C-2, unless established District C-2 policy provides that all expenses incurred relative to this dispute resolution procedure shall be paid on an equal basis by the parties to the dispute.

Section 3. **RESPONSE TO COMPLAINT.** The respondent(s) to the complaint may file a written response to the complaint with the District Governor or, in the event the complaint is directed against the District Governor, the Immediate Past District Governor, with a copy to the Legal Division, within ten (10) days of receiving notice of the complaint. A copy of the response shall be sent to the complainant(s).

Section 4. **CONFIDENTIALITY.** Once a complaint has been filed, communications between the complainant(s), respondent(s), District Governor or, in the event the complaint is directed against the District Governor, the Immediate Past District Governor and conciliators should be kept confidential to the extent possible.

Section 5. **SELECTION OF CONCILIATORS.** Within fifteen (15) days of filing the complaint, each party to the dispute shall select one (1) neutral conciliator and the selected conciliators shall select one (1) neutral conciliator, who will serve as chairperson. The selected conciliators' decision relative to the selection of the conciliator/chairperson shall be final and binding. All of the selected conciliators shall be Lion leaders, preferably Past District Governors, who are currently members in good standing of clubs in good standing in District C-2 in which the dispute arises, other than a club which is a party to the dispute, and shall be impartial on the matter in dispute and without loyalties to any party to the dispute. Upon completion of the selection process, the conciliators shall be deemed appointed with all authority appropriate and necessary to resolve or decide the dispute in accordance with this procedure.

In the event the selected conciliators cannot agree on the selection of the conciliator/chairperson within the time frame noted above, then the selected conciliators shall be automatically deemed to have resigned for administrative reasons and the parties must select new conciliators ("the second team of selected conciliators") who shall then select one (1) neutral conciliator/chairperson in accordance with the selection procedures and requirements described above. In the event the second team of selected conciliators cannot agree on the selection of the conciliator/chairperson from within District C-2 in which the dispute arises, the selected conciliators may select one (1) neutral conciliator/chairperson who is a member of a club in good standing outside District C-2. In the event the second team of selected conciliators cannot agree on the selection of the conciliator/chairperson from within or outside District C-2 in which the dispute arises, then the past international director who most recently served on the International Board of Directors from within District C-2 in which the dispute arises or from an adjacent district to District C-2, whichever is closest in proximity, shall be appointed as conciliator/chairperson. The time limits in this article may not be shortened or extended by the District Governor or, in the event the complaint is directed against the District Governor, the Immediate Past District Governor, and the conciliators.

Section 6. **CONCILIATION MEETING & DECISION OF CONCILIATORS.** Upon being appointed, the conciliators shall arrange a meeting of the parties for the purpose of conciliating the dispute. The meeting shall be scheduled within thirty (30) days of the appointment of the conciliators. The objective of the conciliators shall be to find a prompt and amicable resolution to the dispute. If such conciliation efforts are unsuccessful, the conciliators shall have the authority to issue their decision relative to the dispute. The conciliators shall issue their decision in writing no later than thirty (30) days after the date on which the initial meeting of the parties was held, and the decision shall be final and binding on all parties. The written decision shall be signed by all the conciliators, with the dissent of any conciliator properly noted, and a copy of the written decision shall be provided to all parties, the District Governor or, in the event the complaint is directed against the District Governor, the Immediate Past District Governor, and, to the Legal Division of Lions Clubs International. The decision of the conciliators must be consistent with any applicable provisions of the International, Multiple

District and District Constitutions and By-Laws and policies of the International Board of Directors, and is subject to the authority of and further review by the International Board of Directors at the sole discretion of the International Board of Directors or its designee.

Failure to comply with the final and binding decision of the conciliators constitutes conduct unbecoming a Lion and is subject to loss of membership privileges and/or charter cancellation.

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, and when amendments to the Multiple District Constitution and By-Laws are passed at the Multiple District 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 By-Law Nominations and Endorsement Second 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 at a district convention as a candidate for the office of International Director or Second Vice-President shall:

- (a) Deliver (by mail or in person) written notice of intention to seek such endorsement to the District Governor and if this is a sub-district of a multiple district to the multiple district council secretary treasurer no less than 30 days prior to the convening date of the district convention at which such question of endorsement is to be voted upon;
- (b) Deliver with said notice of intention evidence of 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 have been met.

ARTICLE II By-Law District Nominations, Elections and Appointments

Section 1. **NOMINATING COMMITTEE.** The District Governor shall appoint by written notification received at least sixty (60) days prior to the district convention, a Nominating Committee of not less than three (3) and no more than five (5) members, each of whom shall be a member in good standing of a different Lions Club in good standing in the district, and shall not through the duration of their appointment hold any district cabinet or international office either by election or appointment.

Section 2. **DISTRICT GOVERNOR ELECTION PROCEDURES.** Any qualified member of a club in the district seeking the office of District Governor elect shall file his/her intention to so run in writing with the presiding District Governor and Cabinet Secretary, 45 days prior to the first day of the convention, and furnish evidence of his/her compliance with the qualifications for said office.

In order for a Lion to be eligible and qualified to be elected to 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/her club or the majority of clubs in his/her district.
- (c) Have served or will have served at the time he/she takes office as District Governor:
 - (i) As second then first Vice District Governor in the District
 - (ii) As president of a Lions Club for a full term or major portion thereof; and
 - (ii) As a member of the district cabinet for two full terms or major portion thereof.
 - (iii) As a zone chair for a full term or major portion thereof.
 - (iv) With none of the above being accomplished concurrently.

The Nominating Committee shall place in nomination at the district convention the name(s) of all candidate(s) so qualified. If none are so received and/or so qualified, then, but then only, nominations for the office may be made from the floor. A candidate shall be allowed one nominating speech of no more than five (5) minutes duration, and one seconding speech of no more than three (3) minutes duration.

Section 3. **FIRST AND SECOND VICE DISTRICT GOVERNOR ELECTION PROCEDURES.** Any member of a club in the district seeking the office of First or Second Vice District Governor shall file his/her intention to so run in writing with the presiding District Governor and the Cabinet Secretary, 45 days prior to the first day of the convention, and furnish evidence of his/her compliance with the qualifications for said office.

In order for a Lion to be eligible and qualified to be elected to the office of **First 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/her club or the majority of clubs in his/her district.
- (c) Have served or will have served at the time he/she takes office as First Vice District Governor as Second Vice District Governor of the District
 - (i) As president of a Lions Club for a full term or major portion thereof; and
 - (ii) As a member of the district cabinet for two full terms or major portion thereof.
 - (iii) As a zone chair for a full term or major portion thereof.
 - (iv) With none of the above being accomplished concurrently.

In order for a Lion to be eligible and qualified to be elected to the office of **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/her club or the majority of clubs in his/her district.
- (c) Have served or will have served at the time he/she takes office:
 - (i) As president of a Lions Club for a full term or major portion thereof; and
 - (ii) As a member of the district cabinet for two full terms or major portion thereof.
 - (iii) As a zone chair for a full term or major portion thereof.
 - (iv) With none of the above being accomplished concurrently.

The Nominating Committee shall place in nomination at the district convention the names of all candidates so qualified. If none are so received and/or so qualified, then, but then only, nominations for the office may be made from the floor. Each candidate shall be allowed one nominating speech of no more than five (5) minutes duration, and one seconding speech of no more than three (3) minutes duration.

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

Section 5. **DISTRICT GOVERNOR VACANCY.** In the event of a vacancy in the office of District Governor, the same shall be filled in accordance with the provisions of the International Constitution and By-Laws. The Immediate Past District Governor, First and Second Vice District Governors, the Region Chairpersons, Zone Chairpersons, the Cabinet Secretary and Cabinet Treasurer (or Cabinet Secretary/Treasurer) and 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.

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 district.
- (b) Secure the endorsement of his/her club or the majority of clubs in his/her district.
- (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/her club or the majority of clubs in his/her district.
- (c) Have served or will have served at the time he/she takes office as District Governor:
 - (i) As president of a Lions Club for a full term or major portion thereof; and
 - (ii) As a member of the district cabinet for two full terms or major portion thereof.
 - (iii) As a zone chair for a full term or major portion thereof.
 - (iv) 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 GOVERNOR AND OTHER VACANCIES.** Any vacancy in office except that of District Governor and First and Second Vice District Governor shall be filled by appointment from the District Governor for the unexpired term. In event of a vacancy arising in the office of First or Second Vice District Governor, the District Governor shall convene a meeting of the members of the existing cabinet as provided for in the International Constitution and By-Laws and all Past International Officers who are members in good standing of a chartered Lions Club in good standing in the district. It shall be the duty of the attendees at this meeting to appoint a qualified club member as First, Second, or Third Vice District Governor for the remainder of the term. In filling said vacancy, it shall be the duty of the District Governor, or if not available, the most recent Past District Governor who is available, to send out invitations to attend said meeting and it shall also be his/her responsibility to preside as chairperson of the meeting. The chairperson shall convey the results to the international office within seven (7) days together with evidence of invitations sent and meeting attendance. Each Lion that 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 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/her club or the majority of clubs in his/her district.
- (c) Have served or will have served at the time he/she takes office as Second Vice District Governor of the District:
 - (i) As president of a Lions Club for a full term or major portion thereof; and
 - (ii) As a member of the district cabinet for two full terms or major portion thereof.
 - (iii) As a zone chair for a full term or major portion thereof.
 - (iv) With none of the above being accomplished concurrently.

In order for a Lion to be eligible and qualified to be selected to fill a vacancy in the office of **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/her club or the majority of clubs in his/her district.
- (c) Have served or will have served at the time he/she takes office as Third Vice District Governor of the District:

- (i) As president of a Lions Club for a full term or major portion thereof; and
- (ii) As a member of the district cabinet for two full terms or major portion thereof.
- (iii) As a zone chair for a full term or major portion thereof.
- (iv) With none of the above being accomplished concurrently.

Section 7. **REGION/ZONE CHAIRPERSON QUALIFICATIONS.** Each region and zone chairperson shall:

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

Section 8. **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. However, the District Governor, in his/her discretion may determine not to use the position of region chairperson for the remainder of the term.

Section 10. **APPEAL OF ELECTION RESULTS** The DG Team will appoint members to work on the certification desk. Members must be registered for the convention and cannot be any persons who have nominated or seconded a candidate, or the candidates themselves. Each candidate has the right to have one scrutineer present in the voting room when ballots are handed out, cast and counted. The person whom is selected by the DG Team to head the election is to be notified prior to the start of voting the name of each candidate's scrutineer.

The ballots are to be counted at the end of voting. If for some reason the voting time needs to be changed or extended approval of the DG Team in consultation with the candidates must happen. Should this be the case then all registered voting delegates must be notified. Only those lions who have been appointed by the DG Team will be allowed within the voting room for the entire length of the procedure.

Voting delegates receive their ballots, vote and place their ballots in the appropriate boxes exiting the voting room immediately. Any persons who have nominated or seconded a candidate will be exempt from handling the ballots and may only enter the voting room as a registered voting delegate to cast their vote. Election results will be noted on a document signed by the election head and all scrutineers verifying the accuracy of the count and transparency of the voting procedure.

Results of the voting will be announced before the end of the business portion of the convention on Saturday afternoon. Candidates have 1 hour from the announcement of the voting results to appeal in writing to the presiding District Governor. The appeal letter must state the reasons for the appeal. The appeal panel will consist of the District Governor, First and Second Vice District Governors. Their choices could be: not to allow the appeal or to have a revote. The panel's decision is final. Motion to destroy the ballots will be at the call of the DG and will not happen until any appeal time has expired and if an appeal is presented it is resolved.

ARTICLE III By-Law Duties of District Officers/Cabinet

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

- (a) Administer and promote leadership development at the club and district levels.
- (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 if he/she is unable to preside, the presiding officer at any such meeting shall be the First, Second, or Third 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 by the District Governor or other district officers 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.
- (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.
- (k) Shall attend all meetings of the Council of Governors of the Multiple District C as a voting representative for the District.

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) Serve as the District Governor Team liaison between the District Global Membership Team, working as an active member of the District Global Membership Team along with the District Governor, Second Vice District Governor and other Global Membership Team members to establish and implement a district-wide plan for membership growth;
- (h) Work with the District Governor, Second Vice District Governor, and the Global Leadership Team to develop and implement a district-wide plan for leadership development;
- (i) Work with the District Convention Committee and assist the committee to plan and conduct the annual district convention and assist the District Governor to organize and promote other events within the district;
- (j) At the request of the District Governor, supervise other district committees;
- (k) Participate in the planning of the next year including the district budget;
- (l) Familiarize him/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.
- (m) 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.
- (n) Shall attend all meetings of the Council of Governors of the Multiple District C.

- (o) Work with the District Governor and Second Vice District Governor and the Global Service Team to establish and implement a district -wide plan for service.

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 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, 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) Serve as the District Governor Team liaison between the District Global Leadership Team, working as an active member of the District Global Leadership Team along with the District Governor, First Vice District Governor and other Global Leadership Team members to establish and implement a district-wide leadership development plan;
- (i) Work with the District Governor, First Vice District Governor, and the Global Membership Team to develop and implement a district-wide plan for membership growth;
- (j) 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;
- (k) Work with the District Information Technology Chair and assist in promoting 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.;
- (l) At the request of the District Governor, supervise other district committees;
- (m) Assist the District Governor, First Vice District Governor, and the cabinet in planning of the next year, including the district budget;
- (n) 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 First Vice District Governor until the vacancies are filled according to these by-laws and rules of procedure adopted by the International Board of Directors.
- (o) 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.
- (p) Shall attend all meetings of the Council of Governors of the Multiple District C.
- (q) Work with the District Governor and First Vice District Governor and the Global Service Team to establish and implement a district –wide plan for service.
- (r) To contact monthly each club that is delinquent in sending in their Monthly Membership and Service Reports to LCI on time. To encourage each club to ensure that all reports are reported to LCI on time.

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

- (a) Further the Purposes of this association;
- (b) Perform such duties as are implied by the title of said office, including but not by way of limitation, the following:

- 1) Keep an accurate record of the proceedings of all meetings of the cabinet, and within five (5) days after each meeting forward copies of the same to all members of the cabinet, and the office of Lions Clubs International.
 - 2) Take and keep minutes of the district convention and furnish copies of the same to Lions Clubs International, Multiple District C, and the District Governor. Upon request a copy shall be sent to the secretary of the club.
 - 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 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 district, and secure a proper receipt.
 - 6) Keep accurate books and records of account, and minutes of all cabinet and district meetings, and permit inspection of the same by the District Governor, any cabinet member and any club (or any 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) 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 shall be required of him/her by the International Board of Directors through the District Governor's Manual and other directives.
- (d) If separate offices of cabinet secretary and cabinet treasurer are adopted, the duties listed in (b) are to be attributed to each of the offices according to the nature of such duties.

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

- (a) Further the Purposes of this association.
- (b) Supervise the activities of the zone chairpersons in his/her region and such district committee chairpersons as may be assigned to him/her by the District Governor.
- (c) In coordination with the District GMT Coordinator, play an active role in organizing new clubs and in strengthening weak clubs.
- (d) Visit a regular meeting of each club in his/her region at least once during his/her term of office, reporting his/her findings to the District Governor Team, the District GMT Coordinator and the District GLT Coordinator.
- (e) Visit a regular board of directors meeting of each club in his/her region at least once during his/her term of office, reporting his/her findings to the District Governor Team, the District GMT Coordinator and the District GLT Coordinator.
- (f) Endeavor to have every club in his/her region operating under a duly adopted club constitution and bylaws.
- (g) Promote the Club Quality Initiative to the clubs within the zone and work in concert with the District GMT Coordinator, the District GLT Coordinator and the District Governor Team to implement the program within the zone.
- (h) In coordination with the District GLT Coordinator, play an active role in supporting leadership initiatives by informing Lions within the zone about leadership development opportunities at the zone, district, or multiple district
- (i) Promote representation at International, Multiple District and District Conventions by at least the full quota of delegates to which clubs in his/her region are entitled.
- (j) Carry out such official visitations to club meetings and charter nights as shall be assigned to him/her by the District Governor.
- (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.

In addition, the region chairperson shall perform such other functions and acts as may be required by the International Board of Directors through a region chairperson's manual and other directives.

Section 6. **ZONE CHAIRPERSON.** The zone chairperson, subject to the supervision and direction of the District Governor and/or region chairperson, shall be the chief administrative officer in his/her zone. His/her specific responsibilities shall be to:

- (a) Further the Purposes of this association.
- (b) Serve as chairperson of the District Governor's Advisory Committee in his/her zone and as such chairperson to call regular meetings of said committee.
- (c) Endeavor to include the District GMT Coordinator and the GLT Coordinator and the District Governor Team as special guests to a District Governor's Advisory Committee meeting to discuss needs related to membership and leadership development and how these teams and the District Governor Team may assist with membership and leadership development within the zone.
- (d) Make a report of each District Governor's Advisory Committee meeting and send copies within five (5) days to the District Governor Team, the District GMT Coordinator and the District GLT Coordinator, Region Chairperson (if utilized) and the Clubs.
- (e) Promote the Club Quality Initiative to the clubs within the zone and work in unity with the District GMT Coordinator, the District GLT Coordinator and the District Governor Team to implement the program within the zone.
- (f) In coordination with the District GMT Coordinator, play an active role in organizing new clubs and keep informed on the activities and well-being of all clubs in his/her zone.
- (g) In coordination with the District GLT Coordinator, play an active role in supporting leadership initiatives by informing Lions within the zone about leadership development opportunities at the zone, district, or multiple district.
- (h) Represent each club in his/her zone with any problems in the district, multiple district or Lions Clubs International.
- (i) Supervise the progress of district, multiple district, and Lions Clubs International projects in his/her zone.
- (j) Endeavor to have every club within his/her zone operating under a duly adopted club constitution and by-laws.
- (k) Promote representation at International, District and Multiple District Conventions by at least the full quota of delegates to which clubs in his/her zone are entitled.
- (l) Visit a regular meeting of each club in his/her zone once or more during his/her term of office, reporting his/her findings to the region chairperson; particularly with respect to weaknesses he/she may have discovered (copy to District Governor team).
- (m) 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 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 district.
- (b) Receive, from the region chairpersons or other assigned district cabinet members, reports and recommendations which concern the clubs and zones.
- (c) Supervise the collection of all dues and taxes by the cabinet treasurer, designate a depository(s) for said funds and authorize the payment of all legitimate expenses pertaining to the administration of the affairs of the district.
- (d) Secure, semi-annually or more frequently, district financial reports from the cabinet secretary and cabinet treasurer (or secretary-treasurer).
- (e) Provide for a review of the books and accounts of the cabinet secretary, cabinet treasurer, or cabinet secretary-treasurer and with the District Governor's approval, set up definite schedule of dates, times and places of cabinet meetings to be held during the fiscal year.

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

ARTICLE IV By-Law District Committees

Section 1. **DISTRICT GOVERNOR'S ADVISORY COMMITTEE.** In each zone, the zone chairperson and the presidents and secretaries of the clubs in the zone shall compose a District Governor's Advisory Committee, with the zone chairperson as the presiding chair. It is recommended there be 4 zone meetings per Lionistic year, but three zone meetings a year will be mandatory with the fourth meeting optional. At a date, time and place called by the zone chairperson, this committee shall hold their first meeting within ninety (90) days after the adjournment of the preceding international convention. The second meeting and third meeting (if holding 4 zone meetings) will be held between the months of November and March; and a final meeting approximately thirty days prior to the multiple district convention. These meetings will 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 team and his/her cabinet.

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

Section 3. **DISTRICT CABINET COMMITTEES.** The District Governor may establish and appoint such other committees and/or chairpersons as he/she deems necessary and appropriate for the efficient operations of the district. Such committee chairpersons shall be deemed voting members of the district cabinet.

ARTICLE V By-Law 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 shall extend to all members of the district cabinet.

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, when in his/her sole discretion; he/she shall deem the same necessary to the best interests of the district and the association. The district should be divided into regions of ten (10) to sixteen (16) Lions Clubs. Each region should be divided into zones of between four (4) and eight (8) Lions Clubs, giving due regard to the geographical locations of the 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 By-Law
District Convention**

Section 1. **CONVENTION SITE SELECTION.** The District Governor or Cabinet Secretary shall receive invitations in writing from places desiring to entertain the succeeding year(s) annual convention. All invitations shall set forth such information as the District Governor shall from time to time require and shall be delivered to him/her no later than forty five (45) days prior to the convening date of the convention at which the convention site shall be voted upon by the delegates of said convention. Procedure to be followed in investigation of bids and in presentation of the same to conventions, as well as action to be taken by a convention. In the event no bids are acceptable to or so received by the District Governor the convention location shall be determined by the District Governor and his/her team.

Section 2. **OFFICIAL CALL.** The district governor shall issue an official printed call by printed or electronic means to all clubs for the annual district convention not less than sixty (60) days prior to the date fixed for holding the same, stating the place, day and hour thereof.

Amended IAW LCI Std Form – 21st Feb, 2016

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 or by the convention committee at the direction of 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, and the Multiple District office. Upon written request from any club in the respective district a copy shall be furnished to said club.

Amended IAW LCI Std Form – 21st Feb, 2016

Section 7. **CREDENTIALS COMMITTEE.** The Credentials Committee of the district convention shall be composed of the district governor, as chairperson, the cabinet-secretary treasurer and two other non-officers of the district appointed by the district governor each of whom shall be a member in good standing of a different Lions club in good standing in the district, and shall not through the duration of 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.

Amended IAW LCI Std Form – 21st Feb, 2016

Section 8. **ORDER OF CONVENTION BUSINESS.** The District Governor shall approve the order of business for the district convention, as presented by the convention committee and the same shall be the order of the day for all sessions.

Section 9. **DISTRICT CONVENTION COMMITTEES.** The District Governor shall appoint and designate the chairperson of, and fill any vacancies occurring in the following suggested District Convention Committees: Resolutions, Elections, Constitution and By-Laws, Rules 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.

Section 10 -**ELECTRONIC VOTING** If the cabinet approves by a majority vote, all voting normally done at a convention may be done electronically.

ARTICLE VII By-Law CONVENTION FUND

Section 1. **CONVENTION FUND TAX.** In lieu of or in addition to a district convention registration fee, an annual district convention fund tax, as specified in the District Budget, shall be levied upon each member of each club in the district and shall be collected and paid in advance by each club, except newly chartered and reorganized clubs. **This tax is included with the district club billing and will be collected annually.**

The period covered will be from July 1 to June 30 the current Lionistic year, with said tax to be based upon the roster of each club as of December 31 of that year. Any club which is chartered or reorganized in a current fiscal year shall collect and pay said convention tax for said fiscal year on a prorated basis from the first day of the second month following the date of its organization, as the case may be.

This tax shall be collected from the clubs by, and be remitted to, the cabinet secretary or cabinet-treasurer (or secretary-treasurer), who shall deposit the monies so collected in a special account in a bank or other depository chosen by the District Governor. The fund so collected shall be used exclusively for defraying expenses of district conventions and shall be expended only by district cheques drawn and signed by the bank account signing authorities.

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 **Convention Committee** agrees to collect by the convention committee shall be collected, under procedures set by the District Governor and the convention committee, from each delegate, alternate, and guest attending the district convention to defray the actual cost of convention meals and entertainment.

ARTICLE VIII By-Law 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 tax of **\$8.00 Canadian** is hereby levied upon each member of each club in the district and shall be collected annually to cover the period from July 1 to June 30, the current Lionistic year with said tax to be based upon the roster of each club as of December 31 of that year. 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 tax on a prorated basis from the first day of the second month following the date of their organization or reorganization, as the case may be. Said tax shall be disbursed only for administrative expenses of the district and only upon approval by the District Governor's cabinet. Disbursement there from shall be by cheques drawn and signed by the cabinet bank signing authorities.

Section 2. **DISTRICT DUES REVIEW:** To establish the district administrative fund tax the District Governor's Cabinet will present a budgetary expenditure plan, for the next Lionistic year, at the District C-2 Convention, outlining where the funds are to be spent and the contingency fund amounts. This presentation will establish the district administrative fund tax to be charged and approved by the membership. The dues review is not required annually, but there will be no more than 5 years between each dues reviews.

Section 3. **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 By-Law

Club Dispute Resolution Procedure

Section 1. **DISPUTES SUBJECT TO PROCEDURE** All disputes or claims arising between any member or members, or a former member or members, and the club, or any officer on the board of the club, relative to membership, or the interpretation, breach of, or application of the club's constitution and by-laws, or the expulsion of any member from the club, or any other internal Lions club matter whatsoever which cannot be satisfactorily resolved through other means, shall be resolved in accordance with the Dispute Resolution Procedures established by the International Board of Directors."

Section 2. **REQUEST** : A written letter to the District Governor stating the reason(s) for the complaint and ask that the dispute resolution take place. A copy of the complaint is also to be sent to the respondent(s)also.

Section 3. **TIME & FILING FEE** : You have 30 days from the time you knew or ought to have known about the dispute to file the complaint. You must send a \$50(US funds) cheque made out to DistrictC-2 along with your complaint. The majority of the cabinet can approve a higher fee (not exceeding \$250US) than the \$50US amount. District C2 is responsible for all expenses relative to this dispute. No refunds will be issued to any party.

Section 4. **RESPONSE TO COMPLAINT** : Upon receiving notice of the complaint the respondents may file a written response to the complaint with the district governor within ten(10) days of receiving notice of the complaint. A copy of the response shall be sent to the complainant(s).

Section 5. **CONFIDENTIALITY** : Once a complaint has been filed all communication between any parties involved should be kept confidential to the extent possible.

Section 6. **SELECTION OF CONCILIATOR** : Within 15 days of receiving the complaint the district governor shall appoint a neutral conciliator (a past district governor) to hear the dispute. NOTE: Any time limits specified in this procedure may be shortened or extended by the district governor, conciliator or LCI Board of Directors (or its designee) upon showing just cause. If the appointed conciliator is not acceptable to any party, the objecting party must submit a written statement to the district governor's team(district governor, first vice district governor and second vice district governor) within ten(10) days of receiving the appointment by the district governor identifying all the reasons for such an objection. If by a majority of the district governor's team feels the appointed conciliator lacks neutrality they appoint a substitute conciliator. The team can also offer a denial to the objections and the original conciliator acts accordingly. If the district governor does not appoint a conciliation within 15 days of the receiving the complaint then LCI will appoint one. Again if you dispute the appointment then you must send in your objection(s) in writing. If the legal division thinks that either party has sufficient cause to question the neutrality, the legal division can appoint a substitute conciliator. Or the legal division may issue a denial of the objections made and allow the original conciliator to act. The legal division has 15 days to act upon

receiving the objections in writing from either party. Upon appointment the conciliator shall have all the authority appropriate and necessary to resolve or decide the dispute in accordance with this procedure.

Section 7. CONCILIATION MEETING & DECISION: The conciliator has 30 days to call a meeting of the parties. The conciliator shall find a prompt and amicable resolution to the dispute. The conciliator has up to 30 days from the meeting date to make the final and binding decision. All parties are to get a written copy of the decision. The decision must be consistent with all applicable International, Multiple District and District Constitution and By-Laws and policies of the International Board of Directors. The decision may be reviewed by LCI Board of Directors or its designee. Failure to comply to the decision constitutes conduct unbecoming a Lion and is subject to loss of membership privileges and/or charter cancellation

ARTICLE X By- Law Miscellaneous

Section 1. FINANCIAL OBLIGATIONS. The District Governor and his/her cabinet shall not incur obligations in any fiscal year, which will affect an unbalanced budget or deficit in said fiscal year.

Section 2. SIGNING AUTHORITIES BACKGROUND CHECK.

Each signing authority shall have a criminal background check completed prior to the beginning of the lion year. Any charges to be paid from the administration account of the district.

Section 3. REVIEW OF BOOKS. The District Governor's cabinet shall provide for an annual or more frequent review of the books and accounts of the district.

Section 4. 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 and cabinet treasurer (or secretary/treasurer) whose compensation, if any, shall be fixed by the district cabinet.

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

Section 6. 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 XI By-Law 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 (51%) of the votes cast.

Section 2. AUTOMATIC UPDATE. When amendments to the International Constitution and By-Laws are passed at the International Convention and when amendments to the Multiple District Constitution and By-Laws are passed at the Multiple District 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. Automatic update effective July 1st, 2016.



Lions Clubs International

Statements

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.

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 endeavors.

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 acts on my part.

TO REMEMBER that in building up my 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, labor, 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.

**THE INTERNATIONAL ASSOCIATION OF LIONS CLUBS
300 W 22ND STREET
OAK BROOK, ILLINOIS 60523-8842, USA**

www.lionsclubs.org

