The International Association of Lions Clubs

CONSTITUTION AND BY-LAWS

DISTRICT C 2

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 endeavors.*

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.*

CONSTITUTION AND BYLAWS UPDATE HISTORY

Automatic update to Constitution and Bylaws	July 2, 2026
Grey highlighted words	Words added by LCI as of July 2, 2026
C2 specific wording previously passed at prior conventions incorporated.	July 2026

DISTRICT C 2 CONSTITUTION

ARTICLE I – Name 8

ARTICLE II – Purposes 8

ARTICLE III – Membership 8

ARTICLE IV – Emblem, Colors, Slogan and Motto
SEC. 1 – Emblem 9
SEC. 2 – Use of Name and Emblem 9
SEC. 3 – Colors 9
SEC. 4 – Slogan 9
SEC. 5 – Motto 9

ARTICLE V – Supremacy 9

ARTICLE VI – Officers and District Cabinet
SEC. 1 – Officers 9
SEC. 2 – District Cabinet 10
SEC. 3 – Election/Appointment of District Cabinet 10
SEC. 4 – Removal 10

ARTICLE VII – District Convention
SEC. 1 – Time and Place 10
SEC. 2 – Club Delegate Formula 10
SEC. 3 – Quorum 11
SEC. 4 – Special Convention 11

ARTICLE VIII – District Dispute Resolution Procedure 11

ARTICLE IX – Amendments
SEC. 1 – Amending Procedure 12
SEC. 2 – Automatic Update 12
SEC. 3 – Notice 12
SEC. 4 – Effective Date 12

DISTRICT C 2 BY-LAWS

ARTICLE I – Nominations and Endorsement Third Vice President and International Director Nominees
SEC. 1 – Endorsement Procedure 13
SEC. 2 – Nomination 13
SEC. 3 – Seconding Speech 13
SEC. 4 – Vote 13

SEC. 5 – Certification of Endorsement 13
SEC. 6 – Validity 13

ARTICLE II – District Nominations, Elections and Appointments
SEC. 1 – Nominating Committee 14
SEC. 2 – District Governor Election Procedures 14
SEC. 3 – First and Second Vice District Governor Election Procedures 14
SEC. 4 – Ballot 14
SEC. 5 – District Governor Vacancy 14
SEC. 6 – First and Second Vice District Governors and Other Vacancies 15
SEC. 7 – Region/Zone Chairperson Qualifications 16
SEC. 8 – Appointment/Election of Region/Zone Chairperson 16
SEC. 9 – Region/Zone Chairperson Vacancy 16
SEC.10 – Appeal of Election Results 16

ARTICLE III – Duties of District Officers/Cabinet
SEC. 1 – District Governor 17
SEC. 2 – First Vice District Governor 18
SEC. 3 – Second Vice District Governor 19
SEC. 4 – Cabinet Secretary – Treasurer 20
SEC. 5 – Global Service Team (GST) District Coordinator 20
SEC. 6 – Global Membership Team (GMT) District Coordinator 21
SEC. 7 – Global Leadership Team (GLT) District Coordinator 21
SEC. 8 – Global Extension Team Coordinator 21
SEC. 9 – District Marketing Chairperson 22
SEC. 10 – LCIF District Coordinator 22
SEC. 11 – District Leo Chairperson 23
SEC. 12 – Leo/Leo-Lion Cabinet Chairperson 23
SEC. 13– Region Chairperson 24
SEC. 14 – Zone Chairperson 25
SEC. 15 – District Governor's Cabinet 25
SEC. 16 – Sergeant-at-Arms 26

ARTICLE IV – District Committees
SEC. 1 – District Governor's Advisory Committee 26
SEC. 2 – District Global Action Team 26
SEC. 3 – District Governor's Honorary Committee 27
SEC. 4 – District Cabinet Committees 27

ARTICLE V – Meetings
SEC. 1 – District Cabinet Meetings 27
SEC. 2 – Alternative Meeting Formats 27
SEC. 3 – Business Transacted by Mail 27
SEC. 4 – Regions and Zones 28

ARTICLE VI – District Convention
SEC. 1 – Convention Site Selection 28
SEC. 2 – Official Call 28
SEC. 3 – Site Change 28
SEC. 4 – Officers 28
SEC. 5 – Sergeant-at-Arms 28
SEC. 6 – Official Report 29
SEC. 7 – Credentials Committee 29
SEC. 8 – Order of Convention Business 29
SEC. 9 – District Convention Committees 29
SEC. 10 – Electronic Voting 29

ARTICLE VII – Convention Fund
SEC. 1 – Convention Fund Tax 29
SEC. 2 – Remaining Funds 30
SEC. 3 – Fee Collection 30

ARTICLE VIII – District Administration Fund
SEC. 1 – District Revenue 30
SEC. 2 – Remaining Funds 30

ARTICLE IX – Club Dispute Resolution Procedure 30

ARTICLE X – Past International President Justice Brian Stevenson Emerging Leader Award 31

ARTICLE IX – Miscellaneous
SEC. 1 – District Governor Expenses – International Convention 31
SEC. 2 – Financial Obligations 31
SEC. 3 – Cabinet Secretary – Treasurer Bond 31
SEC. 4 – Audit or Review of Books 31
SEC. 5 – Compensation 31
SEC. 6 – Fiscal Year 32
SEC. 7 – Rules of Procedure 32

ARTICLE XII – Amendments
SEC. 1 – Amending Procedure 32
SEC. 2 – Automatic Update 32
SEC. 3 – Notice 32
SEC. 4 – Effective Date 32

EXHIBIT A – Rules of Procedure
District_____Convention 33

EXHIBIT B – Rules of Procedure
Special Meeting to Recommend a Lion for Appointment as District Governor 36

EXHIBIT C – Rules of Procedure
Special Meeting to Recommend a Lion for Appointment as First or Second Vice District Governor 38

EXHIBIT D – Nominating Committee Checklist
District Governor Candidate 39

EXHIBIT E – Nominating Committee Checklist
First Vice District Governor Candidate 40

EXHIBIT F – Nominating Committee Checklist
Second Vice District Governor Candidate 41

EXHIBIT G – Standard Ballot
District Governor, First Vice District Governor & Second Vice District Governor 42

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 resulting in membership growth in this district.
(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 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 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, as chairperson, the first and second vice district governors, none of whom shall be from the same club, the immediate past district governor, 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 they take 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 club members as may be included in the district cabinet.

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. 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. The district convention shall be held 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.

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. 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. 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.

All Past District Governors and the Present District Governor 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 and Present District Governor is a member of, is in good standing. The Past and Present District Governor must be in possession of a valid Lions Clubs International membership card, showing they are in good standing.

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 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
District Nominations, Elections and Appointments

Section 1. **NOMINATING COMMITTEE**. Each district governor shall appoint by written notification received at least sixty (60) days prior to the sub-district convention, a Nominating Committee of not 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 shall file their intention to so run in writing with the Nominating Committee prior to the day of its report to the convention, and furnish evidence of their compliance with the qualifications for said office set out in the International Constitution and By-Laws. The Nominating Committee shall place in nomination at the district convention the name(s) of all candidate(s) so qualified. If none are so received and/or so qualified, then, but then only, nominations for the office may be made from the floor. A candidate shall be allowed one nominating speech of no more than five (5) minutes duration, and one seconding speech of no more than three (3) minutes duration.

Section 3. **FIRST AND SECOND VICE DISTRICT GOVERNOR ELECTION PROCEDURES**. Any member of a club in the district seeking the office of first or second vice district governor shall file their intention to so run in writing presiding District Governor or Cabinet Secretary at least forty five (45) days prior to the election, and furnish evidence of their compliance with the qualifications for said office set out in the International Constitution and By-Laws. The Nominating Committee shall place in nomination at the district convention the names of all candidates so qualified. If none are so received and/or so qualified, then, but then only, nominations for the office may be made from the floor. Each candidate shall be allowed one nominating speech of no more than five (5) minutes duration, and one seconding speech of no more than three (3) minutes duration.

Section 4. **BALLOT**. The election shall be by secret written or electronic 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

who are members in good standing of a chartered Lions club in good standing 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 they are 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, they must:

(a) Be an Active Member in good standing of a chartered Lions club in good standing in their single or sub-district.
(b) Secure the endorsement of their club or a majority of the clubs in their single district.
(c) Have served or will have served at the time they take 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.
(d) Has not completed more than a full term as a district governor.

It is encouraged that the first vice district governor fulfill their 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 or second vice district governor, past district governors, past international directors and past international presidents 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 their 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 their 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, they must:

(a) Be an Active Member in good standing of a chartered Lions club in good standing in their single or sub-district.

(b) Secure the endorsement of their club or a majority of the clubs in their single district.
(c) Have served or will have served at the time they take 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 their respective region or zone; and
(b) Have served or will have served at the time of taking office as region or zone chairperson as president of a Lions club for a full term or major portion thereof, and a member of the board of directors of a Lions club for no less than two (2) additional years.
(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 they take 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 they were appointed, their term of office shall thereon cease and the district governor shall appoint a successor to fill said office. Provided, however, the district governor, in their discretion may determine not to use the position of region chairperson for the remainder of the term.

Section 10. **APPEAL OF ELECTION RESULTS** The District Governor Team will appoint members to work on the certification desk asper Article VI, Section 7. 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 District Governor 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 District Governor 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 District Governor 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 one (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 District Governor and will not happen until any appeal time has expired and if an appeal presented is resolved.

ARTICLE III
Duties of District Officers/Cabinet

Section 1. **DISTRICT GOVERNOR**. Under the general supervision of the International Board of Directors, they shall represent the association in their district. In addition, they shall be the chief administrative officer in their 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. Their specific responsibilities shall be to:

(a) Further the purposes of the association, resulting in membership growth in the district.

(b) Oversee the district leadership team members to implement current district action plans focused on and working towards the successful achievement of district goals.
   (1) Charter new Lions clubs
   (2) Ensure effective club operation
   (3) Achieve net membership growth
   (4) Provide leadership development and skills training at the club and district level.
   (5) Encourage clubs to conduct and report meaningful humanitarian service.
   (6) Support and promote Lions Clubs International Foundation and encourage club and member contributions to Lions Clubs International Foundation.

(c) 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.

(d) Oversee the administrative operation of the district
   (1) Effectively manage district events to meet member needs.
   (2) Exercise such supervision and authority over cabinet officers and district committee appointees as is provided in this district constitution.
   (3) Deliver, in a timely manner, at the conclusion of their term in office, the general and/or financial accounts, funds and records of the district to their successor in office.
   (4) Submit a current itemized statement of total district receipts and expenditures to their district convention or annual meeting of their district at a multiple district convention.
   (5) Report to Lions Clubs International all known violations of the use of the association's name and emblem.

(e) Guide clubs to operate in accordance with the International Constitution and By-Laws, support activities that improve member retention and remain in good standing with the association.
    (1) Ensure that each Lions club in the district be visited in-person (or virtually if necessary) by the district governor, a district cabinet member, or a Lion appointed by the district governor no less than once every year to facilitate successful administration of the club.
    (2) With the assistance of the zone chairpersons and region chairpersons (when present), monitor the viability of each club in the district to ensure each club remains in good standing, meets the needs of its members and supports the objectives of the association.
    (3) Promote harmony and resolve conflicts among and within the chartered Lions clubs using appropriate methods.

(f) Preside, when present, over the district convention and cabinet and other meetings.

(g) Perform such other functions and acts as shall be required of them by the International Board of Directors.

(h) 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. Their specific responsibilities shall be, but not limited, to:

(a) Further the purposes of this association, resulting in membership growth in the district.

(b) Actively work towards the success of the current district plan.

(c) With the district governor and second vice district governor, review strengths and weaknesses of the district, refine and further develop a draft of the ongoing district plan focused on and working towards the successful achievement of district goals.

(d) Identify and prepare a highly effective team for subsequent years to develop and implement action plans for district goals.
    (1) Understand the actions needed to accomplish district plans.
    (2) Know the roles and responsibilities, resources, and Lions qualified to serve in roles.
    (3) Ensure team members are adequately trained to perform in their specific roles.
    (4) Work closely with club leadership to identify future district leaders.

(e) Perform such duties and other directives as may be assigned by the district governor or by the policy of the International Board of Directors.

(f) At the request of the district governor, supervise other district committees.

(g) Actively participate in all cabinet meetings, and conduct meetings in the absence of the district governor.

(h) Become familiar with the duties of the district governor so in the event of a vacancy in the office of district governor they will be better prepared to assume the duties and responsibilities of said office.

(i) Participate in council of governors meetings as appropriate.

(j) Participate in the preparation of the district budget.
(k) Conduct club visitation as the representative of the district governor when requested by the district governor.
(l) Work with the District Governor and the District Convention Committee to assist and plan the annual district convention and assist the district governor to organize and promote other events within the district.
(m) Shall attend all meetings of the Council of Governors of the Multiple District C as a voting representative for the District.
(n) Work with the District Governor and 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. Their specific responsibilities shall be, but not limited, to:

(a) Further the purposes of this association, resulting in membership growth in the district.
(b) Actively work towards the success of the current district plan
(c) Serve as district liaison (at the direction of the district governor) to region and zone chairpersons working towards successful zone operations in support of club health.
(d) Become familiar with the strengths and weaknesses of the clubs in the district and the resources that support club development.
(e) Prepare for role as district governor.
    (1) Become familiar with the duties of the district governor
    (2) Assess and develop leadership skills
    (3) Understand district structure and constitution and by-laws and the resources available
    (4) Be aware of club health indicators and assess club strengths and weaknesses
    (5) Understand the programs offered by Lions Clubs International Foundation (LCIF)
    (6) Prepare to conduct effective club visitations
(f) Conduct club visitation, as the representative of the district governor, when requested by the district governor.
(g) Perform such duties and other directives as may be assigned by the district governor or by the policy of the International Board of Directors.
(h) Assist the district governor and first vice district governor in planning and conducting the annual district convention.
(i) At the request of the district governor, supervise appropriate district committees.
(j) Actively participate in all cabinet meetings and conduct all meetings in the absence of the district governor and the first vice district governor.
(k) Participate in the preparation of the district budget.
(l) Shall attend all meetings of the Council of Governors of the Multiple District C as a voting representative for the District.
(m) 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.

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

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

(a) Further the Purposes of this association;
(b) Perform such duties as are implied by the title of said office, including but not by way of limitation, the following:
    (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, they 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 their duties in such sum and with such sureties as may be required by the district governor.
    (8) Deliver, in a timely manner, at the conclusion of their term in office, the general and/or financial accounts, funds and records of the district to their successor in office.
(c) Perform such other functions and acts as may be required of each by directives of the International Board of Directors.
(d) If separate offices of cabinet secretary and cabinet treasurer are adopted, the duties listed in (b) are to be attributed to each of the offices according to the nature of such duties.

Section 5. **GLOBAL SERVICE TEAM (GST) DISTRICT COORDINATOR**. Under the supervision of the district governor, the GST district coordinator is a member of the District Global Action Team. Their 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.
(f) Work to identify potential leaders to participate in a service leadership role.

Section 6. **GLOBAL MEMBERSHIP TEAM (GMT) DISTRICT COORDINATOR.** Under the supervision of the district governor, the GMT district coordinator is a member of the District Global Action Team. Their 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, coordinating with the Global Extension Team District Coordinator to support starting a new club.
(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.** Under the supervision of the district governor, the GLT district coordinator is a member of the District Global Action Team. Their 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 membership, leadership, or service 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**. Under the supervision of the district governor the district GET coordinator is a member of the District Global Action Team. Their 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. Their 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) 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.
        (i) 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.
(b) Educate Lions about the importance and impact of LCIF locally, regionally, and around the world.
(c) Encourage Lions to support LCIF in all aspects of fundraising across the district.

(d) Be familiar with LCIF grant opportunities and educate Lions within the district on the various grants and projects supported by LCIF.

Section 11. **DISTRICT LEO CHAIRPERSON**. The district governor may choose to appoint a district Leo chairperson to serve in a one- or three-year term. The district Leo chairperson shall contribute to the success of their districts through the promotion, development and continued support of Leos and Leo clubs. Their responsibilities include:

(a) Promote the reporting of Leo members, Leo club officers, Leo club advisors, Leo club and district service, as well as Leo training on the Lion Portal. Ensure Leo district officers are reported in the Lion Portal.
(b) Coordinate with the Leo/Leo-Lion cabinet liaison and/or Leo district president in promoting the Leo Club Program, including the development and organization of Leo clubs, the Leo-Lion Program and engagement opportunities for young people across the Lions district.
(c) Serve as the official liaison between the Lions district cabinet and the Leo district council, including reporting all resolutions of the Leo district conference to the Lions district cabinet and serving on the district Leo advisory committee, which supports, advises and publicizes Leo and Lions club activities.
(d) Oversee Leo district elections in collaboration with current Leo district officers and, should there be a vacancy, appoint a Leo district president or vice president per Chapter XXII of board policy.
(e) Serve as an advisory, non-voting member of the Leo district council.
(f) Work with Leo district officers to hold Leo club officer and Leo club advisor trainings and ensure that an annual learning and development calendar is established.
(g) Help to coordinate Leo grants.
(h) Promote Leo participation at Lions district events.
(i) Initiate and establish communications with Leo club advisors within the district, as well as collaborate with other district Leo chairpersons within the multiple district and the multiple district Leo chairperson.
(j) Facilitate Alpha to Omega transition, as well as Leo to Lion transition by supporting Leos joining existing or establishing new Leo or Lions clubs.
(k) Serve on the district organizing committee should the district governor authorize the formation of a Leo district.
(l) Work with the Leo/Leo-Lion cabinet liaison to organize Leo clubs and members in areas with no Leo districts.
(m) Review and approve Leo Club Program Advisory Panel applicants from the Leo district. Collaborate with and promote the Leo Club Program Advisory Panel to strengthen the Leo Club Program.

Section 12. **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

unless otherwise approved by the Membership Development Committee. 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 unless otherwise approved by the Membership Development Committee.

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.
(k) Support the district Leo chairperson in organizing Leo clubs and members in areas with no Leo Districts.
(l) Encourage the formation of a Leo district in areas with the necessary number of clubs and members.

Section 13. **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 their region. Their 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.
    (1) Be knowledgeable of tools available to support club health.

(2) Conduct meaningful and effective club visitations in coordination with the zone chairpersons as needed.
(3) Communicate with clubs regularly to ensure effective operation.
(4) Support new clubs.
(5) Utilize LCI Resources, Global Action Team Coordinators and LCIF Coordinators to support club health.

(e) Perform such duties and directives as may be required by the district officers or by the policy of the International Board of Directors.
(f) 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.

Section 14. **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 their zone. Their 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 15. **DISTRICT GOVERNOR'S CABINET**. The district governor's cabinet shall:

(a) Assist the district governor in the performance of their 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 and taxes by the cabinet treasurer, designate a depository(s) for said funds and authorize the payment of all legitimate expenses pertaining to the administration of the affairs of the district.
(d) Secure, set the amount of and approve the surety company issuing, the surety bond for the cabinet secretary-treasurer.
(e) Secure, semi-annually or more frequently, sub-district financial reports from the cabinet secretary and cabinet treasurer (or secretary-treasurer).
(f) Provide for an audit of the books and accounts of the cabinet secretary, cabinet treasurer, or cabinet secretary-treasurer and with the district governor's approval, set up definite schedule of dates, times and places of cabinet meetings to be held during the fiscal year.

Section 16. **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 their 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. The club service chairpersons, club marketing chairpersons, and club membership chairpersons should attend when information is shared that relate to their position. 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 their 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**. The district governor may appoint a District Governor's Honorary Committee composed of past international officers who are members in good standing of clubs within the sub-district. This committee shall meet when and as called upon by the district governor. It shall act under the direction of the district governor in the promotion of harmony throughout the district. The chairperson of this committee shall attend meetings of the cabinet when requested by the district governor.

Section 4. **DISTRICT CABINET COMMITTEES**. The district governor may establish and appoint such other committees and/or chairpersons as they deem necessary and appropriate for the efficient operations of the district. Such committee chairpersons shall be deemed 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 their 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 Article VI, Section 2 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 two or more zones (if regions are utilized during the district governor's 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**. 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 them 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 shall be determined 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.

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
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 of (insert value in national currency _____) may be levied upon each member of each club in the district and shall be collected and paid in advance by each club, except newly chartered and reorganized clubs, in two (2) semiannual payments as follows: (insert value in national currency_____) per club member on September tenth of each year to cover the semi-annual period July 1 to December 31; and (insert value in national currency_____) per club member on March tenth of each year to cover the semi-annual period January 1 to June 30, with billings of said tax to be based upon the roster of each club as of the first days of September and March, respectively. 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 pro-rata 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 checks drawn and signed by the cabinet treasurer and countersigned by the district governor.

Section 2. **REMAINING FUNDS**. In any fiscal year, any balance remaining in the convention fund after payment of all convention administrative expenses in that year shall remain in said convention fund and become available for future convention expenses and be treated as income in any fiscal year in which expended or otherwise budgeted for payment of such expenses.

Section 3. **FEE COLLECTION**. Such fee as the Convention Committee agrees 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 tax of $10 (Ten Canadian dollars) is hereby levied upon each member of each club in the district and shall be collected and paid in advance by each club in two (2) semi-annual payments as follows: $5 (Five Canadian dollars) per club member on September tenth of each year to cover the semi-annual period July 1 to December 31; and $5 (Five Canadian dollars) per club member on March tenth of each year, to cover the semi-annual period January 1 to June 30, with billings of the same to be based upon the roster of each club as of the first days of July and January, respectively. Said tax shall be paid to the cabinet secretary or cabinet treasurer (or secretary-treasurer) by each club in the district, except newly chartered and reorganized clubs, which shall collect and pay said tax on a pro-rata basis from the first day of the second month following the date of their organization or reorganization, as the case may be. Said tax shall be disbursed only for administrative expenses of the district and only upon approval by the district governor's cabinet. Disbursement therefrom shall be by checks drawn and signed by the cabinet treasurer and countersigned by the district governor.

Section 2. **REMAINING FUNDS**. In any fiscal year, any balance remaining in the 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
CLUB DISPUTE RESOLUTION PROCEDURE

The club dispute resolution procedures will be as published and revised in the Lions International Board Polity Manual; Chapter XXV; Dispute Resolution Procedures; Section A.

ARTICLE X
PAST INTERNATIONAL PRESIDENT JUSTICE BRIAN STEVENSON EMERGING LEADER AWARD

This award may be given out to candidates that qualify with the following criteria. The cost of this award is to be taken out of the administration or convention surplus. The award is to be presented at the annual C 2 Convention. There is no cost to the club or individual for this award. The cabinet secretary will circulate the award application. The submission deadline is 45 days before the annual convention.

The last three (3) past district governors will be the judges with the Immediate Past District Governor as chair. The following criteria is to be met:

a) Has been a Lion for a maximum of 5 years.
b) Good attendance for 3 of the last 5 years.
c) Is in good financial standing in your club that is also in good financial standing.
d) Is a Lion of high moral character.
e) A Lion can receive this award only once and only one candidate is allowed per year per club.

ARTICLE XI
Miscellaneous

Section 1. **DISTRICT GOVERNOR EXPENSES – INTERNATIONAL CONVENTION**. Expenses of the district governor in connection with them attending the international convention shall be considered a district administrative expense. Reimbursement for such expenses shall be made by the district on the same basis as outlined in the General Reimbursement Policy of Lions Clubs International.

Section 2. **FINANCIAL OBLIGATIONS**. The district governor and their cabinet shall not incur obligations in any fiscal year which will effect an unbalanced budget or deficit in said fiscal year.

Section 3. **CABINET SECRETARY-TREASURER BOND**. The cabinet secretary-treasurer and authorized signatories shall be bonded in such amount and with such surety company as shall be approved by the district governor's cabinet and the cost of same shall be an administrative expense.

Section 4. **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 5. **COMPENSATION**. No officer shall receive any compensation for any service rendered to this district in their 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 6. **FISCAL YEAR**. The fiscal year of this district shall be from July 1st to June 30th.

Section 7. **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 XII
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.[1]

DISTRICT _____ 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 ____ 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 _____ and _____.

(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.

[1] These are the minimum requirements. The district may add additional rules so long as they are not in conflict with mandatory rules.

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 their copy of their 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 _____ 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 their 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 their credential certificate to voting personnel for verification. Once verified, the delegate shall be issued a ballot.

(c) The voter shall indicate their vote by placing a mark in the appropriate location by the name of the candidate of their 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, they shall use their 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 their choice from the floor.

Rule 5. Each such nominee shall be entitled to one seconding speech, only, in their 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 their 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 their vote by writing the name of their 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 their 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, they shall use their 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 their choice from the floor.

Rule 5. Each such nominee shall be entitled to one seconding speech, only, in their 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 their 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 their vote by writing the name of their 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 they have met the following Requirements:

☐ Candidate is an active member in good standing of a chartered Lions Club in Good Standing* in their single or sub-district.
☐ Candidate endorsed by their 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.
☐ Candidate is not from the same club as the incoming 1st or 2nd Vice District Governor.

In the event the current first vice district governor does not stand for election as district governor, or if a vacancy in the position of first vice district governor exists at the time of the district convention, the candidate fulfills the following qualifications:

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

**Please note that if a candidate's Lions club has outstanding dues and is not in Status Quo, the candidate must be notified and provided an opportunity for the club to satisfy the balance owed at least one day prior to the nominating committee's report to the convention.*

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 they have met the following Requirements:

- ☐ Candidate is an Active Member in good standing of a chartered Lions Club in Good Standing* in their single or sub-district.
- ☐ Candidate endorsed by their 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
- ☐ Candidate is not from the same club as the incoming District Governor or 2nd Vice District Governor.

In the event the current second vice district governor does not stand for election as first vice district governor, or if a vacancy in the position of second vice district governor exists at the time of the district convention, the candidate fulfills the qualifications for the office of second vice district governor:

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

**Please note that if a candidate's Lions club has outstanding dues and is not in Status Quo, the candidate must be notified and provided an opportunity for the club to satisfy the balance owed at least one day prior to the nominating committee's report to the convention.*

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 they have met the following Requirements:

☐ Candidate is an Active Member in good standing of a chartered Lions Club in Good Standing* in their single or sub-district.
☐ Candidate endorsed by their Lions Club or a majority of the Lions Clubs in the District.
☐ Candidate is not from the same club as the incoming District Governor or 1st Vice District Governor.

☐ Club President: Year Served_____
☐ Club Board of Directors Two (2) Years Served_____
☐ District Cabinet (check one)
☐ Zone or Region Chairperson Year Served_____
☐ District Global Extension Team Coordinator Year Served_____
☐ District Global Leadership Team Coordinator Year Served_____
☐ District Global Membership Team Coordinator Year Served_____
☐ District Global Service Team Coordinator Year Served_____
☐ LCIF District Coordinator 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

**Please note that if a candidate's Lions club has outstanding dues and is not in Status Quo, the candidate must be notified and provided an opportunity for the club to satisfy the balance owed at least one day prior to the nominating committee's report to the convention.*

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[2] in the box next to the name of the candidate you are casting your vote for.

Position	Name	Vote
First Vice District Governor		
	Candidate A	
	Candidate B	

Sample 2: Ballot where there is only one candidate.

Instructions: Clearly indicate your vote by placing an appropriate symbol[3] 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).

[2] Please note that the district should indicate the appropriate symbol to use or approved stamp provided to all voters.
[3] Please note that the district should indicate the appropriate symbol to use or approved stamp provided to all voters. In addition, a candidate must receive a majority of affirmative votes to move forward. If there is a tie between a yes and no vote, the candidate would not have received the required number of votes to be elected and it would result in an vacancy.

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

Rules for Preferential Voting:

1. On the preferential ballot - for each office to be filled the voter is asked to indicate the order in which he prefers all the candidates, placing the numeral 1 beside his first preference, the numeral 2 beside his second preference, and so on for every possible choice.

2. In counting the votes for a given office, the ballots are arranged in piles according to the indicated first preferences – one pile for each candidate.

3. The number of ballots in each pile is then recorded for the tellers' report. These piles remain identified with the names of the same candidates throughout the counting procedure until all but one are eliminated as described below.

4. If more than half of the ballots show one candidate indicated as first choice, that choice has a majority in the ordinary sense and the candidate is elected. But if there is no such majority, candidates are eliminated one by one, beginning with the least popular, until one prevails, as follows:

    a. The ballots in the thinnest pile – that is, those containing the name designated as first choice by the fewest number of voters – are redistributed into the other piles according to the names marked as second choice on these ballots.

    b. The number of ballots in each remaining pile after this distribution is again recorded.

    c. If more than half of the ballots are now in one pile, that candidate is elected. If not, the next least popular candidate is similarly eliminated, by taking the thinnest remaining pile and redistributing its ballots according to their second choices into the other piles, except that, if the name eliminated in the last distribution is indicated as second choice on a ballot, that ballot is placed accordingly to its third choice.

    d. Again the number of ballots in each existing pile is recorded, and if necessary, the process is repeated – by redistributing each time the ballots in the thinnest remaining pile, according to the marked second choice or most-preferred choice among those not yet eliminated – until one pile contains more than half of the ballots, the result being thereby determined.

    e. The tellers' report consists of a table listing all candidates, with the number of ballots that were in each pile after each successive distribution.

5. If a ballot having one or more names not marked with any numeral comes up for placement at any stage of the counting and all of its marked names have been eliminated, it should not be placed in any pile, but should be set aside.

6. If at any point two or more candidates are tied for the least popular position, the ballots in their piles are redistributed in a single step, all of the tied names being treated as eliminated.

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 favor 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 act ion 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, 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.*