

**The International Association of Lions Clubs**

**DISTRICT CONSTITUTION  
AND BY-LAWS**

**Ohio Lions  
District 13 OH2**

**State of Ohio**

**Adopted: March 25, 2001**

**With amendments adopted through:  
~~2019~~ 2026**

## STANDARD DISTRICT CONSTITUTION & BY-LAWS

### YELLOW SHADED AREA

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

### GREY SHADED AREA

Recent changes.

### GREEN SHADED AREA

Changes we should follow.

### BLUE SHADED AREAS

Changes – Page 18.

### NOT SHADED

Permissive Provisions.

Code for highlighted areas in the Constitution & By-Laws

THE INTERNATIONAL ASSOCIATION OF  
LIONS CLUBS  
DISTRICT CONSTITUTION AND BY-LAWS

**ARTICLE I Name**

Section 1. This Organization shall be known as District 13 OH2 of The International Association of Lions Clubs (hereinafter referred to as "Lions Clubs International").

**ARTICLE II Purpose**

The purpose of this district shall be:

- (a) To provide an administrative structure with which to advance the Purpose and Objects 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 the 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, professions, public works and private endeavors.

**ARTICLE III Membership**

Section 1. The members of this Organization shall be all Lions Clubs in the District chartered by Lions Clubs International.

The boundary lines of this District shall be as follows: Ottawa, Sandusky, Erie, Lorain, Seneca, Huron, Wyandot, Crawford, Richland, and Ashland counties.

**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 governor’s term), the zone chairpersons, cabinet secretary and a cabinet treasurer. Each officer shall be a member in good standing of a Lions Club in good standing in the district. <sup>1</sup>

<sup>1</sup>. The officers listed in this section are the minimum officers required for a district cabinet. Should the district add additional officers, they may through amendment of this section.

Section 2. **DISTRICT CABINET.** The district shall have a district cabinet composed of the district governor, as chairperson, the 1st and 2nd vice district governors, *none of whom shall be from the same club* the, immediate past district governor, the region chairperson (if the position is utilized during the district governor’s term) the zone chairpersons, 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 member shall be a member in good standing of a Lions Club in good standing in the district. In the event a Leo or a 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, 1<sup>st</sup> vice district governor, and 2nd vice district governor shall be elected at the annual convention of the district. The district governor shall appoint, by the time he/she takes office, the cabinet secretary, 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 and such other club members as may be included in the district cabinet. A cabinet treasurer shall be appointed by the incoming district governor every three (3) years. **Terms are: 2026-2029, 2029-2032, 2032-2035, 2035-2038 ongoing.**

Section 4. **REMOVAL.** Members of the district cabinet appointed by the district governor may be removed from office cause by the district governor. Elected members of the district cabinet, other than the district governor <sup>2</sup>, first and second vice district governors, may be removed from office for cause <sup>3</sup>, by the affirmative vote of two-thirds (2/3) of the entire of the district cabinet.

<sup>2</sup>. The district governor may be removed by 2/3 vote of the entire International Board of Directors in accordance with Article V Section IX of the International Constitution.

<sup>3</sup>. For cause may be any reason as determined by the district cabinet in accordance with ROBERTS RULES OF ORDER (Newly Revised)

## **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 district governor at a fixed date and time.

Section 2. **CLUB DELEGATE FORMULA.** Each chartered club in good standing in Lions Clubs International and its district shall be entitled in each annual convention of its district 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 was 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.<sup>4</sup> 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.<sup>5</sup>

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.

<sup>4</sup>. 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.

<sup>5</sup>. The district may amend this provision to allow for a past district governor to vote apart from a club delegate quota. Pursuant to Article IX Section III of the International By-Laws, "...FURTHER PROVIDED, that each district may, by express provision in its respective constitution and by-laws, grant full delegate status to each past district governor who is a member of a club in such district independent of the club delegate quotas hereinabove specified".

Section 4. **SECIAL CONVENTION.** A Special Convention of the clubs of the district may be called by a two-thirds (2/3) vote of the district cabinet at such time and place as they shall determine; provided that such Special Convention shall conclude no less than thirty (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 thirty (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 cabinet, or any other internal Lions district matters that cannot be satisfactorily resolved through other means, arising between any clubs in the district, or any club(s) and the district administration, shall be resolved in accordance with the Dispute Resolution Procedures established by the International Board of Directors.

## **ARTICLE 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 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 Nomination 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 no less than thirty (30) days prior to the convening date of the district convention at which such question of endorsement is to be voted upon;
- (b) Delivery 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 (1) 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, 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.<sup>6</sup> If none are so received and/or qualified, then, but then only, nominations for the office may be made from the floor. A candidate shall be allowed one (1) nominating speech of no more than five (5) minutes duration, and one (1) 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 with the Nominating Committee at least thirty (30) days prior to the election, and furnish evidence of their compliance with the qualifications for said office 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. <sup>7</sup> 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 e allowed one nominating speech of no more than five (5) minutes duration, and one seconding speech of no more than three (3) minutes duration.

Section 4. **BALLOT.** The election shall be by secret written ballot, with the candidate or candidates required to secure a majority of the votes cast by the delegates present and voting in order to be declared elected; for the purpose of such election, a majority is defined as a number more than one-half of the total valid votes cast excluding blanks and abstentions. 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.<sup>8</sup>

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 ad second vice district governors, past district governors, past international directors and past international presidents in the district shall convene at a date, time and place called and determined by the immediate past district governor to select a replacement for recommendation to the International Board of Directors. <sup>9</sup>

<sup>6</sup>. Refer to the district governor nominating committee checklist (See Exhibit "D")

<sup>7</sup>. Refer to first and second vice district governor candidate nominating checklist (See Exhibits "E" and "F").

<sup>8</sup>. Recommended ballot form for district governor, first vice district governor and second vice district governor is included herein as Exhibit "G"

<sup>9</sup>. See Exhibit "B".

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 GOVERNOR AND OTHER**

**VACANCIES.** Any vacancies in the 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 first or second vice district governor, the district governor shall convene a meeting of the immediate past district governor, first vice district governor and second vice district governor and all past international officers who are members in good standing of a chartered Lions Club in good standing in the district. It shall be the duty of the attendees at this meeting to appoint a qualified club member as first or second vice district governor for the remainder of the term. In filling said vacancy, it shall be the duty of the district governor, or if not available, the most recent past district governor who is available, to send out invitations fifteen (15) days in advance of the meeting to attend said meeting and it shall also be 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 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) An officer of a Lions Club for a full term or major portion thereof; and

- (ii) As a member of the district cabinet for a full term or major portion thereof.
- (iii) With none of the above being accomplished concurrently.
- (d) Has not competed a full term or major portion thereof as district governor.

Section 7. **REGION/ZONE CHAIRPESON QUALIFICATIONS.** Each Region and Zone Chairperson shall:

- (a) Be an active member in good standing in his/her respective Region or Zone; and
- (b) Have served or will have served at the time of taking office as Region or Zone Chairperson, as president of a Lions Club for a full term or major portion thereof, and a member of the Board of Directors of a Lions Club for no less than two (2) additional years.<sup>10</sup>

(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 CHAIRPESON.** 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. **REGIOIN /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 of region chairperson for the remainder of the term.

### **ARTICLE III Duties of District Officers/Cabinet**

Section 1. **DISTRICT GOVERNOR.** Under the general supervision of the International Board of directors, 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 and cabinet treasurer and such other cabinet members as may be provided for in the 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 services.
  - (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 members needs.
  - (2) Exercise such supervision and authority over cabinet officers and district committee appointees as is provided in the 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 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.

Section 2. **FIRST VICE DISTRICT GOVERNOR.** The 1st Vice District Governor, subject to the supervision and direction of the District Governor. They shall be chief administrative assistant to the District Governor. His/her specific responsibilities shall be to:

- (a) Further the purposes and objects of this Association;
- (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 the 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 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 second 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
- (k) Participate in the preparation of the district budget

Section 3. **SECOND VICE DISTRICT GOVERNOR.** The 2nd Vice District Governor, subject to the supervision and direction of the District Governor, shall be an administrative assistant to the District Governor. His/her specific responsibilities shall be to:

- (a) Further the purposes of this 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 toward successful zone operations in support of club health
- (d) Become familiar with 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 resources available 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, who 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 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 meeting in the absence of the district governor an the first vice district governor
- (k) Participate in the preparation of the district budget

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

- (a) Further the purposes and objects 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 district convention and furnish copies of the same to Lions Clubs International, the district governor and the secretary of each club in the district
  - 3) Make reports to the cabinet as the district governor or cabinet may require
  - 4) Keep minutes of all cabinet and district meetings and permit inspection of the same by the district governor, any cabinet member, and any club (or any authorized agent of any of them) at any reasonable time for any proper purpose;
- (c) Perform such other functions and acts as may be required by the International Board of Directors through the Cabinet Secretary Manual and other directives.
- (d) If separate offices of cabinet secretary and cabinet treasurer are adopted, the duties listed in (b) are attributed to each of the offices according to the nature of such duties.

Section 5. **CABINET TREASURER.** He/she shall act under the supervision of the District Governor. His/her specific responsibilities shall be to:

- (a) Further the purposes and objects 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) He/She shall receive all monies and deposit the same in a bank or banks approved by the district cabinet, and pay out monies in payment of district obligations. All checks and vouchers shall be signed by the Treasurer;
  - 2) Prepare all billings for semi-annual district dues and any other assessments the cabinet may deem necessary;
  - 3) Prepare and submit quarterly financial reports, and prepare financial reports for the Cabinet and District Convention for the year;
  - 4) All monies from whatever sources should be deposited in bank or banks approved by the cabinet. Treasurer should keep cash receipts records up to date;
  - 5) Give bond for the faithful discharges of his/her office in such sum and such surety as determined by the District Cabinet;
  - 6) Prepare and present a budget to the District Cabinet meeting in August, to be approved by the District Cabinet;
  - 7) Keep the Cabinet and District well informed on the financial condition of the District;
  - 8) Make a quarterly analysis of district receipts and distributions, and advise the District how this compares to the budget.

Section 6. **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 7. **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.  
in collaboration with the district leadership team coordinator and the club officers.

Section 8. **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 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 9. **GLOAL 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 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 10. **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, training, 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 11. 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 (3) 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 12. REGION CHAIRPERSON.** (If the position is utilized during the district governor's term). The region chairperson, subject to the supervision and direction of the district governor, shall be the chief administrative officer in 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 Chairperson in their region and such district committee chairperson as may be assigned by the District Governor.
- (d) Support club health by identifying 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 chairperson 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 the 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.

In the event the Region Chairperson for any reason cannot or does not, in the judgment of the District Governor, perform the duties of his/her office, or in the event the office is for any reason vacated, the District Governor shall appoint a successor to serve for the unexpired term.

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

Section 13. **ZONE CHAIRPERSON.** The Zone Chairperson, subject to the supervision and direction of the district governor and/or region chairperson, (if utilized), 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 pan 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 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.

In the event the Zone Chairperson for any reason cannot or does not, in the judgement of the district governor, perform the duties of their office, or in the event the office is for any reason vacated, the district governor shall appoint a successor to serve for the unexpired term.

Section 14. **DISTRICT GOVERNORS 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 district.
- (b) Receive, from the region chairperson (if utilized during the district governor's term) or other assigned district cabinet members, reports and recommendations which concern the clubs and zones.

#### **ARTICLE IV District Committees**

Section 1. **DISTRICT GOVERNOR'S ADVISORY COMMITTEE.** In each zone, the zone chairperson, and the presidents, the first vice presidents and the 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 cone 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.

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, and district global extension coordinator and is supported by the district marketing chairperson. Develops and initiates a coordinated plan to help clubs expand humanitarian services, achieve membership growth, and develop future leaders. Meets regularly to discuss the progress of the plan 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 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 his committee shall attend meetings of the cabinet when requested by the 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.

## **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. Ten (10) days written notice of meetings setting forth a 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. Not fewer than five (5) nor more than twenty (20) days written 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. **REGIONS AND ZONES**

(a) Organizational. The district governor shall divide the district into regions (if utilized) and zones. All such regions and zones shall be subject to change by the district governor when, in his/her sole discretion, he/she shall deem the same necessary to the best interests of Lions Clubs International. Regions and zones shall be announced prior to or at the District Officer Training.

(b) Regional 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, shall be held during the fiscal year at times and places fixed by the Zone Chairperson or other assigned cabinet member 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 Administration Fund**

Section 1. To provide revenue to defray the non-convention administrative expenses of the district, an annual District Administration Fund Per Capita Tax of (set out value in national currency) is hereby levied upon each member of each club in the district shall be collected and paid in advance by each club in two (2) semi-annual payments as follows: (value in national currency) per club member on September tenth (10) of each year to cover the semi-annual period July 1 to December 31; and (value in national currency) per club member on March tenth (10) of each year to cover the semi-annual period January 1 to June 30, with billing 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 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 the 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. To provide additional revenue to defray the non-convention administrative expenses of the district, an additional annual District Administration Fund Per Capita Tax of \$1.00 is hereby levied upon each club in the district. It shall be collected as stated in Article VIII, Section 1.

Section 3. Registration of the District Governor and spouse in connection with his/her attending the International Convention shall be considered a District administrative expense.

Section 4. The District Governor and his/her Cabinet shall not incur obligations in any fiscal year which will effect an unbalanced budget or deficit in said fiscal year.

Section 5. The Cabinet Treasurer shall be bonded in such amount and with such surety company as shall be approved by the District Governor and the cost of same shall be an administrative expense.

Section 6. The District Governor shall provide for an annual or more frequent audit of the books and accounts of the Cabinet Treasurer, and a statement of the financial condition of the district shall be sent to Lions Clubs International and each club in the district within sixty (60) days after the close of the fiscal year by the district governor then in office.

Section 7. Monies raised or collected by district committees or zones and/or any other sub-entity, excluding clubs, shall be deposited in the District Treasury and kept as an individual restricted account. Distribution by the cabinet treasurer upon proper documentation by committee, zone or sub-entity.

## **ARTICLE VI A District Convention**

Section 1. **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 2. **SITE CHANGE.** The district cabinet shall retain, and have power, 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.<sup>12</sup>

Section 3. **OFFICERS.** The members of the district cabinet shall be the officers of the annual district convention.

Section 4. **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 5. **OFFICIAL REPORT.** Within fifteen (15) days after the close of each district convention, the cabinet secretary shall transmit one copy of the complete proceedings to the international office. Upon written request from any club in the respective district a copy shall be furnished to said club.

Section 6. **CREDENTIALS COMMITTEE.** The Credentials Committee of the district convention shall be composed of the district governor, as chairperson, the cabinet secretary 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. The Credentials Committee shall have the powers and perform the duties set forth in ROBERTS'S RULES OF ORDER, NEWLY REVISED.

Section 7. **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.

<sup>12</sup>. Under extraordinary circumstances, outside the control of the district cabinet, the district may change the facilities where the district convention is set to be held.

Section 8. **QUORUM AND VOTE.** The attendance of a majority of the members of the Cabinet shall constitute a quorum for any meeting thereof. In all such meetings, the voting privilege shall extend to the District Governor, the Immediate Past District Governor, 1st Vice District Governor, 2nd Vice District Governor, the Region Chairperson (if the position is utilized during the District

Governor's term), the Zone Chairperson, the Cabinet Secretary, the Cabinet Treasurer, all District appointees, and all Past District Governors in good standing.

Section 3. Each chartered club in good standing in Lions Clubs International and the district shall be represented by one or more delegates at the annual district convention and shall be entitled in each such convention to one voting delegate and one alternate for each ten members, 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 or more members. Each certified delegate present in person may cast one vote only for each office to be filled by, and one vote only on each issue to be voted on by the members of said convention. Unless otherwise specified herein, the affirmative vote of a majority of the delegates voting on any question shall be the act of the convention. Delinquent dues may be paid and good standing acquired at any time prior to the close of credential certification, as such closing time shall be established by the rules of the respective convention.

Section 4. All Past District Governors in good standing shall be delegates-at-large at the district convention.

Section 5. 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 6. Within sixty (60) days after the close of each Single and Sub- District Convention, the Secretary thereof shall transmit one copy of the complete proceedings thereof to the International Office. Upon written request from any club in the respective District a copy shall be furnished to said club.

#### **ARTICLE VII District Convention Contingency Fund**

Section 1. An annual per capita District Convention Fund Tax of twenty-five (25) cents will be levied upon each member of each club in the district until a maximum of ten thousand (\$10,000) dollars is reached in the Fund. At such time the tax of twenty-five (25) cents per member will be suspended until such time as the fund falls below ten thousand (\$10,000) dollars at which time the tax of twenty-five (25) cents per member will be reinstated. The Tax shall be collected and paid in advance by each club, except newly chartered and reorganized clubs, in one (1) annual payment, with billing of said tax to be based upon the roster of each club as of November 30. This tax shall be collected from the clubs by, and be remitted to the cabinet treasurer, who shall deposit the monies so collected in the District Treasury in a fund designated the District Convention Contingency Fund. Any club which is chartered or reorganized in a current fiscal year shall collect and pay said convention per capita tax for said fiscal year on a pro-rated basis from the first day of the second month following the date of its organization, as the case may be.

Section 2. The monies collected by the per capita District Convention Contingency Fund shall be used exclusively for defraying expenses district conventions, if and when unusual circumstances arise or are experienced by the host club beyond the convention budget as approved by the cabinet, and shall be expended only by district checks drawn and signed by the cabinet treasurer, following approval by the district cabinet.

Section 3. The District Governor shall provide for an annual or more frequent audit of the District Convention Contingency Fund and shall give an annual financial report of said Funds to each annual district convention.

### **ARTICLE VIII-A District Convention Operation Fund**

Section 1. Such fee as the district governor shall set may be collected, under procedures set by the District Governor, from each delegate, alternate and guest attending the district convention to defray the actual cost of convention meals, entertainment, speaker's expenses and fees, meeting space; and other recognized amenities associated with a District Convention. Also included in the fund is any additional monies raised by raffle, silent auctions, special activities, rebated etc.

Section 2. In any fiscal year, any balance remaining in the District Convention Operation Fund, after payment of all Convention Administrative expenses in that year, shall go to the General Operating Fund with recommendation from the host club. Final determination approved by the District Cabinet. The host club shall not profit by more than two hundred dollars (\$200) on any District Convention.

Section 3. The monies collected by the per capita District Convention Contingency Fund Tax may be used in the event of unforeseen losses by the Host club of the District Convention, If and when unusual circumstances arise or experienced by the Host Club beyond the convention budget as approved by the cabinet, and shall be expended only by District checks drawn and signed by the Cabinet Treasurer, following approval by the District Cabinet.

Section 4. The District Governor shall provide for an annual or more frequent audit of the District Convention Operational Fund and shall give an annual financial report of said Funds to each annual District convention.

### **ARTICLE VIX Amendments**

Section 1. This Constitution may be amended only at a District Convention by resolution reported by the Convention Committee on Constitution and By-Laws and adopted by the affirmative vote of two-thirds (2/3) of the votes cast.

Section 2. When amendments to the International Constitution and By-Laws are passed at the International Convention, any amendments that would have an effect on this District Constitution and By-Laws shall be automatically updated in this District Constitution and By-Laws at the close of the convention.

Section 3. No amendment shall be so reported or voted upon unless the same shall have been furnished in writing to each club no less than thirty (30) days prior to the convening date of the Annual Convention with notice that the same will be voted upon at said Convention.

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

## **BY-LAWS**

### **ARTICLE I District Nominations and Elections**

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. 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 District Governor at least sixty (60) days prior to the District Convention, and furnish therewith evidence of his/her compliance with the qualifications for said office set out in the International Constitution and By-Laws. 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. Any qualified member of a club in the District seeking the office of 1<sup>st</sup> Vice District Governor shall file their intention to run in writing with the District Governor at least sixty (60) days prior to the District Convention, and furnish therewith evidence of their compliance with the qualifications for said office set out in the International Constitution and By-Laws. 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 4. Any qualified member of a club in the district seeking the office of second vice

district governor shall file his/her intention to run in writing with the District Governor at least sixty (60) days prior to the District Convention, and furnish therewith evidence of his/her compliance with the qualifications for said office set out in the District Constitution and By-Laws. The District Governor's Honorary Committee will interview all candidates prior to the District Convention. 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 7. In case there is more than one candidate, the candidate receiving a simple majority of the votes cast shall be declared elected. If, on the first ballot, no candidate receives a majority, the candidate receiving the lowest number of votes shall be eliminated and balloting shall continue until one candidate receives a majority.

Section 8. 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. The remaining Cabinet officers and members of the District Governor's Honorary Committee shall convene at a date, time, and place called and determined by the Immediate Past District Governor to pick a replacement for recommendation to the International Board of Directors. (See Exhibit B at the end of this booklet.)

## **ARTICLE II Duties**

Section 1. **DISTRICT GOVERNORS CABINET.** The District Governor's Cabinet shall:

- (c) 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 district.
- (d) Receive, from the region chairperson (if utilized during the district governor's term) or other assigned district cabinet members, reports and recommendations which concern the clubs and zones.

Section 2. **District Governor's Advisory Committee.** It shall assist the Zone Chairperson in an advisory capacity; procure recommendations affecting the welfare of Lionism and the clubs in the Zone, and relay the same through the Zone Chairperson to the District Governor and his/her Cabinet.

Section 3. **District Governor's Honorary Committee.** It shall act under the direction of the District Governor in the promotion of harmony throughout the district. The chair of this Committee shall attend meetings of the Cabinet when requested by the district governor.

## **ARTICLE III Committees**

Section 1. The Credentials Committee of the District Convention shall be composed of the district governor, as chairman, the cabinet secretary, the cabinet treasurer, and two other non-officers of the District appointed by the district governor. The Credentials Committee shall have the powers and perform the duties set forth in ROBERT'S RULES OF ORDER, NEWLY REVISED.

Section 2. The district governor shall appoint, designate the chairperson of, and fill any vacancies occurring in the following District Convention Committees: Resolutions, Elections, Constitution and By-Laws, Rules, and International Convention. Each Region shall have at least one representative on each such committee. These committees shall perform such duties as the district governor shall designate.

#### **ARTICLE IV Rules for Convention Procedure**

Section 1. 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 2. 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 in any District meeting or convention, any meeting of the District Cabinet, a Region, Zone, or member club, or of any other group or committee of any one of them shall be determined by ROBERT'S RULES OF ORDER, NEWLY REVISED.

#### **ARTICLE V Nomination and Endorsement International Director and Third Vice President Nominees**

Section 1. Subject to the provisions of the International Constitution and By-Laws, any member of a Lions Club in the District seeking endorsement 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 District is a Sub-District of a Multiple District, to the Multiple District Council Secretary and Treasurer, no later than January 9 prior to the convening date of the respective 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. Each Notice of Intention so delivered shall be transmitted forthwith by the District Governor to the Nominating Committee of the respective Convention, which shall review and perfect the same by obtaining from each prospective candidate any additional evidence of such intention and qualifications as may be necessary under the International Constitution and By-Laws, and shall place in nomination at the respective Convention the name of each such prospective candidate who has fulfilled said procedural and Constitutional requirements.

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

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

Section 5. Certification of Endorsement by the respective convention shall be made in writing to the International Office by the District officials designated, and in accordance with the requirements therefor set forth, in the International Constitution and By-Laws.

Section 6. No 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 V have been met.

#### **ARTICLE VI Fiscal Year**

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

#### **ARTICLE VII Amendments**

Section 1. These By-Laws may be amended only at a District Convention, by resolution reported by the Convention Committee on Constitution and By-Laws and adopted by a majority of the votes cast.

Section 2. No amendment shall be so reported or voted upon unless the same shall have been furnished in writing to each club no less than thirty (30) days prior to the convening date of the Annual Convention with notice that the same will be voted upon at said Convention.

Section 3. Each amendment shall take effect at the close of the Convention at which adopted unless otherwise specified in the amendment.

#### **ARTICLE VIII**

This Constitution and By-Laws shall take effect at the close of the District Convention at which the same is adopted by the affirmative vote of two-thirds (2/3) of the votes cast.

#### **EXHIBIT A**

## RULES OF PROCEDURE DISTRICT 13 OH2 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 ByLaws, the District 13 OH2 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 chair, the cabinet secretary, the cabinet 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) Prior to the convention, the District Governor, unless otherwise provided, shall appoint, and designate the chairperson of, a nominations committee consisting of three (3) members. It shall be the committee's responsibility to review the qualifications of each nominated candidate and rule on the eligibility of the same.

(b) Candidate may withdraw from the contest at any time prior to the issuance of the final report of the nominations committee.

**Rule 5.** Replacement of delegates and alternate delegates.

(a) To replace a delegate and/or alternate delegate already certified, the replacement must surrender the copy of the credential certificate issued to the member he/she is replacing.

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

**Rule 6.** Nominations for the office of District Governor, 1st Vice District Governor, 2nd Vice District Governor, and such other offices to be filled by the convention shall be limited to nominating/seconding speeches not to exceed eight (8) minutes for each nominee.

**Rule 7.** Prior to the convention, the District Governor shall appoint, and designate the chairman of, an elections committee consisting of three (3) members. Each duly nominated candidate shall also be entitled to designate one (1) observer through his/her club. The observers may oversee election procedures only, but may not participate directly in the committee's decision making.

(b) The elections committee shall be responsible for the preparing 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 chairman, and all candidates shall be provided a copy of the committee's report.

**Rule 8.** Voting.

(a) Voting will take place at a predetermined location and time.

(b) To secure a ballot card, the delegate shall present his/her credential certificate to voting personnel for verification. Once verified, the delegate shall be issued a ballot.

(c) The voter shall indicate his/her vote by placing a mark in the appropriate location by the name of the candidate of his/her choice. The mark must be placed in the proper location to constitute a 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 simple majority vote shall be necessary to elect the District Governor. If a simple majority vote is not received in the election of District Governor, a vacancy shall occur and Article IV, Section 7(d) of the International Constitution shall apply, and subsection (e) of this rule shall be followed.

(e) A simple 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 after three (3) ballots, the winner will be decided by chance.

## **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 all members of the existing Cabinet and all Past International Presidents, Past International Directors, and Past District Governors **who are members in good standing of a chartered Lions Club in the District** for the purpose of recommending a Lion for appointment by the International Board of Directors.

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

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

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

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

**Rule 6. Voting.**

(a) Voting will occur immediately after the close of nominations.

(b) Voting will be by written ballot unless a majority of the members attending the meeting select another voting method.

(c) The member shall indicate his/her vote by writing the name of his/her choice on the ballot. Any ballot containing votes for more than one nominee shall be declared invalid.

(d) A simple majority vote shall be necessary to recommend a member for appointment as District Governor. In the event any one candidate shall fail to receive the required number of votes to be selected after three (3) ballots, the winner will be decided by chance.

**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 VII, Section 9(a)(4) of the International Constitution 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**  
**SUMMARY OF RULES SPECIAL MEETING TO RECOMMEND A LION FOR**  
**APPOINTMENT AS DISTRICT GOVERNOR**

1. The International office has advised the District to convene a special meeting to recommend a member for appointment as District Governor.
2. The Immediate Past District Governor prepares invitations for the special meeting. Invitations are to be sent to all members of the existing Cabinet and all Past International Presidents, Past International Directors, and Past District Governors who are members in good standing of a chartered Lions Club in the District. The invitations should state the date, time, and location for the meeting.
3. The chairperson maintains an attendance roster at the meeting.
4. Nominations are made from the floor. Each nominee may speak for five (5) minutes, and his/her seconder may speak for an additional three (3) minutes.
5. Voting begins immediately after nominations close. Voting is by written ballot unless a majority of attendees select another voting method.
6. A simple majority of votes cast by those present and voting is necessary to be recommended. If no one candidate secures a simple majority vote after three (3) ballots, the winner will be decided by chance.
7. The chairman forwards the meeting results at the conclusion of 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:

Y Candidate is an active member in good standing of a chartered Lions Club in Good Standing\* in their district.

Y Candidate endorsed by their Lions Club or a majority of the Lions Clubs in the District.

Y Candidate is currently serving as the first vice district governor within this district.

Y 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:

Y Club President: \_\_\_\_\_ Year Served: \_\_\_\_\_

Y Club Board of Directors: \_\_\_\_\_ Two (2) Years Served: \_\_\_\_\_

Y District Cabinet (check one)

Y Zone or Region Chairperson: \_\_\_\_\_ Year Served: \_\_\_\_\_

Y Cabinet Secretary and/or Treasurer): \_\_\_\_\_ Year Served: \_\_\_\_\_

Y One (1) additional year as a member of district cabinet

Position held: \_\_\_\_\_ Year Served: \_\_\_\_\_

Y 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:**

Y Candidate is an Active Member in good standing of a chartered Lions Club in Good Standing\* in their district.

Y Candidate endorsed by their Lions Club or a majority of the Lions Clubs in the District.

Y Candidate is currently serving as the second vice district governor within this district,

Y Has not completed a full term, or majority portion thereof, as district governor

Y 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:

Y Club President: \_\_\_\_\_ Year Served \_\_\_\_\_

Y Club Board of Directors \_\_\_\_\_ Two (2) Years Served \_\_\_\_\_

Y District Cabinet (check one)

Y Zone or Region Chairperson \_\_\_\_\_ Year Served \_\_\_\_\_

Y Cabinet Secretary and/or Treasurer) \_\_\_\_\_ Year Served \_\_\_\_\_

Y 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**

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:**

Y Candidate is an Active Member in good standing of a chartered Lions Club in Good Standing\* in their district.

Y Candidate endorsed by their Lions Club or a majority of the Lions Clubs in the District.

Y Candidate is not from the same club as the incoming District Governor or 1st Vice District Governor.

Y Club President: \_\_\_\_\_ Year Served \_\_\_\_\_

Y Club Board of Directors \_\_\_\_\_ Two (2) Years Served \_\_\_\_\_

Y District Cabinet (check one)

Y Zone or Region Chairperson \_\_\_\_\_ Year Served \_\_\_\_\_

Y District Global Extension Team Coordinator \_\_\_\_\_ Year Served \_\_\_\_\_

Y District Global Leadership Team Coordinator \_\_\_\_\_ Year Served \_\_\_\_\_

Y District Global Membership Team Coordinator \_\_\_\_\_ Year Served \_\_\_\_\_

Y District Global Service Team Coordinator \_\_\_\_\_ Year Served \_\_\_\_\_

Y LCIF District Coordinator \_\_\_\_\_ Year Served \_\_\_\_\_

Y Cabinet Secretary and/or Treasurer) \_\_\_\_\_ Year Served \_\_\_\_\_

Y With none of the above being accomplished concurrently.

Y 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 \_\_\_\_\_