

# **The International Association of Lions Clubs**

## **Constitution District 36-O**

### **ARTICLE I Name**

This Organization shall be known as District 36-O of The International Association of Lions Clubs (hereinafter referred to as "Lions Clubs International").

### **ARTICLE II Object**

This Constitution is to provide an administrative structure with which to advance the Purposes and Objects of Lions Clubs International within District 36-O.

### **ARTICLE III Membership**

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

*The boundary lines of this District shall be as follows: Beginning at a point on the Pacific Ocean coast line West of Otis, Oregon; thence East to the Polk County line, thence North along the Polk County line to the NW corner; thence East to the summit of the Cascade Range; thence northerly following the summit of the Cascade Range to the boundary common to the states of Oregon and Washington; thence Westerly along said boundary to the Pacific Ocean; thence South along the Pacific Ocean to the point of beginning.*

### **ARTICLE IV District Organization**

#### **Section 1. Officers.**

A. The District shall have a **District Cabinet** consisting of the following officers:

- The District Governor,
- The Immediate Past District Governor,
- The First Vice District Governor
- The Second Vice District Governor,
- One Region Chairperson for each region in the District (if the position is utilized during the District Governor's term),

- ✓ One Zone Chairperson for each Zone in the District and
- ✓ One Cabinet Secretary-Treasurer, or one Secretary and one Treasurer.

Each officer shall be a member in good standing of a Lions Club in good standing within the District.

**B. Elected Officers.**

The District Governor and Vice District Governor shall be elected at the annual convention of the District. The District Governor, by the time he/she takes office, shall appoint the additional Cabinet Officers and Committee Chairpersons.

## **ARTICLE V District Convention**

**Section 1. Annual Convention.**

An Annual Convention of the District shall be held in each year, to conclude no less than 30 days prior to the International Convention, at a place selected by a previous annual Convention of the District and at a date and time fixed by the District Governor. A meeting of the registered delegates of the District in attendance at the Annual Convention of the Multiple District of which this District shall be a part may constitute the annual Convention of the District.

**Section 2. Club Delegate Formula.**

One or more delegates at the Annual District Convention shall represent each chartered club in good standing in Lions Clubs International and the District. Each club shall be entitled in each such convention, one voting delegate and one alternate for each ten 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 or more members. Each certified delegate registered for the Convention and present in person (no proxy votes) may cast one vote only for each office.

**Section 3. Quorum.**

The registered delegates, in person at any session of the Convention, shall constitute a quorum.

## **ARTICLE VI**

### **Amendments**

#### **Section 1. Constitution Amendment.**

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

#### **Section 2. Notice of Proposed Amendment.**

No amendment shall be so reported or voted upon unless the same shall have been furnished in writing to each club no less than 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. Effective Date of Amendments.**

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

# **The International Association of Lions Clubs**

## **Bylaws District 36-0**

### **ARTICLE I District Convention**

#### **Section 1. Convention Site Invitations.**

The District Governor shall receive proposals in writing from places desiring to host the succeeding year's annual Convention. All invitations shall set forth such information as the District Governor shall require and shall be delivered to him/her no later than 30 days prior to the convening date of the Convention.

The 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 received by the District Governor, shall be determined by the District Governor with advice and counsel of the District Convention Committee.

#### **Section 2. District Governor may Change Site.**

The District Governor shall retain and have power to change at any time, for good reason, the Convention site chosen by a previous District Convention. Neither the District Governor nor the District, nor any member of the District Cabinet shall incur any liability to any club or club member in the District.

#### **Section 3. Rules for Convention Procedure.**

##### **A. 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.

##### **B. Rules of Procedure.**

Except as otherwise specifically provided in this Constitution and Bylaws, 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*.

#### **Section 4. Convention Officers.**

The members of the District Cabinet shall be the Officers of the Annual District Convention.

**Section 5. District Convention Committees.**

The District Governor shall appoint, designate the Chairperson of, and fill any vacancies occurring in the following District Convention Committees: Resolutions, Elections, Constitution and Bylaws, Rules and International Convention. These committees shall perform such duties, as the District Governor shall designate.

**Section 6. Sergeant-at Arms.**

The District Governor shall appoint a Convention Sergeant-at-Arms and Assistant Sergeants-at-Arms.

**Section 7. Transmission of Convention Proceedings.**

Within 60 days after the close of the 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 that club.

**Section 8. Credentials Committee.**

The Credentials Committee of the District Convention shall be composed of the District Governor as Chairperson, the Cabinet Secretary-Treasurer or the Cabinet Secretary and the Cabinet Treasurer and 2 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 9. District Convention Fund.**

**A. Levy.**

In addition to a District Convention registration fee, an annual per capita District Convention Fund Levy of \$1.00 (one dollar, US currency) may be levied upon each member of each club in the District.

Said levy shall be remitted to the Cabinet Secretary-Treasurer (or Cabinet 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 Secretary-Treasurer (or Cabinet Treasurer) and countersigned by the District Governor.

The levy shall be collected and paid in advance by each club in 2 semi-annual payments based on the roster of each club as of the last day of May and November, respectively, to

be collected as follows:

\$.50 per club member payable by *July* tenth of each year to cover the semi-annual period July 1 to December 31; and

\$.50 per club member payable by *January* tenth of each year, to cover the semi-annual period January 1 to June 30.

Newly chartered or reorganized clubs shall initially collect and pay the per capita levy on a pro-rata basis from the first day of the second month following the date of their charter or reorganization.

**B. Convention Fund Balance.**

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. Such funds shall become available for future Convention expenses and be treated as income in any fiscal year in which expended.

**C. Fee for Cost of Convention (Hospitality Book).**

Such fee as the District Governor shall set may be collected, under procedures set by the District Governor, from each Lion, Lioness or Leo member and guest attending the District Convention to defray the actual cost of Convention facilities, meals and entertainment.

**D. Convention Fund Financial Review.**

The District Governor shall provide for an annual or more frequent financial review of the District Convention Fund if requested by a quorum of the District Cabinet or the Chairperson of the Council of Governors and shall give an annual financial report of said Fund to each annual District Convention.

## ARTICLE II Meetings

**Section 1. District Cabinet Meetings.**

**A. Regular.** A regular meeting of the Cabinet shall be held in each quarter of the fiscal year, with the first to be held within 30 days after the adjournment of the preceding International Convention. Ten 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-Treasurer (or Cabinet Secretary) and may include Committee Chairpersons.

**B. Special.** The District Governor, at his/her discretion, may call special meetings of the Cabinet. Special meetings shall be called within 30 days upon written request made to the District Governor or the Cabinet Secretary-Treasurer (or Cabinet Secretary) by a majority of the Cabinet members. No fewer than 5 nor more than 10 days written or electronic notice of special meetings setting forth the purposes, the date, time and place shall be given to each Cabinet member by the Cabinet Secretary-Treasurer (or Cabinet Secretary) and may include Cabinet Committee Chairpersons as determined by the District Governor.

**C. Quorum and Vote.** The attendance of a majority (50% plus 1) of the members of the Cabinet shall constitute a Quorum of any meeting thereof. In all such meetings, the voting privilege shall extend to the Cabinet which includes the: District Governor, Immediate Past District Governor, First and Second Vice District Governors, Region Chairpersons, Zone Chairpersons, and Cabinet Secretary-Treasurer (or Cabinet Secretary and Cabinet Treasurer). The District Governor or a vote of the majority of the Cabinet may extend the voting privilege to the Cabinet Committee Chairpersons.

## **Section 2. Regions and Zones.**

**A. Organizational.** The District Governor shall divide the District into Regions of no more than 16 and no fewer than 10 Lions Clubs and each such Region into Zones of no more than 8 and no fewer than 4 Lions Clubs. Due regard shall be given to the geographical locations of the clubs when forming Regions and Zones. All such Regions and Zones shall be subject to change by the District Governor when, in his/her sole discretion, the change is necessary in the best interests of the District and Multiple District.

**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 Region Chairperson or other assigned Cabinet member of the respective Region.

**C. Zone Meetings.** Meetings of representatives of all 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 of the respective Zone.

## **ARTICLE III District Nominations and Elections**

### **Section 1. Nominating Committee.**

Each District Governor shall appoint, by written notification received at least 60 days prior to the District Convention, a Nominating Committee of 3 members. Each member shall be a member in good standing of a different Lions Club in good standing in the District. The committee members shall not, at the time of their appointment, hold any District or International office. The names and addresses of the Lions appointed to the

Nominating Committee shall be sent to all clubs in the District at least 30 days prior to the convening day of the District Convention.

**Section 2. Candidate for District Governor.**

Any qualified member of a club in good standing in the District seeking the office of District Governor shall file his/her intention to run in writing to the District Governor at least 60 days prior to the convening of the District Convention. He/she shall furnish evidence of his/her compliance with the qualifications for said office as set out in the International Constitution and Bylaws as described in Article III, Section 4:

**Candidacy Requirements for District Governor. A candidate for the office of District Governor shall:**

- a. be an active member in good standing of a chartered Lions club in good standing in his/her District.
- b. Secure the endorsement of his/her club or a majority of the clubs in his/her District.
- c. Currently be serving as the First Vice District Governor within the District from which he/she is to be elected.

The Nominating Committee shall place in nomination at the District Convention the name of the current First Vice District Governor. If a nomination is not received and/or qualified, then nominations for the office may be made from the floor. A candidate shall be allowed one nominating speech of no more than 5 minutes duration, and one seconding speech of no more than 3 minutes duration.

- d. Only in the event the current First Vice District Governor does not stand for election as First District Governor, or if a vacancy in the position of Vice District Governor exists at the time of the District Convention, any club member who fulfills the qualifications for the office of First Vice District Governor as set forth in these Bylaws or Constitution and who is currently serving or who has served one (1) additional year as a member of the District Cabinet, shall fulfill the requirements of subsection -c- of this section.

**Section 3. Candidate for First and Second Vice District Governor.**

**Section 3(A). Candidate for First Vice District Governor**

Any qualified member of a club in good standing seeking the office of First Vice District Governor shall file his/her intention to so run in writing to the District Governor 60 days prior to the convening of the District Convention. The candidate shall furnish therewith evidence of his/her compliance with the qualifications for said office set out in the International Constitution and Bylaws as described in Article IX, Section 9 -b-:6(b) of the Bylaws:

A candidate for the office of First Vice District Governor shall:



(1) Be an Active Member in good standing of a chartered Lions club in good standing in his/her District.

(2) Secure the endorsement of his/her club or a majority of the clubs in his/her District.

(3) Currently be serving as the Second Vice District Governor within the District from which he/she is to be elected.

(4) Only in the event the current Second Vice District Governor does not stand for election as First Vice District, or if a vacancy in the position of Second Vice District Governor exists at the time of the District Convention, any club member who fulfills the qualifications for the office of the Second Vice District Governor as set forth in Bylaws or Constitution shall fulfill the requirements of subsection 3 of this section.

**Section 3(B). Candidate for Second Vice District Governor.**

Any qualified member of a club in good standing seeking the office of Second Vice District Governor shall file his/her intention to so run in writing to the District Governor 60 days prior to the convening of the District Convention. The candidate shall furnish therewith evidence of his/her compliance with the qualifications for said office set out in the International Constitution and Bylaws as described in Article IX, Section 6(c):

A candidate for the office of Second Vice District Governor shall:

- (1) Be an Active Member in good standing of a chartered Lions club in good standing in his/her District.
- (2) Secure an endorsement of his/her club or majority of the clubs in his/her District.
- (3) Have served or will have served at the time he/she takes office as Second Vice District Governor:
  - a. 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; and
  - b. As Zone Chairperson or Region Chairperson or Cabinet Secretary and/or Treasurer for a full term or major portion thereof.
  - c. With non of the above being accomplished concurrently.

Have served or will have served at the time he/she takes office as Vice District Governor:

- (a) 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; and
- (b) As Zone Chairperson or Region Chairperson or Cabinet Secretary and/or Treasurer for a full term or major portion thereof.
- (c) With none of the above being accomplished concurrently.

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

#### **Section 4. Election.**

A. The election shall be by secret written ballot of the certified delegates registered for the Convention. The candidate receiving a simple majority of the votes cast shall be declared elected. In case of a tie on any ballot, balloting shall continue on the tied candidates until one is elected.

#### **B. Vacancies.**

Any vacancy in any District office, except that of the First or Second Vice District Governor and the Vice

District Governor, shall be filled by appointment made by the District Governor for the unexpired term.

To fill a vacancy in the office of the Vice District Governor, the District shall convene a meeting of the existing Cabinet and all past International officers who are members in good standing in the District.

In filling the vacancy it shall be the duty of the District Governor to send out invitations to attend the meeting. If the District Governor is not available, the most recent Past District Governor of the District shall assume the responsibilities for the meeting and act as Chairperson. Within 7 days following the meeting, the Chairperson shall convey results of the meeting to the International office along with evidence of invitations sent and attendance at the meeting. Each Lion that is entitled to receive an invitation to attend and is present at said meeting should be entitled to cast one vote for a qualified Lion of his/her choice.

**Vacancy in the office of District Governor:** *(See EXHIBIT B at the end of this document)*

#### **Section 5. Qualifications: Region and Zone Chairperson:**

A. Shall be an active member in good standing in his/her respective Region or Zone; and

B. Shall have served as President of a Lions Club for a full term, or major portion thereof, and shall have served as a member of the Board of Directors of a Lions Club for no less than 2 additional years.

#### **C. Successor.**

If any Region Chairperson or Zone Chairperson shall cease to be a member of a Club in

the Region or Zone from which he/she was appointed, his/her term of office shall thereupon cease and the District Governor shall appoint a successor to fill said office. The District Governor may determine not to fill the position of Region Chairperson for the remainder of the term.

## **ARTICLE IV**

### **Duties**

#### **Section 1. District Governor.**

Under the general supervision of the International Board of Directors, he/she shall represent the Association in his/her District. In addition, he/she shall be the chief administrative officer of this District and shall have direct supervision over the Vice District Governor, Region Chairpersons, the Zone Chairpersons, the Cabinet Secretary-Treasurer or the Cabinet Secretary and the Cabinet Treasurer and such other Cabinet members as may be provided for in this District Constitution and Bylaws.

His/her specific responsibilities shall be to:

- (1) Further the purposes and objects of this Association,
- (2) Supervise the organization of new Lions Clubs,
- (3) Preside, when present, over Cabinet, Convention and other District meetings. If at any time he/she is unable to so preside, the presiding officer at any such meeting shall be the Vice District Governor. If he/she is not available, the District Officer chosen by the attending members shall preside,
- (4) Promote cordial relations among the District Lions Clubs,
- (5) He/she or a designee should endeavor to visit each club at least once during his/her term of office,
- (6) Exercise such supervision and authority over Cabinet officers and District committee appointees as is provided for in this Constitution and Bylaws,
- (7) Submit a current itemized statement of total District receipts and expenditures to his/her District Convention or annual meeting of his/her District at a Multiple District Convention if requested,
- (8) Deliver, forthwith, at the termination of his/her term of office, all District accounts and records to his/her successor in office,
- (9) Report all known violations of the use of the Association name and emblem to Lions Club International and

(10) Perform such other functions and acts as shall be required of him/her by the International Board of Directors, by the District Governor's Manual and other directives.

**Section 2(A) . First Vice District Governor.**

The First Vice District Governor, subject to the supervision and direction of the District Governor shall be chief administrative assistant to the District Governor.

His/her **specific responsibilities** shall be to:

- (1) Further the Purposes and Objects of this Association,
- (2) Familiarize himself/herself with the duties of the District Governor so in the event of a vacancy in the office of District Governor he/she will be prepared to assume the duties and responsibilities of said office,
- (3) Perform such duties as may be assigned to him/her by the District Governor,
- (4) Perform such other functions and acts as may be required of him/her by the International Board of Directors through the Vice District Governor's Manual or through other directives,
- (5) Actively participate in all Cabinet and Council of Governors meetings and conduct all meetings in the absence of the District Governor,
- (6) Participate in the preparation of the District budget,
- (7) Be actively engaged in all matters to be continued during the next year,
- (8) Participate in the review of the strengths and weaknesses of the clubs of the District and
- (9) At the request of the District Governor supervise assigned District committees, and
- (10) Be the Chairperson of the District MERL team.
- (11) Play an active role in membership development including extension of new clubs and leadership development within the district.

**Section 2(B) Second Vice District Governor**

The Second Vice District Governor is subject to the supervision and direction of the District Governor. His/her specific responsibilities shall be to:

- (1) Further the purposes of this Association,

- (2) Actively participate and inspire other district officers to administer and promote effective membership growth and new club organization,
- (3) Perform such duties as may be assigned to him/her by the District Governor, including assisting the district retention chairperson,
- (4) Perform such other functions and acts as may be required of him/her by the policy of the association,
- (5) Actively participate in all Cabinet and Council of Governors meetings and conduct all meetings in the absence of the District Governor, and the First Vice District Governor,
- (6) Participate in the preparation of the District budget,
- (7) Actively engage in all matters to be continued during the following year, and
- (8) At the request of the District Governor, supervise appropriate district committees and participate in the review of strengths and weaknesses of the district.

### **Section 3. Cabinet Secretary-Treasurer.**

He/she shall act under the supervision of the District Governor.

His/her **specific responsibilities** shall be to:

- (1) Further the purposes and objects of this Association,
- (2) Perform such duties as are implied by the title of said office, including but not limited to the following:
  - a) Keep an accurate record of the proceedings of all meetings of the Cabinet, and within 5 days after each meeting forwarding copies of the record to all members of the Cabinet, and the office of Lions Clubs International,
  - b) Take and keep minutes of the District Convention and furnish copies of the same to Lions Clubs International, the District Governor and, if requested, the Secretary of each club in the District,
  - c) Make reports to the Cabinet as the District Governor or Cabinet may require,
  - d) Collect and receipt all *per capita* taxes levied on members and clubs in the District, deposit the same in such bank or banks as the District Governor shall determine and disburse funds by order of the District Governor,
  - e) Remit and pay to the Multiple District Council Secretary-Treasurer the Multiple District Per Capita Levy, if any, collected in the District, and secure a proper receipt thereof,

f) Keep accurate books and records of account, and minutes of all Cabinet and District meetings, and permit inspection of the same by the District Governor, any Cabinet member and any club (or their authorized agent) at a reasonable time and for any proper purpose. Upon direction of the District Governor or the Cabinet, he/she shall furnish any such books and records as requested to an auditor appointed by the District Governor, the Chairman of the Council of Governors or Lions Club International,

g) Secure bond for the faithful performance of his/her duties in such sum and with such sureties as may be required by the District Governor,

h) Perform such additional assignments as may be given to him/her from time to time by the District Governor and

i) Perform other functions and acts as may be required by the International Board of Directors, the Cabinet Secretary-Treasurer's Manual or other directives.

In the event that there is a separate Cabinet Secretary, duties #a-c, h and i apply.

In the event that there is a separate Cabinet Treasurer, duties #c-i apply.

#### **Section 4. Region Chairperson.**

The Region Chairperson shall, subject to the supervision and direction of the District Governor, be the chief administrative officer in his/her region.

His/her specific responsibilities shall be to:

- (1) Further the purposes and objects of this Association,
- (2) Supervise the activities of the Zone Chairpersons in his/her Region and such District Committee Chairpersons as may be assigned to him/her by the District Governor,
- (3) Play an active role in organizing new clubs and strengthening weak clubs,
- (4) Visit a regular meeting of each club in his/her Region at least once during his/her term of office, reporting his/her findings to the District Governor,
- (5) Visit a regular and Board of Directors meeting of each club in his/her Region at least once during his/her term of office, reporting his/her findings to the District Governor,
- (6) Endeavor to have every club in his/her Region operating under a duly adopted Club Constitution and Bylaws,
- (7) Promote representation at International and District Conventions by at least the full quota of delegates to which clubs in his/her Region are entitled,

(8) Carry out such official visitations to club meetings and charter nights as shall be assigned to him/her by the District Governor,

(9) Perform such additional assignments as shall be given to him/her from time to time by the District Governor and

(10) Perform such other functions and acts as may be required of him/her by the International Board of Directors, the Region Chairperson's Manual or other directives. 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, at his/her discretion, appoint a successor to serve for the unexpired term.

### **Section 5. Zone Chairperson.**

The Zone Chairperson, subject to the supervision and direction of the District Governor and/or Region Chairperson, shall be the chief administrative officer in his/her zone.

His/her **specific responsibilities** shall be to:

- (1) Further the purposes and objects of this Association,
- (2) Serve as Chairperson of the District Governor's Advisory Committee in his/her Zone and as Chairperson call regular meetings of said committee,
- (3) Make a report of each District Governor's Advisory Committee meeting and send copies within 5 days thereafter to Lions Clubs International and to the District Governor and Region Chairperson,
- (4) Play an active role in organizing new clubs and keep informed on the activities and well being of all clubs in his/her Zone,
- (5) Represent each club in his/her Zone in any problems with District, Multiple District or Lions Clubs International,
- (6) Supervise the progress of District, Multiple District and Lions Clubs International projects in his/her Zone,
- (7) Endeavor to have every club within his/her Zone operating under a duly adopted Club Constitution and Bylaws,
- (8) Promote representation at International and District Conventions by at least the full quota of delegates to which clubs in his/her Zone are entitled,
- (9) Visit a regular meeting of each club in his/her Zone once or more during his/her term.

of office, reporting his/her findings to the Region Chairperson particularly with respect to weaknesses he/she may have discovered with a copy to District Governor and

(10) Perform other functions and acts as may be required of him/her by the International Board of Directors through the Zone Chairperson's Manual or other directives.

In the event the Zone 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, at his/her discretion appoint a successor to serve for the unexpired term.

#### **Section 6. District Governor's Cabinet.**

A. Shall assist the District Governor in the performance of his/her duties and in the formulation of administrative plans and policies affecting the welfare of Lionism within the District and

B. Receive, from the Region Chairpersons or other assigned District Cabinet member, reports and recommendations, which concern the clubs and Zones.

#### **Section 7. Sergeant-At-Arms.**

The Sergeants-at-Arms shall maintain order and decorum at the respective conventions and meetings and perform such other duties as are incident to his/her office under *Robert's Rules of Order, Newly Revised*.

### **ARTICLE V District Governor's Committees/Duties.**

**A. Advisory Committee:** In each Zone, the Zone Chairperson and the Presidents and Secretaries of the clubs in the Zone shall compose a District Governor's Advisory Committee. 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 Cabinet. The Zone Chairperson shall designate a date, time and place for each meeting. The Advisory Committee shall hold its first meeting within 90 days after the adjournment of the preceding International Convention. A second meeting is to be held 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.

**B. Honorary Committee:** The District Governor may appoint a District Governor's Honorary Committee composed of Past International Officers who are members in good standing of clubs within the District. This Committee shall meet when and as called upon by the District Governor. It shall act under the direction of the District Governor in the promotion of harmony



throughout the District. The Chairperson of this Committee shall attend meetings of the Cabinet when requested by the District Governor.

C. District Cabinet Committees. The District Governor may establish and appoint other committees and/or chairpersons as he/she deems necessary and appropriate for the efficient operations of the District. Such committee chairpersons shall be deemed nonvoting members of the District Cabinet unless the voting privilege is extended as noted in Article II, Meetings, Section 1 - C, Quorum and Vote, of these Bylaws.

## **ARTICLE VI**

### **District Administration Fund**

#### **Section 1. Non-Convention District Revenue.**

To provide revenue to defray the non-convention administrative expenses of the District, an annual District Administration Fund Per Capita Levy of \$3.00 (three dollars, US currency) is hereby levied upon each member of each club in the District. Said levy shall be paid to the District Cabinet Secretary-Treasurer (or Cabinet Treasurer) by each club.

Upon approval by the District Governor, disbursements there from shall be by checks drawn and signed by the Cabinet Secretary-Treasurer (or Cabinet Treasurer) and countersigned by the District Governor.

The levy shall be collected and paid in advance by each club in 2 semi-annual payments based on the roster of each club as of the last day of May and November, respectively, to be collected as follows:

\$1.50 per club member payable by *July* tenth of each year to cover the semi-annual period July 1 to December 31; and

\$1.50 per club member payable by *January* tenth of each year, to cover the semi-annual period January 1 to June 30.

Newly chartered or reorganized clubs initially shall collect and pay the *per capita* levy on a *pro-rata* basis from the first day of the second month following the date of their charter or reorganization.

#### **Section 2. Expenses of the District Governor.**

Expenses of the District Governor in connection with his/her attending the International Convention and/or the USA/Canada Lions Leadership Forum shall be considered a District administrative expense. Reimbursement for such expenses shall be made on the same basis as outlined in the *Rules of Audit of Lions Clubs International*.

#### **Section 3. Balanced Budget.**

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

**Section 4. District Secretary-Treasurer Bond.**

The Cabinet Secretary-Treasurer (or Cabinet Treasurer) may be bonded in such amount and with such surety company as shall be approved by the District Governor. The cost of the bond shall be an administrative expense.

**Section 5. Annual Financial Review.**

The District Governor's Cabinet shall provide for an annual financial review of the books and accounts of the Cabinet Secretary-Treasurer (or Cabinet Treasurer). The District Governor then in office shall send to Lions Clubs International and to each club in the District a statement of the financial condition of the District within 60 days after the close of the fiscal year. A review of the fund may be provided upon action of a majority of the Cabinet at any time.

**F. Compensation.**

No salary shall be paid to any officer of the District.

**ARTICLE VII**  
**Nomination and Endorsement, International Director**  
**and Second Vice President Nominees**

**Section 1. Endorsement.**

Subject to the provisions of the International Constitution and Bylaws, 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 Second Vice-President shall:

- (1) Deliver (by mail or in person) written Notice of Intention to seek such endorsement to the District Governor and to the Multiple District Council Secretary-Treasurer, no less than 30 days prior to the convening date of the respective convention at which such question of endorsement is to be voted upon, and
- (2) Deliver with said Notice of Intention, evidence of fulfillment of the qualifications for such office set forth in the International Constitution and Bylaws.

**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. The committee

shall review and perfect the Notice of Intent by obtaining from each prospective candidate any additional evidence of such intention and qualifications as may be necessary under the International Constitution and Bylaws, 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 Speeches.**

Each such nominee for endorsement shall be entitled to one seconding speech of no more than 3 minutes 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 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 then be held by secret ballot on the candidates with the highest number of votes along with a choice on the ballot of "none of the above". If none of the three choices shall then receive a majority of the votes cast, a third ballot shall be held by secret ballot to determine the candidate or non-candidate for endorsement. (continue until one receives the required majority of the votes cast.)

### **Section 5. Certification of Endorsement.**

Certification of Endorsement for the endorsed candidate by the respective convention shall be made in writing to the International Office by the District officials designated, and in accordance with the requirements therefore set forth in the International Constitution and Bylaws.

### **Section 6. Validation of Endorsement.**

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 VII have been met.

## **ARTICLE VIII Fiscal Year**

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

## **ARTICLE IX Amendments**

**Section 1. Bylaws Amendments.**

These Bylaws may be amended only at a District Convention, by resolution reported by the Convention Committee on Constitution and Bylaws and adopted by a simple majority of the votes cast.

**Section 2. Written Notice of Amendment.**

No amendment shall be so reported or voted upon unless the same shall have been furnished in writing to each club no less than 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. Effective Date.**

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

## EXHIBIT A

### RULES OF PROCEDURE DISTRICT 36-O CONVENTION

#### Rule 1. Order of Business.

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. Rules of Order.

Except as otherwise provided in the Lions Clubs International Constitution and Bylaws, the District 36-O Constitution and Bylaws, national custom and practice of these rules, *Robert's Rules of Order, Newly Revised* shall govern all questions of order and procedure.

#### Rule 3. Credentials Committee.

(a) The Credentials Committee shall be composed of the District Governor, as Chairperson, the Cabinet Secretary-Treasurer or the Cabinet Secretary and the Cabinet Treasurer and 2 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 power 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 days and times to be scheduled by the District Governor.

(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. Nominating Committee.

(a) Prior to the Convention, the District Governor, unless otherwise provided, shall appoint, and designate the Chairperson of, a nominating committee consisting of 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 of Elective Officers.**

Only 1 nominating speech, not to exceed 5 minutes, and only 1 seconding speech, not to exceed 3 minutes, shall be allowed for each candidate for the offices of District Governor, Vice District Governor and other such offices to be filled by the Convention.

**Rule 7. Election Committee.**

(a) Prior to the convention, the District Governor shall appoint and designate the Chairperson of an elections committee consisting of 3 members. Each duly nominated candidate shall also be entitled to designate 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 Chairperson and all candidates shall be provided a copy of the committee's report.

**Rule 8. Voting.**

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

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

(c) The voter shall indicate his/her vote by placing a mark in the appropriate location by the name of the candidate of his/her choice. The mark must be placed in the proper location to constitute a

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 (50% plus 1 of the delegates voting) 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 (50% plus 1 of the delegates voting) 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 simple majority vote.

## **EXHIBIT B**

### **SPECIAL MEETING TO RECOMMEND A LION FOR APPOINTMENT AS DISTRICT GOVERNOR**

#### **Rule 1. Convene Meeting.**

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. Notice of Meeting.**

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

#### **Rule 3. Attendance.**

The Chairperson shall maintain a written attendance roster.

#### **Rule 4. Nominations.**

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

#### **Rule 5. Nominating Speeches.**

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

#### **Rule 6. Voting.**

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



(2) 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. (50% plus 1) 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. Report to International.**

At the conclusion of the meeting, but in no event more than 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. Appointment of District Governor.**

The International Board of Directors, pursuant to Article III, Section 9(a) and (d) of the International Bylaws 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 Lion or any club member as District Governor for the remainder of the term.

## **SUMMARY OF RULES**

### **SPECIAL MEETING TO RECOMMEND A LION FOR APPOINTMENT AS DISTRICT GOVERNOR**

1. The International office has advised the District to convene a special meeting to recommend a member for appointment as District Governor.
2. The Immediate Past District Governor prepares invitations for the special meeting. Invitations are to be sent to 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 nominator may speak for 5 minutes, and the person making the second may speak for an additional 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 (50% plus 1) of votes cast by those present and voting is necessary for a candidate to be recommended. If no one candidate secures a simple majority vote, voting continues as outlined in the rules of procedure.
7. The Chairperson forwards the meeting results at the conclusion of the meeting.