

# **The International Association of Lions Clubs**

## **District 201-C1**

### **CONSTITUTION AND BY-LAWS**

# Lions Clubs International

## PURPOSES

**TO ORGANIZE**, *charter and supervise service clubs to be known as Lions Clubs.*

**TO COORDINATE** *the activities and standardise the administration of Lions Clubs.*

**TO CREATE** *and foster a spirit of understanding among the peoples of the world.*

**TO PROMOTE** *the principles of good government and good citizenship.*

**TO FUND** *and otherwise serve the civic, cultural, social and moral welfare of the community.*

**TO ASSIST** *financially, culturally, socially and morally the disabled, disadvantaged and infirm of the community both directly and indirectly.*

**TO UNITE** *the clubs in the bonds of friendship, good fellowship and mutual understanding.*

**TO PROVIDE** *a forum for the open discussion of all matters of public interest; provided, however, that partisan politics and sectarian religion shall not be debated by club members.*

**TO ENCOURAGE** *service-minded people to serve their community without personal financial reward, and to encourage efficiency and promote high ethical standards in commerce, industry, professions, public works and private endeavors.*

## VISION STATEMENT

**TO BE** *the global leader in community and humanitarian service.*

## MISSION STATEMENT


**TO EMPOWER** *volunteers to serve their communities, meet humanitarian needs, encourage peace and promote international understanding through Lions clubs.*

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 Where this symbol appears in this document it indicates that the Section to which it refers cannot be altered, other than at the direction of Lions Clubs International.

# LIONS CLUBS INTERNATIONAL DISTRICT 201-C1 Inc.

## **DISTRICT CONSTITUTION**

### **1. NAME**

This organization (hereinafter referred to as “the District”) shall be known as Lions Clubs International District 201-C1 Inc. The District shall be a District of the International Association of Lions Clubs (which association is hereinafter referred to as “the Association”).

### **2. PURPOSES**

The purposes of this District shall be:

To organise, charter and supervise service clubs to be known as Lions clubs.

To coordinate the activities and standardize the administration of Lions clubs.

To create and foster a spirit of understanding among the peoples of the world.

To promote the principles of good government and good citizenship.

To fund and otherwise serve the civic, cultural, social and moral welfare of the community

To assist financially, culturally, socially and morally the disabled, disadvantaged and infirm of the community both directly and indirectly.

To unite the clubs in the bonds of friendship, good fellowship and mutual understanding.

To provide a forum for the open discussion of all matters of public interest; provided, however, that partisan politics and sectarian religion shall not be debated by club members.

To encourage service-minded people to serve their community without personal financial reward, and to encourage efficiency and promote high ethical standards in commerce, industry, professions, public works and private endeavors.

### **3. POWERS**

The District shall have all of the powers set out in Section 25 of the Associations Incorporation Act.

### **4. MEMBERSHIP**


 The members of this organisation shall be all Lions clubs in this district chartered by Lions Clubs International.

## 5. BOUNDARIES


5.1 The boundaries of the District shall be as approved by the Association from time to time.


5.2 The District shall be divided by the District Governor of the day into such Regions and Zones as the District Governor may determine in accordance with the provisions of the Constitution of the Association.

## 6. EMBLEM, COLORS, SLOGAN and MOTTO

 **6.1 EMBLEM:** The emblem of this Association and each Chartered Club shall be of a design as follows:



 **6.2 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.

 **6.3 COLORS:** The colors of this association and of each chartered club shall be purple and gold.


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

 **6.5 MOTTO:** Its Motto shall be – We Serve.


## 7. SUPREMACY

The Standard Form District Constitution & 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 & By-laws and the Multiple District Constitution & By-laws then the Multiple District Constitution & By-laws shall govern. Whenever there may exist a conflict or a contradiction between the provisions set out in the District Constitution & By-laws and the International Constitution & By-laws, then the International Constitution & By-laws shall govern.


## 8. OFFICERS AND DISTRICT CABINET


 **8.1 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 utilised during the District Governor's term), the Zone Chairpersons, a Cabinet Secretary-Treasurer or a Cabinet Secretary and a Cabinet Treasurer, a Constitutional & By-laws Chairperson and Vice District Governor Elect (from the date of election). Each such officer shall be a member in good standing of a Lions club in good standing in the District.

8.1.1 The officers listed in this section are the minimum officers required for a District Cabinet. The District Governor may appoint additional qualified members as he/she sees fit.

 **8.2 DISTRICT CABINET:** The District shall have a District Cabinet composed of the District Governor, the Immediate Past District Governor, the First and Second Vice District Governors, the Region Chairpersons (if the position is utilised during the District Governor's term), the Zone Chairpersons, a Cabinet Secretary-Treasurer or a Cabinet Secretary a Cabinet Treasurer, a Constitutional & By-laws Chairperson and Vice District Governor Elect (from the date of election), and such other Club members as may be included in this section as amended in accordance with the amendment procedures contained herein.

8.2.1 The cabinet members listed in this section are the minimum officers required. The District Governor may appoint additional qualified members as he/she sees fit.

 **8.3 ELECTION/APPOINTMENT OF DISTRICT CABINET:** The District Governor, the First and Second Vice District Governors 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-Treasurer or a Cabinet Secretary and a Cabinet Treasurer, a Constitutional & By-laws Chairperson, one Region Chairperson for each Region (if the position is utilised 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.

 **8.4 REMOVAL:** Members of the District Cabinet other than the District Governor, First Vice District Governor and Second Vice District Governor may be removed from office for cause by the affirmative vote of two-thirds (2/3) of the entire number of the District Cabinet.

8.4.1 The District Governor may be removed by two-thirds (2/3) vote of the entire International Board of Directors in accordance with Article V Section IX of the International Constitution.

8.4.2 For cause may be any reason as determined by the District Governor in accordance with Joske's Law and Procedure at meetings in Australia as revised from time to time.

8.4.3 Before removing any such Officer the District Governor shall comply with the laws of Natural Justice



**8.5 VACANCIES:** If any vacancy occurs in any office, except that of the District Governor, First and Second Vice District Governors or the Immediate Past District Governor, the District Governor may (subject to clause 8.6) appoint another Lion who is qualified to be an officer to fill such office for the unexpired term.

**8.6 CESSATION OF APPOINTMENT:** Should a Region Chairman or Zone Chairman cease to be a member of a Club in the Region or Zone, as the case may be to which the Officer was appointed, that term of office shall cease and the District Governor shall appoint a successor to fill that position.

**8.7 NO SALARY:** No salary shall be paid to any Officer of the District.

**8.8 CABINET SECRETARY RE-IMBURSEMENT:** The Cabinet Secretary shall be reimbursed for any approved expenses.

**8.9 MAGAZINE:** The Cabinet may publish a magazine, newsletter or such other publication as it may deem desirable to assist the objects of the District.

## **9. DISTRICT CONVENTION**

- **9.1 TIME AND PLACE:** An annual convention of the District shall be held in each year to conclude no less than thirty (30) days prior to the convening of the International Convention at a place selected by the delegates of a previous annual convention of the District and at a 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.

9.1.1 There is no restriction to holding the location of the District Convention outside the geographic location of the district.

- **9.2 CLUB DELEGATE FORMULA.** Each chartered club in good standing in Lions Clubs International and its district (single or sub- and multiple) shall be entitled in each annual convention of its district (single or sub- and multiple) to one (1) delegate and one (1) alternate for each ten (10) members, who have been enrolled for at least one year and a day in the club or major fraction thereof, of said club as shown by the records of the international office on the first day of the month last preceding that month during which the convention is held. The major fraction referred to in this section shall be five (5) or more members. Each certified delegate present in person shall be entitled to cast one (1) vote only for each office to be filled by, and one (1) vote only on each question submitted to the respective convention. Unless otherwise specified herein, the affirmative vote of a majority of the delegates voting on any question shall be the act of the convention. All eligible delegates must be members in good standing of a club in good standing in this district. Delinquent dues may be paid and good standing acquired up to fifteen (15) days prior to the close of credential certification, as such closing time shall be established by the rules of the respective convention.

**9.3 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.

**9.4 REQUIREMENT.** The District shall hold a Convention each financial year which shall be the

Annual General Meeting of the District to be held no later than the last weekend in October.

**9.5 GENERAL MEETING.** The District shall hold only One (1) General Meeting in each year and that shall be the District Convention.

**9.6 HOST CLUB.** The Host Club and city or town where a Convention is to be held shall be determined by the Convention which is the second annual Convention before the Convention in respect of which the application for decision is being made. Provided, however, that the Convention may determine to hold a Convention conjointly with the Convention with one or more other Districts (hereinafter called a “Combined Convention”).

**9.7 COMBINED CONVENTION.** In the event that the Convention determines to hold a Combined Convention, clause 9.9 and 9.10 shall not apply to such Combined Conventions.

**9.8 COMBINED CONVENTION STEERING COMMITTEE.** There shall be a Combined Convention Steering Committee, having a like number of members from each of the C1 and C2 Districts. The members shall be appointed by the District Governors, in office at the time that it is determined that a combined convention shall be held.

The composition of the steering committee shall be determined by the District Governors who will be in office when the combined convention is held. The said District Governors shall be on the committee and shall appoint the chairperson of the committee.

The date, premises, time, programme and all other arrangements of the combined convention, shall be determined by the steering committee, provided however, that the District Governors, in office at the time of the combined convention, shall determine, and preside over, all aspects of the convention programme.

**9.9 COMBINED CONVENTION HOST CLUB.** Any person or Club proposing that a Combined Convention be held (hereinafter called “Proposer”) and any Club desiring to be a Host Club of a Convention shall make application in writing to the Cabinet Secretary at least sixty (60) days prior to the date fixed for the Convention at which the decision will be made.

Each such application will set out the particulars of the proposal including the suggested date and the Proposers or Clubs reasons for considering the same to be suitable.

The Cabinet Secretary shall give written advice of the Club or Clubs nominating and any proposal for a Combined Convention to each Club in the District at least thirty (30) days prior to the opening of the Convention at which the decision will be made.

Each Club nominating and each Proposer shall present at the Convention a speech, by one of its officers or members, or other presentation not exceeding five (5) minutes indicating the proposal.

**9.10 NO NOMINATION.** If No Nomination is submitted at the Convention in accordance with Clause 9 or if the Convention should not accept any nomination duly made, then the District Governor (in office at the time when the decision would normally be made pursuant to Clause 9.6 hereof) shall determine either the Host Club or city, town or towns where the Convention shall be held or shall determine that a Combined Convention be held.

**9.11 DATE AND VENUE.** The date, premises and other phases (including budgetary matters) of a Convention, other than a Combined Convention, shall be determined by the District Governor in office at the time when the Host Club and city, town or towns where the Convention is to be held is determined or when any decision relating to such Convention is required to be made.

Such decisions may be altered by the District Governor for the time being. The District Governor in office shall determine the time and programme for a Convention.

 **9.12 CONTROL OF PROGRAMME.** The District Governor shall preside, control and supervise all Convention arrangements including the programme and times of the Business sessions.

**9.13 ORGANISING COMMITTEE.** The District Governor shall appoint a District Convention Organizing Committee and may appoint any other Convention or Convention related Committees. The District Governor may appoint a Chairman of all such Committees and designate the duties of such Chairman and may remove or replace any person so appointed.

**9.14 DELEGATES.** The Delegates at each Convention shall be determined in accordance with the provision of the Constitution of the Association.


**9.15 PAST DISTRICT GOVERNORS.** Each Past District Governor who is a member of a Club within the District shall be a Delegate of the Convention with full rights as such independent of any ordinary Club quota of that Past District Governor's Club.


**9.16 RETURNING OFFICER.** The Constitution and By-Laws Chairman shall be the Returning Officer for the Convention.

9.16.1 The Returning Officer shall be responsible for overseeing elections that take place at the Convention.




**9.17 RESULTS OF ELECTIONS.** The results of any election for District Governor, First and Second Vice District Governors shall be distributed to all clubs in the District, by the Cabinet Secretary, within thirty (30) days of the completion of the District Convention at which the elections are conducted.

## **10. DISTRICT DISPUTE RESOLUTION PROCEDURE**


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

 **10.2 COMPLAINTS AND FILING FEE:** Any Lions Club in good standing within the Association (the "complainant") may file a written request with the District Governor or, in the event the complaint is directed against the District Governor, the Immediate Past District Governor (a "complaint"), with a copy to the Legal Division, asking that dispute resolution take place under this procedure. The complaint must

be filed within thirty (30) days after the complainant(s) knew or should have known of the occurrence of the event upon which the complaint is based. The complainant(s) must submit minutes signed by the Club Secretary certifying that a resolution in support of filing the complaint has been adopted by a majority of the entire membership of the Club. A copy of the complaint shall be sent to the respondent(s). A complaint filed under this procedure must be accompanied by a US\$750.00 filing fee, or its equivalent in the respective national currency, payable by each complainant to the District (Single or Sub-) which shall be submitted to the District Governor or, in the event the complaint is directed against the District Governor, the Immediate Past District Governor, at the time the complaint is filed. In the event the complaint is settled or withdrawn prior to a final decision by the conciliators, US\$100.00 shall be retained by the District (Single or Sub-) as an administrative fee and US\$325.00 shall be refunded to the complainant and US\$325.00 shall be paid to the respondent (which shall be shared on an equal basis if there is more than one respondent). In the event the selected conciliators find the complaint to have merit and the complaint is upheld, US\$100.00 shall be retained by the District (Single or Sub-) as an administrative fee and US\$650.00 shall be refunded to the complainant. In the event the selected conciliators deny the complaint for any reason, US\$100.00 shall be retained by the District (Single or Sub-) as an administrative fee and US\$650.00 shall be paid to the respondent (which shall be shared on an equal basis if there is more than one respondent). In the event the complaint is not settled, withdrawn, upheld or denied within the time frames established by this procedure (unless an extension has been granted for good cause), then the entire fee will be automatically retained by the District (Single or Sub-) as an administrative fee and shall not be refunded to any party. All expenses incurred relative to this dispute resolution procedure are the responsibility of the District (Single or Sub-), unless established District (Single or Sub-) policy provides that all expenses incurred relative to this dispute resolution procedure shall be paid on an equal basis by the parties to the dispute.

-  **10.3 RESPONSE TO COMPLAINT:** The respondent(s) to the complaint may file a written response to the complaint with the District Governor or, in the event the complaint is directed against the district governor, the Immediate Past District Governor, with a copy to the Legal Division, within ten (10) days of receiving notice of the complaint. A copy of the response shall be sent to the complainant(s).
-  **10.4 CONFIDENTIALITY:** Once a complaint has been filed, communications between the complainant(s), respondent(s), District Governor or in the event the complaint is directed against the District Governor, the Immediate Past District Governor and conciliators should be kept confidential to the extent possible.
-  **10.5 SELECTION OF CONCILIATORS:** Within fifteen (15) days of filing the complaint, each party to the dispute shall select one (1) neutral conciliator and the selected conciliators shall select one (1) neutral conciliator, who will serve as chairperson. The selected conciliators' decision relative to the selection of the conciliator/chairperson shall be final and binding. All of the selected conciliators shall be Lion leaders, preferably Past District Governors, who are currently members in good standing of Clubs in good standing in the District (Single or Sub-) in which the dispute arises, other than a Club which is party to the dispute and shall be impartial on the matter in dispute and without loyalties to any party to the dispute. Upon completion of the selection process, the conciliators shall be deemed appointed with all authority appropriate and necessary to resolve or decide the dispute in accordance with this procedure. In the event the selected conciliators cannot agree on the selection of the conciliator/chairperson within the time frame noted above, then the selected conciliators shall be automatically deemed to have resigned for administrative reasons and the parties must select new conciliators (“the second team of selected conciliators”) who shall then select one (1) neutral conciliator/chairperson in accordance with the

selection procedures and requirements described above. In the event the second team of selected conciliators cannot agree on the selection of the conciliator/chairperson from within the District (Single or Sub-) in which the dispute arises, the selected conciliators may select one (1) neutral conciliator/chairperson who is a member of a Club in good standing outside the District (Single or Sub-). In the event the second team of selected conciliators cannot agree on the selection of the conciliator/chairperson from within or outside the District (Single or Sub-) in which the dispute arises, then the Past International Director who most recently served on the International Board of Directors from within the District (Single or Sub-) in which the dispute arises or from an adjacent District (Single or Sub-), whichever is closest in proximity, shall be appointed as conciliator/chairperson. The time limits in this Section may not be shortened or extended by the District Governor or, in the event the complaint is directed against the District Governor, the Immediate Past District Governor, or the conciliators.

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

**11. DUTIES AND POWERS OF OFFICERS:** The duties and powers of all Officers in this District shall be in accordance with the By-Laws of the Association.

**11.1 DISTRICT GOVERNOR NOT AVAILABLE:** If the District Governor is not available or unable to carry out the duties pursuant to the By-Laws of the Association then the First Vice District Governor shall fulfil those duties until such time as the District Governor is again able to carry out such duties.

**11.2 ADMINISTRATIVE ASSISTANT:** The Second Vice District Governor, subject to the supervision and direction of the District Governor, shall be an administrative assistant to the District Governor to further the purposes of the Association as laid down in the Lions Clubs International By-Laws.

## **12. FINANCES**

**12.1 FEES:** Each Club shall pay to the Cabinet Treasurer, to defray District Administrative costs, such fee per member per annum as shall be determined by the delegates at a District Convention.

**12.2 DUE FOR PAYMENT:** The amount shall be due and payable in two (2) semiannual payments as

follows:-

12.2.1 One half thereof on the 10th.day of August of each year to cover the period from the 1st.of July to the 31st.of December.

12.2.2 One half thereof on the 10th.day of February of each year to cover the period from the 1st.of January to the 30th.of June.

**12.3 FEE BASE:** The fee shall be based on the membership of each Club as at the 1<sup>st</sup> of July and the 1<sup>st</sup> of January respectively. Should a member of a Club die during the month July or January, a Semi-Annual billing in respect to that deceased member shall be waived.

**12.4 FEES INCREASE:** Where a District Convention has determined prior to the 31st.of December in any financial year that the fee per member shall be increased for the financial year, the amount of the increase shall become due and payable on the following 10th.of February in addition to the Semi-Annual payment.

**12.5 NEW CLUBS:** Newly formed Clubs will be liable for fees from the 1<sup>st</sup> of July or the 1<sup>st</sup> of January, which first occurs after the date appearing on the Charter.

12.5.1. Reorganised Clubs will be liable for fees after the 1<sup>st</sup> of July or the 1<sup>st</sup> of January which first occurs after the date of reorganisation.

**12.6 LEVY LATE PAYMENT:** A levy of ten percent (10%) may be added to the District Dues if accounts are not paid by the stipulated date. Such action is to be taken on a recommendation by the Cabinet Treasurer for discussion and, if appropriate a decision by the District Cabinet.

**12.7 DISTRICT FUND:** District Fees shall become and remain a District Fund and subject to this Constitution shall be dispersed only for District Administration Expenses approved by District Cabinet.

**12.8 CONVENTION FUND:** Out of the District Fund, sufficient monies, up to \$3 per member per year shall be paid into the District Convention Fund to defray all District costs of the District Convention for purposes other than hospitality costs.

**12.9 SURPLUS CONVENTION FUNDS:** Any Surplus Funds held by the Convention Organising Committee at the conclusion of a District Convention shall be returned to the Cabinet Treasurer and shall be credited to the District Convention Fund.

Any deficit shall be dealt with as the District Cabinet shall determine.

**12.10 CABINET AUTHORITY:** Further amounts as District Cabinet may from time to time determine shall be paid from the membership fees collected into any other Administration Fund established by the District Cabinet or by a District Convention.

**12.11 AUDIT REQUIREMENT:** Prior to August in each year there shall be an Audit of all books and accounts of the District. The Cabinet shall appoint an Auditor who must be a registered Company Auditor or a member of The Australian Society of Accountants or of The Institute of Chartered Accountants.

**12.12 MULTIPLE DISTRICT FEES:** All fees payable from time to time to the Multiple District by any

club within the District shall be collected by the Cabinet Treasurer and forwarded to the MD 201 Council Office.

**12.13 ACTIVITIES FUND:** Funds raised as a result of Activities undertaken by Lions Clubs within the District and received by the District shall, unless raised for a specific purpose which was advised at the commencement of the Activity, be distributed in such amounts as determined by a District Convention or by the District Cabinet and shall not be used for Administrative purposes.

**12.14 BALANCE END OF YEAR:** Any balance of District Funds at the close of any financial year shall be used at the discretion of the incoming District Cabinet.

**12.15 CABINET TREASURER DUTIES:** The Cabinet Treasurer shall carry out such duties relating to finance and accounts as the District Governor may determine.

The books and accounts must be available at all times to the District Governor and the Auditor appointed by the District Cabinet.

The Cabinet Treasurer shall be reimbursed for any approved expenses.

**12.16 FIDELITY:** An Insurance Policy to provide Fidelity Funding for the Cabinet Secretary and Cabinet Treasurer shall be effected at the expense of the District.

**12.17 FINANCIAL YEAR DEFINITION:** The Financial Year of the District shall commence on the 1<sup>st</sup> of July and end on the 30<sup>th</sup> of June each year.

**12.18 CHEQUES:** All cheques and other negotiable instruments drawn by the District shall be signed, endorsed or otherwise executed by two (2) members of the Cabinet nominated by the Cabinet for such purpose or failing such nomination by the Cabinet Treasurer and either the District Governor or the Cabinet Secretary.

### **13. DISTRICT CONVENTION EXPENSES**

**13.1 AUTHORITY TO INCUR:** The Convention Organising Committee, subject to directions from the District Governor or the District Cabinet, shall be authorised to incur such expenses as are incidental to the running of the Convention.

**13.2 HOSPITALITY FEE:** A Hospitality Fee, the amount of which shall be recommended by the Convention Organising Committee and approved by the District Governor and District Cabinet shall be collected from each person who applies to attend each Convention.

This fee will be collected by the Convention Organising Committee and used to meet Hospitality expenses exclusively.

The Convention Organising Committee may make such refunds of Hospitality Fees as it shall think fair and proper subject to any direction from the District Governor.

**13.3 ACCOUNTS:** The Convention Organising Committee shall submit financial statements of the Convention for audit within ninety (90) days of the close of the Convention, such audit to be carried out by an auditor, qualified as set out in clause 12.11 hereof.

Promptly on completion of the audit, a copy of the audited statements shall be submitted to the District

Governor and as soon as practicable to the Clubs in the District.

## **14. CONVENTION MOTIONS**

**14.1 MOTIONS:** Subject to 14.5 and 14.7 the only Motions to be considered at a Convention shall be those which have been vetted by the Constitution and By-Laws Chairman.

14.1.1 These Motions must have been submitted in writing to the Cabinet Secretary not less than sixty (60) days prior to the date of the opening of the Convention by a Club within the District and which has been signed by the Clubs President or Secretary, or,

14.1.2 Have been submitted by the District Cabinet no less than sixty (60) days prior to the date of the opening of the Convention.

PROVIDED that the limit of sixty (60) days shall be increased to ninety (90) days in the case of any Motion to establish a District Project.

**14.2 DISTRICT PROJECT MOTIONS:** Any Motion relating to a District Project must contain full organisational details of the project and the financial responsibilities of the Clubs within the District which decide to participate in the project, or where the details of a District Project are being amended, such Motions must contain sufficient information to identify the effect of the amendment on the organisational details of the project and the financial responsibilities of the participating Clubs.

**14.3 EXPLANATORY NOTES:** Further to clause 14.2 all Convention Motions must be accompanied by an explanatory note and/or preamble setting out the reasons for the Motion.

**14.4 NOTICE TO CLUBS:** The Cabinet Secretary shall advise all Clubs within the District of all Motions to be placed before the Convention, and any information submitted on a Motion relating to a District Project, at least thirty (30) days, or in the case of Motions to establish a District Project at least forty five (45) days, prior to the opening of the Convention.

**14.5 LATE NOTICES OF MOTION:** Notwithstanding any of the provisions of this Section 14, a Motion, except any Motions concerning the adoption of a project or fund raising activity of any nature, may be considered by the Convention as a Late Notice of Motion provided that :-

14.5.1 It arises as a result of a debate or action taken at the Convention relating to a Motion received in time, or,

14.5.2 It arises as a result of a recommendation contained in an official forum report to the Convention on a matter pertaining to a topic scheduled for discussion at that forum, or,

14.5.3 It arises out of a happening or event occurring between the due date for lodgment of Motions and the commencement of the Convention and is approved by the District Governor as a proper matter for inclusion in the agenda of the Convention as a Late Notice of Motion, and,

14.5.4 At least two thirds of the Delegates present and voting support the admission of such a Motion to the Convention Programme or agenda, and,



14.5.5 The Late Notice of Motion is supported by a written submission signed by the President on behalf of the Presidents Club or by the District Governor.

**14.6 VOTING:** A vote on any question can be cast only by a Delegate present, which for the purposes of this clause include Alternate Delegates acting as Delegates:-

14.6.1 A District Officer (being a member of the District Governor's Cabinet, who is not a delegate), shall be entitled to move or second or speak to a motion or an amendment but shall not be entitled to vote.

**14.7 FORMAL MOTIONS:** Clause 14.1, 14.3, 14.4 and 14.5 shall not apply to Motions of a Formal Nature.

**14.8 EFFECT:** Any Motion carried at a Convention should take effect at the close of the Convention unless otherwise specified in that Motion.

**14.9 COPIES OF PROCEEDINGS:** A copy of the complete proceedings of the Convention shall be supplied to the Association and the District Governor in accordance with Article 19 Section 17 of the Constitution of the Association and at a cost to any Club in the District which shall request the same in writing to the Cabinet Secretary within twenty one (21) days of the close of the Convention.

**14.10 RECORDING OF PROCEEDINGS:** As far as is practical the proceedings of the Convention shall be recorded and the recordings retained for a period of three (3) years after each Convention.

**14.11 DISTRIBUTION OF RESULTS:** The results of all Motions, other than Formal Motions, presented to the Convention shall be distributed to all Clubs within the District by the Cabinet Secretary within thirty (30) days of the completion of the District Convention giving details of whether the Motion was Carried, Lost or of any Amendments.

## **15. ELECTION OF DISTRICT REPRESENTATIVES ON ANY JOINT COMMITTEE, TRUST OR FOUNDATION**

**15.1 DISTRICT REPRESENTATIVES ELECTION:** In the case of any Foundation, Trust or continuous project conducted jointly with another District or Districts, any representatives of this District shall be elected at a prior Convention.

**15.2 VACANCIES:** In the event of any representative being unable to continue, or ceasing to be a member in good standing in a Lions Club in good standing, the District Governor shall fill the vacancy for the remainder of the term of appointment or until the date of commencement of the next following District Convention which ever date arises first.

**15.3 ELIGIBILITY:** No member shall be entitled to be elected as a District Representative pursuant to this Article unless such member:-

15.3.1 Is an active member in good standing of a Lions Club in good standing in the District.

15.3.2 Is nominated by a Lions Club in the District and such nomination is certified in writing by the President or Secretary of the nominating Lions Club and that such nomination, together with the nominees written consent, is delivered to the Cabinet Secretary at least sixty (60) days prior to the date fixed for the opening of the District Convention.

15.3.3 The Districts Nominations Committee shall have confirmed the eligibility of the candidate.

**15.4 NO NOMINATION:** Should no proper nomination have been made, or should the only qualified nominee die or withdraw prior to the time of the matter being dealt with at the Convention, then nominations shall be sought from the floor from the Delegates at the Convention.

**15.5 DUTIES:** Applicants for these positions must comply with the term and conditions of the Position Statement and Person Profile available from the Cabinet Secretary.

**15.6 NOTICE TO CLUBS:** The Cabinet Secretary shall give written advice of the members nominated, to each Club in the District at least thirty (30) days prior to the opening of the District Convention.

**15.7 SPEECHES:** At any District Convention where an election pursuant to this Article is to be held, a nominating speech shall be made either by a candidate or Delegate to the Convention, selected by the candidate, provided that there shall be only one (1) speech by or for or on behalf of the candidate. The nominating speech shall not exceed four (4) minutes and a warning signal shall be given thirty (30) seconds before such time elapses.

**15.8 NO CONTEST:** Where only one eligible candidate is nominated in accordance with the provisions of this Section the Delegates at such Convention shall have the right to vote on a single nomination.

**15.9 REPORTING REQUIREMENTS:**

15.9.1 Any representative(s), elected or appointed by this District to any Foundation, Trust or continuing project conducted jointly with another District or Districts shall be required to submit a written report to be issued to the Delegates at the Annual District Convention.

15.9.2 Further, a written up to date report shall be prepared by the representative(s) and be presented to the members of District Cabinet at each Cabinet Meeting.

15.9.3 Reports should outline all major activities of the Foundation, Trust or Project, in which they are involved, since the previous report. The report should cover all matters likely to be of interest to Lions members in relation to that Foundation, Trust or Project.

Where there are matters of a confidential matter that are not suitable to be distributed, the representative(s) will brief the District Governor fully on a regular basis.

**15.10 RESULT OF ELECTION TO CLUBS:** The results for any election for District Representative(s) on any Foundation, Trust or Project shall be distributed to all Clubs in the District, by the Cabinet Secretary, within thirty (30) days of the completion of the District Convention at which the elections are conducted.

## **16. SUSPENSION OR CANCELLATION OF CLUB CHARTER**

**16.1 SUSPENSION:** Where the Charter of any Club within the District is cancelled by the Association, the property of the Club including all monies standing to its credit at any bank and all other funds shall forthwith vest in the District Governor who may on behalf of this District receive all property, monies and funds and give all necessary receipts and discharges to any person or persons or Corporation for the time being holding such property, monies or funds.


The District may, if approved by District Cabinet satisfy any liabilities of such Club and dispose of a net asset of the Club, if any, for the benefit of the District and the area in which the Club is situated subject nevertheless, to the law for the time being in force in the State or Territory in which the Club is situated.

**16.2 STATUS QUO:** In accordance with Article 3, Section 6 of the Constitution of the Association, when any Chartered Club within the District is placed in Status Quo by the Association for any period, the District Governor may instruct that Club's bankers to suspend all operations on the Club's Bank account(s) and during such period no monies may be withdrawn from the Club's account(s) without the written consent of the District Governor.

**17. DISSOLUTION.** Upon the dissolution of this District either by the agreement of the District in accordance with a resolution carried at a District Convention by a two thirds majority of Delegates voting thereon or by the decision of the Association, the property and assets of the District shall vest in such other Lions Clubs or Lions Districts and in such proportions as such resolution may provide, or the Association (or in default the Council of the Multiple District in which the District is situated) shall determine, provided that all such funds shall be applied to charitable purposes within the meaning of the law of the State or Territory in which the majority of the Clubs in the District are located or to another Lions Club or Clubs or Lions District constituted principally within that State or Territory. Funds held by the dissolved District for a particular purpose shall be applied to a purpose as close as is practical to that purpose.

## **18. AMENDMENTS**

**18.1 AMENDING PROCEDURE:** This constitution may be amended only at a District Convention, by resolution of the Constitution and By-Laws Committee and adopted by the affirmative vote of two-thirds (2/3) of the votes cast.

 **18.2 AUTOMATIC UPDATE:** When amendments to the International Constitution & By-laws are passed at the International Convention, any amendments that would have an effect on this District Constitution & By-laws shall automatically be updated in this District Constitution & By-laws at the close of the Convention.

**18.3 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.

**18.4 EFFECTIVE DATE:** Each amendment shall take effect at the close of the convention at which adopted unless otherwise specified in the amendment.

## **19. BY-LAWS AND POLICY MINUTES**

**19.1** Subject to the Constitution of the Association and its By-Laws and to this Constitution, the District Convention shall have the power to make such By-Laws as it shall deem necessary with respect to the conduct and administration of the District with the power to amend or repeal the same from time to time.


**19.2** Clause 14 shall apply to any motion to amend or repeal a By-Law in the Constitution.

**19.3** Subject to the Constitution of the Association and its By-Laws and to this Constitution the District Cabinet shall have the power to make such Policy Minutes as it shall deem necessary with respect to the conduct and administration of the District and for the purpose of carrying out its duties.

It may repeal or amend such Policy Minutes at any time. A copy of the Policy Minutes made or amendments to such shall be sent to all Clubs.

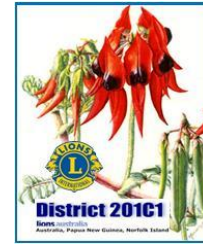
**20. POWER TO DISTRIBUTE FUNDS:** The income and property of the District however derived, shall be applied solely towards the promotion of the Object of the District and no portion thereof shall be paid or transferred directly or indirectly by the way of a dividend, bonus or otherwise however by way of profit to any Club or Clubs of the District or to Lions members or to relatives of such members, provided that nothing herein shall prevent the payment in good faith of an honorarium to any Officer or servant of the District or to any Lions members in return for any services actually rendered to the District or the payment of interest on any monies borrowed by the District from a Club or Lions member (not exceeding the rate for the time being paid on a term deposit of ten thousand dollars (\$10,000) for one month by the District's bank) or repayment of the out of pocket expenses of any Officer of the District.

**21. MEETING PROCEDURE:** Unless otherwise provided by this Constitution and By- Laws, or by any rules adopted for the conduct of a meeting, all questions of order and procedure with respect to any meeting of the District Cabinet, or the District Convention shall be determined in accordance with "Joske's Law and Procedure at Meetings in Australia" as revised from time to time.

 *Where this symbol appears in this document it indicates that the Section to which it refers cannot be altered, other than at the direction of Lions Clubs International.*




# DISTRICT 201 C1 BY-LAWS



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 **1. NOMINATIONS AND ENDORSEMENT – SECOND VICE PRESIDENT AND INTERNATIONAL DIRECTOR NOMINEES**


**1.1 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 Second Vice-President shall:


- (a) Deliver (by mail or in person) written notice of intention to seek such endorsement to the District Governor and if this is a Sub-District of a Multiple District to the Multiple District Council Secretary Treasurer no less than 30 days prior to the convening date of the District Convention at which such question of endorsement is to be voted upon;
- (b) Deliver with said notice of intention evidence of fulfillment of the qualifications for such office set forth in the International Constitution and By-Laws.

**1.2 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.

**1.3 SECONDING SPEECH.** Each such nominee for endorsement shall be entitled to one seconding speech of no more than three (3) minutes in duration.


**1.4 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.


 **1.5 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.

 **1.6 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 Section have been met.



## **2. DISTRICT NOMINATIONS, ELECTIONS AND APPOINTMENTS**

 **2.1 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), each of whom shall be a member in good standing of a 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.


 **2.1.1.** Notification of Appointments to be announced at the first meeting of the District Cabinet.

**2.2 DISTRICT GOVERNOR ELECTION PROCEDURES.** Any qualified member of a club in the district seeking the office of district governor shall file his/her intention to so run in writing with the Nominating Committee prior to the day of its report to the convention, and furnish evidence of his/her compliance with the qualifications for said office set out in the International Constitution and By-Laws. The Nominating Committee shall place in nomination at the district convention the name(s) of all candidate(s) so qualified. If none are so received and/or so qualified, then, but then only, nominations for the office may be made from the floor. A candidate shall be allowed one nominating speech of no more than five (5) minutes duration, and one seconding speech of no more than four (4) minutes duration.


**2.2.1** Refer to the District Governor Nominating Committee checklist (See Exhibit “B”)

**2.3 FIRST AND SECOND VICE DISTRICT GOVERNOR ELECTION PROCEDURES.** Any member of a club in the district seeking the office of first or second vice district governor shall file his/her intention to so run in writing with the Nominating Committee prior to the day of its report to the convention, and furnish evidence of his/her compliance with the qualifications for said office set out in the International Constitution and By-Laws. The Nominating Committee shall place in nomination at the district convention the names of all candidates so qualified. If none are so received and/or so qualified, then, but then only, nominations for the office may be made from the floor. Each candidate shall be allowed one nominating speech of no more than five (5) minutes duration, and one seconding speech of no more than four (4) minutes duration.

**2.3.1** Refer to District Governor Nominating Committee checklist (See Exhibits “E” & “F”)

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


 **2.4.1.** Recommended ballot form for District Governor, First and Second Vice District Governor is included herein as Exhibit “G”.

 **2.5 DISTRICT GOVERNOR VACANCY.** In the event of a vacancy in the office of District Governor, the same shall be filled in accordance with the provisions of the International Constitution and By-Laws. The Immediate Past District Governor, First and Second Vice District Governors, the Region Chairpersons, Zone Chairpersons, the Cabinet Secretary and Cabinet Treasurer (or Cabinet Secretary/Treasurer) and Past District Governors in the District shall convene at a date, time and place called and determined by the Immediate Past District Governor to select a replacement for recommendation to the International Board of Directors. In order for a Lion to be eligible and qualified to be selected to fill a vacancy in the office of District Governor, he/she must:

- (a) Be an Active Member in good standing of a Chartered Lions Club in good standing in his/her Single or Sub-District
- (b) Have served or will have served at the time he/she takes office as District Governor:
  - (i) As officer of a Lions Club for a full term or major portion thereof: and
  - (ii) As a member of the District Cabinet for two (2) full terms or major portion thereof
  - (iii) With none of the above being accomplished concurrently.

It is encouraged that the First Vice District Governor fulfill his/her full term of office and other qualified Lions be considered for filling a vacancy in the office of District Governor.

**2.5.1** Refer to the District Governor Nominating Committee checklist (See Exhibit “B”)

 **2.6 FIRST AND SECOND VICE DISTRICT GOVERNORS AND OTHER VACANCIES.** Any vacancy 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 of First or Second Vice District Governor, the District Governor shall convene a meeting of the members of the existing Cabinet as provided for in the International Constitution and By-Laws and all Past International Officers who are members in good standing of a Chartered Lions Club in good standing in the District. It shall be the duty of the attendees at this meeting to appoint a qualified club member as First 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 to attend said meeting and it shall also be his/her responsibility to preside as chairperson of the meeting. The chairperson shall convey the results to the International Office within seven (7) days together

with evidence of invitations sent and meeting attendance. Each Lion who is entitled to receive an invitation to attend and is present at said meeting shall be entitled to cast one vote for the Lion of his/her choice.

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

- (a) Be an Active Member in good standing of a Chartered Lions Club in good standing in his/her Single or Sub-District
- (b) Have served or will have served at the time he/she takes office as First or Second Vice District Governor:
  - (i) As officer of a Lions Club for a full term or major portion thereof: and
  - (ii) As a member of the District Cabinet for a full term or major portion thereof
  - (iii) With none of the above being accomplished concurrently.


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

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


**2.8 APPOINTMENT/ELECTION OF REGION/ ZONE CHAIRPERSON.** The District Governor shall appoint, by the time he/she takes office, one Region Chairperson for each region (if the position is utilized during the District Governor's term), and one Zone Chairperson for each zone, in the District.

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

### 3. DUTIES OF DISTRICT OFFICERS/CABINET


 **3.1 DISTRICT GOVERNOR.** Under the general supervision of the International Board of Directors, he/she shall represent the Association in his/her District. In addition, he/she shall be the Chief Administrative Officer in his/her District and shall have direct supervision over the First and Second Vice District Governors, Region Chairpersons, the Zone Chairpersons, the Cabinet Secretary-Treasurer and such other Cabinet Members as may be provided for in this District Constitution and By-Laws. His/her specific responsibilities shall be to:

- (a) Administer and promote membership growth and new club development.
- (b) Administer and promote leadership development at the Club and District levels.
- (c) Promote the Lions Clubs International Foundation and all service activities of the Association.
- (d) Preside, when present, over Cabinet, Convention and other District meetings. During any period he/she is unable to so preside, the presiding officer at any such meeting shall be the First or Second Vice District Governor, but if he/she is not available, the District Officer chosen by the attending members shall preside.
- (e) Promote harmony among the Chartered Lions Clubs.
- (f) Exercise such supervision and authority over Cabinet Officers and District Committee appointees as is provided in this District Constitution and By-Laws
- (g) Ensure that each Lions Club in this District be visited by District Governor or other District Officer once every year to facilitate successful administration of the Club and that the visiting officer submit a visitation report to the International Headquarters for each visit.
- (h) 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.
- (i) Deliver in a timely manner, at the conclusion of his/her term of office, the general and/or financial accounts, funds and records of the District to his/her successor in office.
- (j) Report to Lions Clubs International all known violations of the use of the Associations name and emblem.
- (k) Perform such other functions and acts as shall be required of him/her by the International Board of Directors through the District Governor's Manual and other directives.

 **3.2 FIRST VICE DISTRICT GOVERNOR.** The First Vice District Governor, subject to the supervision and direction of the District Governor, shall be the Chief Administrative Assistant and representative of the District Governor. His/her specific responsibilities shall be, but not limited, to:

- (a) Further the purposes of this Association
- (b) Perform such administrative duties assigned by the District Governor

- (c) Perform such other functions and acts required by the International Board of Directors
- (d) Participate in Cabinet Meetings and conduct meetings in the absence of the District Governor and participate in Council Meetings as appropriate
- (e) Assist the District Governor in the review of the strengths and weaknesses of the Clubs in the District, identifying the existing and potential weak Clubs and establishing plans to strengthen them
- (f) Conduct Club visitation as the representative of the District Governor when requested by the District Governor
- (g) Serve as the District Governor Team liaison between the District Global Membership Team, working as an active member of the District Global Membership Team along with the District Governor, Second Vice District Governor and other Global Membership Team members to establish and implement a District-wide plan for membership growth
- (h) Work with the District Governor, Second Vice District Governor and the Global Leadership Team to develop and implement a District-wide plan for leadership development
- (i) Work with the District Convention Committee and assist the Committee to plan and conduct the Annual District Convention and assist the District Governor to organize and promote other events within the District
- (j) At the request of the District Governor, supervise other District Committees
- (k) Participate in the planning of the next year including the District budget
- (l) Familiarize himself/herself with the duties of the District Governor so that, in the event of a vacancy in the office of the District Governor, he/she would be better prepared to assume the duties and responsibilities of said office as the acting District Governor until the vacancy is filled according to these by-laws and rules of procedure adopted by the International Board of Directors

 **3.3 SECOND VICE DISTRICT GOVERNOR.** The Second Vice District Governor, subject to the supervision and direction of the District Governor, shall be an assistant in the administration of the District and representative of the District Governor. His/her specific responsibilities shall be, but not limited to:

- (a) Further the purposes of this Association
- (b) Perform such administrative duties assigned by the District Governor
- (c) Perform such other functions and acts required by the International Board of Directors
- (d) Participate in Cabinet Meetings and conduct meetings in the absence of the District Governor and participate in Council Meetings as appropriate
- (e) Familiarize himself/herself with the health and status of the Clubs in the District, review the monthly financial report and assist the District Governor and the First Vice District Governor in identifying and strengthening the existing and potential weak Clubs
- (f) Conduct Club visitation as the representative of the District Governor when


- requested by the District Governor
- (g) Assist the District Governor and the First Vice District Governor in planning and conducting the Annual District Convention
  - (h) Serve as the District Governor Team liaison between the District Global Leadership Team, working as an active member of the District Global Leadership Team along with the District Governor, First Vice District Governor and other Global Leadership Team members to establish and implement a District-wide leadership development plan
  - (i) Work with the District Governor, First Vice District Governor and the Global Membership Team to develop and implement a District-wide plan for membership growth
  - (j) Work with the District LCIF Coordinator and assist the Committee to achieve the goals of the year through regular distribution of LCIF information and materials to increase understanding and support of LCIF
  - (k) Work with the District Information Technology Committee and assist the committee to promote the use of the Association's web site and the Internet among the Clubs and members to obtain information, file reports, purchase club supplies etc
  - (l) At the request of the District Governor, supervise other District Committees
  - (m) Assist the District Governor, First Vice District Governor and the Cabinet in planning of the next year, including the District budget
  - (n) Familiarize himself/herself with the duties of the District Governor so that, in the event of a vacancy in the offices of District Governor and First Vice District Governor, he/she would be better prepared to assume the duties and responsibilities of said office as the acting District Governor or acting Vice District Governor until the vacancies are filled according to these by-laws and rules of procedure adopted by the International Board of Directors

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

- (a) Further the purposes of this Association
- (b) Perform such duties as are implied by the title of said office, including but not by way of limitation, the following:
  - 1) Keep an accurate record of proceedings of all meetings of the Cabinet and within five (5) days after each meeting forward copies of the same to all members of the Cabinet and the office of Lions Clubs International
  - 2) Take and keep minutes of the Sub-District Convention and furnish copies of the same to Lions Clubs International, the District Governor and the Secretary of each Club in the Sub-District
  - 3) Make reports to the Cabinet as the District Governor or Cabinet may require
  - 4) Collect and receipt for all dues and taxes levied on members and Clubs in the Sub-District, deposit the same in such bank or banks as the District

Governor shall determine and disburse the same by order of the District Governor


- 5) Remit and pay over to the Multiple District Council Secretary-Treasurer the Multiple District dues and taxes, if any, collected in the Sub-District and secure a proper receipt
  - 6) Keep accurate books and records of account and minutes of all Cabinet and Sub-District meetings and permit inspection of the same by the District Governor, any Cabinet member and any Club (or any authorised agent of any of them) at any reasonable time for any proper purpose. Upon direction of the District Governor or the Cabinet, he/she shall furnish any such books and records as requested to any auditor appointed by the District Governor
  - 7) Secure bond for the faithful performance of his/her duties in such sum and with such sureties as may be required by the District Governor
  - 8) Deliver, in a timely manner, at the conclusion of his/her term in office, the general and/or financial accounts, funds and records of the District to his/her successor in office
- (c) Perform such other functions and acts as may be required of each by directives of the International Board of Directors
  - (d) If separate offices of Cabinet Secretary and Cabinet Treasurer are adopted, the duties listed in (b) are to be attributed to each of the offices according to the nature of such duties

 **3.5 REGION CHAIRPERSON.** (if the position is utilised during the District Governor's term). The Region Chairperson subject to the supervision and direction of the District Governor, shall be the chief administrative officer in his/her Region. His/her specific responsibilities should be to:

- (a) Further the purposes of this Association
- (b) Supervise the activities of the Zone Chairpersons in his/her Region and such District Committee Chairpersons as may be assigned to him/her by the District Governor
- (c) In coordination with the District GMT Coordinator, play an active role in organising new clubs and in strengthening weak clubs
- (d) Visit a regular meeting of each Club in his/her region at least once during his/her term of office, reporting his/her findings to the District Governor, District GMT Coordinator and District GLT Coordinator
- (e) Visit a regular Board of Directors meeting of each Club in his/her Region at least once during his/her term of office, reporting his/her findings to the District Governor, District GMT Coordinator and District GLT Coordinator
- (f) Endeavour to have every Club in his/her Region operating under a duly adopted Club Constitution and By-Laws
- (g) Promote the Club Quality Initiative to the Clubs within the Region and work in concert with the District GMT Coordinator, the District GLT Coordinator and the District Governor Team to implement the program within the Region

- (h) In coordination with the District GLT Coordinator, play an active role in supporting leadership initiatives by informing Lions within the Region about leadership development opportunities at the Region, District or Multiple District
- (i) Promote representation at International and District (Sub- and Multiple) Conventions by at least a full quota of delegates to which Clubs in his/her Region are entitled
- (j) Carry out such official visitations to Club meetings and Charter nights as shall be assigned to him/her by the District Governor
- (k) Perform such additional assignments as shall be given to him/her from time to time by the District Governor

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

 **3.6 ZONE CHAIRPERSON.** The Zone Chairperson, subject to the supervision and direction of the District Governor and/or Region Chairperson, shall be the Chief Administrative Officer in his/her Zone. His/her specific responsibilities should be to:

- (a) Further the purposes of this Association
- (b) Serve as Chairperson of the District Governor's Advisory Committee in his/her Zone and as such Chairperson to call regular meetings of said committee
- (c) Endeavour to include the District GMT Coordinator and the GLT Coordinator and the District Governor Team as special guests to a District Governor's Advisory Committee meeting to discuss needs related to membership and leadership development and how these teams and the District Governor Team may assist with membership and leadership development within the Zone
- (d) Make a report of each District Governor's Advisory Committee meeting and send copies within five (5) days thereafter to Lions Clubs International and to the District Governor, District GMT Coordinator, the District GLT Coordinator and Region Chairperson
- (e) Promote the Club Quality Initiative to the Clubs within the Zone and work in concert with the District GMT Coordinator, the District GLT Coordinator and the District Governor Team to implement the program within the Zone
- (f) In coordination with the District GMT Coordinator, play an active role in organizing new clubs and keep informed on the activities and well-being of all Clubs in his/her Zone
- (g) In coordination with the District GLT Coordinator, play an active role in supporting leadership initiatives by informing Lions within the Zone about leadership development opportunities at the Zone, District or Multiple District
- (h) Represent each Club in his/her Zone in any problems with District, Multiple District Council Chairperson or Lions Clubs International
- (i) Supervise the progress of District, Multiple District and Lions Clubs International projects in his/her Zone



- (j) Endeavour to have every Club within his/her Zone operating under a duly adopted Club Constitution and By-Laws
- (k) Promote representation at International and District (Sub- and Multiple) Conventions by at least the full quota of delegates to which Clubs in his/her Zone are entitled
- (l) Visit a regular meeting of each Club in his/her Zone once or more during his/her term of office, reporting his/her findings to the Region Chairperson – particularly with respect to weaknesses he/she may have discovered (copy to District Governor)
- (m) Perform such other functions and acts as may be required of him/her by directives of the International Board of Directors

**3.7 DISTRICT GOVERNOR’S CABINET.** The District Governor’s cabinet shall:

- (a) Assist the District Governor in the performance of his/her duties and in the formulation of administrative plans and policies affecting the welfare of Lionism within the Sub-District.
- (b) Receive, from the Region Chairpersons or other assigned District Cabinet members, reports and recommendations which concern the Clubs and Zones.
- (c) Supervise the collection of all dues and taxes by the Cabinet Treasurer, designate a depository(s) for said funds and authorize the payment of all legitimate expenses pertaining to the administration of the affairs of the District.
- (d) Secure, set the amount of and approve the surety company issuing the surety bond for the Cabinet Secretary-Treasurer.
- (e) Secure, semi-annually or more frequently, Sub-District financial reports from the Cabinet Secretary and Cabinet Treasurer (or Secretary-Treasurer).
- (f) Provide for an audit of the books and accounts of the Cabinet Secretary, Cabinet Treasurer, or Cabinet Secretary-Treasurer and with the District Governor’s approval, set up definite schedule of dates, times and places of Cabinet meetings to be held during the fiscal year.

**4. DISTRICT COMMITTEES**

**4.1 DISTRICT GOVERNOR’S ADVISORY COMMITTEE.** In each Zone, the Zone Chairperson and the Presidents and Secretaries of the Clubs in the Zone shall compose a District Governor’s Advisory Committee, with the Zone Chairperson as Chairperson. At a date, time and place called by the Zone Chairperson, this committee shall hold a first meeting within ninety (90) days after the adjournment of the preceding international convention; a second meeting in the month of November; a third meeting in the month of February or March; and a fourth meeting approximately thirty days prior to the Multiple District Convention. It shall assist the Zone Chairpersons in an advisory capacity, procure recommendations affecting the welfare of Lionism and the Clubs in the Zone, and relay the same through the Zone Chairperson to the District Governor and his/her Cabinet.

**4.2 DISTRICT CABINET COMMITTEES.** The District Governor may establish and appoint such other committees and/or chairpersons as he/she deems necessary and appropriate for the efficient operations of the district.

## **5. MEETINGS**

### **5.1 DISTRICT CABINET MEETINGS.**

- (a) **Regular.** A regular meeting of the Cabinet shall be held in each quarter of the fiscal year, with the first of which should be held within thirty (30) days after the adjournment of the preceding International Convention. Ten (10) days written notice of meetings setting forth a date, time and place determined by the District Governor shall be given to each member by the Cabinet Secretary.
- (b) **Special.** Special meetings of the Cabinet may be called by the District Governor at his/her discretion, and shall be called upon written request made to the District Governor or the Cabinet Secretary by a majority of the members of the Cabinet. No fewer than five (5) nor more than twenty (20) days written (including letters, electronic mail, facsimile transmission, or cable) notice of special meetings, setting forth the purposes and a date, time and place determined by the District Governor, shall be given to each member by the Cabinet Secretary.
- (c) **Quorum.** The attendance of a majority of the officers of this District shall constitute a quorum for any Cabinet meeting.
- (d) **Vote.** The voting privilege shall extend to all members of the District Cabinet.

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









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

### **5.4 REGIONS AND ZONES.**

- (a) **Organizational.** Regions and Zones shall be subject to change by the District Governor, when in his/her sole discretion; he/she shall deem the same necessary to the best interests of the District and the Association. The District should be divided into Regions. Each Region should be divided into Zones, giving due regard to the geographical locations of the Clubs.

- (b) **Region Meetings.** Meetings of representatives of all Clubs in a Region, with the Region Chairperson (if the position is utilized during the District Governor's term) or other District Cabinet member as may be assigned by the District Governor presiding, should be held during the fiscal year at times and places fixed by the Region Chairperson of the respective Region.
- (c) **Zone Meetings.** Meetings of representatives of all the clubs in a Zone, with the Zone Chairperson presiding, shall be held during the fiscal year at times and places fixed by the Zone Chairperson.

## 6. DISTRICT CONVENTION

-  **6.1 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.
-  **6.2 SITE CHANGE.** The District Cabinet shall retain and have power to change at any time, for good reason, the Convention site previously chosen and neither the District Officers of the District, nor any member of the District Cabinet shall incur any liability thereby to any Club or Club member of 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.
  -  **6.2.1** 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.
-  **6.3 OFFICERS.** The members of the District Cabinet shall be the Officers of the Annual District Convention.
-  **6.4 OFFICIAL REPORT.** Within fifteen (15) days after the close of each Single and Sub-District Convention, the Cabinet Secretary shall transmit one copy of the complete proceedings to the International Office. Upon written request from any Club in the respective District a copy shall be furnished to said Club.
-  **6.5 CREDENTIALS COMMITTEE.** The Credentials Committee of the District Convention shall be composed of the District Governor as Chairperson, the Cabinet Secretary-Treasurer and two other non-officers of the District appointed by the District Governor. The Credentials Committee shall have the powers and perform the duties set for in JOSKE'S LAW & PROCEDURE AT MEETINGS IN AUSTRALIA as revised from time to time.
-   **6.6 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.

**6.7 DISTRICT CONVENTION STANDING COMMITTEE.** A District Convention Standing Committee shall be formed consisting of two recent District Convention Chairpersons, the District Governor in office at the time that the Convention shall be determined, the Convention Chairperson in office at the time that the Convention shall be determined, where applicable and any other current member(s) in good standing of Club(s) in good standing as the District Governor shall appoint. The role of the District Convention Standing Committee is to:

- (a) Assist, guide and support the Host Club Convention Committee where necessary
- (b) Oversee a District Convention in the event that a Host Club is not involved
- (c) In the event of a combined District Convention, to oversee, assist, guide and support the Combined District Convention Committee.

## **7. DISTRICT FINANCE**

**7.1 BANK ACCOUNTS.** The Cabinet shall be empowered to establish bank accounts in the name of **Lions Clubs International District 201-C1 Inc.** The appointment of banking facilities shall be at the direction and determination of the District Governor.

**7.2 PAYMENTS.** The Cabinet Treasurer shall submit lists of all payments made since the last Cabinet Meeting, and those due for payment, to each Cabinet Meeting for ratification.

**7.3 INVESTMENTS.** The Cabinet Treasurer, after consultation with the District Governor, may invest any surplus funds in financial institutions approved by the District Cabinet in order to gain the best rate of interest available.

**7.4 APPOINTMENT OF AUDITOR.** Unless District Cabinet determines otherwise the Auditor shall be appointed at the first Cabinet Meeting in each year.

**7.5 FINANCIAL STATEMENTS.** The Cabinet shall forward a copy of the Audited District Accounts to all Clubs in the District as soon as possible after the 30th of June each year.

**7.6 ANNUAL DISTRICT DUES.** The Club Members Dues for District 201-C1 shall be \$32.00 per member. These dues shall be collected as specified in Section 12 of the District 201-C1 Constitution

**7.7 STUDENT DUES.** For Student Membership Programs, eligible student members shall pay a semi-annual due, equal to one half (1/2) of the total amount of dues in accordance with Clause 12 of the District 201C1 Constitution.

## **8. MISCELLANEOUS**

### **8.1 DISTRICT GOVERNOR EXPENSES – INTERNATIONAL CONVENTION.**

Expenses of the District Governor in connection with his/her attending the International Convention shall be considered a District administrative expense. Reimbursement for such expenses shall be made by the District on the same basis as outlined in the General Reimbursement Policy of Lions Clubs International.

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

**8.3 CABINET SECRETARY-TREASURER BOND.** The Cabinet Secretary-Treasurer and authorized signatories shall be bonded in such amount and with such surety company as shall be approved by the District Governor's Cabinet and the cost of same shall be an administrative expense.

**8.4 AUDIT OR REVIEW OF BOOKS.** The District Governor's Cabinet shall provide for an annual or more frequent audit or review of the books and accounts of the Cabinet Secretary and Cabinet Treasurer (or Secretary or Treasurer).

**8.5 COMPENSATION.** No officer shall receive any compensation for any service rendered to this District in his/her official capacity with the exception of the Cabinet Secretary, Cabinet Treasurer (or Secretary Treasurer) whose compensation, if any, shall be fixed by the District Cabinet.

**8.6 RULES OF PROCEDURE.** Except as otherwise specifically provided in this Constitution and By-Laws, or in the rules of procedure adopted for a meeting, all questions of order and procedure adopted for a meeting, all questions of order and procedure in any District meeting or Convention, any meeting of the District Cabinet, Region, Zone or member Club or of any group or committee of any one of them shall be determined by JOSKE'S LAW & PROCEDURE AT MEETINGS IN AUSTRALIA, revised from time to time.

## **9. CLUB AND DISTRICT EDUCATION FUND**

**9.1 FUNDING.** One Dollar (\$1) per member shall be paid from District Dues and is to be included in the January Semi-Annual Dues.

9.1.1 Subject to the approval by the District Governor, expenses incurred in organizing and conducting Club and District Officer Leadership, Training and Information Seminars may be paid from this fund.

9.1.2 Allowable expenses incurred in organizing and conducting Club and District Officer

Leadership, Training and Information Seminars shall be confined to travelling expenses, accommodation (where necessary), compilation of distributed material and supply of display matter.

- 9.1.3 Subject to the approval of District Cabinet, an economy airfare for the Incoming Vice District Governors to attend an Advanced Lions Leadership Institute, as arranged by Lions Clubs International, may be paid once a year from this fund. In the event that there be any fares equalization available, this will be paid to District 201C1.

## **10. MEMBERSHIP GROWTH FUND**

### **10.1 FUNDING AND DISBURSEMENT**

- 10.1.1 One Dollar (\$1) per member shall be paid from District Dues and is to be included in the July Semi-Annual Dues.
- 10.1.2 Club Extensions within the District may be financially assisted up to an amount of One Thousand Dollars (\$1,000) to the District, Club or Clubs or Club Branch for expenses incurred in the Formation of a New Club.
- 10.1.3 An amount of up to Five Hundred Dollars (\$500) to financially assist a Club for expenses incurred in conducting a Club Membership Growth Programme.
- 10.1.4 An application for funds, subject to availability, is to be supported by a detailed budget of the proposed expenditure and is to be approved by District Cabinet.
- 10.1.5 An application for funds above those specified in 10.1.4, subject to availability, is to be supported by a detailed budget of the proposed expenditure and is to be approved by District Cabinet.

## **11. DISTRICT OFFICERS REIMBURSEMENT FUND**

**11.1 FUNDING.** Two Dollars (\$2) per member shall be paid from District Dues and is to be included in the July Semi-Annual Dues.

**11.2 DISTRICT GOVERNOR REIMBURSEMENT.** The District Governor shall be reimbursed for travelling and accommodation expenses necessarily incurred by the District Governor and Partner on invited attendance at Club Handover Functions. Such reimbursement shall be in line with the Multiple District 201 Rules of Audit, but shall not exceed a total amount of Seven Hundred and Fifty Dollars (\$750).

**11.3 BALANCE OF FUND.** The District Governor shall be empowered to allocate the balance of the fund to the District Officers for expenses incurred in carrying out their duties, subject to the appropriate expense form being completed and submitted for approval.

**11.4 LCI CONVENTION TRAVEL EXPENSES FOR DISTRICT GOVERNOR'S PARTNER.** The District Cabinet may approve the reimbursement to the District Governor of the travelling expenses necessarily incurred by the District Governor for his or her partner to attend the Lions International Convention immediately prior to the commencement of the District Governor's term of office. Such reimbursement shall be limited to the cost of a return economy airfare from Adelaide to the Convention city less any reimbursement received from LCI and shall be in line with Multiple District 201 Rules of Audit.

## **12. DISTRICT ASSET RESERVE FUND**

**12.1 FUNDING.** One Dollar (\$1) per member shall be paid from District Dues and is to be included in the January Semi-Annual Dues.

**12.2 PURCHASE OF EQUIPMENT.** Funds obtained for this purpose shall be used to purchase any equipment, electronic or otherwise, required to satisfy the needs of the District and to repair or maintain this equipment.

## **13. ELECTIONEERING**

**13.1 ELECTIONEERING MATERIAL GENERAL.** All candidates from the District seeking election to, or who have been nominated for, an election to the office of District Governor or Vice District Governor shall comply with the following conditions:-

13.1.1 Electioneering material shall be limited to one sheet and the size shall not exceed A4 size (210mm x 297mm) but may be printed on one or both sides thereof, and may contain a statement of facts on the candidate's history, family and professional or business background, with a brief statement from the nominating Club. If desired, a current photograph of the candidate may be reproduced on the sheet, which may also include a statement by the candidate on policies for the term of office.

13.1.2 The color shall be black or in color on white paper

13.1.3 The proposed electioneering material shall be submitted in advance to the District Nominations Committee with a certificate from the President and/or Secretary of the nominees Club, which they believe that the information contained therein, is correct. Such material shall not be distributed until the Nominations Committee certifies, to the best of their knowledge and the information available to them, such material is correct. Such certification shall be given or refused within fourteen (14) days of the material being submitted to the Cabinet Secretary.

- 13.1.4 The electioneering material as defined in paragraphs (1.1), (1.2) and (1.3) above, may be distributed by the candidate but only once and in any event not within fourteen (14) days prior to the date of the election, to each Club Secretary and/or President and/or District Officer and/or District Chairman, except that one copy of such electioneering material may be inserted prior to the District Convention in the satchel or folder handed to each Delegate attending such Convention. No other electioneering material shall be distributed or handed out or published at a District Convention.
- 13.1.5 Organised functions, receptions, giveaways and other similar promotions in support of the nomination of any candidate shall not be permitted.
- 13.1.6 No electioneering material shall be published or distributed by individual members or Clubs, endorsing, sponsoring or supporting any candidate for election as District Governor or Vice District Governor.
- 13.1.7 Except as is constitutionally permitted no candidate nominated for election to the office of District Governor or Vice District Governor shall be projected at the District Convention at which such election is to be held.
- 13.1.8 Should a candidate nominated for any election be a Cabinet Officer or hold a prominent position on the District Convention Organising Committee then the election shall be the first item of business conducted on the first full day business session.

**13.2 ELECTIONEERING MATERIAL DETAIL.** A candidate for an election to a Foundation, Trust or other continuous projects may submit a profile of history, family and professional or business background containing not more than five hundred (500) words on paper not exceeding A4 size for distribution to all Clubs by the Cabinet Secretary and to delegates at a Convention.

- 13.2.1 Subject to this, no formal communications shall be made by, or on behalf of a candidate.

**13.3 POLICING OF CONDITIONS.** The policing of the above conditions shall be the responsibility of all Lion Members, who shall report any breach of same to the Cabinet Secretary, for communication to the District Governor and the District Nominations Committee who will be responsible for investigation and verification of any said breach. Upon a receipt of a written report from the Nominations Committee confirming full details of the said breach, the District Governor shall advise the candidate concerned as soon as possible and submit the report of the Nominations Committee to delegates at the Convention at some suitable time in advance of the nominating speech prior to that election.


**13.4 COUNTING AND SCRUTINEERS.** The District Governor shall appoint at least two (2) Officers who shall not be a proposer, seconder or any speaker in support of a candidate to collect and count the ballot papers at any election held at or in conjunction with a District Convention.



- 13.4.1 Each candidate in an election may appoint a scrutineer who shall not be a proposer, seconder or any speaker in support of a candidate, to be present when the ballot papers are collated and counted and to inspect any records made or kept by the Cabinet Secretary or other Officer related to the issue of the ballot papers.
- 13.4.2 A scrutineer shall not participate in the counting of votes but shall be entitled to inspect all doubtful or informal votes and make short representations to the vote counters thereon.
- 13.4.3 The issue of ballot papers to delegates shall be under the control of the Cabinet Secretary, who shall not appear as a proposer, seconder or speaker in support of a candidate, and the Assistant Cabinet Secretary and/or other Officers in accordance with such procedures as may be determined from time to time by the District Governor.
- 13.4.4 In accordance with the District Constitution Article 6.1 the result of the poll for any office will include the number of delegates registered and votes cast, and will be announced to the Convention by the District Governor as soon as appropriate.

## **14. AMENDMENTS**

**14.1 AMENDING PROCEDURE.** These by-laws may be amended only at a District Convention, by resolution reported by the Constitution and By-Laws and adopted by a majority of the votes cast.

 **14.2 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

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

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

## EXHIBITS – ATTACHED TO DISTRICT 201-C1 BY-LAWS

### EXHIBIT A – DISTRICT 201-C1 CONVENTION

#### **Rule 1. Convention 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.**

Except as otherwise provided in the Lions Clubs International Constitution and By-Laws, the District 201-C1 Constitution and By-Laws, national custom and practice of these rules, JOSKE'S LAW & PROCEDURE AT MEETINGS IN AUSTRALIA, revised from time to time shall govern all questions of order and procedure.



#### **Rule 3.**

- (a) The Credentials Committee shall be composed of the District Governor as Chairperson, the Cabinet Secretary/Treasurer and two other non-officers of the District appointed by the District Governor; provided, however, the District Governor may designate any other Committee member as Chairperson. The Credential 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 JOSKE'S LAW & PROCEDURE AT MEETINGS IN AUSTRALIA, revised from time to time.
- (b) The registration and certification of delegates shall occur on the day(s) of \_\_\_\_\_ between the hours of \_\_\_\_\_ and \_\_\_\_\_
- (c) The number of certified delegates shall be announced to the Convention upon close of certification and prior to the commencing of voting.



#### **Rule 4**

- (a) 60 days prior to the convening of the Convention, the District Governor, unless otherwise provided, shall appoint and designate the Chairperson of a Nominations Committee consisting of three (3) members. It shall be the Committee's responsibility to review the qualifications of each nominated candidate within thirty (30) days prior to the election and rule on the eligibility of the same.

- (b) Candidate may withdraw from the contest at any time prior to the issuance of the final report of the Nominations Committee.

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

- (a) To replace a delegate and/or alternate delegate already certified, the replacement must provide a certificate signed by two officers of the Club certifying that the replacement is eligible as an alternate delegate.
- (b) On the day of voting, a duly certified alternate delegate shall be allowed to obtain a ballot and vote in lieu of a duly certified delegate from the same Lions Club by presenting his/her copy of his/her alternate credential certificate to the voting personnel at which time the voting personnel will make the necessary notation on the credential records marking that a substitution has been made on the respective Club's delegate entitlement. Alternate delegates who were not certified cannot replace a certified or uncertified delegate.

**Rule 6.**

Nominations for the offices of District Governor, First and Second Vice District Governor and such other offices to be filled by the convention shall be limited to nominating/seconding speeches not to exceed five (5) minutes for each nominee.

 **Rule 7.**



- (a) Prior to the Convention the District Governor shall appoint and designate the Chairperson of an Elections Committee consisting of three (3) members. Each duly nominated candidate shall also be entitled to designate one (1) observer through his/her Club. The observers may oversee election procedure only, but may not participate directly in the Committee's decision making.
- (b) The Elections Committee shall be responsible for preparation of elections materials, vote tabulation and resolving questions concerning the validity of individual ballots. The Committee's decision shall be final and binding.
- (c) The Elections Committee shall prepare a comprehensive report of the election results containing the following components: date, time and place of election; specific voting results by candidate; signature of each Committee member and observer. The District Governor, Council Chairperson and all candidates shall be provided a copy of the Committee's report.

## **Rule 8. Voting**


- (a) Voting will take place at a predetermined location and time, to secure a ballot card, the delegate shall present his/her credential certificate to \_\_\_\_\_
- (b) Voting personnel for verification. Once verified, the delegate shall be issued a ballot.
- (c) The voter shall indicate his/her vote by placing a mark in the appropriate location by the name of the candidate of his/her choice. The mark must be placed in the proper location to constitute a valid vote. Any ballot containing votes for more than the specified number of offices to be filled in any section shall be declared invalid to that particular section.
- (d) A majority vote shall be necessary to elect the District Governor, First Vice District Governor and Second Vice District Governor. A majority is defined as a number more than one-half of the total valid votes cast excluding blanks and abstentions. If a majority vote is not received in the election of District Governor, First Vice District Governor and Second Vice District Governor, a vacancy shall occur and Article IX, Section 6(d) of the International By-Laws shall apply.
- (e) A majority vote shall be necessary to elect all other candidates. In the event any one candidate shall fail to receive the required number of votes to be elected, additional balloting shall take place as outlined in this section until such time as one candidate secures a majority vote.


## **EXHIBIT B**


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


-  **Rule 1.** In the event a vacancy arises in the office of District Governor, it shall be the duty of the Immediate Past District Governor, or if not available, the most recent Past District Governor who is available, upon notification from the International Office, to convene a meeting of the Immediate Past District Governor, First and Second Vice District Governors, the Region Chairpersons, Zone Chairpersons and the Secretary and Treasurer or Secretary-Treasurer and all Past International Presidents, Past International Directors and Past District Governors **who are members in good standing of a Chartered Lions Club in good standing within the District** for the purpose of recommending a 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 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 (15) days.


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


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

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

 **Rule 6.** Voting.

- (a) Voting will occur immediately after the close of nominations
- (b) Voting will be by written ballot.
- (c) The member shall indicate his/her vote by writing the name of his/her choice on the ballot. Any ballot containing votes for more than one nominee shall be declared invalid.
- (d) A majority vote shall be necessary to recommend a member for appointment as District Governor. In the event any one candidate shall fail to receive the required number of votes to be selected, additional balloting shall take place as outlined in this Rule 6 until such time as one candidate secures a simple majority vote.

 **Rule 7.** At the conclusion of the meeting, but in no event more than seven (7) days after the conclusion of the meeting, the Chairperson will forward a written report of the voting results to the International Office together with evidence of invitations sent and attendance at the meeting.

 **Rule 8.** The International Board of Directors, pursuant to Article IX, Sections 6(a) and (d) of the International By-Laws shall consider, but is not bound by any recommendation resolved at the special meeting. The International Board of Directors reserves the right to appoint the recommended or any Club member as District Governor for the (remainder of the) term.



## SUMMARY OF RULES

### SPECIAL MEETING TO RECOMMEND 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 the Immediate Past District Governor, First and Second Vice District Governors, the Region Chairpersons, Zone Chairpersons and the Secretary and Treasurer or Secretary-Treasurer 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 four (4) minutes.
5. Voting begins immediately after nominations close. Voting is by written ballot unless a majority of attendees select another voting method.
6. A majority of votes cast by those present and voting is necessary 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.


## EXHIBIT C


### RULES OF PROCEDURE SPECIAL MEETING TO RECOMMEND A LION FOR APPOINTMENT AS FIRST OR SECOND VICE DISTRICT GOVERNOR


-  **Rule 1.** In the event a vacancy arises in the office of First or Second Vice District Governor, the District Governor shall convene a meeting of the members of the existing Cabinet as provided for in the International Constitution and By-Laws and all Past International Officers who are members in good standing of a Chartered Lions Club in good standing in the District. It shall be the duty of the attendees at this meeting to appoint a qualified Club member as First or Second Vice District Governor for the remainder of the term.
-  **Rule 2.** In filling the vacancy, it shall be the duty of the District Governor, or if not available, the most recent Past District Governor who is available, the Chairperson to send out written

invitations to attend said meeting and it shall also be his/her responsibility to preside as Chairperson of the meeting. The District Governor, as the meeting's Chairperson shall have the authority to select the meeting site, date and time. However, he/she shall use his/her best efforts to select a centrally located meeting venue and schedule the meeting at a convenient date and time.

 **Rule 3.** The District Governor shall maintain a **written** attendance roster.


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

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

 **Rule 6.** Voting.




- (a) Voting will occur immediately after the close of nominations
- (b) Voting will be by written ballot.
- (c) The member shall indicate his/her vote by writing the name of his/her choice on the ballot. Any ballot containing votes for more than one nominee shall be declared invalid.
- (d) A majority vote shall be necessary to recommend a member for appointment as First or Second Vice District Governor. In the event any one candidate shall fail to receive the required number of votes to be selected, additional balloting shall take place as outlined in this Rule 6 until such time as one candidate secures a simple majority vote.

 **Rule 7.** At the conclusion of the meeting, but in no event more than seven (7) days after the conclusion of the meeting, the Chairperson will forward a written report of the voting results to the International Office together with evidence of invitations sent and attendance at the meeting.

**EXHIBIT D**

**Nominating Committee Checklist  
District Governor Candidate**

 This checklist must be completed for each candidate and submitted to the Elections Committee.

Name of Candidate: \_\_\_\_\_

Name of Candidate’s Lions Club: \_\_\_\_\_

Date of Nominating Committee Meeting: \_\_\_\_\_

Date of election: \_\_\_\_\_

**Candidate has submitted sufficient evidence showing that he/she has met the following Requirements:**

- Candidate is an Active Member in good standing of a Chartered Lions Club in Good Standing\* in his/her Single or Sub-District.
- Candidate endorsed by his/her Lions Club or a majority of the Lions Clubs in the District.
- Candidate is currently serving as the First Vice District Governor within this District.

In the event the current First Vice District Governor does not stand for election as District Governor, or if a vacancy in the position of First Vice District Governor exists at the time of the District Convention, the candidate fulfills the following qualifications:

- Club President: Year Served\_\_\_\_\_
- Club Board of Directors: Two (2) Years Served
- District Cabinet (check one)
  - Zone or Region Chairperson Year Served\_\_\_\_\_
  - Cabinet Secretary and/or Treasurer Year Served\_\_\_\_\_
  - One (1) additional year as a member of District Cabinet Year Served\_\_\_\_\_

With none of the above being accomplished concurrently

*\* Please note that if the Club has any outstanding dues, the candidate should be notified and provided up until fifteen (15) days prior to the election to ensure that his/her Club pay outstanding dues.*



I have reviewed this checklist and certify that the Candidate listed above has met the requirements for District Governor in accordance with the International By-Laws, Article IX, Section 4.

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Nominating Committee Chairperson Date

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Nominating Committee Member Date

**EXHIBIT E**

**Nominating Committee Checklist  
First Vice District Governor Candidate**

 This checklist must be completed for each candidate and submitted to the Elections Committee.

Name of Candidate: \_\_\_\_\_

Name of Candidate’s Lions Club: \_\_\_\_\_

Date of Nominating Committee Meeting: \_\_\_\_\_

Date of election: \_\_\_\_\_

**Candidate has submitted sufficient evidence showing that he/she has met the following Requirements:**

- Candidate is an Active Member in good standing of a Chartered Lions Club in Good Standing\* in his/her Single or Sub-District.
- Candidate endorsed by his/her Lions Club or a majority of the Lions Clubs in the District.
- Candidate is currently serving as the Second Vice District Governor within this District.

In the event the current Second Vice District Governor does not stand for election as First Vice District Governor, or if a vacancy in the position of Second Vice District Governor exists at the time of the District Convention, the candidate fulfills the qualifications for the office of Second Vice District Governor:

- Club President: Year Served\_\_\_\_\_
- Club Board of Directors: Two (2) Years Served
- District Cabinet (check one)
  - Zone or Region Chairperson Year Served\_\_\_\_\_
  - Cabinet Secretary and/or Treasurer Year Served\_\_\_\_\_
  - One (1) additional year as a member of District Cabinet Year Served\_\_\_\_\_

With none of the above being accomplished concurrently

*\* Please note that if the Club has any outstanding dues, the candidate should be notified and provided up until fifteen (15) days prior to the election to ensure that his/her Club pay outstanding dues.*

I have reviewed this checklist and certify that the Candidate listed above has met the requirements for First Vice District Governor in accordance with the International By-Laws, Article IX, Section 6 (b).

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Nominating Committee Chairperson

Date


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Nominating Committee Member

Date

**EXHIBIT F**

**Nominating Committee Checklist  
Second Vice District Governor Candidate**

 This checklist must be completed for each candidate and submitted to the Elections Committee.

Name of Candidate: \_\_\_\_\_

Name of Candidate's Lions Club: \_\_\_\_\_

Date of Nominating Committee Meeting: \_\_\_\_\_

Date of election: \_\_\_\_\_

**Candidate has submitted sufficient evidence showing that he/she has met the following Requirements:**

- Candidate is an Active Member in good standing of a Chartered Lions Club in good standing\* in his/her Single or Sub-District.
- Candidate endorsed by his/her Lions Club or a majority of the Lions Clubs in the District.
- Club President: Year Served\_\_\_\_\_
- Club Board of Directors: Two (2) Years Served
- District Cabinet (check one)
  - Zone or Region Chairperson Year Served\_\_\_\_\_
  - Cabinet Secretary and/or Treasurer Year Served\_\_\_\_\_
  - One (1) additional year as a member or District Cabinet Year Served\_\_\_\_\_

With none of the above being accomplished concurrently

*\* Please note that if the Club has any outstanding dues, the candidate should be notified and provided up until fifteen (15) days prior to the election to ensure that his/her Club pay outstanding dues.*

I have reviewed this checklist and certify that the Candidate listed above has met the requirements for First Vice District Governor in accordance with the International By-Laws, Article IX, Section 6 (c).

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Nominating Committee Chairperson Date

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Nominating Committee Member Date

**EXHIBIT G**

**Standard Ballot District Governor, First Vice District Governor & Second Vice District Governor Elections**

**Sample #1: Ballot where there are two candidates.**

Instructions: Clearly indicate your vote by placing an appropriate symbol next to the name of the Candidate you are casting your vote for.

Position	Name	Vote
Second Vice District Governor		
	Candidate A	✕
	Candidate B	

**Sample #2: Ballot where there is only one candidate.**

Instructions: Clearly indicate your vote by placing an appropriate symbol in the box indicating a yes or a no vote for the Candidate.

Position	Name	Yes	No
District Governor			
	Candidate A	✕	

**Sample #3: Ballot where there are three or more Candidates:**

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

Please note that the District should indicate the appropriate symbol to use or approved stamp provided to all voters.

In addition, a Candidate must receive a majority of affirmative votes to move forward. If there is a tie between a yes and no vote, the Candidate would not have received the required number of votes to be elected and it would result in a vacancy.


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

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

**Rules for Preferential Voting:**

1. On the preferential ballot – for each office to be filled the voter is asked to indicate the order in which he prefers all the Candidates, placing the numeral 1 beside his first preference, the numeral 2 beside his second preference and so on for every possible choice.
2. In counting the votes for a given office, the ballots are arranged in piles according to the indicated first preferences – one pile for each Candidate.
3. The number of ballots in each pile is then recorded for the tellers’ report. These piles remain identified with the names of the same Candidates throughout the counting procedure until all but one are eliminated as described below.
4. If more than half of the ballots show one Candidate indicated as first choice, that choice has a majority in the ordinary sense and the Candidate is elected. But if there is no such majority, Candidates are eliminated one by one, beginning with the least popular, until one prevails as follows:
  - a. The ballots in the thinnest pile – that is, those containing the name designated as first choice by the fewest number of voters – are redistributed into the other piles according to the names marked as second choice on these ballots.
  - b. The number of ballots in each remaining pile after this distribution is again recorded.
  - c. If more than half of the ballots are now in one pile, that Candidate is elected, If not, the next least popular candidate is similarly eliminated by taking the thinnest remaining pile and redistributing its ballots according to their second choices into the other piles, except that, if the name eliminated in the last distribution is indicated as second choice on a ballot, that ballot is placed according to its third choice.
  - d. Again the number of ballots in each existing pile is recorded and if necessary, the process is repeated – by redistributing each time the ballots in the thinnest remaining pile, according to the marked second choice or most-preferred choice among those not yet eliminated – until one pile contains more than half of the ballots, the result being thereby determined.
  - e. The tellers’ report consists of a table listing all Candidates with the number of ballots that were in each pile after each successive distribution.
5. If a ballot having one or more names not marked with any numeral comes up for placement at any stage of the counting and all of its marked names have been eliminated, it should not be placed in any pile, but should be set aside.
6. If at any point two or more Candidates are tied for the least popular position, the ballots in their piles are redistributed in a single step, all of the tied names being treated as eliminated.
7. In the event of a tie in the winning position – which would imply that the elimination

process is continued until the ballots are reduced to two or more equal piles – the election should be resolved in favor of the Candidate that was strongest in terms of first choice (by referring to the record of the first distribution).

 *Where this symbol appears in this document it indicates that the Section to which it refers cannot be altered, other than at the direction of Lions Clubs International.*



# Lions Clubs International

## CODE OF ETHICS

TO SHOW *my faith in the worthiness of my vocation by industrious application to the end that I may merit a reputation for quality of service.*

TO SEEK *success and to demand all fair remuneration or profit as my just due, but to accept no profit or success at the price of my own self-respect lost because of unfair advantage taken or because of questionable action on my part.*

TO REMEMBER *that in building up my own business it is not necessary to tear down another's; to be loyal to my clients or customers and true to myself.*

WHENEVER *a doubt arises as to the right or ethics of my position or action towards others, to resolve such doubt against myself.*

TO HOLD *friendship as an end and not a means. To hold that true friendship exists not on account of the service performed by one to another, but that true friendship demands nothing but accepts service in the spirit in which it is given.*

ALWAYS *to bear in mind my obligations as a citizen to my nation, my state and my community, and to give them my unswerving loyalty in word, act and deed. To give them freely of my time, labor, and means.*

TO AID *others by giving my sympathy to those in distress, my aid to the weak, and my substance to the needy.*

TO BE CAREFUL *with my criticism and liberal with my praise; to build up and not destroy.*