



LIONS DISTRICT 13-OH5, INC.

**(DISTRICT 13-OH5 OF THE
INTERNATIONAL ASSOCIATION OF LIONS
CLUBS)**

BY-LAWS

(As approved by the Lions District 13-OH5, Inc. District Cabinet on November 18, 2017)

(Amended by the Delegates by mail, due to COVID-19, April 15, 2020.)

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INTERNATIONAL ASSOCIATION OF LIONS CLUBS**

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LIONS DISTRICT 13-OH5, INC.¹ BY-LAWS

ARTICLE I *DISTRICT NOMINATIONS AND ELECTION*

Section 1. NOMINATING COMMITTEE: Each District Governor shall appoint, by written notification received at least sixty (60) days prior to the District Convention, a Nominating Committee of not less than three (3) and no more than five (5) members, each of whom shall be a member in good standing of a different Lions Club in good standing in the District, and shall not through the duration of their appointment hold any District Cabinet or International office either by election or appointment. ²The names and addresses of Lions so appointed shall be sent to all Lions Clubs in the District at least thirty (30) days prior to the convening day of the District Convention.

Section 2. DISTRICT GOVERNOR ELECTION PROCEDURE:³ Any qualified member⁴ 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 District Convention, and furnish therewith evidence of his/her compliance with the qualifications for said office set out in the International Constitution and By-Laws. ⁵The 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 (1) nominating speech of no more than three (3) minutes duration, and two (2) seconding speeches of no more than two (2) minutes duration each.⁶

Section 3. FIRST VICE-DISTRICT GOVERNOR ELECTION PROCEDURE⁷: Any qualified member of a Lions Club in the District seeking the office of First 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 District Convention, and furnish therewith evidence of his/her compliance with the qualifications for said office set out in the International Constitution and By-Laws. 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 three (3) minutes duration, and two (2) seconding speeches of no more than two (2) minutes duration each.

¹ Lions District 13-OH5, Inc. is an Ohio not for profit corporation, Charter Number 1787996.

² For reference, see L.C.I. Standard District By-Laws Article II, Section 1 (Mandatory provision)

³ For reference, the Candidacy Requirements for District Governor are set forth in the International Association of Lions Clubs By-Laws Article IX Section 4 (Rev. 07/04/2017)

⁴ The categories of membership and their eligibility to seek Club, District or International Office are set forth in the L.C.I. Policy Manual Chapter XVIII, Paragraph A.3.

⁵ For reference, see L.C.I. By-Laws Article IX Section 4 for candidacy requirements for District Governor.

⁶ For reference, see L.C.I. Standard District By-Laws, Article II, Section 2 (not mandatory language)

⁷ For reference, the qualification requirements for First Vice-District Governor are set forth in the International Association of Lions Clubs By-Laws Article IX Section 6(b) (Rev. 07/04/2017).

Section 4. SECOND VICE DISTRICT GOVERNOR ELECTION PROCEDURE⁸: Any qualified member of a Lions Club in the District seeking the office of 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 District Convention, and furnish therewith evidence of his/her compliance with the qualifications for said office set out in the International Association of Lions Clubs 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 three (3) minutes duration, and two (2) seconding speech of no more than two (2) minutes duration each.

Section 5. BALLOT⁹ 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.¹⁰ If, on the first ballot, and subsequent ballots, no candidate receives a majority, the candidate or tied candidates receiving the lowest number of votes shall be eliminated and balloting shall continue until one candidate receives a majority. In case of a tie on any ballot, balloting shall continue on the tied candidates until one is elected.

Section 6. DISTRICT GOVERNOR VACANCY¹¹ In the event of a vacancy in the office of district governor, the same shall be filled in accordance with the provisions of the International Constitution and By-Laws. The immediate past district governor, first and second Vice-District governors, the region chairpersons, zone chairpersons, the cabinet secretary and cabinet treasurer (or cabinet secretary/treasurer) and past district governors, past international directors and past international presidents in the district shall convene at a date, time and place called and determined by the immediate past district governor to select a replacement for recommendation to the International Board of Directors.¹²

Section 6.1 It shall be the duty of the Immediate Past District Governor, or if not available, the most recent Past District Governor who is available, to send out, within fifteen (15) days from the time the vacancy occurs, to all members of the existing Cabinet, and all Past International Presidents, Past International Directors and Past District Governors who are members in good standing of a chartered Lions Club in good standing in the District, a notice and invitation to attend a meeting to be held within fifteen (15) days, for the purpose of recommending to the International

⁸ For reference, the qualification requirements for Second Vice-District Governor are set forth in the International Association of Lions Clubs By-Laws Article IX Section 6(c) (Rev. 07/04/2017).

⁹ See L.C.I. Standard District By-Laws Article II, Section 4.

¹⁰ See L.C.I. Standard District By-Laws Article II, Section 4 (Mandatory provision)

¹¹ For reference, see the International Association of Lions Clubs By-Laws Article IX, Section 6(d) and (e) (Rev. 07/04/217) with respect to a vacancy in the office of District Governor, and L.C.I. Standard District By-Laws Article II, Section 5 (mandatory provision).

¹² L.C.I By-laws Article IX, Section 6(d).

Board of Directors the name of a qualified Lion to be appointed by the Board of Directors to fill such vacancy.

Section 6.2 The Past District Governor giving such notice shall preside as Chairman of the meeting, and shall convey the results of the meeting to the International Board of Directors together with evidence of invitations sent and attendance at the meeting, all within the time limits prescribed in the International Constitution. Each Lion who is entitled to receive an invitation to attend and is present at the meeting shall have one vote for the Lion of his/her choice as the recommendation for appointment by the International Board.

Section 6.3 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:¹³

- (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; and
 - (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.¹⁴

Section 7. FIRST VICE-DISTRICT GOVERNOR VACANCY:¹⁵ In the event of a vacancy arising in the office of First 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-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 (1) a vote for the Lion of his/her choice.

¹³ See L.C.I. Standard District By-Laws Article II, Section 5 (mandatory provision).

¹⁴ See L.C.I. Standard District By-Laws Article II, Section 5 (*not* a mandatory provision).

¹⁵ See International Association of Lions Clubs Standard District By-Laws (Rev. 07/04/2017) Article II, Section 6.

Section 7.1 In order for a Lion to be eligible and qualified to be selected to fill a vacancy in the office of First Vice-District Governor, he/she must:¹⁶

- (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 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; and
 - (iii) With none of the above being accomplished concurrently.

Section 8. SECOND VICE-DISTRICT GOVERNOR VACANCY: In the event of a vacancy arising in the office of 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 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 (1) a vote for the Lion of his/her choice.

Section 8.1 In order for a Lion to be eligible and qualified to be selected to fill a vacancy in the office Second Vice-District Governor, he/she must:¹⁷

- (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 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; and
 - (iii) With none of the above being accomplished concurrently.

¹⁶ For reference see L.C.I. Standard District By-Laws (Rev. 07/04/2017) Article II, Section 6 (mandatory provision). Note: the requirements to fill a vacancy in the office of First Vice District Governor are not the same as the candidacy requirements for First Vice District Governor under L.C.I. By-Laws Article IX Section 6(b).

¹⁷ For reference see L.C.I. Standard District By-Laws (Rev. 07/04/2017) Article II, Section 6 (mandatory provision). Note: The requirements to fill a vacancy for Second Vice-District Governor per L.C.I. Standard District By-Laws are not the same as the candidacy requirements for Second Vice-District Governor under the L.C.I. By-Laws Article IX Section 6 (c)

Section 9. VACANCY IN ANY OTHER OFFICE OR POSITION: Any vacancy in any other office or position, other than the office of District Governor, First Vice-District Governor and Second -Vice-District Governor, shall be filled by appointment by the District Governor for the unexpired term.¹⁸

ARTICLE II *DUTIES*

Section 1. DISTRICT GOVERNOR:¹⁹ Under the general supervision of the International Board of Directors, he/she shall represent the Association in his/her District. In addition, he/she shall be the chief administrative officer of this District and shall have direct supervision over the First Vice-District Governor, the Second Vice-District Governor, the Region Chairpersons, the Zone Chairpersons, the Cabinet Secretary- Treasurer and such other Cabinet members as may be provided for in this Constitution and By-Laws. His/her specific responsibilities shall be to:

- (a) Serve as the Global Action Team District chairperson to administer and promote membership growth, new club development, leadership development and humanitarian service to clubs throughout the District.
 - (1) Ensure the selection of a qualified Lion leader for the positions of GST District Coordinator, GMT District Coordinator and GLT District Coordinator.
 - (2) Ensure regular meetings to discuss and advance initiatives established by the District Global Action Team.
 - (3) Collaborate with the multiple District's Global Action Team
- (b) Promote the Lions Clubs International Foundation and all service activities of the association.
- (c) Preside, when present, over cabinet, convention and other District meetings. During any period 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.
- (d) Promote harmony among the chartered Lions clubs.
- (e) Exercise such supervision and authority over cabinet officers and District committee appointees as is provided in this District Constitution.
- (f) Ensure that each Lions club in the District be visited by 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.
- (g) Submit a current itemized statement of total District receipts and expenditures to his/her District convention or annual meeting of his/her District at a multiple District convention.

¹⁸ See L.C.I. Standard District By-Laws, Article II, Section 6, first sentence (mandatory provision.)

¹⁹ See International Association of Lions Clubs by-Laws (Rev. 07/04/2017) Article X, Section 2 (a) and International Association of Lions Standard District By-Laws (Rev. 07/04/2017) Article III, Section 1, (mandatory provision).

- (h) Deliver, in a timely manner, at the conclusion of his/her term in office, the general and/or financial accounts, funds and records of the District to his/her successor in office.
- (i) Report to Lions Clubs International all known violations of the use of the association's name and emblem.
- (j) Perform such other functions and acts as shall be required of him/her by the International Board of Directors through the District Governor's Manual and other directives.

Section 2. FIRST VICE-DISTRICT GOVERNOR²⁰: The First Vice-District Governor, subject to the supervision of the District Governor shall be chief administrative assistant to the District Governor. His/her specific responsibilities shall be:

- (a) Further the purposes of this association.
- (b) Perform such administrative duties assigned by the District Governor.
- (c) Perform such other functions and acts required by the International Board of Directors.
- (d) Participate in the cabinet meetings, and conduct meetings in the absence of the District Governor, and participate in council meetings as appropriate.
- (e) Assist the District Governor in the review of the strengths and weaknesses of the clubs in the district, identifying the existing and potential weak clubs and establishing plans to strengthen them.
- (f) Conduct club visitation as the representative of the District Governor when requested by the District Governor.
- (g) 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.
- (h) At the request of the District Governor, supervise other district committees.
- (i) Participate in the planning of the next year including the district budget.
- (j) 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.
- (k) Conduct a district quality assessment and collaborate with the district officers, specifically members of the district's Global Action Team, and other committee chairpersons, during his/her term as First Vice-District Governor to develop a plan for membership growth, leadership development, operational improvement and the fulfillment of humanitarian services to be presented and approved by the district cabinet during his/her term as District Governor.

²⁰ See International Association of Lions Clubs By-Laws (Rev. 07/04/2017) Article X Section 2 (b) and International Association of Lions Standard District By-Laws (Rev. 07/04/2017) Article III, Section 2, (mandatory provision).

Section 3. SECOND VICE-DISTRICT GOVERNOR: ²¹The Second Vice-District Governor, subject to the supervision and direction of the District Governor, shall be an assistant in the administration of the district, and representative of the District Governor. His/her specific responsibilities shall be, but not limited, to:

- (a) Further the purposes of this association.
- (b) Perform such administrative duties assigned by the District Governor.
- (c) Perform such other functions and acts required by the International Board of Directors.
- (d) Participate in the cabinet meetings, and conduct meetings in the absence of the District Governor and First Vice-District Governor, and participate in council meetings as appropriate.
- (e) Familiarize himself/herself with the health and status of the clubs in the District, review the monthly financial report and assist the District Governor and the first Vice-District Governor in identifying and strengthening the existing and potential weak clubs.
- (f) Conduct club visitation, as the representative of the District Governor, when requested by the District Governor.
- (g) Assist the District Governor and First Vice-District Governor in planning and conducting the annual District convention.
- (h) 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.
- (i) 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.
- (j) At the request of the District Governor, supervise other District committees.
- (k) Assist the District Governor, First Vice-District Governor, and the cabinet in 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 offices of District Governor and First Vice-District Governor, he/she would be better prepared to assume the duties and responsibilities of said offices as the acting District Governor or acting Vice-District Governor until the vacancies are filled according to these By-Laws and rules of procedure adopted by the International Board of Directors.

²¹ See International Association of Lions Clubs By-Laws (Rev. 07/04/2017) Article X Section 2 (c) and International Association of Lions Standard District By-Laws (Rev. 07/04/2017) Article III, Section 3, (mandatory provision).

Section 4. CABINET SECRETARY-TREASURER:²² The Cabinet Secretary-Treasurer shall act under the supervision of the District Governor. His/her specific responsibilities shall be to:

- (a) Further the Purposes and Objects of this Association:
- (b) Perform such duties as are implied by the title of said office, including but not by way of limitation the following:
 - (1) Keep an accurate record the proceedings of all meetings of the Cabinet, and within five (5) days after each meeting forward copies of the same to all members of the Cabinet, and the office of Lions Clubs International;
 - (2) Take and keep minutes of the District Convention and furnish copies of the same to Lions Clubs International, the District Governor and make available to the Secretary of each Club in the District;
 - (3) Make reports to the Cabinet as the District Governor or Cabinet may require;
 - (4) Collect and receipt for all per capita dues levied hereunder on members and Clubs in the District, deposit the same in such bank or banks as the District Governor shall determine and disburse the same by order of the District Governor;
 - (5) Remit and pay over to the Multiple District Council Secretary- Treasurer the Multiple District Per Capita Dues, if any, collected in the District, and secure a proper receipt therefore;
 - (6) Keep accurate books and records of accounts, and minutes of all Cabinet and District meetings, and permit inspection of the same by the District Governor, any Cabinet member and any Club (or any authorized agent of any of them), at any reasonable time for any 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.
 - (9) Perform such additional assignments as shall be given to him/her or them from time to time by the District Governor;
 - (10) Perform such other functions and acts as may be required of each by the International Board of Directors through the Cabinet SecretaryTreasurer's Manual and other directives.
 - (11) If separate offices of cabinet secretary and cabinet treasurer are adopted, the duties listed in Section 4(b) hereinabove are to be attributed to each of the offices according to the nature of such duties.

²² See International Association of Lions Clubs By-Laws (Rev. 07/04/2017) Article X Section 2 (f) and International Association of Lions Standard District By-Laws (Rev. 07/04/2017) Article III, Section 4, (mandatory provision).

Section 5. GLOBAL SERVICE TEAM (GST) DISTRICT COORDINATOR²³: The GST District Coordinator is a member of the District Global Action Team. His/her responsibilities include:

- (a) Encourage clubs to implement service projects that are aligned with global LCI initiatives, including the LCI Service Framework.
- (b) Work with clubs to raise the visibility of Lions service impact in local communities.
- (c) Collaborate with GMT and GLT District Coordinators and the Global Action Team district chairperson (District Governor) to further initiatives focused on leadership development, membership retention and growth, and expanding humanitarian service.
- (d) Work with region, zone, and club service chairpersons to help clubs reach their service goals, ensure regular reporting in MyLCI, and encourage utilization of LCI tools (such as the App) to increase engagement in service projects.
- (e) Support local community service projects that create a sense of belonging and pride to the Lions and Leos in the district.
- (f) Promote service projects that attract multi-generational participants, including the integration and leadership development of Leos.
- (g) In collaboration with the LCIF District Coordinator, maximize LCIF resource utilization and fundraising and monitor LCIF grants given to the district.
- (h) Gather club and district feedback related to service challenges, opportunities, and successes and share information gathered with multiple District Coordinator to troubleshoot/remove barriers impeding the successful implementation of service programs.

Section 6. GLOBAL MEMBERSHIP TEAM (GMT) DISTRICT COORDINATOR²⁴: The GMT District Coordinator is a member of the District Global Action Team. His/her responsibilities include:

- (a) Collaborate with the GLT and GST District Coordinators and the Global Action Team District Chairperson (District Governor) to further initiatives focused on leadership development, membership growth and expanding humanitarian service.
- (b) Develop and execute an annual District membership development plan.
- (c) Collaborate with region, zone, and club membership chairpersons to identify communities without a club or where additional clubs can be chartered.
- (d) Motivate clubs to invite new members, inspire positive club membership experiences, and ensure clubs are aware of available membership programs and resources.

²³ See International Association of Lions Clubs Standard District By-Laws (Rev. 07/04/2017) Article III, Section 5.

²⁴ See International Association of Lions Clubs Standard District By-Laws (Rev. 07/04/2017) Article III, Section 6.

- (e) Monitor club membership reports. Recognize clubs that are increasing membership and support clubs that are losing members.
- (f) Work with clubs in danger of cancellation by ensuring payments are submitted on time.
- (g) Encourage diverse populations to participate in Global Action Team Initiatives.
- (h) Respond promptly to prospective member leads provided by the GMT multiple District Coordinator or LCI, track recruitment and provide status report of the lead.
- (i) Complete requirements and submit applications to receive District funding from LCI for membership development activities.
- (j) Confirm new members are provided an effective member orientation at the club level, in collaboration with the GLT District Coordinator and the club officers.
- (k) Provide retention strategies to clubs in collaboration with GLT and GST District Coordinators.

Section 7. GLOBAL LEADERSHIP TEAM (GLT)²⁵ DISTRICT COORDINATOR: The GLT District Coordinator is a member of the District Global Action Team. His/her responsibilities include:

- (a) Collaborate with your GMT and GST District Coordinators and Global Action Team District chairperson (District Governor) to further initiatives focused on leadership development, membership growth and expanding humanitarian service.
- (b) Develop and execute an annual District leadership development plan.
- (c) Communicate regularly with region/zone chairpersons and club vice presidents to ensure they are aware of leadership development programs and resources available.
- (d) Provide ongoing motivation to region/zone chairpersons and club vice presidents to achieve leadership development goals.
- (e) Promote leadership development opportunities that encourages participation all levels of the association.
- (f) Collaborate with GMT and GST District Coordinators to provide retention strategies to clubs.
- (g) Encourage diverse populations to participate in Global Action Team initiatives.
- (h) Identify potential and new leaders to participate in service, membership and leadership development opportunities.
- (i) Organize and facilitate instructor-led and web-based training in coordination with LCI.
- (j) Confirm new members are provided an effective member orientation at the club level, in collaboration with the GMT District Coordinator and club officers.
- (k) Complete requirements and submit applications to receive District funding from LCI for leadership development activities.

Section 8. LCIF DISTRICT COORDINATOR²⁶: The LCIF District Coordinator is nominated by the LCIF multiple District Coordinator, in consultation with the District Governor, and

²⁵ See L.C.I. Standard District By-Laws (Rev. 07/04/2017) Article III, Section 7.

²⁶ See L.C.I. Standard District By-Laws Article III, Section 8 (Rev. 07/04/2017).

appointed by the LCIF chairperson, to serve for a three-year term. This position serves as an ambassador for Lions Clubs International Foundation and reports directly to LCIF multiple District Coordinator while working closely with District leadership. His/her responsibilities include:

- (a) Be familiar with LCIF initiatives and educate Lions within the District on the various grants and projects supported by LCIF. Assist District Governors with grant applications to LCIF, as needed.
- (b) Promote foundation initiatives in District publications, during District events and to the public at large.
- (c) Ensure that local LCIF-funded projects receive proper promotion and follow grantcriteria guidelines.
- (d) Encourage all Lions to contribute to LCIF and promote individual and club recognition programs as incentives to donate to LCIF.
- (e) Identify potential major gift donors, local foundations, corporations, and businesses with the potential to support LCIF and, and when appropriate, be involved in the gift-request process.
- (f) Assist with the submission of LCIF funds, MJF applications, and other donation information when necessary.
- (g) Encourage clubs to select a Lion to serve as the club LCIF coordinator (which may be the immediate past club president). Host an annual training for club LCIF coordinators. Communicate with each LCIF club coordinator quarterly.
- (h) In collaboration with the District Governor and the LCIF multiple District Coordinator, develop and execute a plan with agreed upon goals. Communicate monthly with the LCIF multiple District Coordinator to discuss progress and challenges.

Section 9. REGION CHAIRPERSON²⁷: (if the position is utilized during the District Governor's term). The Region Chairperson subject to the supervision and direction of the District Governor, shall be the chief administrative officer in his/her region. His/her specific responsibilities should be to:

- (a) Further the Purposes of this association.
- (b) Supervise the activities of the Zone Chairpersons in his/her region and such District committee chairpersons as may be assigned to him/her by the District Governor.
- (c) In coordination with the District GMT Coordinator, play an active role in organizing new clubs and in strengthening weak clubs.
- (d) Visit a regular meeting of each club in his/her region at least once during his/her term of office, reporting his/her findings to the District Governor and the GMT District Coordinator, the GLT District Coordinator and the GST District Coordinator, as appropriate.
- (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

²⁷ For reference, see the International Association of Lions Clubs .By-Laws (Rev. 07/04/2017) Article X, Section 2(d).and International Association of Lions Clubs Standard By-Laws (Rev. 07/04/2017) Article III, Section 9, (mandatory provision).

Governor and the GMT District Coordinator, the GLT District Coordinator and the GST District Coordinator as appropriate.

- (f) Endeavor to have every club in his/her region operating under a duly adopted club constitution and bylaws.
- (g) Promote the Club Quality Initiative to the clubs within the region.
- (h) In coordination with the District GLT Coordinator, play an active role in supporting leadership initiatives by informing Lions with the zone about leadership development opportunities at the zone, District or multiple district.
- (i) In coordination with the GST District Coordinator, play an active role in promoting global service initiatives by informing Lions within the zone about service opportunities in the region, District or multiple district.
- (j) Promote representation at international and district (sub- and multiple) conventions by at least the full quota of delegates to which clubs in his/her region are entitled.
- (k) Carry out such official visitations to club meetings and charter nights as shall be assigned to him/her by the District Governor.
- (l) 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.

Section 10. ZONE CHAIRPERSONS:²⁸ The Zone Chairperson, subject to the supervision and direction of the District Governor and/or Region Chairperson, shall be the chief administrative officer in his/her Zone. His/her specific responsibilities shall be to:

- (a) Further the Purposes and Objects of this association;
- (b) Serve as Chairperson of the District Governor's Advisory Committee in his/her Zone and as such Chairperson to call regular meetings of said committee;
- (c) Endeavor to include the GMT District Coordinator, the GLT District Coordinator and the GST District Coordinator as special guests to a District Governor's Advisory Committee meeting to discuss needs related to membership, leadership development and service and how these teams may assist the clubs 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 and Region Chairperson; Copies should also be sent to the GMT District Coordinator, the GLT District Coordinator, and the GST District Coordinator when appropriate.
- (e) Promote the Club Quality Initiative to the club s within the zone.
- (f) In coordination with the GMT District 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;

²⁸ For reference, see the International Association of Lions Clubs By-Laws Article X Section 2 (e) (Rev. 07/04/2017) and International Association of Lions Clubs Standard district By-Laws Article III, Section 10 (Rev. 07/04/2017) with reference to the duties of the Zone Chairperson, (mandatory provision).

- (g) In coordination with the GLT District 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) In coordination with the GST District Coordinator, play an active role in promoting global service initiatives by informing Lions within the zone about service opportunities in the zone, district or multiple district.
- (i) Represent each Club in his/her Zone in any problems with District, Multiple District or Lions Clubs International;
- (j) Supervise the progress of District, Multiple District and Lions Clubs International projects in his/her Zone;
- (k) Endeavor to have every Club within his/her Zone operating under a duly adopted Club Constitution and By-Laws;
- (l) Promote representation at International and District Conventions by at least the full quota of delegates to which Clubs in his/her Zone are entitled;
- (m) 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 may have discovered, with a copy to the District Governor.
- (n) Perform such other functions and acts as may be required of him/her by the International Board of Directors through the Zone Chairperson's Manual and other directives.

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

Section 11. DISTRICT GOVERNOR'S CABINET: The District Governor's Cabinet shall:

- (a) Assist the District Governor in the performance of his/her duties and in the formulation of administrative plans and policies affecting the welfare of Lionism within the District;
- (b) Receive, from Region Chairpersons, reports and recommendations which concern the Clubs and Zones.

Section 12. SERGEANT-AT-ARMS: The Sergeant-at-Arms shall maintain order and decorum at the respective conventions and meetings and perform such other duties as are incident to his office under ROBERT'S RULES OF ORDER, NEWLY REVISED.

ARTICLE III *DISTRICT COMMITTEES*²⁹

Section 1. DISTRICT GOVERNOR'S ADVISORY COMMITTEE: It shall assist the Zone Chairperson in an advisory capacity; procure recommendations affecting the welfare of Lionism and the Clubs in the Zone, and relay the same through the Zone Chairperson to the District Governor and his/her Cabinet.

Section 1.1 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 thereof. 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; each such Zone meeting to be held not later than twenty-one (21) days after each District Cabinet meeting.

Section 2. DISTRICT GOVERNOR'S HONORARY COMMITTEE: The District Governor may appoint a District Governor's Honorary Committee, composed of Past District Governors, who are members in good standing of chartered Lions Clubs in good standing within the District. This committee shall meet when and as called upon by the District Governor.

Section 3. OTHER DISTRICT COMMITTEES: The District Governor shall appoint such committees as he deems appropriate to promote and carry out programs of the District, Multiple District and the International Association of Lions Clubs.

Section 4. LONG RANGE PLANNING COMMITTEE:

Section 4.1 Purpose: To study the Lionism program in Ohio Lions District 13-OH5 and make recommendations to the District Cabinet as to ideas, programs and policies to promote and improve Lionism in the District.

Section 4.2 Membership: The following officers and appointees shall serve on this committee:

- a- First Vice-District Governor, Chairperson
- b- District Governor
- c- Second Vice- District Governor
- d- Immediate Past District Governor
- e- Appointments by First Vice-District Governor in consultation with the District Governor:
 - i. 1 Zone Chairperson from each Region
 - ii. 1 Club President from each Region
 - iii. 1 Club Secretary from each Region

²⁹ Note: The Credentials Committee, the District Convention Committee, and the District Convention Committee on Constitution and By-Laws are set forth in Article V, District Convention.

- iv. 1 Lion from each Region (Non-Officer preferred)
- v. 1 Past District Governor
- vi. 1 District Membership Chairperson
- vii. 1 District Extension Chairperson

Section 4.3 Appointments: Appointments of Lion Members shall be for a two year term with one half being appointed annually, except in case of filling vacancies.

Section 4.4 Authority: This Committee shall serve in an advisory capacity only, and submit any recommendations to the District Cabinet at a regular meeting of the Cabinet.

Section 5. LIONS DISTRICT 13-OH5 EYE CARE FUND ADVISORY COMMITTEE:

Section 5.1 Purpose of Committee: The purpose of the Lions District 13OH5 Eye Care Fund Advisory Committee (the “Committee”) shall be (1) to review and approve applications for financial assistance to individuals in obtaining needed vision care, including eye exams, eye-related medical procedures, and acquisition of eye glasses, in cases of demonstrated financial need where other sources of assistance have been exhausted or are unavailable, and to recommend to the Ohio lions Foundation that payment for such services be made from the District 13-OH5 Eye Care Restricted Fund of the Ohio Lions Foundation (the "District Eye Care Fund")³⁰, (2) to solicit contributions for the District Eye Care Fund, and (3) to serve as the advisory committee for the District Eye Care Fund.

Section 5.2 Membership of Committee: The Committee shall consist of five (5) members appointed by the District Governor for a three (3) year term.

Section 5.3 Appointment of Committee Members: The Committee members shall initially be appointed as follows: two (2) members shall be appointed for a three year term, two (2) members shall be appointed for a two (2) year term, and one (1) member shall be appointed for a one (1) year term. Thereafter, all appointments shall be for a full three year term. Vacancies shall be filled by appointment by the District Governor for the remainder of the unexpired vacant term. A Committee member may be reappointed for additional terms.

Section 5.4 Authority of Committee: The Committee shall serve as the Advisory Committee for the District 13-OH5 Eye Care Restricted Fund of the Ohio Lions Foundation. The Committee shall have the authority to review and approve applications for financial assistance to individuals in obtaining needed vision care, including eye exams, eye-related medical procedures, and acquisition of eye glasses, in cases of demonstrated financial need where other sources of assistance have been exhausted or are unavailable, and to recommend to the Ohio Lions Foundation that payment for such services be made from the District Eye Care Fund.

³⁰ Formerly known as the “District 13-F Eye Care Restricted Fund of The Ohio Lions Foundation.

Section 5.5 Procedures. The Committee shall establish uniform rules and procedures for the processing of requests for financial assistance consistent with the purpose of the Fund subject, to the review and approval of the District 13-OH5 Cabinet and the Ohio Lions Foundation.

Section 6. LIONS SENSORY GARDEN FUND ADVISORY COMMITTEE:

Section 6.1 Purpose: To supervise the maintenance of the Lions Sensory Garden at the Ohio State School for the Blind, to serve as the Advisory Committee for the Lions Sensory Garden Restricted Fund of the Ohio Lions Foundation (the :Sensory Garden Fund:), and to recommend expenditures from the Fund.

Section 6.2 Membership: This Committee shall be composed of six (6) Lions interested in and willing to **serve** in this capacity. The Committee initially shall consist of two (2) Lions to serve for a one (1) year term, two (2) Lions to serve for a two (2) year term, and two (2) Lions to serve for a three (3) year term; thereafter each member shall serve for a three (3) year term.

Section 6.3 Appointments: Committee members, including appointments to fill unexpired terms, shall be appointed by the District Governor. A committee member may be reappointed for additional terms.

Section 6.4 Authority: This Committee shall have the authority to take such actions as are necessary to maintain the Lions Sensory Garden at the Ohio State School for the Blind and to recommend expenditures from the Lions Sensory Garden Fund at the Ohio Lions Foundation. The Committee has the authority to solicit the funds necessary to have adequate resources to do the maintenance.

Section 7. MEMORIAL TOURNAMENT VOLUNTEER FUND COMMITTEE:

Section 7.1 Purpose of Committee: The purpose of the Lions District 13OH5 Memorial Tournament Volunteer Committee (the “Memorial Committee”) will be to coordinate with the Memorial Tournament Committee and to recruit volunteers necessary to carry out the project for the entire tournament.

Section 7.2 Membership of Committee: The Memorial Committee shall consist of no less than seven (7) members and no more than nine (9) members as follows: The Committee Chairperson, the District Governor, the First Vice-District Governor, and no less than four (4) and no more than six (6) project captains.

Section 7.3 Appointment of Memorial Committee Members: The Memorial Committee members, other than the District Governor and the First Vice-District Governor, shall be appointed by recommendation of the Memorial Committee and approved by the District Governor. Vacancies shall be filled by recommendation of the Committee and approved by the District Governor.

Section 7.4 Authority of Memorial Committee: The Memorial Committee shall review all applications for disbursements of funds and present the Memorial Committee's recommendation to the District Cabinet for approval.

Section 7.4.1 George Empson Scholarships. A total of four (4) George Empson Scholarships may be awarded each fiscal year in the amount of \$1,000.00 per recipient.

Section 7.4.2 The scholarships may be used for tuition, room and board, and books, at an accredited post-secondary educational institution, including vocational, college or university.

Section 7.4.3 The Memorial Committee shall be responsible for reviewing applications and awarding the scholarships.

Section 7.4.4 Checks shall be drawn on the segregated bank account for the Fund and issued payable in the joint names of the student and the institution, and shall be signed and co-signed as provided in Section 7.6.

Section 7.5 Segregated Account: The funds raised from the Memorial Tournament are to be used solely for philanthropic purposes. A separate bank account(s) for these District funds must be maintained keeping these funds segregated from the District administrative checking account.

Section 7.6 Disbursement of Fund: Funds shall be disbursed only upon approval by the District Governor's Cabinet. Disbursements there from shall be by checks drawn and signed by the Cabinet Secretary-Treasurer and countersigned by the District Governor, or First Vice-District Governor or the Second Vice-District Governor.

Section 7.7 Audit: The District Governor shall provide for an annual or more frequent audit of the Memorial Tournament Volunteer Fund and shall give an annual financial report of said Fund to each Annual District Convention.

ARTICLE IV

DISTRICT MEETINGS; DISTRICT CABINET MEETINGS; REGIONS AND ZONES

Section 1. DISTRICT CABINET MEETING:

Section 1.1 Regular: A regular meeting of the Cabinet shall be held in each quarter of the fiscal year, with the first to be held within sixty (60) 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 and all committee chairpersons by the Cabinet Secretary-Treasurer.

Section 1.2 Special: Special meetings of the Cabinet may be called by the District Governor at his/her discretion, or shall be called upon written request made to the District Governor or the Cabinet Secretary-Treasurer by a majority of the members of the Cabinet. Not fewer than five (5) nor more than ten (10) days written notice (**DELIVERED BY PERSONAL DELIVERY, U.S.**

MAIL, COURIER SERVICE, OR BY USE OF AUTHORIZED ELECTRONIC EQUIPMENT) of special meetings, setting forth the purposes thereof and a date, time and place determined by the District Governor, shall be given to each member and all committee chairpersons by the Cabinet Secretary-Treasurer.

Section 1.3 Quorum and Vote: The attendance of a majority of the members of the Cabinet shall constitute a quorum for any meeting thereof. In all such meetings, all members of the Cabinet, appointed or elected, shall have voting privileges.

Section 1.4 Discretion to extend voting privileges to Past District Governors actually present: The Cabinet *may*, at its first meeting, extend voting privileges to Past District Governors not otherwise a member of the District Cabinet (who are members in good standing of a chartered Lions Club in good standing in the District) who are actually present at a District Cabinet Meeting.

Section 2. REGIONS AND ZONES:

Section 2.1 Regions. The District Governor shall divide the District into Regions of no more than twenty-five (25) and no fewer than ten (10) Lions Clubs, and each such Region into Zones of no more than eight (8) and no fewer than four (4) Lions Clubs, giving due regard to the geographical locations of the clubs. All such Regions and Zones shall be subject to change by the District Governor when, in his sole discretion, he shall deem the same necessary to the best interest of Lions Clubs International.

Section 2.2 Region Meetings. If the position of Region Chairperson is utilized during the District Governor's term, meetings of representatives of all clubs in a Region, with the Region Chairperson presiding, shall be held during the fiscal year at times and places fixed by the Region Chairperson of the respective Region.

Section 2.3 Zone Meetings. Meetings of representatives of all clubs in a Zone, with the Zone Chairperson presiding, shall be held during the fiscal year at times and places fixed by the Zone Chairperson of the respective Zone.

ARTICLE V³¹ *DISTRICT CONVENTION*

Section 1. CONVENTION SITE SELECTION: The District Governor (or at the District Governor's discretion, the FIRST Vice-District Governor shall receive invitations in writing from places desiring to entertain the succeeding year's Annual Convention. All invitations shall set forth such information as the District Governor shall from time to time require and shall be delivered to him no later than thirty (30) days prior to the convening date of the Convention at which they are to be voted upon. Procedures to be followed in investigation of bids and in presentation of the same to Conventions, as well as action to be taken by a Convention in the event no bids are acceptable to, or received by the District Governor, shall be determined by the District Governor.

³¹ For reference see International Association of Lions Club By-Laws (Rev. 07/04/20147) Article XIII.

Section 2. DISTRICT CONVENTION COMMITTEE: The District Governor shall appoint, designate the Chairperson of, and fill any vacancies occurring in the District' Convention Committee as he deems appropriate. This committee shall perform such duties as the District Governor shall designate.

Section 3. 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.³²

Section 4. SITE CHANGE: The District Cabinet shall retain, and have, power to change at any time, for good reason, the convention site previously chosen and neither the district, officers of the district nor any member of the district cabinet, shall incur any liability thereby to any club or club member in the district. Notice of this site change shall be furnished in writing to each club in the district no less than thirty (30) days prior to the convening date of the annual convention.³³

Section 5. OFFICERS: The members of the District Cabinet shall be the officers of the annual District Convention.³⁴

Section 6. SERGEANT-AT-ARMS: A convention sergeant- at-arms and such assistant sergeant-at-arms as deemed necessary shall be appointed by the district governor.

Section 7. 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.³⁵

Section 8. CREDENTIALS COMMITTEE³⁶: The Credentials Committee of the district convention shall be composed of the District Governor, as chairperson, the cabinet secretary or the cabinet secretary-treasurer and two other non-officers of the district appointed by the District Governor, each of whom shall be a member in good standing of a different Lions club in good standing in the district. The non-officers shall not, through the duration of the appointment, hold any district or international office either by election or appointment. The Credentials Committee shall have the powers and perform the duties set forth in ROBERT'S RULES OF ORDER, NEWLY REVISED.

Section 9. DISTRICT CONVENTION COMMITTEE ON CONSTITUTION AND BY-LAWS: The District Governor shall appoint the members of, and designate the Chairperson of, and fill any vacancies occurring in, the District Convention Committee on Constitution and By-Laws as he deems appropriate. Only proposed amendments reported by the District Convention Committee on Constitution and By-Laws may be voted upon at the District Convention.

³² See L.C.I. Standard District By-Laws Article VI, Section 2 (mandatory provision).

³³ See L.C.I. Standard District By-Laws Article VI, Section 3 (mandatory provision).

³⁴ See L.C.I. Standard District By-Laws Article VI, Section 4 (mandatory provision).

³⁵ See L.C.I. Standard District By-Laws Article VI, Section 6 (mandatory provision).

³⁶ For reference, see L.C.I. Standard District By-Laws Article VI, Section 7 (mandatory provision).

Section 10. 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.³⁷

Section 10.1 Except as otherwise specifically provided in this Constitution and By-Laws, or in the Rules of Procedure adopted for a meeting, all questions of Order and Procedure in any District meeting or convention, any meeting of the District Cabinet, a Region, Zone or member club or of any group or committee of any one of them shall be determined by ROBERT'S RULES OF ORDER, NEWLY REVISED.

**ARTICLE VI *NOMINATION AND ENDORSEMENT INTERNATIONAL
DIRECTOR AND THIRD VICE-PRESIDENT NOMINEES***³⁸

Section 1. ENDORSEMENT PROCEDURE: Subject to the provisions of the International Constitution and By-Laws, any member of a Lions Club in the District seeking endorsements of a District convention as a candidate for the office of International Director or Third Vice- President shall:

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

Section 2. NOMINATION: Each Notice of Intention so delivered shall be transmitted forthwith by the District Governor to the Nominating Committee of the respective Convention, which shall review and perfect the same by obtaining from each prospective candidate any additional evidence of such intention and qualifications as may be necessary under the International Constitution and By-Laws, and shall place in nomination at the respective Convention the name of each such prospective candidate who has fulfilled said procedural and Constitutional requirements.

Section 3. SECONDING SPEECH: Each such nominee for endorsement shall be entitled to one (1) seconding speech of no more than three (3) minutes duration each.

Section 4. VOTE: The vote on the question of endorsement shall be by secret written ballot, unless there shall be only one nominee seeking the same, in which event a voice vote may be taken.

³⁷ See L.C.I. Standard District By-Laws Article VI, Section 8 (mandatory provision).

³⁸ For reference see International Association of Lions Clubs Standard District By-Laws, Article I (Rev 07/04/217) and see International Association of Lions By-Laws Article II, Section 4. For reference, also see Multiple District 13-Ohio Lions, Inc. Constitution Article XIII.

The nominee receiving a majority of the votes cast shall be declared endorsed (elected) as the candidate of the Convention and District. In the event of a tie vote, or failure of one nominee to receive the required majority, on any ballot, balloting shall continue until one receives the required majority of the votes cast.

Section 5. CERTIFICATION OF ENDORSEMENT:³⁹ 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 of the Multiple District, to the Multiple District Council of Governors) in accordance with the requirements set forth, in the International Constitution and By-Laws.

Section 6. VALIDITY:⁴⁰ No district endorsement of any candidacy of any member of a Lions Club in this District shall be valid unless and until the provisions of this Article V. have been met.

ARTICLE VII *DISTRICT ADMINISTRATIVE FUND*⁴¹

Section 1. DUES: To provide revenue to defray the non-convention administrative expenses of the District, an additional annual District Administrative Fund Per Capita dues of \$1.00, in addition to the District Administrative Per Capital Tax imposed under the Multiple District 13 Ohio Lions, Inc., Constitution, Article X,⁴² is hereby levied upon each member of each club in the District, with the exception of members of a Lions Club designated as a Campus Club by the Multiple District 13-Ohio Lions Inc. Council of Governors.⁴³ shall be collected and paid in advance by each club in two (2) semi-annual payments as follows: \$0.50 per club member on the first day of July of each year to cover the semi-annual period July 1 to December 31; and \$0.50 per club member on the first day of January of each year, to cover the semi-annual period January 1 to June 30, with billings of the same to be based upon the roster of each club as of the last days of May and November, respectively. Said dues shall be paid to the Cabinet Secretary-Treasurer by each club, except newly chartered and reorganized clubs, which shall collect and pay said per capita dues on a pro-rata basis from the first day of the second month following the date of their organization or reorganization, as the case may be.

Section 1.1 Said per capita dues shall be disbursed only upon approval by the District Governor's Cabinet. Disbursements there from shall be by checks drawn and signed by the Cabinet Secretary-Treasurer AND COUNTERSIGNED BY THE District Governor., OR THE FIRST VICE-DISTRICT GOVERNOR, OR THE SECOND VICE-DISTRICT GOVERNOR.

³⁹ Mandatory provision per L.C.I. Standard District By-Laws Article I, Section 5.

⁴⁰ Mandatory provision per L.C.I. Standard District By-Laws Article I, Section 6.

⁴¹ Placement moved from the Constitution to the By-Laws to be consistent with the placement of the revenue provisions of the L.C.I. By-Laws and the L.C.I. Standard District By-Laws.

⁴² The District Administrative Per Capital Tax under Article X of the Multiple District 13 Ohio Lions Inc. Constitution (Rev. 08/2015) is \$1.84, resulting in total District Administrative Per Capita Tax of \$2.84 (\$1.84 imposed under Article X of the Multiple District 13 Ohio Lions Inc. Constitution (Rev. 08/2015) plus \$1.00 imposed under this Article.)

⁴³ See Multiple District Constitution Article III Section 2 and Article X, Section 1.

Section 2. DISTRICT GOVERNOR’S INTERNATIONAL CONVENTION

EXPENSES: Expenses of the District Governor in connection with his attending the International Convention shall be considered a District Administrative expense. Reimbursement for such expenses shall be made on the same basis as outlined in the Rules of Audit of Lions Clubs International, provided, such expenses are covered and approved in the District Budget.

Section 3. BALANCED BUDGET: The District Governor and his Cabinet shall not incur obligations in any fiscal year which will effect an unbalanced budget or deficit in said fiscal year.

Section 4. BONDING: The Cabinet Secretary-Treasurer shall be bonded in such amount and with such surety company as shall be approved by the District Governor and the cost of same shall be an administrative expense.

Section 5. AUDIT: The District Governor shall provide for an annual or more frequent audit of the books and accounts of the Cabinet Secretary-Treasurer, and a statement of the financial condition of the District shall be sent to Lions Clubs International and each club in the District within sixty (60) days after the close of the fiscal year by the District Governor then in office.

ARTICLE VIII

DISTRICT CONVENTION AND LEADERSHIP TRAINING FUND⁴⁴

Section 1. DUES: In lieu of or in addition to a District Convention registration fee, an annual per capita District Convention and Leadership Training Fund (“DCLTF”) Dues of \$1.00 may be levied upon each member of each club in the District, with the exception of members of a Lions Club designated as a Campus Club by the Multiple District 13-Ohio Lions Inc. Council of Governors⁴⁵, and shall be collected and paid in advance by each club in the District and shall be collected and paid in advance by each club, except newly chartered and reorganized clubs, in two (2) semi-annual payments as follows: \$0.50 per club member on the first day of July of each year to cover the semi-annual period July 1 to December 31; and \$0.50 per club member on the first day of January of each year, to cover the semi-annual period January 1 to June 30, with billings of said dues to be based upon the roster of each club as of the last days of May and November, respectively. These dues shall be collected from the clubs by, and remitted to, the Cabinet Secretary-Treasurer, who shall deposit the monies so collected in a special account in a bank or other depository chosen by the District Governor’s Cabinet.

⁴⁴ Placement moved from the Constitution to the By-Laws to be consistent with the placement of the revenue provisions of the L.C.I. By-Laws and the L.C.I. Standard District By-Laws.

⁴⁵ See Multiple District Constitution Article III Section 2.

Section 1.1 The funds so collected shall be used exclusively for defraying expenses of District Convention and Leadership Training and shall be expended only by District checks drawn and signed by the Cabinet Secretary-Treasurer AND COUNTERSIGNED BY THE District Governor, OR THE FIRST VICE-DISTRICT GOVERNOR OR THE SECOND VICE-DISTRICT GOVERNOR. Any club which is chartered or reorganized in a current fiscal year shall collect and pay said convention per capita tax for said fiscal year on a pro-rata basis from the first day of the second month following the date of its organization or reorganization, as the case may be.

Section 2. CARRYOVER: In any fiscal year, any balance remaining in the DCLTF Fund after payment of all Convention Administrative and Leadership Training Expenses in that year shall remain in said DCLTF Fund and become available for future convention and leadership training expenses and be treated as income in any fiscal year in which expended or otherwise budgeted for payment of such expenses.

Section 3. DISTRICT CONVENTION FEE: Such fee as the District Governor shall set may be collected, under procedures set by the District Governor, from each delegate, alternate, and guest attending the District Convention to defray the actual cost of the convention, meals and entertainment.

Section 4. AUDIT: The District Governor shall provide for an annual or more frequent audit of the DCLTF Fund and shall give an annual financial report of said Fund to each Annual District Convention.

ARTICLE IX MISCELLANEOUS

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

ARTICLE X AMENDMENTS

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

Section 2. NOTICE: No amendment shall be so reported or voted upon unless the same shall have been furnished in writing to each Club, through regular post or authorized electronic means, 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. If sent by electronic means, that notice shall be sent to the electronic address furnished by the intended recipient for transmission by electronic means.⁴⁶

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

⁴⁶ See O.R.C. Section 1702.18 regarding notice by electronic means.

Section 4. 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 By-Laws shall automatically be updated in the District By-Laws at the close of the International Convention.⁴⁷

ARTICLE XI LCIF STANDARD GRANT TO DISTRICT

Section 1. PURPOSE OF GRANT: To meet unmet humanitarian needs in local communities. Grants may support a variety of projects, as defined by Lions Clubs International Foundation (LCIF). These grants are intended to support projects that are beyond the traditional scope of traditional Lions fundraising activities. Lions will take the lead in initiating the project and invest their time in the development, coordination, and implementation of the project.

Section 2. DISTRICT CABINET APPROVAL: Prior to applying to LCIF for a grant, the District Cabinet must approve of the purpose for the grant and vote to give approval for the application to be submitted to LCIF.

Section 3. GRANT APPLICATION AND APPROVAL: The completed grant application and any supplementary information needed should be sent directly to LCIF Humanitarian Programs Department. The District should keep a copy of the application and all correspondence with LCIF for their records. When LCIF receives the grant application, LCIF will assign a tracking number to the grant. The application will then be reviewed and may be approved, denied, or reduced. LCIF will notify the District of the determination. If the grant is approved an award letter and grant agreement will be sent to the Grant Administrator, the Grant Project Chairperson, and any project partners, detailing the terms and conditions of the grant, as well as the financial and reporting requirements.

Section 4. GRANT ADMINISTRATION BY DISTRICT: If the grant is approved, LCIF requires the grant to be properly administered as follows:

- a. **Grant Administrator:** The District Governor in office at the time of approval of the grant is responsible for the administration of the grant, for the disbursing of the funds and the financial accounting for the grant for the duration of the grant. The Grant Administrator is responsible for any required reports to LCIF. The District has up to two years to complete the grant project. The Grant Administrator has up to three months after the completion of the project to submit the final report to LCIF. This report must be reviewed and approved by the District Cabinet before it is sent to LCIF.
- b. **Grant Secretary-Treasurer:** The Cabinet Secretary-Treasurer will issue checks approved by the Grant Administrator in the same manner as specified for all other checks written from the District checking accounts. If the District Cabinet Secretary-Treasurer changes, then the new Cabinet Secretary-Treasurer will become the Grant Secretary-Treasurer.

⁴⁷ L.C.I. Standard District By-Laws Article X, Section 2 (mandatory provision).

- c. **Grant Project Chairperson:** The District Lion who is the Grant Project Chairperson is responsible for the implementation of the project to carry out the purpose of the project, as well as working with any project partners. The Grant Project Chairperson is also responsible to keep the Grant Administrator and District Cabinet informed of the progress of the project.

ARTICLE XII *EFFECTIVE DATE*

These By-Laws shall take effect at the close of the District Convention at which the same is adopted by the affirmative vote of a majority of the votes cast.

EXHIBIT A TO BY-LAWS

MEMBERSHIP CATEGORIES

(L.C.I. Board Policy Manual, Chapter XVII, Paragraph A.3.)

Membership in a Lions club shall be as follows:

- a. **ACTIVE:** A member eligible to seek, if qualified, any office in this club, district or association and the right to vote on all matters requiring a vote of the membership; and such obligation shall include prompt payment of dues, participation in club activities and conduct reflecting a favorable image of this Lions club in the community. This membership category shall be included in the club delegate formula calculation.
- b. **MEMBER-AT-LARGE:** A member of this club who has moved from the community, or because of health or other legitimate reason, is unable regularly to attend club meetings and desires to retain membership in this club, and upon whom the board of directors of this club desires to confer this status. The status shall be reviewed each six months by the board of directors of this club. A Member-at Large shall not be eligible to hold office or to vote in district or international meetings or conventions, but shall pay such dues as the local club may charge, which dues shall include district and international dues. This membership category shall be included in the club delegate formula calculation.
- c. **HONORARY:** An individual, not a member of this Lions club, having performed outstanding service for the community of this Lions club, upon whom this club desires to confer special distinction. This club shall pay entrance fees and international and district dues on such a member, who may attend meetings, but shall not be entitled to any privileges of active membership. This membership category shall not be included in the club delegate formula calculation.
- d. **PRIVILEGED:** A member of this club who has been a Lion fifteen or more years, who, because of illness, infirmities, advanced age or other legitimate reason, as determined by the board of directors of this club, must relinquish

his/her active status. A Privileged Member shall pay such dues as the local club may charge, which dues shall include district and international dues. He/she shall have the right to vote and be entitled to all other privileges of membership except the right to hold club, district or international office. This membership category shall be included in the club delegate formula calculation.

- e. **LIFE MEMBER:** Any member of this club who has maintained Active membership as a Lion for 20 or more years and has rendered outstanding service to this club, his/her community, or this association; or any member who is critically ill; or any member of this club who has maintained such active membership for 15 or more years and is at least 70 years of age may be granted Life Membership in this club upon:
- (1) Recommendation of this club to the association,
 - (2) Payment to the association of US\$650.00, or its equivalent in the respective national currency, by this club in lieu of all future dues to the association,

and

A Life Member shall have all privileges of active membership so long as he/she fulfills all obligations thereof. A Life Member who desires to relocate and receives an invitation to join another Lions club shall automatically become a Life Member of said club. Nothing herein shall prevent this club from charging a Life Member such dues as it shall deem proper. Former Lioness members, who are now Active members of their Lions clubs or who become Active members of a Lions club on or before June 30, 2007, may apply all of their prior Lioness service toward Life membership eligibility. Lioness members who become Active members of a Lions Club after June 30, 2007, will not be eligible for Lioness service credit for the purposes of Life membership eligibility. This membership category shall be included in the club delegate formula calculation.

- f. **ASSOCIATE MEMBER:** A member who holds his/her primary membership in another Lions club but maintains a residence or is employed in the community served by this club. This status may be conferred by the invitation of the board of directors and shall be reviewed annually. The club shall not report an Associate Member on its Membership Report.

An Associate Member may be eligible to vote on club matters, at meetings where he/she is present in person, but may not represent the club as a delegate at district (single, sub-, provisional and/or

multiple) or international conventions. He/she shall not be eligible to hold club, district or international office nor district, multiple district or international committee assignments through this club. International and district (single, sub-, provisional, and/or multiple) dues shall not be assessed on an Associate; PROVIDED, however, nothing shall prevent this club from assessing an Associate such dues as it shall deem proper. This membership category shall not be included in the club delegate formula calculation.

- g. **AFFILIATE MEMBER:** A quality individual of the community who currently is not able to fully participate as an Active member of the club but desires to support the club and its community service initiatives and be affiliated with the club. This status may be conferred by the invitation of the club's board of directors.

An Affiliate Member may be eligible to vote on club matters at meetings where he/she is present in person, but may not represent the club as a delegate at district (single, sub, provisional, and/or multiple) or international conventions.

He/she shall not be eligible to hold club, district or international office, nor district, multiple district or international committee assignment. An Affiliate Member shall be required to pay district, international and such dues as the local club may charge. This membership category shall be included in the club delegate formula calculation.

