

CONSTITUTION AND BY-LAWS  
OF  
SUB-DISTRICT 1-D  
LIONS OF ILLINOIS

2016 EDITION

ARTICLE I

NAME

This Organization shall be known as “SUB-DISTRICT 1-D, LIONS OF ILLINOIS, LIONS CLUBS INTERNATIONAL”, and will be hereinafter referred to as “District” or “District 1-D”.

ARTICLE II

OBJECTS

The purposes of this organization are to provide administrative structures through which to advance Lionism within the District in accordance with the objects of Lions Clubs International and to bring greater strength to the Lions Clubs of District 1-D through a unity of effort.

ARTICLE III

MEMBERSHIP

The membership of this organization shall consist of all Lions Clubs in the District duly chartered by the International Association of Lions Clubs, hereinafter referred to as “Lions clubs International”, and in good standing with Lions Clubs International and Multiple District One. The boundary lines of the District shall include the following: the counties of Jo Daviess, Stephenson, Winnebago, Boone, Carroll, Ogle, Whiteside, and Lee, and that part of McHenry County which is West of State Highway 23 and that part of DeKalb County which is North of State Highway 72.

ARTICLE IV

DISTRICT ORGANIZATION

Section 1. Cabinet and Officers

- A. The District Governor shall be elected at the Annual Convention of the District, and shall take office immediately on adjournment of the International Convention next following his/her election, serving until the adjournment of the following International Convention. He/she shall be a member in good standing of a chartered club in the District and shall have served: 1) as President of a Lions Club for a full term or major portion thereof, and as a member of the Board of Directors of a Lions club for no less than two (2) additional years, and 2) as Zone Chairperson or Cabinet Secretary and/or Treasurer of the District for a full term or major portion thereof, 3) with none of the above being accomplished concurrently.
- B. A 1<sup>st</sup> Vice District Governor and a 2<sup>nd</sup> Vice District Governor shall be elected at the same time and place as the District Governor is elected, shall serve for the same term as

the District Governor, and shall have the same qualifications for office as are herein required for the election to the office of District Governor.

- C. A District Trustee of the Lions of Illinois Foundation shall be elected at the same time and place as the District Governor 1<sup>st</sup> Vice District Governor and 2<sup>nd</sup> Vice District Governor. The Trustee is elected for a two year term and shall be a member in good standing of a Lions Club in good standing in the District.
- D. The District shall be administered by its duly elected District Governor. He/she shall appoint within thirty (30) day after officially taking office, a District Cabinet consisting of a Cabinet Secretary and/or Treasurer, and a Zone Chairperson for each Zone within the District. The District Cabinet shall also include the 1<sup>st</sup> Vice District Governor and 2<sup>nd</sup> Vice District Governor, the elected District Trustees (2) of the Lions of Illinois Foundation and the Immediate Past District Governor as voting members, and may, by vote of the District Cabinet, include as members of the District Cabinet any Past District Governor or Governors, Past International Officers or Directors and Chairpersons of District Committees, with or without voting rights. Each Officer appointed by the District Governor shall be a member in good standing of a Lions Club in good standing in the District. The District Governor shall have the right to remove any appointed Officer for good and sufficient reasons, and any vacancy in the District Cabinet may be filled by appointment by the District Governor.

## Section 2. Meetings

- A. Regular. At least one regular District Cabinet meeting shall be held in each quarter of the fiscal year at such times and places as may be fixed by the District Governor. Ten (10) days written notice of meetings setting forth date, time, and place shall be given to each member by the Cabinet Secretary and/or Treasurer.
- B. Special. Special meetings of the District 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 and/or Treasurer by a majority of the voting members of the Cabinet. Not fewer than five (5) day notice in writing or by telephone, stating the purposes, and a date, time, and place of such special meeting shall be given to each member by the Cabinet Secretary and/or Treasurer.
- C. Quorum. The attendance of a majority of the voting members of the Cabinet shall constitute a quorum for any Cabinet meeting with a minimum of seven (7) of the thirteen (13) members of the District Governors cabinet as described in this document, Section 1, Item D.

## Section 3. Zones

- A. The District Governor shall divide the District Zones of twelve (12) or less clubs each, giving due regard to the geographical locations of the clubs. Naming of Zones shall be by location names starting with first Zone in northwest corner of the district. Current six Zones clockwise around district from top to bottom shall be named: Northwest Zone, Northwest Central Zone, Northeast Central Zone, Southeast Zone and Southwest Zone. Future reorganization of fewer or more Zones within District 1-D may result in name changes to fully designate location of each Zone in District 1-D. All such Zones shall be

subject to change by the District Governor as he/she may deem advisable for the best interest of Lionism and the individual clubs.

- B. **Zone Meetings.** Meetings of representatives of all clubs within a Zone, with the Zone Chairperson presiding, must be held within thirty (30) days following each scheduled quarterly District 1-D cabinet meeting at the discretion of the District Governor or Zone Chairperson, at times and places fixed by the Zone Chairperson of the Zone.

#### Section 4. District Committees

- A. The 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.
- B. District Governor's Honorary Committee. The District Governor may appoint a District Governor's Honorary Committee composed of Past International Officers, Past International Directors and Past District Governors within the District. The Chairperson of the Committee shall be appointed by the District Governor, and the committee shall meet when and as called upon to meet by the District Governor or the Committee Chairperson.
- C. Standing Committees. The District Governor shall appoint such Standing Committees and/or Committee Chairpersons as shall be deemed necessary to properly administer the affairs of Lionism within the District, and which Chairpersons may or may not be members of a State Committee. Such Standing Committees may include Campaign and Liaison, Constitution and By-Laws, State and International Conventions, Lions Quest, Lioness, Global Leadership Team (GLT), Leo Clubs/Youth Exchange, Lions Clubs International Foundation (LCIF), Global Membership Team (GMT), Information Technology/Web Liaison and State Magazine. They shall also include Lions Eye Health Program (L.E.H.P.) and Center for Sight and Hearing. The District Governor shall appoint a member to each State Standing Committee according to the Constitution and By-Laws of the Lions of Illinois, who shall attend all meetings of the State Committee and shall make a report at each District Cabinet meeting. The District Governor and the District Trustees shall appoint the LIF program coordinators who will coordinate the programs and fund raisers of the Foundation, within the District, and who shall attend all meetings required by their position of the Lions of Illinois Foundation and shall make a report at each District Cabinet meeting. Any policy procedure to be adopted by a Standing Committee or Committee Chairperson shall first be submitted to the District Cabinet for its approval, and the budget of each Standing Committee which adopts a budget shall be subject to approval by the District Cabinet. No Standing Committee or Committee Chairperson shall create obligation or make disbursements in excess of those amounts provided for any item in the budget without prior approval of the Cabinet. All Committee receipts, with the exception of contributions made directly to Lions Clubs International Foundation, shall be promptly remitted to the Cabinet Secretary and/or Treasurer for deposit in the District account, and shall be disbursed only by the Cabinet Secretary and/or Treasurer pursuant to authorization.

#### ARTICLE V

#### DISTRICT REVENUE

## Section 1. District Administration Fund

To provide revenue to defray the administrative expenses of the District, an annual per capita District Administrative Fund Tax of not less than two dollars (\$2.00) and not more than four dollars (\$4.00) to be determined by the District Cabinet at the first Cabinet Meeting. (Section 1 of Article VII of the Constitution of the Lions of Illinois) shall be levied upon each club member in the District, and shall be paid in advance by each club in two semiannual payments on September 10<sup>th</sup> and March 10<sup>th</sup> of each year, billing of the same to be based upon the Club roster as of the last day of June and the last day of December, respectively. Said tax shall be collected from each club by the Cabinet Secretary and/or Treasurer with the exception of new and reorganized clubs, which shall pay a pro-rated per capita tax beginning the first day of the second month following the dates of their organizations.

## Section 2. Collection and Disbursement

The per capita tax collected in the District shall become and remain a fund of the District and shall be disbursed only for such administrative expenses of the District as are approved by the District Cabinet. Payments out of the District Administrative Fund shall be by checks drawn and signed by the District Cabinet Secretary and/or Treasurer and countersigned by the District Governor.

## Section 3. Cabinet Secretary and/or Treasurer's Bond

The Cabinet Secretary and/or Treasurer shall be required to make bond in such amount (and with such sureties as shall be required) and shall be approved by the District Cabinet. If there is a Cabinet Secretary and Cabinet Treasurer, they both must be bonded.

## Section 4. Audit

The District Cabinet shall provide for an audit of the books and accounts of the Cabinet Secretary and/or Treasurer annually by the Auditing Committee which shall consist of the outgoing and incoming Cabinet Secretary and/or Treasurer, District Governor, 1<sup>st</sup> Vice District Governor and 2<sup>nd</sup> Vice District Governor, together with one Zone Chairperson, and one Past District Governor who are members in good standing of clubs in the District in good standing. The Zone Chairperson and Past District Governor are to be appointed by the District Governor. The District Cabinet may, at its discretion, require an audit of the books and accounts of the Cabinet Secretary and/or Treasurer during his/her term of office. A copy of the audit shall be available to each member of the Cabinet and approved at the first District Cabinet Meeting.

## Section 5. Budget

The members of the Committee shall constitute the Budget Committee, which shall be responsible for the preparation of the annual budget to be presented for adoption or other action at the first meeting of the Cabinet. A copy of the proposed budget shall be distributed to each member of the Cabinet and approved at the first District Cabinet Meeting.

## Section 6. Financial Statement

A statement of the financial condition of the District shall be sent to Lions Clubs International within sixty (60) day after the close of the fiscal year by the Governor then in office. Upon written request by any Club in the District, a copy of the financial statement shall be furnished to the said Club.

#### Section 7. District Disaster and Welfare Fund

This fund is for the purpose of assisting any Lions Club where a sudden disaster might give rise for immediate financial assistance in excess of the funds which the Club might have available in its treasury for that purpose. The Fund shall remain in a separate interest bearing account. Disbursements from said account for the foregoing purpose may be made without prior Cabinet approval upon the signatures of any two of the District Governor, Cabinet Secretary and/or Treasurer and 1<sup>st</sup> Vice District Governor.

### ARTICLE VI

#### DISTRICT CONVENTION

##### Section 1. Annual Convention

An Annual Convention of the District shall be held each year prior to the Multiple District One and the International Conventions at a place and on a date selected by the District Governor, which date shall be not less than twenty (20) days prior to the convening date of the Multiple District One Convention.

##### Section 2. Delegates

Each chartered Club in the District in good standing with Lions Clubs International and the Lions of Illinois, and the District shall be represented by one or more delegates at the Annual District Convention and shall be entitled at each such convention to one voting delegate and one alternate for each ten (10) members, or major fraction thereof, of said Club as shown by the records of the International Office on the first day of the month last preceding that month during which the Convention is held. The major fraction referred to in this section shall be five (5) or more members. Only registered delegates with certified credentials, present in person at any meeting of the Convention, and who have paid the Convention registration fee, shall be entitled to vote, and each such delegate may cast only one vote on each question. To vote on any question, an alternate delegate must obtain from the Cabinet Secretary and/or Treasurer, a delegate's credentials issued in his/her name. The new delegate credentials will be issued only upon surrender of the credentials of the delegate whom he/she is replacing.

##### Section 3. List of Club Delegates

Each Club shall submit a written list of accredited delegates and alternates to the Cabinet Secretary and/or Treasurer not later than five (5) days prior to the opening date of the Convention, and only such accredited delegates shall be entitled to vote on any matter

coming before the Convention, provided, however, that the President or Secretary of the Club, or the District Governor, may correct or add to the list at any time prior to the convening of any meeting of the Convention.

#### Section 4. Voting Privileges for Past District Governors

Each Past District Governor who is a member in good standing of a Club in the District shall be entitled to full delegate privileges at each Annual District Convention and shall not be included in the delegate quota of his/her Club.

#### Section 5. Quorum

The delegates present at any duly scheduled or announced meeting of the annual District Convention shall constitute a quorum.

#### Section 6. Registration Fee

A registration fee, the amount of which shall be fixed by the District Cabinet shall be collected from each delegate, alternate member and guest attending the Annual District Convention. Said fee shall be collected under the supervision of and for the District Cabinet, and shall be used by it for defraying the actual cost of entertainment and other expenses of the convention with the balance, if any, deposited into the Administrative Fund.

#### Section 7. Report of Convention Proceedings

Within sixty (60) days after the close of the Annual District Convention, the Cabinet Secretary and/or Treasurer shall transmit one copy of the complete proceedings thereof to the International Office. Upon written request from any Club in the District, a copy shall be furnished to that Club.

#### Section 8. Special Convention

A special Convention if the clubs of the District may be called by a two-thirds vote of the District Cabinet at such time and place as they shall determine; provided that such Special Convention shall conclude no less than 30 days prior to the convening date of the International Convention and that such Special Convention shall not be convened for the election of the district governor, first vice district governor and second vice district governor. Written notice of the Special Convention setting forth the time, place and purpose thereof, shall be provided to each club in the District by the District Cabinet Secretary, no less than 30 days prior to the convening date of the Special Convention.

### ARTICLE VII

#### AMMENDMENTS

##### Section 1. Amendment Procedure

This Constitution can be amended only at a District Convention by a two-thirds (2/3) affirmative vote of the registered delegates present and voting at a duly scheduled meeting. All voting shall be by secret ballot.

## Section 2. Source of Proposed Amendments

Any amendment proposed to the Constitution shall be first approved by the Board of Directors of the Club in which the proposal originated, and shall be submitted in writing to the Cabinet Secretary and/or Treasurer not later than ninety (90) days prior to the first scheduled day of the Annual District Convention. Amendments may also originate with the District Cabinet, provided they are adopted at a regular or special Cabinet Meeting held not later than forty-five (45) days prior to the first scheduled day of the Annual District Convention.

## Section 3. Notice to Clubs

No proposed amendment of this Constitution shall be voted upon at the Annual District Convention unless a copy in writing shall have been furnished to each Club in the District no less than thirty (30) days prior to the first scheduled day of the Convention with notice that the same will be voted upon at said Convention.

## Section 4. Effective Date

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

## Section 5. Form of Amendment

Any proposed constitutional amendment presented, considered and mailed to the Clubs as above provided may be acted upon by the Annual District Convention in any modified, altered or changed form that may result from discussion of the matter on the Convention floor.

## BY-LAWS

### ARTICLE I

#### DISTRICT NOMINATIONS AND ELECTIONS

Section 1. Nominating Committee. The District Governor shall appoint, and they shall receive, notification of their appointment at least sixty (60) days prior to the date on which the new District Governor, 1<sup>st</sup> Vice District Governor and 2<sup>nd</sup> Vice District Governor and Trustee of the Lions of Illinois Foundation (hereinafter referred to as “LIF Trustee” or “Foundation Trustee”) are to be elected, and 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 in of a different Lions Club in good standing in the district and shall not through the duration of their appointment hold any District Cabinet or International office either by election or appointment.

Section 2. Nomination Procedure. Nominations for the office of District Governor, 1<sup>st</sup> Vice District Governor, 2<sup>nd</sup> Vice District Governor and LIF Trustee shall be in writing endorsed by a majority of the members of the Club of which the candidate is a member, or by a majority of the Clubs in the District, and shall be filed with the District Nominating Committee not less than twenty (20) days prior to the date set for the election. (One (1) of two (2) LIF Trustees will be elected for a two year term during the even numbered years, starting in 2006, and the other LIF Trustee will be elected for a two year term during the odd numbered years, starting with 2007.) All such written nominations shall be examined by the Nominating Committee, and if found to be in proper order, shall be reported by the Committee to the meeting of the delegates of the Clubs in the District at which the District Governor, 1<sup>st</sup> Vice District Governor, 2<sup>nd</sup> Vice District Governor and LIF Trustee are to be elected. If the Nominating Committee determines that any written nomination is not in proper order, it shall immediately, and in no event later than ten (10) days after receipt thereof, return the nominating petition to the Club submitting it with the reasons therefore. All nominations shall be closed at midnight of the twentieth day preceding the day of the election, and no nominations shall be received thereafter or made from the floor except upon certification from the Nomination Committee that no nominations in proper form have been received with the time limit herein specified, or except if by reason of death, disability or withdrawal prior to the election of all candidates properly nominated there remains no candidate, at the time of the election, for the office of District Governor, 1<sup>st</sup> Vice District Governor, 2<sup>nd</sup> Vice District Governor or LIF Trustee in either of which event nominations may be made from the floor. As soon as practicable after the closing date of the nominations, the District Governor shall notify all of the Clubs in the District as to the names of the nominees determined by the Nominating Committee to be properly nominated and who will, accordingly, be candidates for the office of District Governor, 1<sup>st</sup> Vice District Governor, 2<sup>nd</sup> Vice District Governor and LIF Trustee at the election meeting.

Section 3. Nominating Speeches. Nominating speeches shall be limited to one of not over five (5) minutes in duration, and one seconding speech of not over three (3) minutes for each candidate.

Section 4a. Voting Procedure. The election for District Governor 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.

Section 4b. Voting Procedure. The elections for 1<sup>st</sup> and 2<sup>nd</sup> Vice District Governors 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.

Section 4c. Voting Procedure. The election for Lions of Illinois Foundation Trustee 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.

Section 5. Refusal to Act. In the event that a District Governor fails or refuses to perform the duties of his/her office as prescribed by this Constitution and By-Laws of Lions Clubs International, the Cabinet Secretary and/or Treasurer shall, upon the written request of a majority of the voting members of the District Cabinet, call a meeting of the District Cabinet within twenty (20) days after receipt of such request for the purpose of considering a recommendation to the President and Board of Directors of Lions Clubs International that he/she be removed from office. The notice of such meeting shall be in writing, shall be mailed to each member of the District Cabinet not less than fifteen (15) days prior to the date set for the meeting, and shall specify the purpose of the meeting. Upon a two-thirds (2/3) affirmative vote of the members of the District Cabinet in favor of the removal of the District Governor from office, a recommendation to that effect shall be submitted to the President and the Board of Directors of Lions Clubs International for its consideration, together with a recommendation of a qualified successor.

Section 6. Death or Incapacity of the District Governor. In the event of the death, resignation, incapacity or removal from office or from the District of a Lion who has been elected to the office of District Governor, either before or after assuming the office, the 1<sup>st</sup> Vice District Governor shall act as District Governor and shall perform the duties of, and have the same authority as, the District Governor until such time as said vacancy is filled by the International Board of Directors for the remainder of the term, as provided in Section 11 (a) of Article IV of the International Constitution. It shall be the duty of the Immediate Past District Governor or, if he/she is not available, the most recent Past District Governor who is available, to send out within fifteen (15) days from the time of 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 Sub-District, a notice and invitation to attend a meeting, to be held within fifteen (15) days, for the purpose of recommending to the International Board of Directors the name of a qualified Lion to be appointed by the Board of Directors to fill such vacancy. The Past District Governor sending such notice shall preside as Chairperson of the meeting, and shall convey the results of the meeting to the International Board of Directors together with evidence of the time limits as 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 recommendee for appointment by the Board.

Section 7. Vacancy in the Office of 1<sup>st</sup> Vice District Governor. In the event a vacancy occurs in the office of 1<sup>st</sup> Vice District Governor, said vacancy shall be filled by the 2<sup>nd</sup> Vice District Governor. If a vacancy occurs in the office of 2<sup>nd</sup> Vice District Governor, said vacancy shall be filled by appointment by the Sub-District Cabinet for the unexpired term.

Section 8. Vacancy in the Office of Trustee for the Lions of Illinois Foundation. In the event a vacancy occurs in the office of Trustee, said vacancy shall be filled by appointment by the Sub-District Cabinet for the unexpired term.

## ARTICLE II

### DUTIES

Section 1. District Governor. Under the general supervision of the International Board of Directors, he/she shall represent the Association in the District. In addition, he/she shall be the chief administrative officer of the District and shall have direct supervision over the 1<sup>st</sup> Vice District Governor and 2<sup>nd</sup> Vice District Governor, Zone Chairpersons, Cabinet Secretary and/or 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) Further the purposes and objectives of Lions Clubs International.
- b) Supervise the organization of new Lions Clubs
- 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 1<sup>st</sup> Vice District Governor, and if he/she is also unable to so preside the 2<sup>nd</sup> Vice District Governor shall preside. If he/she is also unable to preside, a member appointed by the Cabinet shall preside at the meeting in the Governor's place.
- d) Promote cordial relations among the chartered Lions Clubs in the District.
- e) Endeavor to visit each Club in the District at least once during his/her term of office.
- f) Exercise such supervision and authority over Cabinet officers and District appointees as is provided for in this Constitution.
- g) Submit a current financial statement to the District Convention or annual meeting of the District at the Multiple District Convention.

h) At the termination of his/her term of office, the Governor must deliver all District accounts and records 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.

k) Make sure the filing of the Attorney General, IRS, and Secretary of State of IL. reports have been filed before deadline. These filings are under the 'Lions of IL Inc., District 1-D'.

Section 2. 1<sup>st</sup> Vice District Governor. The 1<sup>st</sup> Vice District Governor shall be a voting member of the District Cabinet and shall attend all meetings of the Cabinet. In the event of the absence of the District Governor from a District Cabinet Meeting, the Annual District Convention or any session thereof, or other District Meeting, he/she shall be the presiding officer. He/she shall perform those duties assigned to him/her by the District Governor, and shall assist the District Governor in every way possible. His/her responsibilities shall be 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 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 Global Membership Team (GMT) and the District Global Leadership Team (GLT), and assist them to reach their goals of the year;

h) Work with the District Global Leadership Team (GLT) and assist the committee to develop and implement a district-wide leadership development plan to enhance the enthusiasm and capability of the district officers and members to serve effectively through utilization and integration of the team's work with the District Global Leadership Teams (GLT) efforts;

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.

Section 3. 2<sup>nd</sup> Vice District Governor. The 2<sup>nd</sup> Vice District Governor shall be a voting member of the District Cabinet and shall attend all meetings of the Cabinet. In the event of the absence of the District Governor and the 1<sup>st</sup> Vice District Governor from a District Cabinet Meeting, the Annual District Convention or any session thereof, or other District Meeting, he/she shall be the presiding officer. He/she shall perform those duties assigned to him/her by the District Governor, and shall assist the District Governor in every way possible. His/her responsibilities shall be 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 the 1<sup>st</sup> 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 district recap report and assist the District Governor and the 1<sup>st</sup> 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 1<sup>st</sup> Vice District Governor in planning and conducting the annual District Convention;

h) Work with the District Global Membership Team, and assist the committee to prevent loss of clubs and members, particularly due to inactive club administration and /or financial problems or negligence;

i) 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;

j) 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;

k) At the request of the District Governor, supervise other district committee's;

l) Assist the District Governor, 1<sup>st</sup> Vice District Governor, and the cabinet in planning of the next year, including the district budget.

m) 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 1<sup>st</sup> 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 1<sup>st</sup> Vice District Governor until the vacancies are filled according to these by-laws and rules of procedure adopted by the International Board of Directors.

Section 4. Cabinet Secretary and/or Treasurer. Under the supervision and direction of the District Governor and District Cabinet, the District Secretary and/or Treasurer shall:

a) Keep an accurate record of the proceedings of all meetings of the Cabinet.

b) Shall within ten (10) days after each meeting, forward a copy of the minutes of the meeting to each member of the Cabinet and to Lions Clubs International.

c) Shall be a voting member of the District Cabinet.

d) Shall assist the District Governor and the Cabinet in the conduct of the business of the District, and shall perform such duties as are specified or implied in this Constitution and By-Laws or as may be assigned by the District Governor or the Cabinet.

e) Shall sign all notices and documents issued by the District.

f) Keep the accounts, receive all monies paid to the District, and make reports to the Cabinet at each of its meetings and at such other times as the Cabinet may require.

g) He/she shall deposit all monies received in such bank or banks as may be designated by the Cabinet and shall disburse the same only upon order of the Cabinet.

h) He/she shall remit to the State Secretary and/or Treasurer the State Administrative, International Convention, Promotional and Magazine Fund taxes collected in the District.

i) He/she shall make sure the filing of the Attorney General, IRS, and Secretary of State of IL reports have been filed before deadline. These filing are under the 'Lions of IL Inc., District 1-D'.

The accounts, books and records shall at all times be open to the inspection of the District Governor, the members of the District Cabinet and any auditors appointed by the District Governor or the Cabinet.

Section 5. Zone Chairperson. The Zone Chairperson shall be a voting member of the District Cabinet and shall attend all Cabinet meetings. The Zone Chairperson, subject to the supervision and direction of the District governor, shall be the chief administrative officer in his/her Zone. His/her specific responsibilities shall be to:

a) Further the purposes and objectives of Lions Clubs International.

- 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) 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, 1<sup>st</sup> Vice District Governor and 2<sup>nd</sup> Vice District Governor, Global Membership Team coordinator and Global Leadership Team coordinator.
- d) Visit a regular meeting or board meeting of each club in his/her Zone once or more during his/her term of office, reporting his/her findings, particularly with respect to weaknesses he/she has discovered, to the District Governor, 1<sup>st</sup> Vice District Governor and 2<sup>nd</sup> Vice District Governor.
- e) Endeavor to have every club in his/her Zone operating under a duly adopted Club Constitution and By-Laws.
- f) Encourage the clubs in his/her Zone to incorporate under the laws of the State of Illinois.
- g) To urge every club in the Zone to operate efficiently under the Lions Clubs International Club Standard Organization Plan.
- h) To encourage the clubs in the Zone to hold inter-club meetings, social activities, anniversary celebrations, spouses' nights and other special functions such as meetings honoring the District Governor and Past District Governors, Key Members, Old Monarchs, and the like.
- i) To assist in the installation of club officers and the induction of new members.
- j) Play an active role in organizing new Clubs and in strengthening weak clubs. g) Carry out such official visitations to club meetings and Charter Nights as shall be assigned to him/her by the District Governor.
- k) Supervises the activities of such District Committee Chairpersons as may 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.
- m) 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.
- n) To promote the District, State and International Conventions among the clubs in the Zone, and to encourage representation of each club by a full quota of delegates.
- o) Endeavor 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.

p) Promote the GMT and GLT Teams to the clubs within the zone and work in concert with the District GMT Coordinator, and the District GLT Coordinator and the District Governor Team to implement the program within the zone.

q) 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.

r) 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.

s) Represent each club in his/her zone in any problems with district, multiple district council chairperson or Lions Club International.

t) Supervise the progress of district, multiple district, and Lions Clubs International projects in his/her zone.

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 for the unexpired term.

**Section 6. District Governor's Cabinet.** The District Governor's Cabinet is the deliberative and assisting body to the District Governor in the formulation of administrative plans and policies affecting the welfare of Lionism within the District. It shall serve in an advisory and administrative capacity only. Through the Zone Chairperson, it shall:

a) Receive reports and recommendations which emanate from and concern the clubs in the District through the Zone Chairperson.

b) Supervise the collection of all stipulated per capita taxes of both the District and Multiple District One by the Cabinet Secretary and/or Treasurer, and designate a depository for all said funds.

c) Recommend to the State Council, when deemed or found necessary, changes pertaining to the amount of State per capita tax collected to defray the administrative expenses within the District.

d) Authorize the payment, out of funds of the District, of all legitimate expenses pertaining to the administration of the affairs of the District.

e) Set the amount of the surety bond for the District Cabinet Secretary and/or Treasurer, and approve the sureties on said bond.

f) Demand of and receive from the District Secretary and/or Treasurer financial reports semi-annually or more frequently if necessary, and such other reports as are found necessary from time to time.

g) Make provisions for and audit at the end of the fiscal year, of the books and accounts of the Cabinet Secretary and/or Treasurer, a copy of which audit shall be mailed to the members of the Audit Committee (see Section 4. Audit. of this Constitution) and the office of Lions Clubs International.

h) Adopt a District Administrative Fund budget at its first meeting of the fiscal year, and make certain that such budget or any amendment thereto, is being adhered to during the year.

Section 7. District Governor's Advisory Council. This Committee is an advisory body from its Zone to the District Governor and his/her Cabinet, and it represents all of the Clubs in the Zone in an advisory and administrative capacity only. It shall:

a) Receive and relay to the District Governor and his/her Cabinet information and recommendations affecting the welfare of Lionism in its Zone.

b) Assist the Zone Chairperson in his/her endeavor to have every Club in the Zone operating efficiently under the Lions Clubs International Club Standard Organization Plan.

c) Promote attendance from the Clubs in the Zone at District, State and International Conventions and encourage representation of each Club by a full quota of delegates.

d) Assist the Zone Chairperson in the promotion of interclub meetings, social activities, anniversary celebrations, spouses' nights and other special Club and District functions.

e) Hold at least the number of meetings during the year as required or recommended by Lions Clubs International, but in no event less than three.

Section 8. District Governor's Honorary Committee. This committee shall act under the direction of the District Governor in the promotion of harmony throughout the District. The Chairperson of this Committee shall attend meetings of the Cabinet when requested by the District Governor, and he/she may be an ex-officio member of the Cabinet.

### ARTICLE III

#### RULES FOR CONVENTION PROCEDURE

Section 1. Order of Business. The District Governor shall arrange the Order of Business for the Annual District Convention, and the same shall be the order of the day for all sessions.

Section 2. Conduct of Meetings. 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, 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.

Section 3. Resolutions. Any resolution proposed for action by the Annual District Convention shall be submitted to the Cabinet Secretary and/or Treasurer in writing not less than thirty (30) days prior to the opening date of the Convention, and shall be immediately referred by him/her to the Resolutions Committee, with a copy thereof to the District



Governor. The District Governor may, within his/her discretion, mail a copy of each such proposed resolution to the Secretary or President of each Club in the District. No other resolutions may be considered by the Convention except those of a commendatory nature, which may be submitted to the Convention by either the Resolutions Committee or from the floor.

Section 4. Voting Procedure. A voice vote, or a showing of hands, or a standing vote may be taken at the Annual District Convention, and the ruling on such showing by the presiding officer shall be deemed conclusive unless said ruling is challenged by an accredited delegate immediately after said ruling is made, in which event the presiding officer shall cause a further vote to be taken and only those accredited delegates present and holding proper credentials shall participate in said voting. Voting shall be by written ballot only when required by this Constitution, when approved by a majority vote of the delegates present, or when ordered by the District Governor. A majority vote by attending and accredited delegates shall be sufficient to pass and approve any matter coming before a meeting of the Convention except where a two-thirds (2/3) vote is required by this Constitution. No proxy or absentee voting shall be permitted.

#### ARTICLE IV

##### FISCAL YEAR

The fiscal year of the District shall be from July 1<sup>st</sup> to June 30<sup>th</sup>, inclusive, of each year.

#### ARTICLE V

##### AMMENDMENTS

These By-Laws can be amended only at the Annual District Convention by a two-thirds (2/3) affirmative vote of the accredited delegates present and voting at a duly scheduled meeting. The procedure for amending these By-Laws shall be identical with the procedure provided for in Article VII of the Constitution of which these By-Laws are a part.