

## **CONSTITUTION & BY-LAWS**

### **DISTRICT 22-W**

(Adopted May 1983, Amended May 1984 & May 1988 & May 1992 & May 1994 & May 1997 & May 1998 & May 2002 & May 2006 & May 2009 & May 2011 & August, 2011 & July 2012, & May 2013, & May 2014

### **ARTICLE I**

#### **NAME**

**Section 1.** This organization shall be known as District 22-W (hereinafter referred to as the District) a sub-district of the Multiple District 22 of Lions Clubs International. It shall consist of all Lions Clubs in the counties of Carroll, Frederick, Washington, Allegany, and Garrett of Western Maryland

### **ARTICLE II**

#### **Purposes**

**The purposes of this district shall be:**

#### **Section 1.**

- (a) To provide an administrative structure with which to advance the Purposes of Lions Clubs International Clubs in District 22-W.
- (b) To create and foster a spirit of understanding among the peoples of the world.
- (c) To promote the principles of good government and good citizenship.
- (d) To take an active interest in the civic, cultural, social and moral welfare of the community.
- (e) To unite the members in the bonds of friendship, good fellowship and mutual understanding.
- (f) To provide a forum for the open discussion of all matters of public interest; provided, however, that partisan politics and sectarian religion shall not be debated by club members.
- (g) To encourage service-minded people to serve their community without personal financial reward, and to encourage efficiency and promote high ethical standards

in commerce, industry, professions, public works and private endeavors.

**Section 2.** This Constitution and By-Laws is supplemental to and subordinate to the Multiple District 22 Constitution and By-Laws and the Constitution and By-Laws of the International Association of Lions Clubs, wherever the male gender or pronoun presently appears in the District 22-W Constitution and By-Laws, it shall be interpreted to mean both male and female gender.

### **ARTICLE III**

#### **MEMBERSHIP**

**Section 1.** The membership of this organization shall be all Lions Clubs in this District chartered by Lions Clubs International. The boundary lines of this District shall be the Pennsylvania on the North, West Virginia and Virginia on the South, West Virginia on the west, Howard, Baltimore and Montgomery Counties on the East.

### **ARTICLE IV**

#### **Emblem, Colors, Slogan and Motto**

##### **Section 1. EMBLEM.**

The emblem of this association and each chartered club shall be of a design as follows



##### **Section 2. USE OF NAME AND EMBLEM.**

Use of the name, goodwill, emblem and other logos of the association shall be according to the guidelines established from time to time in the by-laws.

##### **Section 3. COLORS.**

The colors of this association and of each chartered club shall be purple and gold.

##### **Section 4. SLOGAN.**

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

**Section 5. MOTTO.**

Its Motto shall be: We Serve.

## **ARTICLE V**

### **Supremacy**

The Standard Form District Constitution and By-Laws shall govern the district unless otherwise amended so as not to conflict with the Multiple District and International Constitution & By-Laws and policies of Lions Clubs International. Whenever there may exist a conflict or a contradiction between the provisions set out in the district constitution and by-laws and the multiple district constitution and by-laws then the multiple district constitution and by-laws shall govern. Whenever there may exist a conflict or a contradiction between the provisions set out in the district constitution and by-laws and the International Constitution and By-Laws, then the International Constitution and By-Laws shall govern

## **ARTICLE VI**

### **Officers and District Cabinet**

**Section 1. OFFICERS.** The officers of District 22-W shall be the district governor, the immediate past district governor, the first and second vice district governors, the region chairpersons (if the position is utilized during the district governor's term), the zone chairpersons and a cabinet secretary-treasurer or a cabinet secretary and a cabinet treasurer. Each such officer shall be a member in good standing of a Lions club in good standing in the district.

**Section 2. DISTRICT CABINET.** District 22-W shall have a district cabinet composed of the district governor, the immediate past district governor, the first and second vice district governors, the region chairpersons (if the position is utilized during the district governor's term), the zone chairpersons, cabinet secretary, or a cabinet treasurer a cabinet secretary-treasurer and such other club members as may be included in this selection as amended in accordance with the amendment procedures contained herein.

**Section 3. ELECTION/APPOINTMENT OF DISTRICT CABINET.** The district governor and first and second vice district governors shall be elected at the annual convention of the district. The district governor shall appoint, by the time he/she takes office, the cabinet secretary-treasurer or a cabinet secretary and a cabinet treasurer, one region chairperson for each region (if the position is utilized during the district governor's term), and one zone chairperson for each zone, in the district, sergeant at arms and such other club members as may be included in the district cabinet.

**Section 4. VOTING MEMBERS** The voting members of the Cabinet shall be the District Governor, Immediate Past District Governor, First and Second Vice District Governor, Cabinet Secretary, Cabinet Treasurer or Cabinet Secretary-Treasurer, Region Chair's and Zone Chair's

**Section 5. REMOVAL.** Members of the District Cabinet other than the District Governor, First Vice District Governor and Second Vice District Governor may be removed from office for cause by the affirmative vote of two-thirds (2/3) of the entire number of the District Cabinet.

## **ARTICLE VII**

### **District Convention**

**Section 1. TIME AND PLACE.** An annual convention of the district shall be held in each year to conclude no less than thirty (30) days prior to the convening of the international convention at a place selected by the delegates of a previous annual convention of the district and at a date and time fixed by the district governor. A meeting of the registered delegates of the district in attendance at the annual convention of the multiple district of which this district shall be a part may constitute the annual convention of the district.

### **Section 2. CLUB DELEGATE FORMULA.**

Each chartered club in good standing in Lions Clubs International and its district (single or sub- and multiple) shall be entitled in each annual convention of its district (single or sub- and multiple) Full

delegate status for all past district governors who are members of a club independent of that clubs delegate quota in the district and to one (1) delegate and one (1) alternate for each ten (10) members, who have been enrolled for at least one year and a day in the club or major fraction thereof, of said club as shown by the records of the international office on the first day of the month last preceding that month during which the convention is held. The major fraction referred to in this section shall be five (5) or more members. Each certified

delegate present in person shall be entitled to cast one (1) vote only for each office to be filled by, and one (1) vote only on each question submitted

to, the respective convention. Unless otherwise specified herein, the affirmative vote of a majority of the delegates voting on any question shall be the act of the convention. All eligible delegates must be members in good standing of a club in good standing in this district. Delinquent dues may be paid and good standing acquired at any time prior to the close of credential certification, as such closing time shall be established by the rules of the respective convention.

### **Section 3. QUORUM.**

The attendance in person of a majority of the delegates registered at a convention shall constitute a quorum at any session of the convention.

### **Section 4. SPECIAL CONVENTION.**

A Special Convention of the clubs of the he 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 or second vice district governor. Written notice of the Special Convention setting forth the time, place and purpose thereof, shall be provided to each club in the District by the District Cabinet Secretary, no less than 30 days prior to the convening date of the Special Convention.

## **ARTICLE VIII**

### **District Dispute Resolution Procedure**

#### **Section 1. DISPUTES SUBJECT TO PROCEDURE.**

All disputes relative to membership, club boundaries, or interpretation, breach of, or application of the district constitution and by-laws, or any policy or procedure adopted from time to time by the district

cabinet, or any other internal Lions district matters that cannot be satisfactorily resolved through other means, arising between any clubs in the district or any club(s) and the district administration, shall be settled by the following dispute resolution procedure. Any time limits specified in this procedure may be shortened or extended by the district governor, conciliators or the International Board of Directors (or its designee) upon a showing of good cause. All parties to any dispute subject to this procedure shall not pursue administrative or judicial actions during this dispute resolution process

## **Section 2. COMPLAINTS AND FILING FEE.**

a- Any Lions club in good standing within the association (the "complainant") may file a written request with the district governor (a "complaint") asking that dispute resolution take place under this procedure. The complaint must be filed with the district governor within thirty (30) days after the complainant(s) knew or should have known of the occurrence of the event upon which the complaint is based. The complainant(s) must submit minutes signed by the club secretary certifying that a resolution in support of filing the complaint has been adopted by a majority of the entire membership of the club.

b- A complaint filed under this procedure must be accompanied by a US\$750.00 filing fee,

or its equivalent in the respective national currency, payable by each complainant to the district ) which shall be submitted to the district governor at the time the complaint is filed. In the event the complaint is settled or withdrawn prior to a final decision by the conciliators, US\$100.00 shall be retained by the district as an administrative fee and US\$325.00 shall be refunded to the complainant and US\$325.00 shall be paid to the respondent (which shall be shared on an equal basis if there is more than one respondent). In the event the selected conciliators find the complaint to have merit and the complaint is upheld, US\$100.00 shall be retained by the district as an administrative fee and US\$650.00 shall be refunded to the complainant. In the event the selected conciliators deny the complaint for any reason, US\$100.00 shall be retained by the district as an administrative fee and US\$650.00 shall be paid to the respondent (which shall be shared on an equal basis if there is more than one respondent). In the event the complaint is not settled, withdrawn, upheld or denied within the time frames established by this procedure (unless an extension has been granted for good cause), then the entire fee will be automatically retained by the district as an administrative fee and shall not be refunded

to any party. All expenses incurred relative to this dispute resolution procedure are the responsibility of the district (single or sub-), unless established district (single or sub-) policy provides that all expenses incurred relative to this dispute resolution procedure shall be paid on an equal basis by the parties to the dispute.

## **Section 3. RESPONSE TO COMPLAINT.**

The respondent(s) to the complaint may file a written response to the complaint with the district governor within ten (10) days of receiving notice of the complaint. A copy of the response shall be sent to the complainant(s).

**Section 4. CONFIDENTIALITY.**

Once a complaint has been filed, communications between the complainant(s), respondent(s), district governor and conciliators should be kept confidential to the extent possible.

**Section 5. SELECTION OF CONCILIATORS.**

Within fifteen (15) days of filing the complaint, each party to the dispute shall select one (1) neutral conciliator and the selected conciliators shall select one (1) neutral conciliator, who will serve as chairperson. The selected conciliators' decision relative to the selection of the conciliator/chairperson shall be final and binding. All of the selected conciliators shall be Lion leaders, preferably past district governors, who are currently members in good standing of clubs in good standing in the district (single or sub-) in which the dispute arises, other than a club which is a party to the dispute, in the district in which the dispute arises, and shall be impartial on the matter in dispute and without loyalties to any party to the dispute. Upon completion of the selection process, the conciliators shall be deemed appointed with all authority appropriate and necessary to resolve or decide the dispute in accordance with this procedure.

In the event the selected conciliators cannot agree on the selection of the conciliator/chairperson within fifteen (15) days, then the selected conciliators shall be automatically deemed to have resigned for administrative reasons and the parties must select new conciliators ("the second team of selected conciliators") who shall then select one (1) neutral conciliator/chairperson in accordance with the selection procedures and requirements described above. In the event the second team of selected conciliators cannot agree on the selection of the conciliator/chairperson from within the district (single or sub-) in which the dispute arises, the selected conciliators may select one (1)



neutral conciliator/chairperson who is a member of a club in good standing outside the respective district (single or sub-). In the event the second team of selected conciliators cannot agree on the selection of the conciliator/chairperson from within or outside the district (single or sub-) in which the dispute arises, then the past international director who most recently served on the International Board of Directors from within the district (single or sub-) in which the dispute arises or from an adjacent district (single or sub-), whichever is closest in proximity, shall be appointed as conciliator/chairperson.

**Section 6. CONCILIATION MEETING AND DECISION OF CONCILIATORS.**

Upon being appointed, the conciliators shall arrange a meeting of the parties for the purpose of conciliating the dispute. The meeting shall be scheduled within thirty (30) days of the appointment of the conciliators. The objective of the conciliators shall be to find a prompt and amicable resolution to the dispute. If such conciliation efforts are unsuccessful, the conciliators shall have the authority to issue their decision relative to the dispute. The conciliators shall issue their decision in writing no later than thirty (30) days after the date on which the initial meeting of the parties was held, and the decision shall be final and binding on all parties. The written decision shall be signed by all the conciliators, with the dissent of any conciliator properly noted, and a copy of the written decision shall be provided to all parties, the district governor and, upon request, to the Legal Division of Lions Clubs International. The decision of the conciliators must be consistent with any applicable provisions of the International, Multiple District and District Constitutions and By-Laws and policies of the International Board of Directors, and is subject to the authority of and further review by the International Board of Directors at the sole discretion of the International Board of Directors or its designee. Failure to comply with the final and binding decision of the conciliators constitutes conduct unbecoming a Lion and is subject to loss of membership privileges and/or charter cancellation.

## ARTICLE IX

### Amendments

**Section 1. AMENDING PROCEDURE.** This constitution may be amended only at a district convention, by resolution of the Constitution and By-Laws Committee and adopted by the affirmative vote of two-thirds (2/3) of the votes cast.

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

**Section 3. NOTICE.** No amendment shall be so reported or voted upon unless the same shall have been published by regular post or electronic means to each club no less than

## BY-LAWS

### ARTICLE I

#### NOMINATION AND ELECTIONS

**Section 1.** The District Governor shall appoint by November 1st. prior to the District Convention a Nominating Committee consisting of at least three (3) members in good standing in the District (of which one shall be appointed Chairman by the District Governor), each from a Region in the District and who shall not at the time of their appointment hold any Elective District Office (Sub or Multiple) or International Office. The names and addresses of members so appointed shall be sent to all Clubs in the District by December 1st.

**1.** The duties of the Chair shall be as follows:

**a.** To be the recipient of any and all letters of intention to run for the office of District Governor , First and Second Vice District Governor

**b.** To be the recipient of the candidate's Club's endorsement of candidacy in accordance with ARTICLE IV Section 7 (b) of the International Association of Lions Clubs Constitution and By-Laws.

**c.** The Chair or their designee shall be responsible for introducing those persons to give nominating and seconding speeches for the respective candidates at the convention.

**Section 2.** Any member of a Club in the District seeking the office of District Governor or First and Second Vice District Governor shall file his/her intention to run, in writing, with the Nominating Committee at least thirty (30) days prior to the day of this report to the District Convention, If none are received and/or qualified for either office then, but only then, shall nominations be made from the floor. Each candidate, for each office, shall be allowed one nominating speech of not more than five (5) minutes duration and two (2) seconding speeches of not more than three (3) minutes duration.

**Section 3.** The elections shall be conducted by a written ballot at the Sub-District Election Meeting held at the Multiple District Convention. Only registered and certified delegates may vote. The District Governor Candidate must secure a simple majority of the affirmative votes cast by the delegates present and voting in order to be declared elected. The First and Second Vice District Governor candidates receiving the majority of the total affirmative votes cast shall be declared the First and Second Vice District Governors-Elect. In case no candidate for District Governor or First and Second Vice District Governor receives a majority vote for the office, the two candidates receiving the highest number of votes will be voted on. If no majority can be determined the deciding vote will be cast by the presiding Officer of the District. That candidate will then be declared the District Governor-Elect or First and Second Vice District Governor-Elect.

**Section 4.** 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 Article III, Section 9d.

**Section 4a.** In the event of a vacancy in the Office of First and Second Vice District Governor, the same shall be filled in accordance with the provisions of Article III, Section 8, of the District 22-W Constitution.

**Section 5.** In the event of the absence of the District Governor at a Cabinet meeting the First Vice District Governor shall perform the duties of the District Governor at the meeting, in the event of temporary sickness or disability of the District Governor, the First Vice District Governor shall act as the District Governor until such time as Lions Clubs International may elect to appoint a replacement for the District Governor to complete the remaining term that was left vacant. Notice of the appointment will be sent to International Association of Lions Clubs within seven (7) days of such appointment. All Clubs in District 22-W shall be notified through the District Newsletter. Any duties assigned to the position of First Vice District Governor by the District Governor or the District Cabinet will be reassigned until the position has been filled as described above

**Section 6.** In the event of a vacancy in the office of First and Second Vice District Governor, the same shall be filled utilizing the same provision and procedure as outlined for District Governor in the Constitution and By-Laws of the International Association of Lions Clubs Article 111, Section 9 (d) for the appointment of a Vice District Governor, meeting the qualifications as described in Constitution and By-Laws of the International Association of Lions Clubs Article III, Section 9 (b), (e).

**Section 7.** In the event of a vacancy on the District Finance Committee, the District Governor's Honorary Committee will meet and elect a replacement from their ranks, in accordance with ARTICLE V, Section 2 of the Constitution of this District, to serve the remainder of the term.

## ARTICLE II

### THE DISTRICT CABINET

**Section 1.** The District Cabinet shall: a. approve an operation budget for the year and approve all contracts and expenditures relating to the planning and execution of the District. Such budget shall include, but not limited to such items as;

Stationery and Printing

Publicity

Telephone

Postage

Committee Expenditures

Bonding

Annual Report

Other normal administrative expenses of the District.

**b.** Designate a depository (or depositories) for District Funds

**c.** Determine the amount of surety bond for the District Governor, Cabinet Secretary, Cabinet Treasurer, or Cabinet Secretary-Treasurer, and approve the Surety Company issuing said bond

**d.** Receive financial reports quarterly, or more frequently if desired from Cabinet Treasurer and provide for a year-end audit by a competent Auditor of the books and accounts of the Cabinet Treasurer.

**e.** Establish monetary controls so that no indebtedness shall be planned which would cause the budget to exceed the anticipated receipts for the fiscal year of the Cabinet's term

**f.** Keep accurate books and records of accounts and minutes of all Cabinet meetings, and permit inspection of the same by any member of the Cabinet or by any Club in the District at any reasonable time for any proper purpose.

**g.** Following the close of their term of office at a meeting of the Cabinet within forty five (45) days after the date on which the succeeding District Governor officially took office, the Cabinet shall turn over to their respective and duly elected successors.

**1.** All property of the District entrusted to their care and keeping.

2. All permanent records, account, and files of the Cabinet Secretary, cabinet Treasurer or Cabinet Secretary-Treasurer, both those transferred from prior years and those of the current year.

3. The balance of all monies belonging to the District, properly designated as to their specific allocation, including any accrued liabilities related thereto.

**Section 2. District Governor:** The District Governor shall act under the general supervision of the International Board of Directors as the Representative of Lions Clubs International in District 22-W and shall have general supervision over all Clubs therein. In addition, in District 22-W, the District Governor shall:

a. Further the purposes and objects of Lions International.

b. Oversee the Global Membership Team at the district level and inspire other district officers to actively support membership growth and new club organization

2. Oversee the Global Leadership Team at the district level and inspire other district officers to actively support Leadership development at the district level.

c. Promote cordial relations among the chartered Lions Clubs in the District.

d. Preside, when present, over all Cabinet and other District meetings. During any periods the District Governor is unable to preside, the presiding officer shall be determined as provided in ARTICLE I, Section 3 b and d of these By-Laws.

e. Visit each Club in District 22-W at least once during his/her term of office.

f. Exercise such supervision and authority over Cabinet Officers and District Committee appointees as is provided for in this Constitution and By-Laws,

g. The District Governor shall appoint, designate the Chairperson of, and fill any vacancies on committees formed to promote the objects and purposes of this District, the Multiple District, and Lions International. These committees shall perform such duties as the District Governor shall designate. The District Governor shall name Chairpersons to council designated committees to carry out the work of the Council including the conduct of the Multiple District Convention. The District Governor will name District Lions to membership on the various Multiple District Committees as required by the Council of Governors.

h. Assure that a current itemized statement of receipts and expenditures is submitted at each District Cabinet meeting to the members of the cabinet and make such reports available to any Club in the District that may have a justifiable reason for seeing such a statement.

i. Submit such other reports and perform such duties as may be required by the International Board of Directors. Prepare an annual report of the state of the District and present to the Cabinet.

j. Notify Lions Clubs International at the close of the Multiple District Convention of the name and address of the District Governor-Elect and the Vice District Governor-Elect of this District.

k. Within the period indicated under ARTICLE IV Section 1 of this District 22-W Constitution and By-laws, the Immediate Past District Governor, Immediate Past Cabinet Secretary, and Immediate Past Cabinet Treasurer of this District shall turn over to their respective and duly elected and/or appointed successors:

1. All property of the District entrusted to their care and keeping.

2. All permanent records, accounts, and files, both those transferred from prior years, and those of the current year.

3. The balance of all monies belonging to the District, properly designated as to its specific allocation.

l. Brief the newly elected District Governor on the status of each club in the District, and the status of all District activities.

**Section 3.** 100% District Governor Requirements: One of the requirements for the 100% District Governor's Award stipulates that the outgoing District Governor turn over all records of District Administration to his successor and a receipt obtained and mailed to the International Office within forty (40) days the close of the International Convention. Because each District has projects and service activities unique to its area, it is impossible to make an all inclusive list of records. However, a general listing of the vital items that each new District Governor should receive includes:

a. A copy of the audit of financial record of the District.

b. A copy of the Cabinet minutes for all Cabinet meetings during the past year.

c. Any historical Cabinet minutes of previous, i.e., Meetings at which important decisions were made which might be referred to later.

d. Membership and Activities Reports received from Clubs during the Year.

e. PU-101 forms from all Clubs in the District.

f. A copy of the District Governor's Program Review form

g, A copy of the latest edition of the District (or Multiple District) Constitution and By-Laws.

h. Any special records peculiar to the individual District.

**Section 4. First Vice District Governor.** The First Vice District Governor, subject to the supervision and direction of the District Governor, shall be the chief administrative assistant and representative of the District Governor. His/her specific responsibilities shall be, but not limited to:

- a. Further the purposes of this Association.
- b. Perform such duties assigned by the District Governor
- c. Perform such other functions and acts required by the International Board of Directors
- d. Participate in cabinet meetings, and conduct meetings in the absence of the District Governor, and participate in council meeting 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 visitations as the representative of the District Governor when requested by the District Governor.
- g. Serve as the key District Governor team liaison to the Global Membership Team and take a active role in membership growth, extension of new clubs, and ensuring existing club success within the District
- h. Work with the District Governor, Second Vice District Governor, and the Global Leadership Team to develop and implement a district-wide plan for leadership development .
- i. Work with the District Convention Committee and assist the committee to plan and conduct the annual District Convention and assist the District Governor to organize and promote other events in 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 District Governor he/she will 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 5. Second Vice District Governor.** The Second Vice District Governor, subject to the supervision and direction of the District Governor, shall be an assistant in the administration of the district and representative of District Governor. His/hers specific responsibilities shall be, but not limited to:

- a. Further the purposes and objects of this Association;
- b. Perform such 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. Serve as the key District Governor team liaison to the Global Leadership Team and actively participate and inspire other district officers to administer and promote effective leadership development.
- f.. Work with the District Governor, First Vice District Governor, and the Global Membership Team to develop and implement a district-wide plan for membership growth.
- g. Conduct club visitations as the representative of the District Governor, when requested by the District Governor;
- h. Assist the District Governor and First Vice District Governor in planning and conducting the annual District Convention;
- i. Work with the LCIF Committee 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 Governor, supervise other District Committees;
- l. Assist the District Governor, First Vice District Governor, and the Cabinet in planning of the next year;
- m. Familiarize himself/herself with the duties of the District Governor so that in the event of a vacancy in the office of District Governor and First District Governor he/she will be better prepared to assume the duties and responsibilities of said offices as the acting District Governor until the vacancies are filled according to these by-laws and rules of procedure adopted by the International Board of Directors;

**Section 6. CABINET SECRETARY-TREASURER.**

He/ she shall act under the supervision of the district governor. His/her specific responsibilities shall be to:

- (a) Further the Purposes of this association;
- (b) Perform such duties as are implied by the title of said office, including but not by way of limitation, the following:
  - 1) Keep an accurate record of 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 sub-district convention and furnish copies of the same to Lions Clubs International, the district governor and the secretary of each club in the sub-district.



- 3) Make reports to the cabinet as the district governor or cabinet may require.
  - 4) Collect and receipt for all per capita taxes levied on members and clubs in the sub-district, deposit the same in such bank or banks as the district governor shall determine and disburse the same by order of the district governor.
  - 5) Remit and pay over to the multiple district council secretary-treasurer the multiple district per capita tax, if any, collected in the sub-district, and secure a proper receipt.
  - 6) Keep accurate books and records of account, and minutes of all cabinet and sub-district meetings, and permit inspection of the same by the district governor, any cabinet member and any club (or any authorized agent of any of them) at any reasonable time for any proper purpose. Upon direction of the district governor or the cabinet, he/she shall furnish any such books and records as requested to any auditor appointed by the district governor.
  - 7) Secure bond for the faithful performance of his/her duties in such sum and with such sureties as may be required by the district governor.
  - 8) Deliver, in a timely manner, at the conclusion of his/her term in office, the general and/or financial accounts, funds and records of the district to his/her successor in office.
- (c) Perform such other functions and acts as may be required of each by directives of the International Board of Directors.
- d.** Disbursement checks and /or withdrawals of District funds must bear the signatures of the District Governor and the Cabinet Treasurer or Cabinet Secretary.
- (e) If separate offices of cabinet secretary and cabinet treasurer are adopted, the duties listed in are to be attributed to each of the offices according to the nature of such duties.

### **Section 7 Region Chairs.**

The position of Region Chairs optional at the discretion of the District Governor. If the position of Region Chairs to be utilized during the District Governor's term, the Region Chairperson, under the supervision and direction of the District Governor, shall be the chief administrative officer of that Region. The Region Chair's responsibilities shall be to:

- a. Attend all of the regular and special meetings of the Cabinet.
- b. Assist the District Governor in promoting Lions in the Region by performing such duties as may be delegated to the Region Chairperson from time to time by the District Governor and the District Cabinet.
- c. Recommend qualified Lions in the Region for appointment as Zone Chair.
- d. Endeavor to have every Club in the Region operating under a duly adopted club Constitution and By-Laws.
- e. Promote representation at the International and District (Sub and Multiple) Conventions by at least the full quota of delegates to which the Clubs in the Region are entitled.
- f. Supervise and assist the Zone Chairpersons of the Region in the performance of their official duties and cooperating with them in arranging and holding Zone meetings. and District Governor's Zone Advisory committee meetings.
- g. Report to the District Cabinet any problems or outstanding accomplishments of any of the Clubs in the Region, and present the Club's point of view if special consideration is to be given to that Club in any of the District contests,
- h. Promote all District affairs and activities in the Region.

Visit a regular meeting of each club in the Region at least once during the term of office, reporting

- i. Play an active role in organizing new Clubs and in strengthening weak Club's.
- j. Visit a regular meeting of each club in the Region at least once during the term of office reporting the condition of the Club to the District Governor.
- k. Accompany the District Governor on all Official visits in the Region and perform such assignments as shall be made from time to time by the District Governor.
- 1. Perform such other functions and acts as may be required by the International Board of Directors through the Region Chair's Manual and other directives.

### **Section 8. Zone Chair.**

The Zone Chair, under the control and supervision of the District Governor and the Region Chairperson shall:

- a. Make a report of each required District Governor's Zone Advisory Committee meeting and send copies within five (5) days thereafter to Lions Clubs International, the District Governor, and the Region Chair.
- b. Endeavor to have every Club within the Zone operating under a duly adopted Club Constitution and By-Laws.

- c. Arrange with the cooperation of the Region Chair, regularly scheduled Zone Advisory Committee meetings.
- d. Encourage inter-Club meetings and social activities.
- e. Promote attendance at charter nights and activities of newly organized Clubs.
- f. Promote representation at International and District (sub- and multiple) Conventions by at least the full quota of delegates to which the Clubs in the Zone are entitled.
- g. Play an active role in organizing new Clubs and keep informed on the activities and well-being of all Clubs in the Zone.
- h. Represent each Club in the Zone in any problems with the District, Multiple District or Lions Clubs International.
- i. Attend a regular meeting of each Club in the Zone at least once during the term of office, reporting the condition of the club to the Region Chair, and to the District Governor.
- j. Accompany the District Governor on all Official visits to clubs in the Zone and to perform other such duties as may be assigned from time to time by the District Governor and the District Cabinet.
- k. Perform such other functions and acts as may be required of the Zone Chair by the International Board of Directors through the Zone Chair's Manual and other directives

## **ARTICLE IV**

### **DISTRICT REVENUE**

#### **Section 1.**

In order to provide revenue for approved district projects and to defray administrative expenses of this District, an annual per-capita District Administrative Fund Tax shall be levied upon each member of each Club in the District. The District Administrative Fund Tax shall be levied at \$3.50 per year; Said tax shall be collected from each club in the District. The membership billing shall be based upon the roster of each Club as of the first day of July and the first day of January, respectively, and shall be paid by each Club in two semi-annual payments, by September 10th and March 10th of each year. In lieu of the above Per-Capita Taxes that apply to all Lions Clubs in District 22-W, only those officially enrolled students becoming members of the Campus-Club are exempt from the Per-Capita Tax so described herein. All other members of the Campus Club such as University or College Staff and Faculty will not be exempt from the Per-Capita Taxes so described herein. New and reorganized Clubs shall pay a pro-rata per-capita tax beginning the first day of the second month following the date of organization or reorganization. Said Per Capita tax shall be disbursed only for administrative expenses of the district and only upon approval by the district governor's cabinet. Disbursement there from shall be by checks drawn and signed by the cabinet treasurer and countersigned by the district governor.

Any supplemental Per Capita Tax in excess of the minimum Per Capita Tax shall be authorize and approved at the annual District Business Session of the Annual District Convention,

**Section 2. REMAINING FUNDS** In any fiscal year, any balance remaining in the district administrative fund after payment of all district administrative expenses in that year shall remain in said district administrative fund and become available for future district administrative expenses and be treated as income in any fiscal year in which expended or otherwise budgeted for payment of such expenses.

**Section 3.**Expenses of the District Governor in connection with his/her attending the International Convention at the close of his/her term of office shall be considered a District administrative expense, \$1000.00 will be budgeted each year to defray said expenses. Reimbursements for said expenses for the outgoing District Governor shall be on the same basis as outlined in the Rules of Audit of Lions Clubs International. Receipts or other evidence of payment shall accompany all such claims. Any surplus shall be returned to the General Administration Fund Account.

- a. The District will include in their annual administrative budget a amount equal to \$0.50 per capita to defray the expenses incurred by the First and Second Vice District Governor in his/her official capacity. The reimbursement of such expenses will follow the same Rules of Audit which apply to the District Governor. All such expense claims shall be accompanied by receipts or other evidence of payment and be approved by the District Governor. Any surplus of the sum collected over the amount allowed shall be returned to the General Administrative Fund Account.

**Section 4.**The Outgoing District Governor's Cabinet shall provide for an orderly turnover of funds to the newly elected and installed District Governor and his Cabinet. Within (15) days of the close of the District Convention, the outgoing administration shall turnover to the incoming administration a sum of at least Five Hundred Dollars (\$500.00). No later than the week of August 15th, the then Immediate Past District Governor of the District shall turn over the remaining District Funds available for use by the new Cabinet. Such balance shall equal or exceed any outstanding obligations incurred by the outgoing administration, plus the balance called for in the Section 3 of this ARTICLE. An audit of the District funds shall be completed no later than the week of August 15th. A copy of this audit shall be sent to Lions Clubs International, and a copy be filed with the Current Governor's records.

**Section 5.**The District Governor and his Cabinet may not incur any obligation in any fiscal year beyond the funds available to the District Governor and his Cabinet during that year, unless approval has been obtained in advance by a vote of the delegates at a regular session of the District Convention.

**Section 6.**The District Governor, Cabinet Secretary and Cabinet Treasurer or Cabinet Secretary-Treasurer shall be bonded, and the cost of same shall be an administrative expense.

## ARTICLE V

### COMMITTEES

**Section 1.** It will be the goal of all Committee Chairs to see that their respective programs are financially self-sustaining.

**Section 2 District Governor's Zone Advisory Committee.**

The District Governor's Zone Advisory committee shall assist the Zone Chairperson in an advisory capacity, procure recommendations affecting the welfare of Lions in the Clubs of the Zone, and relay the same through the Zone Chairperson to the District Governor and the District Cabinet. .

**Section3. District Governor's Honorary Committee.** The District Governor's Honorary Committee shall act under the direction of the District Governor in promotion of harmony throughout the District. The membership of this committee shall consist of the Past International Officers, Past International Directors, and Past District Governors, who are members in good standing of a club in this District. The Honorary Committee Chair will be invited to all meetings of the District. The Immediate Past District Governor shall be the Chair of the Committee. In the event the Immediate Past District Governor cannot fulfill this position, then the next Immediate Past District Governor shall be the Chair. The Committee Chairperson shall call one meeting at least 45 days prior to the convening of the annual District Convention, and there cause the election of two Honorary Committee members when called upon to serve on the Multiple District Finance Committee permitted under Multiple District By-Laws ARTICLE II Section 1 Paragraph m, with the first election being for one member to be elected for a one year term, the second for a two year term, and after which one member shall be elected each year thereafter for a term of two years. Also to elect three Directors to the Lions Vision Research Foundation Board with one member to be elected to a one year term, the second to be elected to a two year term and the third to be elected for a three year term and after which one member shall be elected each year thereafter for a term of three years. Also to elect three trustees to the Lions Youth Foundation of Multiple District 22 with one member to be elected to a one year term, the second to be elected to a two year term and the third to be elected for a three year term and after which one member shall be elected each year thereafter for a term of three years.They will also select a candidate for Council Chairman of Multiple District 22 from among their ranks to be forwarded to the Multiple District 22 Council of Governor for approval by March 1st of the year provided for in the Policy and Procedure Manual of the Multiple District 22. The Candidate cannot have served as Council Chair before.

**Section 2.**The District Governor's Honorary Committee shall meet when requested by the District Governor, or at a call of the Chairperson of the Committee.

## ARTICLE VI

### DISTRICT CONVENTION

**Section 1.**An annual convention of this District shall be held each year prior to the International Convention in conjunction with the Multiple District Convention at a place selected by the Multiple

District Council of Governors and announced at a previous annual Convention of the Multiple District and a date and time fixed by the Council.

**Section 2.**A meeting of the District's registered Delegates while in attendance at the Multiple District Convention will constitute the annual Convention for this District.

**Section 3.**The District Convention will conform to the Constitution and By-Laws of Multiple District 22.

#### **ARTICLE VII**

#### **DISTRICT SOCIAL COMMITTEE**

**Section 1.** The District Social Committee shall act under the supervision of the District Governor. The District Governor will appoint a Chair for that year Social. This Chair is responsible for maintaining the Social Fund and arranging the Events of the District 22-W Social, informing both the community and the clubs of Lions activities, promoting events, ticket sales and Ad book sales pertaining to the District 22-W Social

#### **ARTICLE VIII**

#### **FISCAL YEAR**

**Section 1.**The fiscal year of this District shall be from July 1 to June 30th of the following year...

#### **ARTICLE IX**

#### **AMENDMENTS**

**Section 1.**These By-Laws may be amended only at a District Convention by resolution reported by the Committee on Constitution and By-Laws and adopted by an affirmative vote of a majority of the registered delegates voting at such meeting. Such votes will be taken by the use of written ballot at the District Elections.

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

**Section 3.**Each Amendment shall take effect at the close of the Convention at which adopted unless otherwise specified in the Amendment, unless approval by Lions Clubs International is required. In such case the amendment shall take effect immediately after approval by Lions Club International

**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 Constitution and By-Laws shall automatically be updated in this district constitution and by-laws at the close of the convention