

LIONS CLUBS INTERNATIONAL DISTRICT 19-O CONSTITUTION

Article I – Name and Territorial Limits

Section 1. This organization shall be known as District 19-O, of Multiple District 19, Lions Clubs International (hereinafter referred to also as “District” or “19-O”).

Section 2. The territorial limits of the District shall be those set forth by Multiple District 19 and accepted by Lions Clubs International.

Section 3. The District shall be divided into Zones, as designated within the By-Laws of Multiple District 19.

Article II – Purposes Section

1. The purposes of the District shall be:

1. To serve within the District, and through the clubs of the District, to attain the purposes of Lions Clubs International as set forth in its Constitution and By-Laws, and also Multiple District 19 as set forth in its Constitution and By-Laws.
2. To increase the fellowship and cooperative efforts of the clubs within the District.
3. To promote the participation of the clubs in the District in general objectives, programs, and policies of District 19-O, Multiple District 19, and Lions Clubs International.
4. To cooperate with Lions Clubs International in organizing new clubs, and in educating and strengthening all clubs in the District.

ARTICLE III – Membership

Section 1. The membership of this District shall consist of every Lions Clubs International Chartered Lions Club meeting within the territorial limits of the District, that is in good standing with Multiple District 19 and Lions Clubs International in accordance with their Constitutions and By-laws.

View header

ARTICLE IV – Emblem, Colors, Slogan & 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 Lions Clubs International ByLaws.

Section 3. COLORS. The colors of this Association and of each chartered club shall be purple and gold.

Section 4. SLOGAN. The slogan shall be: Liberty, Intelligence, Our Nation’s Safety.

Section 5. MOTTO. The Motto shall be: We Serve.

ARTICLE V – Supremacy

The LCI 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 and 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 District Constitution and By-Laws and the International Constitution and By-Laws, then the International Constitution and By-Laws shall govern.

ARTICLE VI – Officers

Section 1. The Officers of this District shall be the District Governor, the Immediate Past District Governor, the First and Second Vice District Governors, and the Zone Chairpersons of each zone, each having been duly elected in accordance with the Multiple District 19 Constitution and By-Laws. Officers also include a Cabinet Secretary and a Cabinet Treasurer, appointed by the seated District Governor. Each such officer shall be a member in good standing, of a Lions club in good standing in the District and shall have voting privileges.

ARTICLE VII – District Cabinet

Section 1. The District Cabinet shall consist of the Officers of the District (see Article VI) and those Committee Chairs and Co-Chairs as designated by the District Governor. In the event a Leo or Leo-Lion is appointed to the position of Leo-Lion Cabinet Liaison, the position would serve as a voting advisor to the cabinet.

Section 2. The District Cabinet shall operate as an Advisory Council to the District Governor.

Section 3. The District Cabinet shall meet at least three times per year, one of which shall be in connection with the Annual District Convention.

Section 4. A majority of the District Cabinet present at a duly constituted District Cabinet meeting shall constitute a quorum.

Section 5. Members of the District Cabinet appointed by the District Governor may be removed from office for cause by the District Governor. Elected 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.

Section 6. A report of District Cabinet recommendations and approved motions shall be made at the Annual District Convention.

ARTICLE VIII – Zones

Section 1. Zones shall be governed as prescribed in the Multiple District 19 Constitution & By-Laws.

ARTICLE IX – District Convention

Section 1. A District 19-O Convention will be held annually in the District as set forth in the District 19-O Policy Manual.

Section 2. The Annual District 19-O Convention shall be held in each year, to conclude no less than thirty (30) days prior to the convening of the International Convention.

Section 3. Club delegate formula is as established by Multiple District 19.

Section 4. The 19-O District Governor shall have the responsibility to determine how the 19-O Convention will be financed.

Section 5. Any registration fees for Lions, Leos and guests shall be approved by the 19-O District Governor and the current year Convention Chairperson.

Section 6. Electronic notification indicating the date, time, place and program of the Annual District Convention shall be sent to each Lions Club and District Officer, by the District Secretary, no later than 30 days prior to the District Convention.

Section 7. The convention program as prepared by the 19-O District Governor and the Convention Chairperson shall be the Order of the Day.

Section 8. All resolutions for District 19-O Convention consideration shall be submitted to the District Governor at least 60 days prior to the convention, and all 19-O clubs shall be notified by District Secretary of such proposed resolutions at least 30 days prior to the convention.

Section 9. The printed program shall provide time for reports (as desired by the District 19-O District Governor) and candidate elections.

Section 10. The District Governor shall be the Presiding Officer at the District Convention. In the District Governor's absence or inability to preside, the First Vice District Governor shall preside. If both are unable, the Second Vice District Governor shall preside. The next available presiding officer would be the Immediate Past District Governor. Barring those availabilities, the remaining 19-O District Cabinet would designate a presiding officer.

Section 11. The current edition of Roberts Rules of Order shall be the parliamentary authority for all procedures not specifically covered by this District 19-O Constitution. All voting shall be in accordance with the rules as set forth in the Multiple District 19 Constitution and By-Laws.

Section 12. Convention delegates in attendance, representing more than one half of the Lions clubs in the District, shall constitute a quorum for the transaction of District business.

Section 13. The District Secretary shall prepare and provide to all clubs and District Officers, within 60 days of convention adjournment, a written report of the convention.

ARTICLE X – District Dispute Resolution Procedure

Section 1. All disputes or claims arising from provisions 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 resolved in accordance with the Dispute Resolution procedures established by the International Board of Directors.

ARTICLE XI - Amendments

Section 1. This Constitution may be amended by a two-thirds vote of the delegates at the Annual District Convention. Amendments adopted become effective at the end of said District Convention.

Section 2. Proposed amendments, other than those submitted by the Constitution and By-Laws Committee, shall have the written approval of at least one 19-O Lions Club over the signature of that Club President and attested by signature of its Secretary.

Section 3. Proposed amendments to the Constitution must be submitted to the District Governor 60 days prior to the District Convention, and copies of the proposal must be submitted to each Club by the District Secretary at least 30 days prior to the District Convention.

Section 4. Any proposed amendment shall become ratified only upon receiving a two-thirds majority vote of the certified voting delegates present at that year's Annual District 19-O Convention.

LIONS CLUBS INTERNATIONAL DISTRICT 19-O BY-LAWS

Article I – Election of District Officers

Section 1. The election of 19-O District Governor and Vice District Governors shall be held in accordance with the rules as set forth in the Multiple District 19 By-Laws.

Section 2. The election of Zone Chairpersons shall be held during a zone meeting conducted not less than 25 days prior to the District's Annual Convention. If no candidate for Zone Chairperson has declared thirty days prior to the Annual Convention, a special meeting of said zone shall take place at the Annual Convention and an election held from qualified candidates (with their permission) nominated from the floor. Election procedures shall be in accordance with the Multiple District Constitution and By-laws.

Article II – Duties of District Officers

Section 1. DISTRICT GOVERNOR. The duties of the District Governor, Vice District Governors, and Zone Chairpersons shall be as described herein, and in the Multiple District 19 and Lions Clubs International Constitutions and By-Laws.

Section 2. The District Governor shall be the Executive Officer of District 19-O. Under general supervision of the International Board of Directors, he/she shall represent the Association in his/her district. In addition, the Governor will be the chief administrative officer in the District and shall have direct supervision over the First and Second Vice District Governors, Zone Chairpersons, the cabinet secretary, cabinet treasurer, and such other members as may be provided for in this district constitution and by-laws. Specific responsibilities shall be to:

- a. Further the purposes of the Association, resulting in membership growth in the district.
- b. Oversee the administrative operation of the district.
 - 1) Effectively manage district events to meet member needs.
 - 2) Exercise such supervision and authority over cabinet officers and district committee appointees as is provided in this district constitution.
 - 3) Deliver, in a timely manner, at the conclusion of his/her term of office, the general and/or financial accounts, funds and records of the district to their successor in office.

Article II – Duties of District Officers (continued)

- 4) Submit a current itemized statement of total district receipts and expenditures for the District Annual Convention to the MD19 Office.
 - 5) Report to Lions Clubs International all known violations of the use of the Association's name and emblem.
- c. Guide clubs to operate in accordance with the International Constitution and By-Laws, support activities that improve member retention and remain in good standing with the Association.
 - 1) Ensure that each Lions club in the District be visited in-person (or virtually if necessary) by the District Governor, a District Cabinet member, or a Lion appointed by the District Governor no less than once during the year to facilitate successful administration of the club.
 - 2) With the assistance of the zone chairpersons, monitor the viability of each club in the District to ensure that each club remains in good standing, meets the needs of its members and supports the objectives of the association.
 - 3) Promote harmony and resolve conflicts among and within the chartered Lions clubs, using appropriate methods.
 - d. Oversee the District Leadership Team members to implement current district action plans focused on and working towards the successful achievement of district goals.
 - 1) Charter new Lions clubs.
 - 2) Ensure effective club operation.
 - 3) Achieve net membership growth.
 - 4) Provide leadership development and skills training at the club and district level.
 - 5) Encourage clubs to conduct and report meaningful humanitarian service.
 - 6) Support and promote Lions Clubs International Foundation and encourage club and member contributions to Lions Clubs International Foundation.
 - e. Serve as the Global Action Team District Chairperson to administer and promote membership growth, new club development, leadership development and humanitarian service for clubs throughout the district.
 - f. Preside, when present, over the district convention and cabinet and other meetings.
 - g. Perform such other functions and acts as shall be required of him/her by the International Board of Directors.

Section 3. The District Governor shall appoint any committees deemed necessary, including those required by Lions Clubs International and Multiple District 19.

Section 4. The duties of the Vice District Governor shall be to assist the District Governor in the performance of his/her duties; and to familiarize himself/herself with the duties of the District Governor so as to be capable of discharging the duties of Governor, subject to the supervision, direction and control of the District Governor, if called upon by the Governor to do so. In the case of the District Governor's incapacitation, the 1st Vice District Governor will temporarily assume the District Governor's responsibilities until a new District Governor is named.

Section 5. In the event of a vacancy in the Office of District Governor, the same will be filled in accordance with the provisions of the International Constitution and By-Laws. The Immediate Past District Governor, First and Second Vice District Governors, Past International Directors and Past International Presidents in the district shall convene at a date, time and place called and determined by the immediate past district governor to select a replacement for recommendation to the International Board of Directors. It is the duty of the Immediate past district governor to send notices of the meeting and requests for attendance at same no less than 15 days prior to said meeting.

Article II – Duties of District Officers (continued)

Section 6. Potential candidates to fill the vacant district governor position must:

- a. Be an active member in good standing of a chartered Lions club in good standing in District 19-O.
- b. Secure the endorsement of their club or a majority of the clubs in District 19-O.
- c. Have served or will have served at the time they take office as District Governor:
 - 1) As officer of a Lions Club for a full term or major portion thereof.
 - 2) As a member of the district cabinet for two (2) full terms or major portion thereof; with none of the above being accomplished concurrently.
 - 3) With none of the above being accomplished concurrently.

Section 7. 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. The specific responsibilities shall be, but not limited to:

- a. Further the purposes of the Association, resulting in membership growth in the district.
- b. Actively work towards the success of the current district plan.
- c. With the District Governor and Second Vice District Governor, review strengths and weaknesses of the district, refine and further develop a draft of the ongoing district plan focused on working towards the successful achievement of district goals.
- d. Identify and prepare a highly effective team for subsequent years to develop and implement action plans for district goals.
 - 1) Understand the actions needed to accomplish district plans.
 - 2) Know the roles and responsibilities, resources, and Lions qualified to serve in roles.
 - 3) Ensure team members are adequately trained to perform in their specific roles. 4) Work closely with club leadership to identify future leaders.
- e. Perform such duties and other directives as may be assigned by the District Governor or by the policy of the International Board of Directors.
- f. At the request of the District Governor, supervise other district committees.
- g. Actively participate in all cabinet meetings, and conduct meetings in the absence of the District Governor.
- h. Become familiar with the duties of the district so in the event of a vacancy in the Office of District Governor he/she will be better prepared to assume the duties of said office.
- i. Participate in Council of Governors meetings.
- j. Participate in preparation of the district budget.
- k. Conduct club visitations as the representative of the District Governor when requested by the District Governor.
- l. Work with the District Governor and the District Convention Committee to assist and plan the Annual District Convention and assist the District Governor to organize and promote other events within the district.

Section 8. SECOND VICE DISTRICT GOVERNOR. The Second Vice District Governor will be subject to the supervision and direction of the District Governor. His/her specific responsibilities shall be, but not limited to:

- a. Further the purposes of the Association, resulting in membership growth in the district.
- b. Actively work towards the success of the current district plan.
- c. Serve as district liaison (at the direction of the District Governor) to zone chairpersons working toward successful zone operations in support of club health.
- d. Become familiar with the strengths and weaknesses of the clubs in the district and the resources that support club development.

Article II – Duties of District Officers (continued)

- e. Prepare for role as District Governor.
 - 1) Become familiar with the duties of the District Governor.
 - 2) Assess and develop leadership skills.
 - 3) Understand district structure and the Constitution and By-Laws and the resources available.
 - 4) Be aware of club health indicators and assess club strengths and weaknesses.
 - 5) Understand the programs offered by Lions Clubs International Foundation (LCIF).
 - 6) Prepare to conduct effective club visitations.
- f. Conduct club visitations, as the representative of the District Governor, when requested by the District Governor.
- g. Assist the District Governor and the First Vice District Governor in planning and conducting the annual district convention.
- h. At the request of the District Governor supervise appropriate district committees.
- i. Actively participate in all cabinet meetings and conduct all meetings in the absence of the District Governor and the First Vice District Governor.

Section 9. CABINET SECRETARY. He/she shall act under the supervision of the District Governor. Specific responsibilities shall be to:

- a. Further the purposes of the 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 fifteen (15) 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 Annual District 19-O Convention and furnish copies of the same to Lions Clubs international, the District Governor and the secretary of each club in the district.
 - 3) Make reports to the cabinet as the District Governor or Cabinet may require.
 - 4) Perform such other functions and acts as may be required by directives of the International Board of Directors.

Section 10. GLOBAL SERVICE TEAM (GST) DISTRICT COORDINATOR. Under the supervision of the District Governor, the GST District Coordinator is a member of the District Global Action Team. Responsibilities include:

- a. With the district team, develop and implement the district plan focused on and working to achieve district service and fundraising goals.
- b. Work to increase the percentage of clubs reporting service within the district.
- c. Have knowledge of and encourage participation in LCI and LCIF service programs and grants, and the use of LCI service resources.
- d. Act as the advocacy champion for the district, supporting clubs as they raise awareness, educate their community and advocate for change.
- e. Share service success stories with Lions and the community to increase visibility and member satisfaction, attract new members, and encourage the sharing of best practices.
- f. Work to identify potential leaders to participate in a service leadership role.

Section 11. GLOBAL MEMBERSHIP TEAM (GMT) DISTRICT COORDINATOR. Under the supervision of the District Governor, the GMT District Coordinator is a member of the District Global Action Team.

Responsibilities include:

- a. With the district team, develop and implement the district plan focused on and working to achieve district membership growth.
- b. Train club membership chairpersons on key tools and initiatives and encourage clubs to create membership plans to improve recruitment and member satisfaction.
- c. Support club membership chairs with membership inquiries and provide prompt guidance in line with applicable policies.
- d. Ensure that prospective members are promptly contacted, and referred to a suitable club based on interest, availability, expectations, and other factors. If a suitable club is not available, guidance and support to starting a new club is provided unless a Global Extension Team district coordinator has been appointed.
- e. Work to identify potential leaders to participate in a membership leadership role.
- f. Provide retention strategies to clubs in collaboration with Global Leadership Team and Global Action Team District Coordinators.
- g. Confirm new members are provided an effective new member orientation at the club level, in collaboration with the District Leadership Team Coordinator and the club officers

Section 12. GLOBAL LEADERSHIP TEAM (GLT) DISTRICT COORDINATOR. Under the supervision of the District Governor, the GLT District Coordinator is a member of the District Global Action Team.

Responsibilities include:

- a. With the district team, develop and implement the district plan focused on and working to achieve district leadership development goals to hold training for club officers, zone chairpersons, Certified Guiding Lions and others as appropriate.
- b. Develop and execute an annual district learning and leadership development plan and report training in Learn.
- c. Work to identify potential leaders to participate in service, membership or leadership roles.
- d. Support and facilitate training at district events when appropriate.
- e. Confirm new members are provided an effective new member orientation at the club level, in collaboration with the district membership team coordinator and club officers.

Section 13. DISTRICT MARKETING CHAIRPERSON. Under the supervision of the District Governor, the District Marketing Chairperson is responsible for marketing and communications efforts and directly supports the District Global Action Team. Responsibilities include:

- a. Work with district team to identify and support opportunities for marketing large-scale events programs, and initiatives.
- b. Collaborate directly with the District Global Membership Coordinator to direct any membership leads that come through marketing channels to appropriate clubs.
- c. Support District Governor and District Global Action Team with marketing and publicity guidance. d. Support district funding opportunities.
- e. Manage district social media channels and websites, either directly or through an established district marketing committee.
- f. Maintain a full understanding of the Global Brand Guidelines.
 - 1) Champion appropriate and consistent use of global brand assets in all district activities.
 - 2) Support use of approved brand templates for story and publicity development.
 - 3) Ensure consistent support for the club marketing chair, holding meetings, trainings, and providing marketing guidance and best practices.

Article II – Duties of District Officers (continued)

- g. Encourage clubs to fill the role of the club marketing chairperson.
 - 1) Promote the good works and newsworthy stories of LCI and LCIF to Lions and members of the media, through social media channels, and to external audiences.

Section 14. LCIF DISTRICT COORDINATOR. The LCIF District Coordinator is nominated by the LCIF Multiple District Coordinator, in consultation with the District Governor, and appointed by the LCIF Chairperson, to serve for a three (3) year term. This position serves as an ambassador for Lions Clubs International Foundation and reports directly to LCIF Multiple District Coordinator while working closely with district leadership. Responsibilities include:

- a. Ensure that their team of club coordinators implements LCIF fundraising strategies.
- b. Educate Lions about the importance and impact of LCIF locally, regionally, and around the world.
- c. Encourage Lions to support LCIF in all aspects of fundraising across the district.
- d. Be familiar with LCIF grant opportunities and educate Lions within the district on the various grants and projects supported by LCIF.

Section 15. ZONE CHAIRPERSON. The zone chairperson, subject to the supervision and direction of the District Governor, shall be the chief administrative office in their zone. Specific responsibilities shall be to:

- a. Further the purposes of this Association, resulting in membership growth in the zone.
- b. Actively work towards the success of the current district plan and encourage club participation.
- c. Serve as chairperson of the District Governor’s Advisory Committee (i.e., Zone Meeting) in their zone and as such chairperson to call regular meetings of said committee.
- d. Support club health by identifying club strengths and weaknesses and encouraging growth, leadership excellence and meaningful service.
 - 1) Be knowledgeable of tools available to support club health.
 - 2) Visit each club in their zone once or more during their term of office, reporting their findings to the district governor particularly with respect to weaknesses they may have discovered.
 - 3) Communicate with clubs regularly to ensure effective operation.
 - 4) Support new clubs.
 - 5) Utilize LCI resources, Global Action Team and LCIF to support club health.
 - 6) Endeavor to have every club within the zone operating under a duly adopted club Constitution and By-Laws.
 - 7) Represent each club in their zone in any problems with District, Multiple District, or Lions club International.
- e. Become familiar with district operations and enhance leadership skills as needed for advancement.
 - 1) Learn the district structure and importance of each position.
 - 2) Assess personal leadership skills to encourage personal growth.
- f. Perform such duties and other directives as may be required by the district officers or by the policy of the International Board of Directors.

Article III – Convention Financing

Section 1. The District Cabinet shall have the right to determine the means by which the convention is financed.

Section 2. 19-O Convention registration fees for Lions, Lioness and Leo Club members shall be approved by the District Governor.

Article IV – Zones

Section 1. All rules governing zones shall be as prescribed in the Multiple District 19 By-Laws.

Article V – Amendments

Section 1. These By-Laws may be amended by a majority vote of the delegates at the District 19-O Annual Convention.

Section 2. Proposed amendments must be certified by a least one club, with that Club's President and Secretary signing that the club itself has taken this action.

Section 3. Proposed amendments must be submitted to the District Governor no less than 60 days prior to the Annual District Convention, and copies of the proposed amendment shall be submitted by the District Secretary to each District 19-O Lions Club 30 days prior to the Annual Convention.