



The International Association of Lions Clubs

DISTRICT 5M-13

Constitution and By-Laws

Updated
District Convention

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v1.b

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ARTICLE I – NAME

Section I

The organization shall be known as District No. 5M-13 of the International Association of Lions Clubs (hereafter referred to as “Lions International”).

Section II

The boundary of District 5M-13 is as follows: all of Manitoba West of a line drawn by Highway #75 to the Perimeter Highway #101, West around Highway #101 and North/East to Highway #8 and Highway #9, and North to Churchill.

Section III

Wherever the male gender or pronoun appears in this Constitution and By-Laws, it shall be interpreted to mean both male and female persons.

ARTICLE II – OBJECTS

Section I

To provide an administrative structure with which to advance the purpose and objects of Lionism in this District.

Section II

The reference herein to “5M” or to “District 5M” or to “Multiple District 5M” shall mean and refer to Multiple District 5M and the reference herein to the “5M Constitution” or to “District 5M Constitution” shall mean and refer to the Constitution and By-Laws of Multiple District 5M as are now and may hereafter be valid and binding upon the Lions Clubs in District 5M-13.

Section III

The reference herein to “fiscal year” shall mean and refer to the 12 calendar month period extending from the 1st day of July in a year to the 30th day of June in the following year.

ARTICLE III – MEMBERSHIP

Section I

The members of District 5M-13 shall be all Lions Clubs in the District chartered by and in good standing with Lions International.

ARTICLE IV – DISTRICT ORGANIZATION

Section I – Cabinet and Officers

A. The District shall have a District Cabinet composed of the following officers: Executive Committee - District Governor, (Ex-Officio member), the First Vice District Governor, the Second Vice District Governor, the Third Vice District Governor, Cabinet Secretary, Cabinet Treasurer, Immediate Past District Governor, Zone Chairs; and Committee Chairs (Ex-Officio members) as required- except those as appointed by the Constitutions of the Standing Committees and such other members as the District Governor may, in any year, appoint to Cabinet. (Ex-Officio member- Robert's Rules of Order)

- Gender - change all references to gender, to gender neutral terminology- ie: Chairman to Chairperson

B. The members of the District Cabinet shall be the District Cabinet Officers. Each such Cabinet Officer shall be a member in good standing of a Lions club in the District.

C. Each of the District Cabinet Officers shall have the right to discuss and participate in the activities of the Cabinet including voting privileges. In the event of a tie, the District Governor shall have a casting vote to resolve the question.

D. Notwithstanding any provisions to the contrary contained in the Multiple District 5M Constitution, the District Governor, the First Vice District Governor, the Second Vice District Governor,

the Third Vice District Governor shall be elected at the annual convention of the District. They shall take office immediately upon the adjournment of the Lions International Convention held next succeeding election and shall serve until the adjournment of the Second Lions International Convention held next following the election of the District Governor making the appointment.

E. Prior to the beginning of his term of office, the District Governor shall appoint a Cabinet Secretary, Cabinet Treasurer and one Zone Chairman for each Zone, all of whom, together with other such Cabinet Members as he may (by then) have appointed, shall take office upon the commencement of his term of office and shall until the adjournment of the Second Lions International Convention held next following the election of the District Governor making the appointment.

F. Any vacancy in any District Office, except that of District Governor, shall be filled by appointment of the District Governor for the remaining term thereof.

G. In the event of a vacancy in the office of District Governor, the Vice District Governor shall perform the duties of, and have the same authority as, the District Governor (until such vacancy is filled by the International Board of Directors for the remainder of the term as provided for in the Lions International Constitution and By-Laws.

H. If a Zone Chairperson ceases to be a member of a club in the Zone to which they were appointed, or if a Zone is unable to find a Zone Chairperson within its membership, the District Governor shall appoint a qualified Lion to fill the position.

I. No salary shall be paid to any officer of the District.

J. In the event of a vacancy in the office of Vice District Governor, the District Governor and the Cabinet shall at a Cabinet Meeting or special meeting appoint a qualified member to fill the position for the remainder of the term. The appointed Vice District Governor shall stand for election for the office of District Governor, along with any other endorsed member. In any event the said Vice District Governor shall complete the term. The same procedure will be followed for a vacancy in the position of Second Vice District Governor and of Third Vice District Governor.

No incumbent District Governor elected or appointed and serving a full term, may stand for election or be appointed to succeed himself or herself in the same District, single, transitional, or provisional. But he or she can only be elected to a second term under unusual circumstances and with the approval of the International Board of Directors. If you move from one District to another you may stand for election in that District.

K. The International Protocol position is held by the highest ranking District Lion.

L. The Global Action Team (GAT) involves the Global Membership Team (GMT), the Global Leadership Team (GLT), and the Global Service Team (GST).

Section II – District Cabinet Meetings

A. Regular

A regular meeting of the Cabinet shall be held in each quarter of the fiscal year, with the first meeting to be held within sixty (60) days after the adjournment of the preceding Lions International Convention. Ten (10) days written notice of meetings setting forth a date, time and place as determined by the District Governor shall be mailed or delivered to each member of the Cabinet by the Cabinet Secretary or by a Cabinet member on his behalf.

B. Special

(a) Additional Meetings

Special meetings of the Cabinet may be called by the District Governor at his discretion, and shall be called upon written request made to the District Governor or the Cabinet Secretary by a majority of the members of the Cabinet. No fewer than five (5) or more than ten (10) days written or telegraphic notice of special meetings, setting forth the purposes thereof and a date, time and place determined by the District Governor, shall be given to each member by the Cabinet Secretary or by a Cabinet member on his behalf.

(b) Internet Business Transactions

District 5M-13 may transact business via the internet, provided that no such action shall be effective until approved in writing by the majority of the members of Cabinet. Such action may be initiated by the District Governor, but votes thereon to be valid, must be received by the secretary within ten days of the original e-mail.

C. Quorum

The attendance of a majority of the Cabinet Members at any meeting shall constitute a quorum for all purposes. The Ex-Officio members shall have attendance, participation and voting privileges but are not included in the quorum.

Section III - Zones

A. The District Governor shall divide the District into Zones composed of four (4) to eight (8) Clubs, giving due regard to the geographical location of the Clubs. All such Zones shall be subject to change by the District Governor when, in his sole discretion, he shall deem a change to be necessary in the interest of the District.

Section IV – District Committees

A. District Governor's Advisory Committee

In each Zone, the Zone Chairperson and the Presidents and Secretaries of the Lions Clubs in the Zone shall compose a District Governor's Advisory Committee, with the Zone Chairman as Chairman thereof. At a date, time and place determined by the Zone Chairman, this committee shall hold a total of not less than three (3) meetings in a fiscal year, with the recommendation that the first meeting be held in the Fall, a second meeting in the Winter, and a third meeting in the Spring in each fiscal year. Written notice of all Zone meetings shall be sent to the President and Secretary of each Lions Club in the Zone.

B. Constitution and By-Laws Committee

The District Governor shall appoint the chairperson and two knowledgeable Lions to form the District's Constitution and By-Laws Committee.

It shall maintain the Constitution and By-Laws of the District and present changes to the membership as required by the Constitution, Lions International, Multiple 5M and any other changes as presented. All changes are to be presented to the District Cabinet meeting each year for its recommendation, and the Lions members as set out in Article VIII in this Constitution. The Chairperson of the District and Multiple District 5M Constitution Committee shall be the Immediate Past District Governor or other Past District Governor as provided by the Constitution Committee.

ARTICLE V - FINANCES

Section I

A. To provide revenue to pay and satisfy the expenses and other commitments of the District including its commitment to the Multiple District Administration Fund, the International Activities Fund, the Campaign Fund and the Multiple District Geographical Assistance Fund as provided in Section I of Article V of the Multiple 5M Constitution, the Cabinet Treasurer shall levy upon every Club in the District, an annual per member dues equal in amount to that which is now approved by the Lions Clubs of 5M for purpose of levy as set out in said Section I of Article V of the 5M Constitution, or equal in amount to that which may at any time hereafter be validly approved for purpose of levy by the Lions Clubs of 5M, meeting in convention in accordance with the Multiple 5M Convention.

In District 5M-13 the following financial items have been approved.

a) Any Club whose membership reduction adjustment, which was not previously reported by recognized procedures, and is recognized by LCI, shall be recognized by District 5M-13. Consequently, District 5M-13 membership fee for that Club will be adjusted to reflect these changes in membership.

b) Members of Lions Clubs in District 5M-13 are exempt from paying District dues while serving their country on a tour of duty as a member of a United Nations, North Atlantic Treaty Organization or internal operation within the territorial boundaries of Canada.

c. "The first family member (head of household) pays full International dues and up to four additional members pays only half the International Dues or Charter Fee. The Family Membership Program applies to family members who are (1) eligible for Lions Membership, (2) currently in the same household or related by birth, marriage or other legal relationship, common house hold family members and dependents".

d). A club which has an unpaid balance to Lions International in excess of US \$1000 per club, whichever is less, outstanding past 120 days will be suspended, including the suspension of the Club's Charter, and all rights, privileges and obligations of the Lions Club. In the event, the club does not acquire good standing, as defined by the policy, on or before the 28th of the month following suspension, the Club's Charter will be automatically cancelled. The cancellation, of a Club for financial suspension may be rescinded within 12 months from the date of cancellation, in the event the club has paid its account in full and a completed reactivation report is received. Any club that has been approved for a payment plan by the Finance Division will not be suspended, so long as it continues to fulfill its obligation per the approved payment plan.

e). Any chartered club which shall fail to meet any obligation to this Association may, at the Direction of The International Board of Directors and in consultation with the District Governor, be placed on status quo, or have its charter cancelled. Any club placed on status quo shall forfeit all rights and privileges pending final determination of its status by said Board.

f). Any Chartered Club may resign from this Association and said resignation shall become effective upon acceptance thereof by the International Board of Directors. This board may withhold acceptance; however, until all indebtedness has been paid, all club funds and property disposed of, the club charter has been returned, and all rights to the use of the name "LIONS", the emblem and other insignia of the association has been surrendered.

B. The annual per member dues shall be collected by the Club Treasurer from each Club and submitted to the Cabinet Treasurer in two equal payments, on the 15th days of July and January in each fiscal year with billings to be based upon the total membership of each Club as of the 1st days of July and January respectfully.

C. The annual per member dues shall be in lieu of the annual per member dues required to be paid by each Club pursuant to Section I Article V of the 5M Constitution, but the Cabinet Treasurer shall use and distribute the same in accordance with the provisions of the Multiple 5M Constitution relating thereto.

D. There shall be a mandatory review and adjustment if necessary of the Club dues for the administration of the District by the District Cabinet at the first meeting at the start of each fiscal year.

E. All committees in receipt of funds from LCI/MD-5M/ Diabetes, Parade of Green, etc. shall submit a statement of said receipts and expenditures of monies; that a copy of these financial statements be made available to any Lion or Lioness Club upon request of the Club Executive; and that these financial records be presented to the Cabinet Treasurer annually at the end of the fiscal year – June 30th.

F). The District Newsletter costs will be provided for as follows:

- a) Basic printing costs as submitted to the district
- b) Club costs as invoiced by Cabinet
- c) A review of the District Governor/Vice District Governors Assistance Fund is to be made annually at the end of the Lions fiscal year and a complied statement submitted by the District Treasurer in the fall to the membership.

G). The District Governor's/Vice District Governors' Assistance Fund shall be levied at \$5.00 per capita per club annual. These funds shall reimburse the District Governor's and Vice District Governors' expenses for amounts over and above the Lions International Rules of Audit.

a). The District Governor's and Vice District Governors' Assistance Fund is part of the General Account, under the management of the Cabinet Treasurer.

b). The District Governor's and Vice District Governors' Assistance Committee, composed of the Cabinet Treasurer and two Cabinet appointed members, will review submitted expenses and render payments.

c). The Treasurer and one of the two (2) appointed members are the signing authorities for the District Governor's/Vice District Governors' Assistance Fund.

Section II

New and reorganized Clubs shall not be required to pay any annual per member dues for the semi-annual period in which their establishment or reorganization occurs.

Section III

Expenses of the District Governor to attend the International Convention shall be considered a District administrative expense. Reimbursement for such expenses shall be paid up to the amount outlined in the Rules of Audit of Lions International.

Section IV

The District Governor and his Cabinet shall not incur obligations in any fiscal year which will affect an unbalanced budget or deficit in said fiscal year.

Section V

The Cabinet Secretary/Treasurer shall be bonded in such amount and with such surety company as shall be approved by the District Cabinet, and or such blanket bond as provided by Multiple 5M and the cost shall be an administrative expense.

Section VI

The District Governor shall appoint a qualified individual to provide for an annual or more frequent review of the books and accounts of the Cabinet Secretary/Treasurer, and a statement of the financial condition of the District in each fiscal year, shall be prepared by a Chartered Accountant or a Certified General Accountant. Such statement also shall be made available to each Club in the District. Reasonable expense of retaining an accountant to carry out this audit shall be an expense of the current District Governor.

Section VII

Except as provided in Article VII hereof, the obligation or liability of a Lions Club to provide revenue to pay and satisfy the expenses and other commitments of the District as mentioned in Section I hereof, shall be limited to payment of the annual per member dues, more particularly described in Section I hereof, provided however that nothing herein contained shall inhibit, prohibit or in any way restrict any Lions Club from making any voluntary payment or contributing on a voluntary basis, any funds to pay or satisfy expenses and/or other commitments of the District or to further any of the purposes or objects of the District or to otherwise financially support the objects and principles of Lionism nor shall anything therein contained inhibit, prohibit or in any way restrict any Lion,





any Lion Cabinet member or other person, firm or corporation from making a request to a Lions Club in the District to make any such voluntary payment, voluntary contribution or to otherwise financially support objects and principles of Lionism.

ARTICLE VI – DISTRICT CONVENTION

Section I

An Annual Convention of District 5M13 shall be held in each year during the months of November, December, January or February, at a place selected by a previous annual convention of the District and at a date and time fixed by the District Governor. A meeting of the certified delegates of the District in attendance at the District Convention shall constitute the annual convention of the District.

Section II

The District Governor shall receive invitations in writing from “Lions Clubs” desiring to entertain the annual convention. All invitations shall set forth such information as the District Governor shall from time to time require and shall be delivered to him not later than thirty (30) days prior to convening date of the convention at which they are to be voted on. Procedure to be followed in investigation of bids and in presentation of the same to conventions, as well as action to be taken by a convention in the event no bids are acceptable to, or received by the District Governor, shall be determined by the District Governor.

Section III

The Officers of the District Cabinet shall govern the Annual District Convention.

Section IV

A Convention Sergeant-at-Arms, Committee Chairman for the Credentials, Resolutions, Nominations, Elections, Constitutions and By-Laws, and Rules Committees shall be appointed by the District Governor.

Section V

Each chartered Club in good standing in Lions International and the District shall be represented by one or more delegates at the annual District Convention and shall be entitled in each such convention

to one (1) voting delegate and one alternate for each ten (10) members, or major fraction thereof, of said Club as shown by the District records on the first day of the month last preceding that month during which the convention is held or as the District Governor may from time to time direct. The major fraction referred to in this section shall be five (5) or more members. All Past District Governors residing

within the constitutional boundaries of District 5M-13, who are members of a Lions Club in said District, shall have full delegate status independent of the club quotas. Each certified delegate present in person may cast one (1) vote only for each office to be filled by, and one (1) vote on each Issue to be voted on by the members of said 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.

Section VI

The attendance of a majority of the delegates registered at a convention shall constitute a Quorum at any session of the convention.

Section VII

The District Governor shall retain and have power to change at any time, for good reason, the Convention site chosen at a previous District Convention, and neither the District Governor nor the District, nor any member of the District Cabinet, shall incur any liability thereby to any club, or club member in the District.

Section VIII

Within sixty (60) days after the close of the Convention an official report of the Convention proceedings shall be mailed to Lions International and made available to each Club in the District by the Cabinet Secretary.

ARTICLE VII – DISTRICT CONVENTION FUND

Section I

The Lions Club hosting the Convention and as approved by the District Governor, shall charge a hospitality fee set at such amount as may be necessary or desirable to pay, satisfy and settle all costs, charges and expenses incurred or likely to be incurred by the Host Club or by the District in organizing, promoting and operating the District Convention.

Section II

- A. If a profit is realized from the promotion, organization or operation of the District Convention, such profit shall be shared by and between the Host Club and the District, with the Host Club receiving 60% of such profit and the District receiving the remaining 40%.
- B. That a startup loan of \$1,000 be made available to the convention committee if required, and that the loss be listed as a budget item.
- C. In case of a deficit the Cabinet will review and give consideration for some degree of compensation.
- D. Since the funds in the Disaster Account have been transferred to the General Funds Account and the Disaster Account closed, it is recommended that the hosting club purchase an insurance policy, paid by the District, to offset possible winter costs.

Section III

The Host Club responsible for the promotion, organization and operation of a District Convention shall, within a period of sixty (60) days after the completion thereof, prepare or cause to be prepared and submitted to the District Governor, a Financial Report of the Convention, including details of all income or other funds received and all expenses or disbursement made, and at the time of such accounting, the Host Club shall pay to the District, the District's share of any profit which may have been made or realized from the promotion, organization, or operation of the District Convention.

Section IV

The District Governor shall cause a copy of the Financial Statements submitted to him by the Host Club to be made available to each Lions Club in the District, within a reasonable period of time following the District Governor's receipt of the financial statement. If required, the District Governor may ask the host Club for an audited statement.

Section V

Raffle tickets shall not be sold at any official function at the Annual District Convention without the approval from the Convention Committee.

ARTICLE VIII – AMENDMENTS

Section I

This Constitution may be amended only at a District Convention by resolution reported by the Convention Committee on Constitution and By-laws and adopted by the simple majority of the majority of registered voting delegates in attendance. The procedure includes the request for change, the consideration of the request and recommendation made by the Constitution and By-Laws Committee to Cabinet, the Cabinet consideration and recommendation to the delegates at the Annual General Meeting with at least thirty (30) days of advance notice.

Section II

No amendment shall be so reported or voted upon unless the same shall have been furnished in writing to each Club not less than thirty (30) days prior to the convening date of the Annual District Convention such notice the same will be voted upon at said Convention.

Section III

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

Section IV

Any proposed amendment of the Constitution and By-laws submitted to the Convention may be further amended by the delegates present and entitled to vote at the Convention, provided the further amendment does not materially change the nature and scope of the original amendment proposed to the Convention. In the event of any dispute arising, as to whether or not, the further amendment materially changes the nature and scope of the original amendment proposed to the Convention. In the event of any dispute arising, as to whether or not, the further amendment materially changes the nature and scope of the original amendment proposed to the Convention, the decision of the District Governor shall be final and binding upon the Convention.

BY-LAWS

ARTICLE I – DISTRICT NOMINATIONS AND ELECTIONS

Section I

The District Governor shall appoint, by written notification received at least sixty (60) days prior to the District Convention, a Nominating Committee of three (3) members, each of whom shall be a member in good standing of a different Lions Club in good standing of the District, and shall not at the time of their appointment hold any District or International Office. The names and addresses of Lions so appointed shall be sent to all the Clubs in the District at least thirty (30) days prior to the convening day of the District Convention.

Section II

Any member of a Club in the District seeking the office of District Governor, First Vice District Governor, Second Vice District Governor or Third Vice District Governor shall file his intention to so run in writing with the Nominating Committee prior to the day of its report to the Convention, and furnish therewith evidence of his compliance with the qualifications for said office set out in the International Constitution and By-laws. The Nominating Committee shall place in nomination at the District Convention the names of all candidates so qualified. If none are so received and/or so qualified, then, but then only, nominations for the office may be made from the floor. Each candidate shall be allowed one nominating speech of no more than three minutes duration, and one seconding speech of no more than two minutes duration. The District Governor's election shall be conducted by secret written ballot, with the District Governor candidate required to secure a simple majority of votes cast by the delegates and voted in order to be elected.

Section III

The election shall be by secret written ballot. The candidate receiving the largest number of votes cast shall be declared elected. In case of a tie on any ballot, balloting shall continue on the tied candidates until one is elected.

Section IV

In the event of a vacancy in the office of District Governor and/or a Vice District Governor, the same shall be filled in accordance with the provisions of the International Constitution. The remaining Cabinet Officers and Past District Governors, chaired by the Immediate Past District Governor shall pick a replacement for recommendation to the International Board of Directors.

Section V

The District Governor will cause an election for Directors of the “Lions Foundation of Manitoba and Northwestern Ontario Inc.” at each District Convention as follows:

A. District 5M-13 shall have four (4) Directors on the Lions Foundation of Manitoba and Northwestern Ontario Inc. Board, each for a three (3) year term. No Director may serve more than two (2) consecutive three (3) year terms.

B. One Director to be elected annually at the District Convention. Once elected at the District Annual Business Meeting, the new Director will replace the most senior Director.

C. Requests for changes to the Lions Foundation of Manitoba and Northwestern Ontario, Inc Constitution and By-Laws process; any Lion or Lions Club wishing to amend or change an item in the Foundation’s Constitution and By-Laws will have the relevant information presented to the District’s elected Directors who will present such to the Foundation’s Board of Directors for its consideration.

D. District 5M-13 elected Directors of the Lions Foundation of Manitoba and Northwestern Ontario, Inc select District Zones in which each Director will present information on “The Foundation” prior to the District Annual Meeting which would include information on the basic projects with emphasis on the current year, a financial report, proposed resolutions, and elections.



ARTICLE II – DUTIES

Section I – District Governor

The District Governor shall act under the general supervision of the International Board of Directors as the representative of Lions International in this District and shall have general supervision over all Lions Clubs therein. In addition he shall:

- A. Further the purpose and objects of Lions Clubs International;
- B. Promote the knowledge of Lions and what they do through the newsletter and social media
- C. Supervise the organization of new Lions Clubs;
- D. Promote cordial relations among the Chartered Lions Clubs;
- E. Preside over all Cabinet, Convention, and other District meetings;
- F. Endeavor to visit each Club at least once during his term of office;
- G. Exercise such supervision and authority over Cabinet officers and District Committee appointees as is provided in this Constitution, including, but not by way of limitation, the following:
 - a) Supervise the collection of all annual per member dues by the Cabinet Secretary and/or Treasurer, designate a depository(s) for said funds and authorize the payment there from all legitimate expenses or commitments pertaining to the administration of the affairs of the District;
 - b) Secure, set the amount of and approve the surety company issuing the surety bond for the Cabinet Secretary and/or Treasurer;
 - c) Secure, semi-annually or more frequently, District financial reports from the Cabinet Treasurer;
 - d) Ensure for an annual or more frequent audit of the books and accounts of the Cabinet Treasurer and/or Secretary and set up a definite schedule of dates, times, and places of Cabinet meetings to be held during the fiscal year;
 - e) Submit a current itemized statement of total District receipts and expenditures to the annual District Convention;
 - f) Submit such other reports and perform such other duties as may be required by the International Board of Directors;
 - g) Deliver forthwith, within ninety (90) days following the termination of his term of office, all District accounts, funds, and records to his successor in office. Deliver an audited Financial Statement concerning the financial state of the District during his term of office.

Section II – First Vice District Governor

- a) Further the purposes of the Association;
- b) Perform administrative duties as assigned by the International Board of Directors;
- c) Attend Cabinet meetings;
- d) Preside at cabinet meetings and other meetings in the absence of the governor and participate in council meetings as appropriate;
- e) Assist the governor in identifying opportunities and challenges facing the district and in developing long term strategies to strengthen and grow the district;
- f) Conduct club visitations when requested by the district governor;
- g) Be a member of the District Global Action Team (GAT) which includes Global Membership Team (GMT), Global Leadership Team (GLT), Global Service Team (GST) and Convention Committee and assist them in reaching their goals for the year.
- h) Supervise other district committees at the request of the district governor;
- i) Participate in the planning of the following year including the district budget;
- j) Become familiar with the responsibilities of the district governor; and
- k) Be a member of the Global Membership Team.

Section III – Second Vice District Governor

- a. Further the purposes of the Association;
- b. Be a member of the District Global Action Team (GAT) which includes Global Membership Team (GMT), Global Leadership Team (GLT), Global Service Team (GST) and Convention Committee and assist them in reaching their goals for the year.
- c. Attend cabinet meetings;
- d. Preside at cabinet meetings and other meetings in the absence of the governor and the first vice district governor;
- e. Monitor the health of clubs by regularly reviewing LCI recap and membership reports;
- f. Assist the preparation of the budget and other matters to be continued in the following year;
- g. Supervise appropriate district committees as requested by the district governor;
- h. Accept and complete other duties as required by the association's policy or as assigned by the district governor. For example, conduct club visitations, offer assistance to declining clubs, work with the District Convention, LCIF and Information and Technology Committees;
- i. Be a member of the Global Leadership Team.

Section IV – Third Vice District Governor

The Third Vice District Governor is subject to the supervision of the District Governor. His/her specific responsibilities shall be to:

- a. Further the purposes of this association;
- b. Be a member of the Global Action Team (GAT), and assist the Global Membership Team (GMT), and Global Leadership Team (GLT) in the areas of effective growth, new club organization, member retention, leadership development and member orientation.
- c. Perform such other functions and acts as required by the policy of the organization;
- d. Actively participate in all cabinet meetings, and conduct meetings in the absence of the District Governor, First and Second Vice District Governors;
- e. Participate in the preparation of the new District budget;
- f. Be familiar with all matters to be contained during the following year; and
- g. At the request of the District Governor, supervise appropriate District committees and participate in the review of strengths and weaknesses of the District.

Section V – Cabinet Secretary and Cabinet Treasurer (or Cabinet Secretary-Treasurer)

Under the supervision and direction of the District Governor, the Cabinet Secretary and Cabinet Treasurer (or Secretary-Treasurer) shall:

Cabinet Secretary

- a. 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,
- b. Take and keep minutes of the District Convention Business Meeting,
- c. Assist the District Governor and Cabinet in conducting the business of the District and perform such other duties as are specified or implied in the Constitution and By-laws or as may be assigned from time to time by the District Governor or the Cabinet;
- d. Make an annual report to the Cabinet at its meeting immediately preceding the annual District Convention, and such other reports at such other times and the District Governor or Cabinet may require;
- e. In consultation with the Treasurer, bill, collect and receipt for all per capita dues levied hereunder on members and Clubs in the District, deposit the same in such bank or banks as the District Governor shall determine and disburse the same by order of the District Governor; and
 - Monitor the Monthly Membership Reports from the clubs in the District and make copies for distribution to other district officers, if requested by the governor.
 - Sign all notices and documents issued by the District.

- f. Complete and send Form DA-901, which is the Multiple District Office Reporting form (Incoming District Governor and Vice District Governors) to the Multiple District Executive Secretary and to Lions Clubs International immediately following the District Convention.

Cabinet Treasurer

- a. In consultation with the Cabinet Secretary remit and pay over to the Multiple District Council Treasurer, the Multiple District Convention fund per capita dues, if any, collected in the District, and secure a proper receipt therefore;
- b. In consultation with the Cabinet Secretary remit and pay over to the Multiple District Council Chairman and Lions International the member per capita dues owing from the District.
- c. Keep accurate books and records of account 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. Under the direction of the District Governor or the Cabinet, he shall furnish any such books and records as requested to any auditor appointed by the District Governor;
- d. Secure bond for the faithful performance of his duties in such sum and with such sureties as may be required by the District Governor; and
- e. Follow the procedures and expectations as outlined in Article V - Finance, Sections I to VII of the constitution.

Section VI – Zone Chairpersons

Under the control and supervision of the District Governor, the Zone Chairman shall:

- a. Make a report of each District Governor's Advisory Committee meeting and send copies within five (5) days thereafter to Lions International and to the District Governor;
- b. Endeavor to have every Club within the Zone operating under a duly adopted Club Constitution and By-laws;
- c. Arrange regularly scheduled zone meetings;
- d. Encourage inter-club meetings and social activities;
- e. Promote attendance at Charter Nights for newly organized clubs; and
- f. Promote representation at International and District Conventions by at least the full quota of delegates to which clubs in his zone are entitled.
- g. To create a good understanding within clubs about the District, Multiple District and International Programs.

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

Section VII – District 5M-13 District Administrator

- a). If the District Governor decides to appoint someone to act as the 5M-13 District Administrator the “Access to MYLCI Form” needs to be sent to Lions Club International (LCI) by the District Governor Elect by mid June, so that the position can take immediate effect after the International Convention in July, and
- b). Duties can be found in the 5M-13 Strategic Plan as policy

Section VIII– District Governor’s Cabinet

The District Governor’s Cabinet shall:

- a) Assist the District Governor in efforts to further the purpose and objects of Lions International;
- b) Assist the Zone Chairmen in the performance of their duties and in the formulation of administrative plans and policies affecting the welfare of Lionism within the District;
- c) Serve in an advisory and administrative capacity;
- d) Receive, from the Zone Chairmen, reports and recommendations which concern the clubs and zones.
- e) Cabinet members overseeing the District Operations and Service Programs use the Strategic Plan for the position expectations as outlined in the annual revisions to the District 5M-13 Long Range Planning booklet.

Section IX – District Governor’s Advisory Committee

It shall assist the Zone Chairman in an advisory capacity; procedure recommendations affecting the welfare of Lionism and the Clubs in the Zone; and relay the same through the Zone Chairman to the District Governor and Cabinet.

Section X – District Governor’s Honorary Committee

The District Governor’s Honorary Committee, composed of the Past District Governors in the District, shall act under the direction of the District Governor in the promotion of Lionism throughout the District.

Section XI – Sergeant-At-Arms

The Sergeant-At-Arms shall maintain order and decorum at the respective Conventions and meetings and perform such other duties as are incident to his office under Robert’s Rules of Order Newly Revised.

ARTICLE III – COMMITTEES

Section I

The Credentials Committee of the District Convention shall be composed of the Cabinet Secretary as Chairman, and two other non-officers of the District appointed by the District Governor. The Credentials Committee shall have the powers and perform the duties set forth in Robert's Rules of Order Newly Revised.

Section II

The District Governor shall appoint designate the Chairman of, and fill any vacancies occurring in the following District Convention Committees: Resolutions, Elections, Nominations, Constitution and By-Laws, Rules, and International Convention. Efforts need to be made to have at least one area

Representative (Article I, Section V-B, Page 14)) on each committee. These committees shall perform such duties as the District Governor shall designate.

ARTICLE IV – RULES FOR CONVENTION PROCEDURE

Section I

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

Section II

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, Zone, or Club or any group or committee of any one of them shall be determined by Robert's Rules of Order Newly Revised.

ARTICLE V - NOMINATION & ENDORSEMENT

Section I

Subject to the provisions of the International Constitution and By-laws, any member of a Lions Club in the District seeking endorsement of a District Convention as a candidate for the office of International Director or Third-Vice President shall:

- a. Deliver (by mail or in person) written notice of intention to seek such endorsement to the District Governor and, if this District is a Sub-District of a Multiple District, to the Multiple District Council Secretary, by January just prior to the convention date of the respective convention at which such questions of endorsement are to be voted upon.
- b. Deliver with said Notice of Intention evidence of fulfillment of the qualifications for such offices set forth in the International Constitution and By-Laws.

Section II

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

Section III

Each such nominee for endorsement shall be allowed one nominating speech of no more than three (3) Minutes duration.

Section IV

The vote on the question of endorsement shall be by secret written ballot.

The nominee receiving a majority of the votes cast shall be declared endorsed (elected) as the candidate of the Convention of the District. In the event of a tie vote, of failure of one nominee to receive the required majority, on any ballot, balloting shall continue with respect to the two nominees only who received the largest number of votes on the previous ballot until one receives the required majority of the votes cast.

Section V

Certification of Endorsement by the respective convention shall be made in writing to the International Office by the District Official designated, and in accordance with the requirements therefore set forth, in the International Constitution and By-laws.

Section VI

No endorsement on any candidacy of any member of a Lions Club in this District shall be valid unless and until the provisions of this article have been met.

ARTICLE VI – FISCAL YEAR

Section I

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

ARTICLE VII – AMENDMENTS

Section I

These By-Laws may be amended only at a District Convention, by resolution reported by the Convention Committee on Constitution and By-Laws and adopted by an affirmative vote of the majority of the registered voting delegates in attendance. The procedure includes the request for change, the consideration of the request and recommendation made by the Constitution and By-Laws Committee to Cabinet, the Cabinet consideration and recommendation to the delegates at the Annual General Meeting with at least thirty (30) days of advance notice.

Section II

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

Section III

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

ARTICLE VIII – EFFECTIVE DATES

This Constitution and By-laws shall take effect when adopted by the District Convention at which the same is adopted by the affirmative vote of a majority of the votes cast.

Original dated, July 1, 1981

Revised, District Convention at Flin Flon, February 6, 1987

Revised, District Convention at Dauphin, February 27, 1988

Revised, District Convention at Brandon, February 11, 1989

Revised, District Convention at Swan River, February, 1992

Revised, District Convention at Flin Flon, February 12, 1994

Revised, District Convention at Brandon, February 8, 1997

Revised, District Convention at Dauphin, February 20, 1998

Revised, District Convention at Swan River, February 13, 1999

Revised, District Convention at Russell, February 12, 2000

Revised, District Convention at Flin Flon, February 22, 2003

Revised, District Convention at Dauphin, February 28, 2009

Revised, District Convention at Swan River, February 19, 2011

Revised, District Convention at Gimli, February 23, 2013

Revised, District Convention at Brandon, February 22, 2014

Revised, District Convention at Virden, February 21, 2015

Revised, District Convention at Winkler, November 18,

Revised, District Convention at Onanole, November 17,

Revised, District Convention at Russell, November 16, 2019

Revised, District Convention held virtually, February 27, 2021

ARTICLE IX – GOVERNOR AND CABINET MEMBERS EXPENSE GUIDELINES

All expenses mentioned hereafter shall be guided by the current rules of audit as set down by Lions International.

A. District Governor

Lions Clubs International covers the following:

- Governor's Stationary
- Three 5M Council Meetings
- Four 5M-13 Cabinet Meetings
- One visit to each Club
- Two Charter Nights
- Club 25th anniversary
- District Officers School
- Club 50th Anniversary
- Telephone as per rules/audit

Multiple 5M covers the following:

One 5M Council Meeting (Multiple Secretary will choose which meeting, one closest to District Governor's home)

District 5M-13 covers the following:

- Leo Charter Nights
- USA/Canada Forum (Governor only – Not including Registration)
- International Convention (End of Governor's year – not including Registration)
- Actual Postage
- Additional Stationary if required

The District Governor must submit an expense claim to Lions Clubs International prior to the 20th of the month. Attending District approved functions

Governors' Assistance Fund

Please see the 5M-13 Constitution & By-Laws Article V – Finance, Section 1 – “G”.

- Uniform for the District Governor,
- Uniform for Partner in Service
- Cell Phone (Rent only for 10 months)
- Reasonable expenses over and above Rules of Audit (eg. Difference between actual accommodation costs and what LCI pays). Only on very exceptional circumstances will assistance be paid towards meal costs.
- Spouse's transportation to the International Convention at the end of the Governor's year.
- Registration fee – USA/Canada Forum and outgoing International Convention.
- Reasonable out of pocket expenses – (e.g. Taxi Fare to Lions events if no other way is possible).
- Under special circumstances any expenses of two hundred dollars (\$200.00) need to be “pre-approved” by the District Finance Committee.

B. First Vice-District Governor/District Governor Elect

- a) Lions Clubs International, to begin his/her year, will pay for
 - a. Long Distance telephone actual costs to set up the new Cabinet
- b) Multiple District 5M covers the cost of
 - a. Governor Elect Training School (March)
- c) District 5M-13 covers the costs of
 - a. 5M Multiple Convention and Council Meetings
- d) Governors' Assistance Fund
 - a. Registration only for the USA/Canada Forum for Governor Elect and Partner in Service
 - b. The Partner in Service's transportation to attend the International Lions Clubs Convention will be the difference between the amount paid by Lions Clubs International as per Rules of Audit and the total travel costs.
 - c. In the event that the Vice District Governor and Partner in Service do not have the uniform required, the DG/VDG Fund will cover the costs.

C. Second Vice District Governor

- a. The District Governor/Vice District Governors' Assistance Fund will cover the costs of the uniform for the 2nd Vice District Governor and Partner in Service.
- b. Second Vice-District Governor Training in October as per Rules of Audit.

D. Other Cabinet Members

- a. District 5M-13 pays for four Cabinet Meetings per year including the one held at the District Convention as per Rules of Audit: .40c/km for mileage; up to \$75.00 for one night accommodation; and a per diem of up to \$35.00 (breakfast - \$10.00, lunch \$10.00, and supper \$15.00).
- b. Zone Chairpersons – three Zone meetings per year and a visit to each club in their Zone. Other events such as Anniversaries, Charter Nights, etc. require Cabinet approval of funds above the budgeted amount.

Updated: February 27, 2021