

Constitution & Bylaws And Policy Manual

**District OH-7, Inc.
Of Multiple District 13**

Ohio Lions, Inc

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TABLE OF CONTENTS

Constitution

Article 1 Name, Powers and Boundaries	3
Article 2 Objects	3
Article 3 Membership	4
Article 4 District Organization	4
Article 5 District Administration Fund	9
Article 6 District Convention	10
Article 7 District Convention Fund	11
Article 8 Amendments	12
Article 9 Adoption	12

By-Laws

Article 1 District Nominations and Elections	13
Article 2 Duties	14
Article 3 Committees	16
Article 4 Rules for Convention Procedure	17
Article 5 Fiscal Year	18
Article 6 Amendments	18
Article 7 Effective Date of Document	18

Policy Manual

Policy 1 Flower Policy	19
Policy 2 State Projects	19
Policy 3 Emergency Call List	20
Policy 4 Club Fund Raisers	20
Policy 5 District Fund Raisers	20
Policy 6 District Projects	20
Policy 7 Cabinet Meeting Cost	20
Policy 8 Club Operations	21
Policy 9 Death Notification	21
Policy 10 Effective Date of Policy Manual	21

OH-7 Constitution

Article 1 Name, Powers & Boundaries

Section 1— Name

The name of this organization, as duly recognized by the International Association of Lions Clubs and constituted under their authority as sub-district OH-7 of Multiple District 13, comprising a portion of territory within the State of Ohio shall be known as District OH-7, Inc.

Section 2— Governance

The Constitution and By-Laws of District OH-7 shall govern all conventions and other meetings of this district and/or its regions.

Section 3 — Division Into Regions

For the purposes of administration, the District Governor, in consultation with the District Cabinet, shall divide this district into two regions.

Section 4 — Boundaries

The boundary lines of this district are to be consistent with the Ohio Lions Constitution. It includes the counties of Athens, Coshocton, Fairfield, Gallia, Hocking, Jackson, Knox, Lawrence, Licking, Meigs, Monroe, Morgan, Muskingum, Noble, Perry, Vinton and Washington.

Article 2 Objects

Section 1— Objects and Goals

The objects and goals of District OH-7 shall be:

1. To provide an administrative structure with which to advance the Purpose and Objects of Lions Clubs International in this District.
2. To coordinate, standardize and direct the activities, other than local activities, of all affiliating Lions Clubs within the District.
3. Provide ways and means for the activities of District OH-7.
4. To unite the membership of OH-7 into a closer bond of friendship, good fellowship and mutual understanding, that they may assist each other.
5. To promote the general welfare of the International Association of Lions Clubs, and of Multiple District 13 - Ohio Lions Inc., to carry out the ideals and Principles of Lionism.
6. To further the charitable objects of OH-7, Ohio Lions and Lions Clubs International.

Article 3 Membership

Section 1 — Voting Privilege

- A. The membership of this organization shall be all Lions, Lioness and Leo clubs in the District of OH-7 recognized by Lions Clubs International.
- B. Only Lions Clubs in good standing shall be entitled to voting delegates at District and State business meetings.

Article 4 District Organization

Section 1— District Cabinet

The District shall have a District Cabinet composed of the District Governor, the Immediate Past District Governor, the 1st Vice Governor, the 2nd Vice Governor, Zone Chairs and Cabinet Secretary-Treasurer. The members of the District Cabinet shall be the Officers of the District. Each shall be a member in good standing of a Lions club in good standing in the District.

Section 2 --- Cabinet Meeting Attendance

The District Cabinet shall invite State and District Committee Members and Past District Governors (PDG's) residing in or representing the former District 13-K, the former District 13-G of Coshocton County and the former District 13-J of Gallia, Jackson, Lawrence and Vinton Counties, to its meetings.

Section 3 — Administration of the District

The administrative affairs of the District shall be controlled by a majority vote of the District Cabinet. The Cabinet at its first meeting may extend voting privileges to all Lions mentioned in Article 4, Section 2.

Section 4 -- Officer Elections

The District Governor, 1st Vice Governor and 2nd Vice Governor of this District shall be elected at the annual District Convention. Otherwise they shall be elected at the annual Multiple District 13 State Convention.

Section 5 — Governor's Appointments

The District Governor shall appoint by the time he takes office, a Cabinet Secretary-Treasurer and a Zone Chair for each Zone. A Governor shall not reappoint a Zone Chair who has served the majority of a 2 year period, unless all other suitable appointees have been exhausted. Cabinet officers for other key activities shall also be appointed. In addition, the Governor may appoint an Assistant Zone chair in each Zone. These Assistants and other appointees shall not be voting members of the Cabinet unless voting rights are extended to them by the regular cabinet.

Section 6 — Qualifications for Zone Chairs

Each zone chair shall:

- A. Be an active member in good standing of a chartered Lions club in the respective region or zone: and
- B. Have served or will have served at the time of taking office as zone chair, as President of a Lions club for a full term or major portion thereof, and a Member of the Board of Directors of a Lions club for no less than 2 additional years: and
- C. Shall not have served as Zone Chair the majority of a 2 year period, unless all means have been exhausted to find an able successor.

Section 7 — Officer Vacancies and Replacement

Any vacancy in any district office, except that of District Governor and 1st Vice Governor or 2nd Vice Governor shall be filled by appointment of the District Governor for that unexpired term.

In filling a vacancy in the office of 1st Vice Governor or 2nd Vice Governor, the District shall convene a meeting of the existing Cabinet as provided for in the International Constitution and By-Laws and all past International Officers who are members in good standing of a chartered Lions club in good standing in the District. It shall be the duty of the attendees at this meeting to appoint a qualified club member as 1st Vice Governor or 2nd Vice Governor for the remainder of the term. In filling the said vacancy, it shall be the duty of the District Governor, or if not available, the most recent Past District Governor, who is available, to send invitations to the executive Cabinet (Article 4, Sec. 1) to attend said meeting and it shall be his/her responsibility to preside as Chair of the meeting. The Chair shall convey the results to the International office within seven (7) days together with evidence of invitations sent and meeting attendance. Each Lion who is entitled to receive an invitation to attend and is present at such meeting shall be entitled to cast a vote for the Lion of choice. This procedure will follow the guidelines found in the Ohio Lions Constitution.

In filling a vacancy in the office of District Governor, the 1st Vice Governor shall act as District Governor and shall perform the duties thereof with the same authority as any District Governor, until such time as the vacancy is filled by the International Board of Directors for the remainder of the term as provided in the International Constitution.

Section 8 — Candidate for Governor

A candidate for the office of District Governor shall:

- A. Be an active member in good standing of a chartered Lions Club in good standing in the District.
- B. Secure the endorsement of his/her club or a majority of the clubs in the District.
- C. Currently be serving as the 1st Vice Governor within the District from which he/she is to be elected.
- D. Only in the event the current 1st Vice Governor does not stand for election as District Governor, or if a vacancy in the position of 1st Vice Governor exists at the time of the District Convention, any club member who fulfills the qualifications for the office of 1st Vice Governor as set forth in Section 11 of this Article 4, and who is currently serving or who has served one (1) additional year as a member of the District Cabinet, shall fulfill the requirements of this subsection.

Section 9 — Candidate for 1st Vice Governor

A candidate for the office of 1st Vice Governor shall:

- A. Be an active member in good standing of a chartered Lions Club in good standing in the district.
- B. Secure the endorsement of his/her club or a majority of the clubs in the District.
- C. Have served or will have served at the time he/she takes office as 1st Vice District Governor:
 - (1) As President of a Lions Club for a full term or major portion thereof, and a member of the Board of Directors of a Lions Club for no less than two (2) additional years; and
 - (2) As Zone Chair or Region Chair or Cabinet Secretary-Treasurer for a full term or major portion thereof.
 - (3) With none of the above being accomplished concurrently.

Section 10 — Candidate for 2nd Vice Governor

A candidate for the office of 2nd Vice Governor shall:

- A. Be an active member in good standing of a chartered Lions Club in good standing in the District.
- B. Secure the endorsement of his/her club or a majority of the clubs in that region.
- C. Have served or will have served at the time of taking office as 2nd Vice District Governor:
 - (1) As President of a Lions Club for a full term or major portion thereof, and a member of the Board of Directors of a Lions club for no less than two (2) additional years; and
 - (2) As Zone Chair or Region Chair or Cabinet Secretary-Treasurer for a full year, and one (1) additional year as a member of the District Cabinet.
 - (3) With none of the above being accomplished concurrently.

Section 11 — Residence & Officer Terms

The term of office of each officer, elected or appointed, who moves or transfers from the respective Zone, Region or District may - at the discretion of the cabinet- be terminated.

Section 12 — Term of Office

The term of all officers, elected or appointed, shall begin with the adjournment of the International Convention next succeeding their election or appointment, or if appointed thereafter, immediately upon appointment, and shall continue in office for their respective term or until a successor may be elected or appointed.

Section 13 — Salaries

No salary shall be paid by the district to any elected and/or appointed officer of this District.

Section 14 — District Reimbursement

No State and or District Committee person appointed or elected shall be eligible for OH-7 District voucher, except the District Governor, 1st Vice Governor, 2nd Vice Governor, Zone Chair, and other Cabinet members at the discretion of the cabinet by majority vote.

Section 15 — Governor's Powers

Except where inconsistent with the provisions of the Articles of Incorporation and Constitution and By-Laws of the International Association of Lions Clubs, the powers granted therein to the Board of Directors of said Association, and the policies and acts of said Board of Directors, the District Governor of OH-7 shall:

- A. Have jurisdiction and control over all Officers and Committees of OH-7 and the District Convention.
- B. With the cabinet have management control over the property, business and funds of the District.
- C. Have jurisdiction, control and supervision over all phases of the District Convention and all District meetings
- D. Have original jurisdiction, when authorized under policy of said International Board and under Rules of Procedure prescribed by said Board, to hear and rule upon complaint of a constitutional nature raised by any Lions club or any member of a Lions club in this District. All such rulings shall be subject to review and decision by the International Board.
- E. With the cabinet, have control and management of all budgetary matters of the District, Committees and Convention. However, no obligation may be approved or made which shall affect an unbalanced budget or deficit in any fiscal year.

Section 16 — District Cabinet Meetings

- A. A regular meeting of the cabinet shall be held in each quarter of the fiscal year, with the first to be held within forty five (45) days after the adjournment of the preceding International Convention. A minimum of fifteen [15] day written notice of a meeting, setting forth a date, time and place, shall be given to each cabinet member by the Cabinet Secretary-Treasurer.
- B. Special meetings of the cabinet may be called, upon written request made to the District Governor or the Cabinet Secretary-Treasurer by a majority of the members of the cabinet. The Cabinet Secretary-Treasurer shall notify each Cabinet member by mail, email, text, other electronic medias, phone or fax no fewer than five [5] nor more than fifteen [15] days, setting forth the purpose thereof and date and time. The place shall be determined by the District Governor.
- C. The attendance of a majority of the members of the Cabinet shall constitute a quorum for any meeting thereof.
- D. The Assistant Zone Chair of any Zone shall have full voting privileges when attending the District Cabinet Meetings in the absence of the Zone Chair.

Section 17 — Regions and Zones

- A. The District Governor shall divide the District into 2 regions as per the Ohio Lions Constitution. Region 1 shall consist of the Lions Clubs in Zones 1, 2, 3 and 4. Region 2 shall consist of the Lions Clubs in Zones 5, 6, 7 and 8. Each region shall be divided into Zones with no fewer than 4 Lions clubs, with due regard to geographical locations of the clubs. All Regions and Zones shall be subject to change by the District Governor and approved by the District Cabinet, when it is deemed necessary and in the best interest of the District.
- B. Regional meetings of all the clubs in a Region may be held. The Region Chair shall be: Region 1, 2nd Vice Governor; Region 2, 1st Vice Governor.
- C. No less than three (3) meetings of representatives of all Clubs in a Zone shall be held during the fiscal year at times and places fixed by the Zone Chair of their respective Zone, with Zone Chair presiding.

Section 18 — District Committees

- A. The District Governor may expand his district cabinet in consultation with the past District Governor's Advisory Committee by appointing various committees for deliberative assistance in the formulation of administrative plans and policies affecting the welfare of Lionism within the District, Multiple District, or Lions International.
- B. District Governor's Zone Advisory Committee. The Zone Chair, along with the President and Secretary of each Club in each Zone, shall compose a District Governor's Zone Advisory Committee, with the Zone Chair as Chair thereof. This committee shall hold its first meeting within 60 days after the adjournment of the preceding International Convention; a second meeting in month of November, and a third within 45 days prior to or after the District Convention, at the discretion of the District Governor.
- C. District Governor's P.D.G. Advisory Committee. The District Governor shall appoint any or all Past District Governors to this committee who are members in good standing of a club in the District. The Chair shall be the Immediate Past District Governor. This committee shall meet at the discretion of the Chairman and/or the District Governor.
- D. District Governor's Honorary Committee. The District Governor may appoint a District Governor's Honorary Committee composed of Past International Officers who are members in good standing of clubs in the District. This committee shall function with the P.D.G. Advisory Committee and at the discretion of the District Governor.

Article 5

District Administration Fund

Section 1 — Administrative Revenue

To provide revenue to defray the non-convention administrative expenses of the District, an annual District administration fund per capita tax of \$2.00 is hereby levied upon each member of each Lions club in the district. It shall be paid to the Cabinet Secretary-Treasurer by each club semi-annually: \$1 on July 1st, and \$1 on January 1st, based on M & A reports from months determined by MD-13 and LCI. Newly-chartered or reorganized clubs shall pay said tax beginning in the next quarter following the date of the organization of the new or reorganized club. All unpaid club dues are delinquent if not postmarked on or before the 10th calendar day following the due date. And at that time shall be assessed a 1.5% carrying charge each month the delinquency continues. Said tax shall be disbursed only for non-convention administrative expenses of the District and only upon approval by the District Governor as budgeted. Disbursements shall be by checks drawn and signed by the Cabinet Secretary-Treasurer and District Governor.

Section 2 — USA/Canada Forum Expenses

Expenses of the District Governor, 1st Vice Governor, 2nd Vice Governor and Cabinet Secretary-Treasurer in connection with attending the USA/Canada Forum shall be considered a District Administrative expense. Reimbursement for such expenses shall be made on the same basic outline as in the Ohio Lions rules of audit, if so budgeted by the OH-7 cabinet.

Section 3 — District Budget

The District Cabinet shall approve a budget, not to incur obligations in any fiscal year which will affect an unbalanced budget or deficit in said fiscal year. Vouchers for such budgeted items shall be submitted to, and approved by, the District Governor. Disbursements therefore shall be by checks drawn and signed by the Cabinet Secretary-Treasurer and District Governor.

Section 4 — Bond for the Cabinet Secretary-Treasurer

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

Section 5 — Transfer of District Funds

1. The first transfer of funds in the amount of \$2000.00 shall be made at the last cabinet meeting in May of the current Lions year.
2. The second transfer of funds should be made by July 1st of the new Lions year.
3. Final transfer of funds by July 31st of the new Lions year.
4. In the event that an outstanding bill has not been paid this should be noted at the time of the last transfer. This bill should be turned into the new Cabinet Secretary-Treasurer for payment when received.

Section 6 — Audit

A financial review and audit of the district books and audit of all accounts and funds handled by the Cabinet Secretary-Treasurer shall be conducted each year.

1. This financial review and audit shall be conducted between the first and third week of July each year?. The financial report of the review and audit shall be sent to the Immediate Past District Governor, Immediate Past Cabinet Secretary-Treasurer, District Governor, and Cabinet Secretary-Treasurer appointee upon completion of review and audit.
2. In the event of a change of Cabinet Secretary-Treasurer in mid-term, an audit of the District accounts and funds will be conducted by the audit committee.
3. The financial review and audit committee shall be made up of two former Cabinet Secretary-Treasurers and one Past District Governor.
4. This committee shall be appointed by the District's Past District Governor's Association. The Past District Governor appointee shall act as chairman of this committee.
5. The Chairman shall meet with the District Governor and Cabinet Secretary-Treasurer at the May Cabinet meeting to arrange a time and receive the district books for audit.

Article 6 District Convention

Section 1— Time and Place

An annual OH-7 Convention shall be held in each year prior to Ohio Lions Multiple District Convention, at a place selected by the sitting Governor and his Convention Chair at a date and time agreed to as per available conditions.

Section 2— Officers of the Convention

Members of the District Cabinet shall be the officers of the annual District Convention as assigned by the District Governor and/or the Convention Committee.

Section 3 — Sergeants-at-Arms

The Sergeants-at-Arms shall be the Zone Chairs appointed by the District Governor.

- A. The Sergeants-at-Arms shall be responsible for the proper maintenance of order and decorum at the annual District Convention, and shall perform such other duties as are relevant to that office, or as directed by the District Governor presiding.

Section 4 — Voting Representation

Each chartered Lions 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 voting delegate and one alternate for each ten members, or major fraction thereof, of said club as shown by the records of the International office on the first day of the month last preceding that month during which the convention is held. The major fraction referred to in this section shall be five or more members. Each certified delegate may cast one vote on each issue requiring a vote. Unless otherwise specified herein, the affirmative vote of a majority of the delegates voting shall be the act of the convention. Delinquent dues may be paid and good standing acquired at any time prior to the closing of the credential certification for each annual convention.

Section 5 — Past District Governors' Voting Rights

All Past District Governors who are members in good standing of any club in good standing in District OH-7 shall be considered Delegates-at-Large and shall be irrespective and exclusive of any delegate quota of their respective club. But nothing herein shall be construed to allow any person more than one vote upon occasion or in connection with any question before the convention delegates.

Section 6 — 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 7 — Proceedings in Writing

Within sixty [60] days after the close of each District Convention, the Cabinet Secretary-Treasurer thereof shall transmit one copy of the complete proceedings thereof to the International Office. Upon written request from any club in the respective District a copy shall be furnished to said club.

Section 8 — Notification of Proposed Business

Anticipated major proposals or resolutions for delegate consideration at the annual District Convention should be put in writing and submitted to the District Governor by the third [3rd] Cabinet meeting of the year and presented to the District Cabinet before it is presented to the full convention for a vote. Such proposals or resolutions shall be printed in the Governor's newsletter at least fifteen [15] days prior to the annual Convention. If fifteen (15) days prior notice cannot be met by the Governor's newsletter, a separate mailing or electronic notice to all club secretaries of district OH-7 shall be made within said time limit.

Article 7

District Convention Fund

Section 1 — Disposal of Excess Convention Funds

In any fiscal year, any balance remaining in the convention fund after payment of all convention expenses in that year shall be reduced to \$ 2,000.00 and forwarded and become available for future convention expenses and be treated as income in any fiscal year in which expended or otherwise budgeted for payment for such expenses. The profit made on any fiscal year above \$2000.00 shall be transferred into the general account or donated to the District's state lions projects as designated by the District Governor and approved by the District executive committee. (Article 4, Section 1)

Section 2 — Convention Registration Fees

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

Section 3 — Convention Audit

The District Convention Chair shall turn all monies over to the Cabinet Secretary-Treasurer for accountability and provide for an annual or more frequent audit of the District Convention fund and shall give an annual financial report of said fund to the District Governor and Cabinet Secretary-Treasurer within forty-five (45) days after the close of the Annual District Convention.

Article 8 Amendments

Section 1— Amendment Procedure

This constitution may be amended only at a District Convention by resolution first reviewed by the District Cabinet and reported by the Convention Committee on Constitution and By-Laws and adopted by the affirmative vote of at least $2/3$ of the votes cast.

Section 2 — Prior Notice of Amendments

No amendment shall be reported or voted upon unless the same shall have been furnished in writing to each club no less than fifteen (15) days prior to the convention date of the annual Convention with notice that the same will be voted upon at said convention.

Section 3 — Effective Date of Amendments

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

Article 9 Adoption

Section 1 — Effective Date of Constitution

This Constitution shall be adopted by at least a two-thirds ($2/3$) vote of the accredited delegates present and voting at the OH-7 Developmental District Convention on November 21, 2015.

This Constitution will become, in full force and effect, as of July 1, 2016.

Bill Schultz, PDG, OH-7 Redistricting Chair
Marty Savage, PDG, OH-7 Redistricting Secretary

By-Laws

Article 1

District Nominations and Elections

Section 1 — Nomination of Governor Candidate

Any member of a club in the District seeking the office of District Governor shall file such intentions to run in writing with the District Governor and secure the endorsement of compliance with the qualifications for said office set out in this constitution. At the District Convention, all names of candidates received on file and qualified shall be placed in nomination for the office. Each candidate shall be allowed at least one nominating speech and at least one, no more than two, seconding speech as determined by the convention rules published in the official Convention Annual Report Program as approved by delegates. No candidate for the office of District Governor shall oppose a sitting 1st Vice Governor who stands for election.

Section 2 — Nomination of 1st Vice Governor Candidate

Any member of a club in the district seeking the office of 1st Vice Governor shall file such intention to run in writing with the District Governor and secure the endorsement of his/her club or major portion of the clubs in his/her region and furnish therewith evidence of his/her compliance with the qualifications of said office set out in this constitution. At the District Convention, all names of candidates received on file and/or qualified shall be placed in nomination for the office. Each candidate shall be allowed at least one nominating speech and at least one, no more than two, seconding speech as determined by the convention rules published in the official Convention Annual Report Program and as approved by delegates.

Section 3 — Nomination of 2nd Vice Governor Candidate

Any member seeking the office of 2nd Vice Governor shall file such intention to run in writing by November 1st. The Lion seeking this office shall submit in writing his/her club's endorsement or the endorsement of the majority of the clubs in his/her region and furnish evidence of compliance with the qualifications for said office as set out in this Constitution. At the District Convention, all names of candidates received and qualified shall be placed in nomination for the office. Each candidate shall be allowed at least one nominating speech and one, no more than two, seconding speech as determined by the convention rules, published in the official Convention Annual Report Program and as approved by delegates.

Section 4 — Elected Positions

Any Lion member in good standing belonging to a club in District OH-7 may seek election to represent the District on any elected state committee or office (O.L.F., O.L.E.R.F., F. & P. and The State Office Building Committee). A letter of intent to seek such position shall be submitted to the District Governor prior to the annual District Convention. A majority vote by the certified delegates to said session shall elect the District representative to the trustee or committee position as with all other elective offices. The Parliamentarian shall have the authority to manage all convention election proceedings.

Section 5 — Ballot Procedures

Elections shall be by secret ballot. The candidate receiving a majority of votes from the registered delegates will be declared elected to the office. If no candidate receives a clear majority, the candidate receiving the fewest votes will be dropped, and voting will continue until one candidate receives a clear majority.

Article 2 Duties

Section 1 — District Governor

Under the general supervision of the International Board of Directors, he/she shall represent the association in the District. In addition, he or she shall be the chief administrative officer in their district and shall have direct supervision over the Region Chairs, Zone Chairs, Cabinet Secretary-Treasurer, and such other cabinet members as may be provided for in the Multiple District Constitution and By-Laws. His/her specific responsibilities shall be to:

- A. Further the purposes and objects of this association.
- B. Supervise the organization of new Lions and Leo clubs.
- C. Promote L.C.I.F. and all service activities of the Association.
- D. Preside, when present, over Cabinet, Convention and other District meetings and to administer and enforce all business actions that are approved. During any period he/she is unable to preside, the presiding officer at any such meeting shall be the club member designated by the respective Multiple District 13 Constitution By-Laws.
- E. To visit all clubs once during his/her term of office. And to attend all 25, 50, 75 and 100 year club anniversaries of clubs within the district, or to send an authorized official representative in his/her behalf.
- F. To attend the U.S.A./Canada Forum, and all leadership and training functions conducted by Lions International, Multiple District 13, and District OH-7.
- G. Perform such other functions and acts as shall be required of him/her by the International Board of Directors through the District Governors Manual and other directives.

Section 2 — 1st Vice Governor

Subject to the supervision and direction of the District Governor, the 1st Vice Governor shall be the chief administrative assistant to the District Governor. His/her specific responsibilities shall be:

- A. Further the purposes and objects of this Association.
- B. Familiarize him/her self with the offices of the District 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.
- C. Perform such administrative duties as may be assigned to him/her by the District Governor, and
- D. To visit all clubs in Region Two (2) during his/her term of office, and attend Region Two Zone meetings, and
- E. To attend the U.S.A./Canada Forum and all leadership and training functions conducted by Multiple Districts 13 and District OH-7 Lions.
- F. Perform such other functions and acts as may be required of him/her by the International Board of Directors through the 1st Vice Governor's Manual and other directives.

Section 3 — 2nd Vice Governor

It shall be the duty of the 2nd Vice Governor to:

- A. Thoroughly acquaint him/her self with all matters pertaining to Lionism in general and the Multiple District Organization, in particular.
- B. He/she shall assist the District Governor in the arrangements for meetings in Region One, and in the development of their programs and attendance of members and clubs.
- C. He/she shall visit each club in Region One at least once each year and attend Region One Zone meetings, particularly on the occasion of greeting new members, and presenting keys and awards, which occasions are entitled to the attendance of a District Officer.
- D. Under the supervision of the District Governor, he/she shall assist members and club officers in promoting the interest and welfare of the individual clubs.
- E. He/she shall perform such other duties as directed by resolutions duly adopted by the State Council, or requested by the District Governor.
- F. He/she shall attend the U.S.A./Canada Forum, and all leadership functions and training conducted by the Multiple District 13, and District OH-7 Lions.

Section 4 — Region Chairs

The Region Chairs shall be the 1st Vice Governor (Region 2), and the 2nd Vice Governor (Region 1). The 1st Vice Governor shall oversee Region 2 at the Governor's discretion, and the 2nd Vice Governor shall oversee Region 1 at the Governor's discretion. The Region Chair, subject to the supervision and direction of the District Governor, shall be the chief administrative officer of his/her region. His/her responsibilities shall be:

- A. Further the purposes and objects of this Association.
- B. Supervise the activities of the Zone Chairs in their Region and such District Committees as may be assigned to him/her by the District Governor.
- C. Play an active role in organizing new clubs and in strengthening weak clubs.
- D. Perform such other functions and acts as may be required of him by the International Board of Directors through the Region Chairs Manual and other directives.

Section 5 — Zone Chairs

The Zone Chairs, subject to the supervision and direction of the District Governor and or Region Chair, shall be the chief administrative officer in the Zone. The specific responsibilities shall be to:

- A. Further the purposes and objects of this association.
- B. Serve as chair of the District Governor's Advisory Committee in the Zone and as such chair to call regular meetings of said committee.
- C. Play an active role in organizing new clubs and keeping informed on the activities and well-being of all clubs in the zone, and visit each club within the zone twice during the year.
- D. Attend the District Cabinet meetings, the District and State Conventions, and the Ohio Lions Zone Chair Training.
- E. Attend and fully participate in all forums, all leadership and training functions conducted by Multiple District 13, and District OH-7.
- F. Perform such other functions and acts as may be required by the International Board of Directors through the Zone Chair Manual and other directives.

Section 6 — Cabinet Secretary-Treasurer

The Cabinet Secretary-Treasurer shall act under the supervision of the District Governor.

The specific responsibilities shall be to:

- A. Further the purposes and objects of this Association.
- B. Perform such other functions and acts as may be required of each by the International Board of Directors through the Cabinet Secretary-Treasurer's Manual and other directives.
- C. Attend all forums, all leadership and training functions conducted by Multiple District 13, and District OH-7.
- D. Attend and take minutes of the District Cabinet meetings and the District Convention.
- E. Attend the State Convention, participating as directed by the District Governor and MD-13 Constitution.

Section 7 — District Governor's Cabinet

The District Governor's Cabinet shall:

- A. Assist the District Governor in the performance of his/her duties and in the formulation of administrative plans and policies affecting the welfare of Lionism within the district;
- B. Receive, from the Region Chair or other assigned District Cabinet Members, reports and recommendations which concern the clubs and zones.

Section 8 — District Governor's Advisory Committee

They shall assist the Zone Chair in an advisory capacity; procure recommendations affecting the welfare of Lionism and the clubs in the Zone, and relay the same through the Zone Chair to the District Governor and his Cabinet.

Section 9 — District Governor's Honorary Committee

This committee shall act under the direction of the District Governor in the promotion of harmony and success throughout the district.

Section 10 — Sergeants-at-Arms

The Sergeants-at-Arms shall maintain order and decorum at the Convention and District meetings and perform such other duties as are incident to their office under Robert's Rules of Order-Newly Revised.

Article 3 Committees

Section 1 — Credentials Committee

The credentials committee of the District Convention shall be composed of the District Governor (as chair), the Cabinet Secretary-Treasurer, 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 2 — Convention Committee

The District Governor shall appoint, designate the chair of, and fill any vacancies occurring in the District Convention Committee as he deems appropriate. This committee shall perform such duties as the District Governor shall designate.

Section 3 — State Positions Elected at Convention

The Finance and Long Range Planning Advisory Committee shall serve at the direction of the Multiple District 13 Ohio Lions Council of Governors. However, the election and/or appointment of committee members shall be carried out during the annual District Convention.

The following trustees shall be elected during the annual district convention:

1. The Ohio Lions Eye Research Foundation Trustee
2. The Ohio Lions Foundation Trustee.
3. The State Office Building Committee
4. The Finance and Planning Committee

The schedule for the years of District OH-7 Committee appointments or elections shall be found in the Ohio Lions By-Laws.

Section 4 — Appointments by the Governor

The District Governor shall appoint within his/her own district such committees and/or District Chairs as are needed for the furtherance and promotion of the District and Ohio Lionism.

Section 5 — Limitation of Office

No Lion of District OH-7 may represent the District on more than one State Board or State Committee at the same time, except as an ad-hoc or ex-officio member. Any Lion elected to the position of 2nd Vice Governor, 1st Vice Governor or District Governor shall remain on a State Committee or State Board until an election can be held or reappointment made to fulfill their unexpired term.

Article 4 Rules for Convention Procedure

Section 1 — Order of Business

The District Governor along with the District Convention Chair shall arrange the order of business for the District Convention, and the same shall be the order of the day for all sessions.

Section 2 — Rules of Procedure

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 Cabinet, a Region, Zone or member club or of any other group or committee of any one of them shall be determined by Robert's Rules of Order-Newly Revised.

Section 3— Parade of Checks

In order to encourage and promote all facets of Lionistic endeavors, the District Convention may promote a Parade of Checks so that donations will be channeled through Lion projects whenever possible.

Article 5 Fiscal Year

Section 1 — Fiscal Year and Lions Year

The fiscal calendar year for this District shall coincide with the year of Lions International and the Ohio Lions Inc., starting on July 1st each year and ending on June 30th of the following year.

Article 6 Amendments

Section 1 — Amendments to By-Laws

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

Section 2 — Prior Notification of Amendments

No amendment shall be reported or voted upon unless the same shall have been furnished in writing to the District Cabinet by February 1st, and in writing to each club within fifteen (15) days prior to the date of the annual Convention with notice that the same will be voted upon at said convention.

Section 3 — Effective Date

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

Article 7 Effective Date of Document

These by-laws shall take effect at the close of the District Convention at which the same are adopted by the affirmative vote of at least two-thirds (2/3) of the registered delegates in attendance.

These By-Laws were duly adopted by the delegates of the November 21, 2015 Developmental Convention of District OH-7 and will become in effect as of July 1, 2016.

Bill Schultz, PDG, OH-7 Redistricting Chair

Marty Savage, PDG, OH-7 Redistricting Secretary

Policy Manual

This Policy Manual may be amended only at a regular scheduled District OH-7 Cabinet meeting upon a 2/3 affirmative vote or by a majority vote of the accredited delegates present and voting at the annual district convention. Each proposed amendment shall be voted separately. Any resolution specifically intended to change any portion or portions of the policy manual shall be submitted to the District Governor in writing at least fourteen days prior to any District Cabinet meeting. The resolution shall be considered posted at the Cabinet meeting with the understanding that a possible vote will be taken at the following Cabinet meeting.

Policy # 1 Flower Policy

- A. The district will send flowers upon the death of an OH-7 Cabinet Member, Any P.D.G., or any current or Past International Officer that lives in District OH-7, or their spouse, or any unmarried children living at home.
- B. Where the family requests, contributions may be sent in lieu of flowers. A contribution of equal amount will be sent to that organization suggested by the family.
- C. If a cabinet member learns of a death, notification will be made to the Governor or Cabinet Secretary to send flowers or a contribution.

Policy #2 State Projects

A. All State and International projects are approved recipients of District OH-7 club or individual donations. However, donations to these will be voluntary:

Ohio Lions Foundation (O.L.F.)
 Lions Club International Foundation (LCIF)
 Diabetes Association, including the Bryan Fellow Program
 Ohio Lions Eye Research Foundation (O.L.E.R.F.)
 Sight and Hearing (and/or the Ohio Lions Pilot Dogs)
 International Relations
 Ohio Lions Band Fund
 Youth Exchange/Camps (e.g.– Camp Echoing Hills, Kamp Dovetail)
 Youth Outreach/Lions Quest/the G.O.O.D. Program

or any other State Project the Ohio Lions may approve hereafter

**Policy #3
Emergency Call List**

- A. The district shall have an emergency calling list.
- B. It is up to the District Governor before his/her year starts to make sure the complete Cabinet is on a calling list and shall be in the hands of the callers before the new Governor is in office.
- C. Each P.D.G. shall be on the calling list even though they may not currently be on the district cabinet.

**Policy #4
Club Fund Raisers**

- A. No club in District OH-7 shall participate in any illegal operations for fund raising.
- B. No club shall use any net profit of their community project fundraising for club administrative costs.

**Policy #5
District Fund Raisers**

- A. The District may have fund raisers for district administrative costs, with only Lions participating.
- B. The District may have a fund raiser for a designated Lions District project.
- C. The District Governor may only invite clubs to participate in District fund raisers. The invitation shall come from the District Governor in writing and explain the program.

**Policy #6
District Projects**

Central Ohio Lions Eye Bank (C.O.L.E.B.)

- A. The Central Ohio Lions Eye Bank is an official District OH-7 Project.
- B. In addition, the cabinet may approve other District Projects from time to time.

**Policy #7
Cabinet Meeting Cost**

- A. Cabinet members and guests may be charged for each meal prepared at a scheduled District Cabinet meeting.
- B. A budgeted amount may also apply to each scheduled cabinet meeting, in order to defray additional meeting expenses.

Policy #8 Club Operations

- A. All clubs in OH-7 may adopt a club Constitution and By-Laws. Where no specific club Constitution and By-Laws exist, the club shall operate according to the Standard Short-form Club Constitution and By-Laws of Lions International.
- B. In addition, each club shall adopt an annual budget during the first quarter of the year.

Policy #9 Death Notification

Notification of a club member's death will be made to the appropriate regional chaplain by the club president.

Policy # 10 Effective Date of Policy Manual

This Policy Manual shall take effect at the close of the District Convention at which the same is adopted by the affirmative vote of at least two-thirds (2/3) of the registered delegates in attendance.

This policy manual was duly adopted by the delegates of the November 21, 2015 OH-7 Developmental Convention and become in effect as of July 1, 2016.

Bill Schultz, PDG, OH-7 Redistricting Chair
Marty Savage, PDG, OH-7 Redistricting Secretary