



DISTRICT 49B LIONS CONSTITUTION

EFFECTIVE MAY 1, 2009

As approved/amended in Fairbanks, Alaska, April 2009.

ARTICLE I NAME

Section 1. This organization shall be known as District 49B, part of the International Association of Lions Clubs Multiple District 49.

ARTICLE II OBJECTS

Section 1. To provide an administrative structure with which to advance the purposes and objectives of the International Association of Lions Clubs in this district.

ARTICLE III MEMBERSHIP

Section 1. The members of this organization shall be all Lions Clubs in this district chartered by the International Association of Lions Clubs.

Section 2. The boundary lines of this district shall be as follows: as listed with Lions Clubs International and Multiple District 49.

Section 3. Wherever the male pronoun is used in this constitution and bylaws, it shall be considered to include the male and female gender.

ARTICLE IV DISTRICT ORGANIZATION

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

Section 2. ELECTION OF DISTRICT GOVERNOR/FIRST AND SECOND VICE DISTRICT GOVERNORS.

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

**ARTICLE V
CLUB VISITATION**

Under the supervision of the district governor, each Lions club in the district may be visited by district governor or other district officer once every year to facilitate successful administration of the club. The visiting district officer shall submit a Visitation Report for each visit.

**ARTICLE VI
DISTRICT CONVENTION**

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

Section 2. CLUB DELEGATE FORMULA. Each chartered club in good standing in Lions Clubs International and its district (single or sub- and multiple) shall be entitled in each annual convention of its district (single or sub- and multiple) to one (1) delegate and one (1) alternate for each ten (10) members, who have been enrolled for at least one year and a day in the club or major fraction thereof, of said club as shown by the records of the international office on the first day of the month last preceding that month during which the convention is held. The major fraction referred to in this section shall be five (5) or more members. Each certified delegate present in person shall be entitled to cast one (1) vote only for each office to be filled by, and one (1) vote only on each question submitted to, the respective convention. Unless otherwise specified herein, the affirmative vote of a majority of the delegates voting on any question shall be the act of the convention. Delinquent dues may be paid and good standing acquired at any time prior to the close of credential certification, as such closing time shall be established by the rules of the respective convention.

Section 3. QUORUM. The attendance in person of a majority of the delegates registered at a convention shall constitute a quorum at any session of the convention.

ARTICLE VII AMENDMENTS

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

Section 3. No other amendment shall be so reported or voted upon unless the same shall have been passed by a majority vote of a legal Board of Directors present of a Lions Club in good standing. Such proposed amendments shall be forwarded to the District Governor prior to the annual Mid-Winter Conference for District Cabinet recommendation of "Unconditional Pass," "Pass on the condition that...", or "Do not Pass." Proposed amendments with cabinet comments and any other comments by the sponsoring club shall then be forwarded to the District 49B Constitution and Bylaws Chairperson via certified or registered mail within thirty (30) days after the Mid-Winter Conference. The Constitution and Bylaws Chairperson shall then mail copies to each club in District 49B not less than forty-five (45) days prior to convening of the annual convention along with notice that each will be voted on at said convention by secret ballot.

Section 4. **NOTICE.** 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 convening date of the annual convention with notice that the same will be voted upon at said convention.

Section 5. **EFFECTIVE DATE.** Each amendment shall take effect at the close of the convention at which adopted unless otherwise specified in the amendment.



DISTRICT 49B LIONS BYLAWS

EFFECTIVE MAY 16, 2020

As approved/amended in ElectionRunner, 2020.

ARTICLE I DISTRICT CONVENTION

Section 1. **CONVENTION SITE SELECTION.** The district governor shall receive invitations in writing from places desiring to entertain the succeeding year(s) 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/her no later than thirty (30) days prior to the convening date of the convention at which they are to be voted upon. 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 so received by the district governor shall be determined by the district governor.

Section 2. **SITE CHANGE.** The district governor shall retain, and have, power to change at any time, for good reason, the convention site chosen by 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 3. **OFFICERS.** The members of the district cabinet shall be the officers of the annual district convention.

Section 4. **SERGEANT-AT-ARMS.** A convention sergeant- at-arms and such assistant sergeant-at-arms as deemed necessary shall be appointed by the district governor.

Section 5. **OFFICIAL REPORT.** Within sixty (60) days after the close of each single and sub-district convention, the cabinet secretary shall transmit one copy of the complete proceedings to the international office. Upon written request from any club in the respective district a copy shall be furnished to said club.

Section 6. **CREDENTIALS COMMITTEE.** The Credentials Committee of the district convention shall be composed of the district governor, as chairperson, 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 7. **ORDER OF CONVENTION BUSINESS.** 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 8. **DISTRICT CONVENTION COMMITTEES.** The district governor shall appoint, designate the chairperson of, and fill any vacancies occurring in the following district convention committees: Resolutions, Elections, Constitution and By-Laws, Rules and International Convention. These committees shall perform such duties as the district governor shall designate.

ARTICLE II MEETINGS

Section 1. **DISTRICT CABINET MEETINGS.**

(a) **Regular.** A regular meeting of the cabinet shall be held in each quarter of the fiscal year, with the first of which should be held within thirty (30) days after the adjournment of the preceding international convention. Ten (10) days written notice of meetings setting forth a date, time and place determined by the district governor shall be given to each member by the cabinet secretary.

(b) **Special.** Special meetings of the cabinet may be called by the district governor at his/her discretion, and shall be called upon written request made to the district governor or the cabinet secretary by a majority of the members of the cabinet. No fewer than five (5) nor more than twenty (20) days written (including letters, electronic mail, facsimile transmission, or cable) notice of special meetings, setting forth the purposes and a date, time and place determined by the district governor, shall be given to each member by the cabinet secretary.

(c) **Quorum and Vote.** The attendance of a majority of the members of the cabinet shall constitute a quorum for any meeting. In all such meetings, the voting privilege shall extend to the district governor, the immediate past district governor, first and second vice district governors, the region chairpersons (if the position is utilized during the district governor's term), zone chairpersons, Leadership, Service and Membership chairpersons, cabinet secretary and cabinet treasurer (or cabinet secretary treasurer). (The voting privilege may be extended to such other members of the district cabinet as may be provided.)

Section 2. **REGIONS AND ZONES.**

(a) **Organizational.** The district governor shall divide the district into regions of no more than sixteen (16) and no less than eight (8) Lions clubs, and each such region into zones of no more than eight (8) and no less than four (4) Lions clubs, giving due regard to the geographical locations of the clubs. All such regions and zones shall be subject to change by the district governor, when in his/her sole discretion, he/she shall deem the same necessary to the best interests of the association.

(b) **Regional Meetings.** Meetings of representatives of all clubs in a region, with the region chairperson (if the position is utilized during the district governor's term) or other district cabinet member as may be assigned by the district governor presiding, may be held during the fiscal year at times and places fixed by the region chairperson of the respective region.

(c) **Zone Meetings.** Meetings of representatives of all the clubs in a zone, with the zone chairperson presiding, shall be held during the fiscal year at times and places fixed by the zone chairperson.

ARTICLE III DISTRICT NOMINATIONS, ELECTIONS AND APPOINTMENTS

Section 1. **NOMINATING COMMITTEE.** Each district governor shall appoint by written notification received at least sixty (60) days prior to the sub-district convention, a Nominating Committee of not more than five (5) members, each of whom shall be a member in good standing of a different Lions club in good standing in the district, and shall not at the time of their appointment hold any district or international office.

Section 2. **DISTRICT GOVERNOR ELECTION PROCEDURES.** Any qualified member of a club in the district seeking the office of district governor shall file his/her intention to so run in writing with the Nominating Committee prior to the day of its report to the convention, and furnish evidence of his/her 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 name(s) of all candidate(s) 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. A candidate shall be allowed one nominating speech of no more than five (5) minutes duration, and one seconding speech of no more than three (3) minutes duration.

Section 3. **FIRST AND SECOND VICE DISTRICT GOVERNOR ELECTION PROCEDURES.** Any member of a club in the district seeking the office of first or second vice district governor shall file his/her intention to so run in writing with the Nominating Committee prior to the day of its report to the convention, and furnish evidence of his/her 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 five (5) minutes duration, and one seconding speech of no more than three (3) minutes duration.

Section 4. **BALLOT.** The election shall be by secret written ballot, with the candidate or candidates required to secure a majority of the votes cast by the delegates present and voting in order to be declared elected; for purpose of such election, a majority is defined as a number more than one-half of the total valid votes cast excluding blanks and abstentions. If, on the first ballot, and subsequent ballots, no candidate receives a majority, the candidate or tied candidates receiving the lowest number of votes shall be eliminated and balloting shall continue until one candidate receives a majority. In case of a tie on any ballot, balloting shall continue on the tied candidates until one is elected.

Section 5. **DISTRICT GOVERNOR VACANCY.** In the event of a vacancy in the office of district governor, the same shall be filled in accordance with the provisions of the International Constitution and By-Laws. The immediate past district governor, first and second vice district governors, the region chairpersons, zone chairpersons, the cabinet secretary and cabinet treasurer (or cabinet secretary/treasurer) and District Governor's Honorary Committee shall convene at a date, time and place called and determined by the immediate past district governor to select a replacement for recommendation to the International Board of Directors. (See Exhibit B at the end of these bylaws.) In order for a Lion to be eligible and qualified to be selected to fill a vacancy in the office of district governor, he/she must:

- (a) Be an Active Member in good standing of a chartered Lions club in good standing in his/her single or sub-district.
- (b) Have served or will have served at the time he/she takes office as district governor:
 - (i) As officer of a Lions club for a full term or major portion thereof; and
 - (ii) As a member of the district cabinet for two (2) full terms or major portion thereof.
 - (iii) With none of the above being accomplished concurrently.

It is encouraged that the first vice district governor fulfill his/her full term of office and other qualified Lions be considered for filling a vacancy in the office of district governor.

Section 6. FIRST AND SECOND VICE DISTRICT GOVERNORS AND OTHER VACANCIES. Any vacancy in office except that of district governor and first and second vice district governors shall be filled by appointment from the district governor for the unexpired term. In event of a vacancy arising in the office of first or second vice district governor, the district governor shall convene a meeting of the members 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 first or second vice district governor for the remainder of the term. In filling 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 out invitations to attend said meeting and it shall also be his/her responsibility to preside as chairperson of the meeting. The chairperson 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 said meeting shall be entitled to cast one vote for the Lion of his/her choice. In order for a Lion to be eligible and qualified to be selected to fill a vacancy in the office of first or second vice district governor, he/she must:

- (a) Be an Active Member in good standing of a chartered Lions club in good standing in his/her single or sub-district.
- (b) Have served or will have served at the time he/she takes office as first or second vice district governor:
 - (i) As officer of a Lions club for a full term or major portion thereof; and
 - (ii) As a member of the district cabinet for a full term or major portion thereof.
 - (iii) With none of the above being accomplished concurrently.

Section 7. REGION/ZONE CHAIRPERSON QUALIFICATIONS. Each region and zone chairperson shall:

- (a) Be an active member in good standing in his/her respective region or zone; and
- (b) Have served or will have served at the time of taking office as region or zone chairperson as an executive officer 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.

Section 8. REGION/ZONE CHAIRPERSON VACANCY. If any region chairperson or zone chairperson shall cease to be a member of a club in the region or zone, as the case may be, to which he/she was appointed, his/her term of office shall thereon cease and the district governor shall appoint a successor to fill said office. Provided, however, the district governor, in his/her discretion may determine not to use the position of region chairperson for the remainder of the term.

ARTICLE IV

DUTIES OF DISTRICT OFFICERS/CABINET

Section 1. **DISTRICT GOVERNOR.** Under the general supervision of the International Board of Directors, he/she shall represent the association in his/her district. In addition, he/she shall be the chief administrative officer in his/her district and shall have direct supervision over the first and second vice district governor, region chairpersons, the zone chairpersons, the cabinet secretary-treasurer and such other cabinet members as may be provided for in this district constitution and by-laws. His/her specific responsibilities shall be to:

- (a) Administer and promote membership growth and new club development.
- (b) Administer and promote leadership development at the club and district levels.
- (c) Promote the Lions Clubs International Foundation and all service activities of the association;
- (d) Preside, when present, over cabinet, convention and other district meetings. During any period he/she is unable to so preside, the presiding officer at any such meeting shall be the first or second vice district governor, but if he/she is not available, the district officer chosen by the attending members shall preside;
- (e) Promote harmony among the chartered Lions clubs;
- (f) Exercise such supervision and authority over cabinet officers and district committee appointees as is provided in this district constitution;
- (g) In accordance with the District Policy Manual, ensure that each Lions club in the district be visited by district governor or other district officer once every year to facilitate successful administration of the club, and that the visiting officer submit a visitation report to the International Headquarters for each visit.
- (h) Submit a current itemized statement of total district receipts and expenditures to his/her district convention or annual meeting of his/her district at a multiple district convention;
- (i) Deliver, forthwith, at the termination of his/her term of office, all district accounts and records to his/her successor in office;
- (j) Report to Lions Clubs International all known violations of the use of the association's name and emblem;
- (k) Perform such other functions and acts as shall be required of him/her by the International Board of Directors through the District Governor's Manual and other directives.

Section 2. **FIRST VICE DISTRICT GOVERNOR.** The first vice district governor, subject to the supervision and direction of the district governor, shall be the chief administrative assistant and representative of the district governor. His/her specific responsibilities shall be, but not limited, to:

- (a) Further the purposes of this association;
- (b) Perform such administrative duties assigned by the district governor;
- (c) Perform such other functions and acts required by the International Board of Directors;
- (d) Participate in the cabinet meetings, and conduct meetings in the absence of the district governor, and participate in council meetings as appropriate;

- (e) Assist the district governor in the review of the strengths and weaknesses of the clubs in the district, identifying the existing and potential weak clubs and establishing plans to strengthen them;
- (f) In accordance with the District Policy Manual, conduct club visitation as the representative of the district governor when requested by the district governor;
- (g) Work with the District Membership Committee and assist them to reach their goals of the year;
- (h) Work with the District Leadership Development Committee and assist the committee to develop and implement a district-wide leadership development plan to enhance the enthusiasm and capability of the district officers and members;
- (i) Work with the District Convention Committee and assist the committee to plan and conduct the annual district convention and assist the district governor to organize and promote other events within the district;
- (j) At the request of the district governor, supervise other district committees;
- (k) Participate in the planning of the next year including the district budget;
- (l) Familiarize himself/herself with the duties of the district governor so that, in the event of a vacancy in the office of the district governor, he/she would be better prepared to assume the duties and responsibilities of said office as the acting district governor until the vacancy is filled according to these by-laws and rules of procedure adopted by the International Board of Directors.

Section 3. **SECOND VICE DISTRICT GOVERNOR.** The second vice district governor, subject to the supervision and direction of the district governor, shall be an assistant in the administration of the district, and representative of the district governor. His/her specific responsibilities shall be, but not limited, to:

- (a) Further the purposes of this association;
- (b) Perform such administrative duties assigned by the district governor;
- (c) Perform such other functions and acts required by the International Board of Directors;
- (d) Participate in the cabinet meetings, and conduct meetings in the absence of the district governor, and participate in council meetings as appropriate;
- (e) Familiarize himself/herself with the health and status of the clubs in the district, and assist the district governor and the first vice district governor in identifying and strengthening the existing and potential weak clubs;
- (f) In accordance with the District Policy Manual, conduct club visitation, as the representative of the district governor, when requested by the district governor;
- (g) Assist the district governor and first vice district governor in planning and conducting the annual district convention;
- (h) Work with the District Membership Committee, and assist the committee to prevent loss of clubs and members, particularly due to inactive club administration and/or financial problems or negligence;
- (i) Work with the District LCIF Committee and assist the committee to achieve the goals of the year through regular distribution of LCIF information and materials to increase understanding and support of LCIF;

- (j) Work with the District Information Technology Committee and assist the committee to promote the use of the association's web site and the Internet among the clubs and members to obtain information, file reports, purchase club supplies, etc.;
- (k) At the request of the district governor, supervise other district committees;
- (l) Assist the district governor, first vice district governor, and the cabinet in planning of the next year.
- (m) Familiarize himself/herself with the duties of the district governor so that, in the event of a vacancy in the offices of district governor and first vice district governor, he/she would be better prepared to assume the duties and responsibilities of said offices as the acting district governor or acting vice district governor until the vacancies are filled according to these by-laws and rules of procedure adopted by the International Board of Directors.

Section 4. **CABINET SECRETARY-TREASURER.** He/she shall act under the supervision of the district governor. His/her specific responsibilities shall be to:

- (a) Further the Purposes of this association;
- (b) Perform such duties as are implied by the title of said office, including but not by way of limitation, the following:
 - 1) Keep an accurate record of the proceedings of all meetings of the cabinet, and within five (5) days after each meeting forward copies of the same to all members of the cabinet, and the office of Lions Clubs International;
 - 2) Take and keep minutes of the sub-district convention and furnish copies of the same to Lions Clubs International, the district governor and the secretary of each club in the sub-district;
 - 3) Make reports to the cabinet as the district governor or cabinet may require;
 - 4) Collect and receipt for all per capita taxes levied on members and clubs in the sub-district, deposit the same in such bank or banks as the district governor shall determine and disburse the same by order of the district governor;
 - 5) Remit and pay over to the multiple district council secretary-treasurer the multiple district per capita tax, if any, collected in the sub-district, and secure a proper receipt;
 - 6) Keep accurate books and records of account, and minutes of all cabinet and sub-district meetings, and permit inspection of the same by the district governor, any cabinet member and any club (or any authorized agent of any of them) at any reasonable time for any proper purpose. Upon direction of the district governor or the cabinet, he/she shall furnish any such books and records as requested to any auditor appointed by the district governor.
 - 7) Secure bond for the faithful performance of his/her duties in such sum and with such sureties as may be required by the district governor.
- (c) Perform such other functions and acts as may be required of each by directives of the International Board of Directors.
- (d) If separate offices of cabinet secretary and cabinet treasurer are adopted, the duties listed in (b) are to be attributed to each of the offices according to the nature of such duties.

Section 5. **REGION CHAIRPERSON** (if the position is utilized during the district governor's term). The region chairperson subject to the supervision and direction of the district governor, shall be the chief administrative officer in his/her region. His/her specific responsibilities should be to:

- (a) Further the Purposes of this association;
- (b) Supervise the activities of the zone chairpersons in his/her region and such district committee chairpersons 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) May visit a meeting of each club in his/her region at least once during his/her term of office, reporting his/her findings to the district governor;
- (e) Endeavor to have every club in his/her region operating under a duly adopted club constitution and bylaws;
- (f) Promote representation at international and district (sub- and multiple) conventions by at least the full quota of delegates to which clubs in his/her region are entitled;
- (g) Carry out such official visitations to club meetings and charter nights as shall be assigned to him/her by the district governor;
- (h) Perform such additional assignments as shall be given to him/her from time to time by the district governor;

In addition, the region chairperson shall perform such other functions and acts as may be required by the International Board of Directors through a region chairperson's manual and other directives. In the event the region chairperson for any reason cannot or does not, in the judgment of the district governor, perform the duties of his/her office, or in the event the office is for any reason vacated, the district governor shall appoint a successor to serve for the unexpired term.

Section 6. **ZONE CHAIRPERSON.** The zone chairperson, subject to the supervision and direction of the district governor and/or region chairperson, shall be the chief administrative officer in his/her zone. His/her specific responsibilities shall be to:

- (a) Further the Purposes of this association;
- (b) Serve as chairperson of the District Governor's Advisory Committee in his/her zone and as such chairperson to call regular meetings of said committee;
- (c) Make a report of each District Governor's Advisory Committee meeting and send copies within five (5) days thereafter to Lions Clubs International and to the district governor and region chairperson;
- (d) Play an active role in organizing new clubs and keep informed on the activities and well-being of all clubs in his/her zone;
- (e) Represent each club in his/her zone in any problems with district, multiple district council chairperson or Lions Clubs International;
- (f) Supervise the progress of district, multiple district, and Lions Clubs International projects in his/her zone;
- (g) Endeavor to have every club within his/her zone operating under a duly adopted club constitution and by-laws;
- (h) Promote representation at international and district (sub- and multiple) conventions by at least the full quota of delegates to which clubs in his/her zone are entitled;

- (i) Visit a regular meeting of each club in his/her zone once or more during his/her term of office, reporting his/her findings to the region chairperson – particularly with respect to weaknesses he/she may have discovered (copy to district governor);
- (j) Perform such other functions and acts as may be required of him/her by directives of the International Board of Directors. In the event the zone chairperson for any reason cannot or, in the judgment of the district governor, does not perform the duties of his/her office, or in the event the office is for any reason vacated, the district governor shall appoint a successor to serve for the unexpired term.

Section 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 sub-district;
- (b) Receive, from the region/zone chairpersons or other assigned district cabinet members, reports and recommendations which concern the clubs and zones;
- (c) Supervise the collection of all per capita taxes by the cabinet treasurer, designate a depository(s) for said funds and authorize the payment of all legitimate expenses pertaining to the administration of the affairs of the district;
- (d) Secure, set the amount of and approve the surety company issuing, the surety bond for the cabinet secretary-treasurer;
- (e) Receive, semi-annually or more frequently, sub-district financial reports from the cabinet secretary and cabinet treasurer (or secretary-treasurer).
- (f) Provide for an audit of the books and accounts of the cabinet secretary, cabinet treasurer, or cabinet secretary-treasurer and with the district governor's approval, set up definite schedule of dates, times and places of cabinet meetings to be held during the fiscal year.

Section 8. **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/her office under ROBERT'S RULES OF ORDER, NEWLY REVISED.

ARTICLE V

DISTRICT COMMITTEES/DUTIES

Section 1. **DISTRICT GOVERNOR'S ADVISORY COMMITTEE.** In each zone, the zone chairperson and the presidents and secretaries of the clubs in the zone shall compose a District Governor's Advisory Committee, with the zone chairperson as chairperson. At a date, time and place called by the zone chairperson, this committee shall hold a meeting prior to the district's second cabinet meeting/conference. It shall assist the zone chairpersons in an advisory capacity, procure recommendations affecting the welfare of Lionism and the clubs in the zone, and relay the same through the zone chairperson to the district governor and his/her cabinet.

Section 2. **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 within the sub-district. This committee shall meet when and as called upon by the district governor. It shall act under the direction of the district governor in

the promotion of harmony throughout the district. The chairperson of this committee shall attend meetings of the cabinet when requested by the district governor.

Section 3. **DISTRICT CABINET COMMITTEES.** The district governor may establish and appoint such other committees and/or chairpersons as he/she deems necessary and appropriate for the efficient operations of the district. Such committee chairpersons shall be deemed non-voting members of the district cabinet.

ARTICLE VI DISTRICT ADMINISTRATIVE FUND

Section 1. **ADMINISTRATIVE FUND PER CAPITA TAX.** To provide revenue to defray administrative expenses of this sub-district, an annual District administrative fund per capita tax of twenty-four dollars (\$24) is hereby levied upon each member of each club in the district except any life member and/or each student member of a Lions Club who has been approved by the International Association of Lions Clubs and in which instance the Club itself does not assess Club dues. Payment to be in currency of the region and shall be collected at the rate of two dollars (\$2) per club member per month to be submitted with the Membership report, based upon the roster of the club as of the last day of that month. Said tax shall be paid to the cabinet secretary/treasurer by each club in the district with the exception of newly chartered and/or reorganized clubs, which shall collect and pay said per capita tax from the first day of the second month following the date of their organization or reorganization as the case may be. Said per capita tax shall be disbursed only for administrative expenses of the district. Disbursement thereof shall be by check drawn and signed by the cabinet secretary/treasurer and counter signed by the District Governor or a Vice District Governor.

Section 1a. **STUDENT PER CAPITA TAX.** Members registered as students with Lions Clubs International may do so without obligation of district dues.

Section 2. **BUDGET.** The District Governor and his cabinet shall not incur obligations in any fiscal year which will effect an unbalanced budget or deficit in said fiscal year.

Section 3. **REMAINING FUNDS.** In any fiscal year, any balance remaining in the administrative fund after payment of all administrative expenses in that year shall be held in reserve in said fund. Reserve funds may be made available for future expenses and be treated as income in any fiscal year in which expended with the cabinet's affirmative vote of two-thirds (2/3) of the votes cast.

ARTICLE VII NOMINATIONS AND ENDORSEMENT INTERNATIONAL DIRECTOR AND SECOND VICE PRESIDENT NOMINEES

Section 1. **ENDORSEMENT PROCEDURE.** Subject to the provisions of the International Constitution and By-Laws, any member of a Lions club in the district seeking endorsements of a

district convention as a candidate for the office of international director or second 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 is a sub-district of a multiple district to the multiple district council secretary treasurer no less than 60 days prior to the convening date of the district convention at which such question of endorsement is to be voted upon;
- (b) Deliver with said notice of intention evidence of fulfillment of the qualifications for such office set forth in the International Constitution and By-Laws.

Section 2. **NOMINATION.** 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 3. **SECONDDING SPEECH.** Each such nominee for endorsement shall be entitled to one seconding speech of no more than three (3) minutes in duration.

Section 4. **VOTE.** The vote on the question of endorsement shall be by secret written ballot, unless there shall be only one nominee seeking the same, in which event a voice vote may be taken. The nominee receiving a majority of the votes cast shall be declared endorsed (elected) as the candidate of the convention and district. In the event of a tie vote, or failure of one nominee to receive the required majority, on any ballot, balloting shall continue until one receives the required majority of the votes cast.

Section 5. **CERTIFICATION OF ENDORSEMENT.** Certification of endorsement by the respective convention shall be made in writing to the international office by the district officials designated (and if the district is a sub-district in the multiple district to the multiple district council of governors) in accordance with the requirements set forth, in the International Constitution and By-Laws.

Section 6. **VALIDITY.** No district endorsement of any candidacy of any member of a Lions club in this district shall be valid unless and until the provisions of this Article VII have been met.

ARTICLE VIII 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 adopted for a meeting, all questions of order and procedure in any district meeting or convention, any meeting of the district cabinet, region, zone or member club or of any group or committee of any one of them shall be determined by ROBERT'S RULES OF ORDER, NEWLY REVISED.

ARTICLE IX MISCELLANEOUS

Section 1. **DISTRICT GOVERNOR EXPENSES –INTERNATIONAL CONVENTION.** Expenses of the district governor in connection with his/her attending the international convention shall be considered a district administrative expense. Reimbursement for such expenses shall be made on the same basis as outlined in the Rules of Audit of Lions Clubs International or District 49B, whichever is greater.

Section 2. **FINANCIAL OBLIGATIONS.** The district governor and his/her cabinet shall not incur obligations in any fiscal year which will create an unbalanced budget or deficit in said fiscal year.

Section 3. **CABINET SECRETARY-TREASURER BOND.** The cabinet secretary-treasurer and authorized signatories shall be bonded in such amount and with such surety company as shall be approved by the district governor's cabinet and the cost of same shall be an administrative expense.

Section 4. **AUDIT OR REVIEW OF BOOKS.** The district governor's cabinet shall provide for an annual or more frequent audit or review of the books and accounts of the cabinet secretary and cabinet treasurer (or secretary or treasurer) and a statement of the financial condition of the district shall be sent to Lions Clubs International and each club in the district at the close of the fiscal year by the cabinet then in office.

Section 5. **COMPENSATION.** No officer shall receive any compensation for any service rendered to this district in his/her official capacity with the exception of the cabinet secretary cabinet treasurer (or secretary treasurer) whose compensation, if any, shall be fixed by the district cabinet.

Section 6. **FISCAL YEAR.** The fiscal year of this district shall be from July 1st to June 30th.

Section 7. **DISPUTE RESOLUTION.** The clubs in the district shall pursue all complaints, disputes or claims according to the terms and conditions of rules or procedure adopted, from time to time, by the International Board of Directors.

ARTICLE X DISSOLUTION

Section 1. Upon the winding up and dissolution of this organization, after paying or adequately providing for all debts and obligations of the district, the remaining assets, excluding proceeds from charitable gaming, shall be distributed to Multiple District 49 and or Lions Clubs International.

Section 2. Upon the winding up and dissolution of this organization, the disposition of net proceeds from charitable gaming conducted under Alaska Statute 05.15 will go to a permittee, other than a multiple-beneficiary permittee.

ARTICLE XI DISTRICT POLICY MANUAL

The purpose of the Policy Manual shall be to establish the procedure to be followed by the District. All portions of the District Policy Manual may be amended.

Section 1. *Adoption and amendments.* The policy manual may be amended at a regular or special cabinet meeting by a two-thirds (2/3) vote of the Cabinet members present.

Section 2. *Distribution.* The Policy manual shall be printed each year in the annual edition of the District Directory.

ARTICLE XII AMENDMENTS

Section 1. **AMENDING PROCEDURE.** These by-laws may be amended only at a district convention, by resolution reported by the Constitution and By-Laws and adopted by a majority of the votes cast.

Section 2. No amendment shall be so reported or voted upon unless the same shall have been passed by a majority vote of a legal Board of Directors present of a Lions Club in good standing. Such proposed amendments shall be forwarded to the District Governor of the sponsoring club prior to the annual Mid-Winter conference for the District Cabinet recommendation of "Unconditional Pass", "Pass on condition that.." or "Do not Pass". Proposed amendments with cabinet comments by the cabinet secretary shall then be forwarded to the District 49B Chairperson of the Constitution and Bylaws and sponsoring club within thirty (30) days after the Fall Festival. The Constitution Chairperson shall then mail copies to each club in District 49B not less than forty-five (45) days prior to convening of the annual convention along with notice that each will be voted on at said convention by secret ballot.

Section 3. **NOTICE.** 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 convening date of the annual convention with notice that the same will be voted upon at said convention.

Section 4. **EFFECTIVE DATE.** Each amendment shall take effect at the close of the convention at which adopted unless otherwise specified in the amendment.

ARTICLE XIII EFFECTIVE TIME

This constitution and by-laws shall take effect at the close of the district convention at which the same is adopted by the affirmative vote of two-thirds (2/3) of the votes cast. Whenever there may exist a conflict or a contradiction between the provisions set out in the district constitution and by-laws and the multiple district constitution and by-laws, then the multiple district constitution and by-laws shall govern.)

EXHIBIT A
RULES OF PROCEDURE
DISTRICT 49B CONVENTION

Rule 1. The district governor shall arrange the order of business for the district convention. Except for registration and certification hours, which may not be changed, deviation from the announced order of business shall be made only by consent of three-fourths (3/4) of the certified delegates assembled at any session at which a quorum is present. A majority of those certified delegates present in person at any session shall constitute a quorum.

Rule 2. Except as otherwise provided in the Lions Clubs International Constitution and By-Laws, the District 49B Constitution and By-Laws, national custom and practice or these rules, Robert's Rules of Order, Newly Revised shall govern all questions of order and procedure.

Rule 3.

(a) The credentials committee shall be composed of the district governor, as chairperson, the cabinet secretary treasurer and two other non-officers of the district appointed by the district governor; provided, however, the district governor may designate any other committee member as chairperson. The credentials committee's primary responsibility shall be to verify club delegate credentials. In carrying out this responsibility, the credentials committee shall have the powers and shall perform the duties as established by national custom and practice or as set forth in Robert's Rules of Order, Newly Revised.

(b) The registration and certification of delegates shall occur on the first and second day(s) of convention between the hours of 0700 and 1700.

(c) The number of certified delegates shall be announced to the convention during the final credential report.

Rule 4.

(a) Prior to the convention, the district governor, unless otherwise provided, shall appoint, and designate a nomination committee and its chairperson. It shall be the committee's responsibility to review the qualifications of each nominated candidate and rule on the eligibility of the same.

Rule 5. Replacement of delegates and alternate delegates.

(a) To replace a delegate and/or alternate delegate already certified, the replacement must surrender the copy of the credential certificate issued to the member he/she is replacing.

(b) On the day of voting, a duly certified alternate delegate shall be allowed to obtain a ballot and vote in lieu of a duly certified delegate from the same Lions club by presenting his/her copy of his/her alternate credential certificate together with the copy of the certified delegate's credential certificate to the voting personnel at which time the voting personnel will make the necessary notation on the credential records marking that a substitution has been made on the respective club's delegate entitlement. Alternate delegates who were not certified cannot replace a certified or uncertified delegate.

Rule 6. Nominations for the offices of district governor, first and second vice district governor and such other offices to be filled by the convention shall be limited to nominating/seconding speeches not to exceed 5 minute(s) for each nominee.

Rule 7.

(a) Prior to the convention, the district governor shall appoint, and designate the chairperson of elections committee not to exceed three (3) members. Each duly nominated candidate shall also be entitled to designate one (1) observer through his/her club. The observers may oversee election procedures only, but may not participate directly in the committee's decision making.

(b) The elections committee shall be responsible for preparation of elections materials, vote tabulation, and resolving questions concerning the validity of individual ballots. The committee's decision shall be final and binding.

(c) The elections committee shall prepare a comprehensive report of the election results containing the following components: date, time and place of election; specific voting results by candidate; signature of each committee member and observer. The district governor, council chairperson and all candidates shall be provided a copy of the committee's report.

Rule 8. Voting.

(a) Voting will take place at a predetermined location and time.

(b) To secure a ballot card, the delegate shall present his/her credential certificate to voting personnel for verification. Once verified, the delegate shall be issued a ballot.

(c) The voter shall indicate his/her vote by placing a mark in the appropriate location by the name of the candidate of his/her choice. The mark must be placed in the proper location to constitute a vote. Any ballot containing votes for more than the specified number of offices to be filled in any section shall be declared invalid to that particular section.

(d) A simple majority vote shall be necessary to elect the district governor. If a simple majority vote is not received in the election of district governor, a vacancy shall occur and Article III, Section 9(d) of the International By-Laws shall apply, and subsection (e) of this rule shall be followed.

(e) A simple majority vote shall be necessary to elect all other candidates. In the event any one candidate shall fail to receive the required number of votes to be elected, additional balloting shall take place as outlined in this section until such time as one candidate secures a simple majority vote.

EXHIBIT B

RULES OF PROCEDURE SPECIAL MEETING TO RECOMMEND A LION FOR APPOINTMENT AS DISTRICT GOVERNOR

Rule 1. In the event a vacancy arises in the office of district governor, it shall be the duty of the immediate past district governor, or if not available, the most recent past district governor who is available, upon notification from the international office, to convene a meeting of the district governor, immediate past district governor, first and second vice district governors, the region chairpersons, zone chairpersons and the secretary and treasurer or secretary-treasurer and all past international presidents, past international directors and past district governors **who are members in good standing of a chartered Lions club in the district** for the purpose of recommending a Lion for appointment by the International Board of Directors.

Rule 2. Written invitations to this meeting shall be sent as soon as possible so that the meeting is held within the required **fifteen (15) days** of receipt of notification. The immediate past district governor, as the meeting's chairperson, shall have the authority to select the meeting site, date and time. However, he/she shall use his/her best efforts to select a centrally located meeting venue, and schedule the meeting at a convenient date and time within the required fifteen (15) days.

Rule 3. The chairperson shall maintain a **written** attendance roster.

Rule 4. Each Lion who is entitled to attend the meeting may make one nomination of his/her choice from the floor.

Rule 5. Each such nominee shall be entitled to one seconding speech, only, in his/her behalf of not more than three (3) minutes in duration, and may speak personally for five (5) additional minutes. When each nominee has had an opportunity to present his/her remarks, the chairperson shall declare the nominations closed. No additional nominations shall be accepted after the close of nominations.

Rule 6. Voting.

(a) Voting will occur immediately after the close of nominations.

(b) Voting will be by written ballot unless a majority of the members attending the meeting select another voting method.

(c) The member shall indicate his/her vote by writing the name of his/her choice on the ballot. Any ballot containing votes for more than one nominee shall be declared invalid.

(d) A simple majority vote shall be necessary to recommend a member for appointment as district governor. In the event any one candidate shall fail to receive the required number of votes to be selected, additional balloting shall take place as outlined in this Rule 6 until such time as one candidate secures a simple majority vote.

Rule 7. At the conclusion of the meeting, but in no event more than seven (7) days after the conclusion of the meeting, the chairperson will forward a written report of the voting results to the international office together with evidence of invitations sent and attendance at the meeting.

Rule 8. The International Board of Directors, pursuant to Article III, Sections 9(a) and (d) of the International By-Laws shall consider, but is not bound by, any recommendation resolved at the

special meeting. The International Board of Directors reserves the right to appoint the recommendee or any club member as district governor for the (remainder of the) term.

**SUMMARY OF SPECIAL MEETING RULES
TO RECOMMEND
A LION FOR APPOINTMENT AS DISTRICT GOVERNOR**

1. The international office has advised the district to convene a special meeting to recommend a member for appointment as district governor.
2. The immediate past district governor prepares invitations for the special meeting. Invitations are to be sent to the district governor, immediate past district governor, first and second vice district governors, the region chairpersons, zone chairpersons and the secretary and treasurer or secretary-treasurer and all past international presidents, past international directors and past district governors who are members in good standing of a chartered Lions club in the district. The invitations should state the date, time and location for the meeting.
3. The chairperson maintains an attendance roster at the meeting.
4. Nominations are made from the floor. Each nominee may speak for five (5) minutes, and his/her seconder may speak for an additional three (3) minutes.
5. Voting begins immediately after nominations close. Voting is by written ballot unless a majority of attendees select another voting method.
6. A simple majority of votes cast by those present and voting is necessary to be recommended. If no one candidate secures a simple majority vote, voting continues as outlined in the rules of procedure.
7. The chairperson forwards the meeting results at the conclusion of the meeting.



DISTRICT 49B POLICY MANUAL

EFFECTIVE DATE February 13, 2021

Amended February 2021, at 3rd Cabinet Mtg, Fairbanks, AK

PREAMBLE

The Policy Manual is an administrative guideline that provides the District with outlines of operational procedures. In the event there is a conflict with the current District 49B Constitution and By-Laws, Multiple District 49 Constitution and By-Laws and/or the International Association of Lions Clubs Constitution and By-Laws then those documents will take precedent over this Policy Manual.

I. ADMINISTRATION:

A. Policy Manual Updating or Revisions:

1. This policy manual may be updated at each regularly called meeting of the District 49B Cabinet. Policy manual Updating or Revisions can only be made by members of the cabinet. Such revisions must be in accordance with the current Constitution and By-Laws of District 49B, and further comply with the added constraints in the following sub-paragraph {2.}.

2. The policy manual updating procedure is as follows. A written revision must be presented to the Cabinet Secretary/Treasurer at least thirty (60) days prior to the next Cabinet meeting. The proposed written revision will be forwarded to the District Governor and Vice District Governors to be reviewed and discussed. If sufficient information necessary to make a decision is not present, the proposed revision shall be referred back to the submitting authority for the information required and requested. Otherwise, the District Governor and Vice District Governors will refer the revision to the Cabinet Secretary/Treasurer with the following recommendation(s) 1). Do accept as proposed, or 2). Do accept with the following revisions or 3). Do not accept.

3. The Cabinet Secretary/Treasurer will forward the proposed revisions to all International Directors, Past International Directors, Past Council Chairmen, Past District Governors and each Lions Club throughout the District. The proposed revisions will be sent to the President of each Lions club within the District, this will be considered as being sent to each respective Lions club within the District.

4. The proposed change will be included on the agenda, under new business, for the next regularly scheduled cabinet meeting; where the cabinet will accept or not accept the change by cabinet vote.

5. Revisions to the policy manual will become effective immediately upon approval of the Cabinet and will remain into effect until rescinded by the Cabinet.

B. Meetings;

1. All meetings of the Cabinet shall and will be open meetings to all Lions of the District. No business or meetings can be conducted in closed sessions except for those declared an "Executive session" as defined and constrained below.

2. An Executive session shall mean a session in which no minutes are taken and are for the purposes of resolving a personality conflict, interview for an administrative position and/or reviewing written proposals by Clubs, Individual Lions, Businesses or other enterprises in which the discussion shall revolve around.

(a). An Executive session is restricted to the District Governor, Vice District Governor, Cabinet Secretary-Treasurer, Region Chairs, and Zone Chairs, and no one else.

(b). If one Lion is invited to sit in on an Executive Session then all Lions present shall be allowed to sit in on the session. The exception being interviewing an individual for a position then only that person shall attend the Executive Session.

(c). The Cabinet must report the result of the executive session to all those present at the next regularly scheduled Cabinet meeting. Any action in the Executive session meeting must be confirmed in an open meeting through the regular parliamentary procedures

C. Reporting: Minutes of all Cabinet meetings must be reported in a timely manner. Within 10 days from the date of the Cabinet meeting the minutes shall be presented to the Cabinet members, all

International Directors, Past International Directors, Past Council Chairmen, Past District Governors and the President of all Lions Clubs within District 49B.

D. Trading Pins:

1. Once the MD49 Council of Governors has established an official pin for the upcoming fiscal year, the district governor will ensure the district Pin chairperson is given an electronic copy of the pin design.
2. The district pin chairperson will develop a pre-order form, (see template in Appendix A) and take orders from each Lions Club and/or any other Lion in the district, with an order cut-off date of May 31st.
3. The district will not maintain an excessive inventory of MD49 pins. The district pin chairperson will limit its MD49 pin order to the total number of pre-ordered pins, plus an additional amount equal to 10-15% of the total number of pre-ordered pins.
4. Pins orders will be pre-paid at an estimated rate of \$2 (US) per pin. Once the district is given a final bill for its pin order, any cost in excess of the \$2 per pin rate will be billed and paid by the requesting Lions Club/Lion prior to delivery. Postage costs will be paid by the requesting Lions Club/Lion.
5. The district pin chairperson will submit the district pin order to the district governor no later than (NLT) June 1st. The district governor will submit the final district pin order to MD49 NLT June 15th, with an expectation to take delivery prior to the upcoming US-Canada Leadership Forum.
6. Funds billed and collected from any District 49B Lions Clubs will be reflected on each club's District account statements.
7. Resale of pins by Lions is strictly prohibited. The pins are to be used as trading material at the Multiple District, International Convention, and the USA-Canada Lions Forum.

II. FINANCES:

A. Auditing:

1. A ledger account for each active Lions Club in the District will be established/ maintained. The purpose of this account will be to record all income received from a club, as well as the debt they have incurred. A statement of each club's account will be sent to the club president by the Cabinet Secretary-Treasurer, on a quarterly basis. The onus for ensuring statement accuracy is borne by each Lions club. More frequent reports are strongly encouraged, however delivery is limited to an electronic report being sent to an e-mail address designated by each club and the district web page.
2. All accounts of the District should be reconciled on a monthly basis and a financial report made to the Cabinet at each meeting. Reports should include as a minimum; a balance sheet which reflects the value of each district asset and liability; and a report of income and expenses in comparison to the approved budget. Reports will be reflected in both US and Canadian dollars.
3. A final audit of the District's financial records for each closing administrative year should be made to the Cabinet at the first scheduled meeting of the new Cabinet.

4. Auditing will be performed by the audit committee appointed by the incoming district governor; and approved by the new district cabinet.

B. Currency: The accounting of district funds must be maintained in the currency of the United States of America (US\$). Conversion of other national currencies shall be made at the rate of exchange, at the date of transfer of such funds into US\$.

C. Disbursements:

1. Disbursement of District funds shall be made only with the presentation of an expense voucher (See Appendix B) which will include all transportation, lodging and meals bills and other out of pocket expenses; with receipts attached. Said Disbursement is authorized only after said expense claim is approved by the District Governor.

2. The rules of audit governing reimbursement of expenses for district officers shall apply. Such rules of audit are:

(a). DISTRICT OFFICERS: District Officers are defined in the International Constitution as: District Governor, Immediate Past District Governor, Vice District Governors, Region Chairs, Zone Chairs, and Cabinet Secretary-Treasurer.

(b). PRESENTATION OF CLAIMS: Expenses are to be rendered on the forms provided, itemized and accompanied by receipts for each expense. All claims must be submitted monthly, by the 20th of the following month. Any claim delayed more than 60 days will be subject to Cabinet approval. Charges for items other than those covered by these Rules will not be recognized as just-claims against the District and therefore will not be honored. When more than one authorized Lion travel together, reimbursement will be limited to the cheaper of: actual expenses; or the combined (# of eligible Lions multiplied by) allowances set forth herein.

(b). TRANSPORTATION: No payments made for trips outside the district. Transportation will always be by the most economical means unless prior approval has been granted by the district governor.

1. Auto – may be used on 50 cents (US) per mile or 31 cents (US) per kilometer basis, while traveling to clubs in the US or Canada.

2. Rail – first class railroad fare will be reimbursed. Cancelled transportation ticket required.

3. Plane – reimbursement will be made on the basis of economy fares. If private plane is used, reimbursement will be made on the basis of regular air-fare or 50 cents (US) per mile or 31 cents (US) per kilometer if cost of regular plane is not available. Cancelled transportation ticket required.

(c). HOTEL: Maximum allowance is \$75 (US) per day. Higher rates for more costly rural areas may be preapproved by the district governor. Itemized receipt required.

(d). MEALS: Maximum allowance is \$25 (US) per meal, up to 3 meals per day. Meals must be listed on the form provided; receipts are required. (Fall Festival or annual convention registration fees are considered a part of meal expenses. Fees in excess of the daily meals rate are not reimbursable.)

(g). STENOGRAPHIC/REPRODUCTION EXPENSE: A reasonable amount of reimbursement on a monthly basis, provided the necessity thereof is shown and the expenses were actually incurred.

(h). TELEPHONE: Cost of telephone calls made for District business may be reimbursed. All claims to be itemized, showing the person, purpose and date. Copy of phone bill is to be attached to the claim.

(i). POSTAGE: A reasonable amount will be allowed. Postage charges should cover mailings pertaining to administering clubs within the District on behalf of the District only. A general statement as to purpose of the mailings should be included.

(j). CABINET MEETING/DISTRICT CONVENTION: Reimbursement will be made to the voting district cabinet members for attendance at four cabinet meetings (not to exceed one day for the first and third cabinet meetings; and three days for the Fall Festival and annual convention).

(k). DISTRICT/CLUB OFFICER/MEMBER TRAINING SESSIONS: Reimbursement can be made for attendance at Zone training sessions in the respective zones for each zone chairmen (not to exceed two days). Selected Lions or District Chairpersons participating in the program may also be eligible for reimbursement, subject to prior approval by the District Governor.

(l). Reimbursement to any other district officer for visits to clubs other than those mentioned above, will be made on a case-by-case basis. Such visits are subject to prior approval by the District Governor.

3). Any deviation from this procedure requires a written explanation to the District Governor and Cabinet. Only the Cabinet can authorize a deviation to the rules of audit.

D. District 49B Disaster Relief Fund: A fund will be maintained in a Canadian bank as a means to supporting emergency relief throughout District 49B.

(1). Any District 49B club officer may request to the cabinet that these funds be made accessible in the event of a disaster where a need arises anywhere within District 49B. The District Governor will evaluate all emergency relief needs/requests, and make a telephonic recommendation to the cabinet for any disbursements.

(2). Signatures: The District Governor, Vice District Governors, Cabinet Secretary-Treasurer, Immediate Past District Governor and the Appointed Canadian Representative will be co-signatures on the bank account. Each disbursement will require district governor and cabinet approval and two authorized signatures.

(3). Donations: Donations to this fund may be made by any individual, however they should be sent to the District Cabinet Secretary-Treasurer for appropriate deposit and recording.

(4). Reporting/Audit: The status of this fund will be reported and audited like all other District 49B accounts.

E. District 49B Gaming Fund: A fund will be maintained in an Alaska bank as a means to support Alaska statutes as it applies to receiving and distributing funds earned from gaming activities.

(1). Any District 49B club officer may request to the cabinet these funds be made available to support and advance leadership development within the district, i.e., regional leadership symposiums,

grants to US-Canada Forum, LCI sponsored courses, etc. Distribution of funds will be in accordance with Alaska gaming statutes

(2). Signatures: The Appointed Gaming Representative, their Alternate, the District Governor, and the Cabinet Secretary-Treasurer (CST) will be co-signatures on the bank account. The CST will be the principal for making deposits and issuing checks. Each disbursement will require district governor and cabinet approval and two authorized signatures.

(3). Funds: Funds deposited into this account will be strictly limited to those earned from activities, (other than initial start up funds) and will not be mixed with income from other sources.

(4). Reporting/Audit: The status of this fund will be reported to the State of Alaska each March IAW Alaska statutes as it applies to submitting an annual gaming report. The annual report will be presented to the cabinet at the annual convention. This will serve as the annual audit.

F. Good Standing:

(1). A club which has an unpaid balance in excess of US\$20 per member or US\$1,000 per club, whichever is less, outstanding past 150 days will be suspended including the charter, rights, privileges, and obligation of the Lions Club for a period not to exceed 90 days.

(2). Any club that has been approved for a payment plan by the District Governor will not be suspended, as long as it continues to fulfill its obligation per the approved payment plan. In the event the club does not reach good standing within the 90-day suspension period, their charter would be automatically canceled.

III. APPOINTMENTS:

A. Committee Appointments shall be made by the District Governor and approved by the Cabinet as soon as possible after assuming office.

B. Committee Appointments should advance the developmental needs of emerging Lion leaders by focusing selection on active Lions who have served in positions of authority and leadership within the District; Use of Past District Governors should be considered as a last resort.

C. Appointed Committee Chairpersons (as mandated by the International Association of Lions Clubs) trained by the International Association of Lions Clubs may not resign such position for purposes of running for or holding other offices of the District until the term of such appointment is fully completed.

D. Only the Cabinet has the authority to revoke or change an appointment to a position within the District. Such revocation or change notification should be made in writing to the approved appointee(s) in writing and state the reasons for said revocation or change. The revocation or change of an appointment must be approved by the Cabinet at a regular Cabinet meeting.

IV. DISTRICT LEADERSHIP AND MANAGEMENT

A. District Governor: The District Governor is an officer of Lions Clubs International. The District Governor is the political and administrative leader of District 49B. As such they are responsible for determining the direction the Cabinet and District will take administratively and/or politically.

(1). Administrative leader: The District Governor will work with and through their cabinet members and Lions club level board of directors to ensure the district, its clubs and individual Lions: live up to the Lions Clubs International's Objects and Code of Ethics; practice prudent fiscal management; and prompt, accurate reporting of membership and activities.

(2). Political leader: The District Governor will work with and through the current International Director, or Immediate Past International Director, or the most recent Past International Director in communication with the International Association of Lions Clubs political arena.

(a). International Director: The sitting International Director from MD49 will work with the District Governor and Cabinet in communication with the political arena of Lions International. This includes but is not limited to candidates for the various offices of Lions International Executive Committee and Board of Directors. The current International Director will keep the District Governor and Cabinet informed of all activities being proposed at the International level as it concerns all Lions as well as the District

(b). Immediate Past International Director: In lieu of a sitting International Director, the current Immediate Past International Director (IPID) from MD49 will work with the District Governor and Cabinet in the political arena of Lions International, communication with other Executive Board officers, International Directors, Past International Presidents and Past International Directors. This will include but not be limited to communications, directives, appointments and initiatives that pertain to the District and Lions in general.

(c). Past International Director(s): If there is no sitting Director or IPID, the most recent PID from MD49 is the International liaison for the District Governor and Cabinet. The Past International Directors will communicate with the International Executive Committee and the Board and other PID's upon request of the District Governor and Cabinet.

B. First Vice District Governor (VDG): It is presumed the sitting First Vice District Governor will be the District Governor the following year, subject to the requirements of the constitution and by-laws of the District.

(1). Development: The primary focus of the 1VDG is to become well acquainted with the make-up of the district, its issues, needs, and members.

(2). Leadership: The 1VDG will lead the District Global Action Team. The 1VDG is strongly encouraged to participate in the International Convention, USA-Canada Leadership Forum, MD49 Council of Governors meetings, and District 49A's Cabinet meetings and conferences.

(3). Planning: The 1VDG is authorized to seek out qualified Lions to fill the various cabinet level positions for the upcoming year. Ideally, the 1VDG will have identified a full complement of cabinet officers and chairpersons by the third cabinet meeting of the current year; and in turn the new cabinet can spend the last quarter planning for the next year.

C. In order to spur and entice leaders from all economic walks within the district to take on the district governor position, the following represents the expected commitment required to support a district governor in terms of financial support, friendship, organizational fortitude and Lionism in general:

(1). Financial: The following should provide for an annual budget of approximately \$18,000. Providing less than this amount will curtail the expected activities of your Governor. The actual costs will change from time to time, and these projections should be considered a point of departure for calculating support.

(a). Home club will budget approximately \$1000 toward the purchase of Governor's pins and banners

(b). Zones raise funds of approximately \$4000 for expenses of the office

(c). District will budget approximately \$2500 for expenses of the office

(d). Lions Clubs International provides approximately \$9600 for expenses of the office (based on a rolling three year average of the expenses claimed by previous district governors).

(e). Clubs hosting Governor visits should assist with meals and lodging where financially feasible.

(2). Time Away From Home and Family

(a). DGs should develop a twelve month calendar

(b). DGs should plan trips so more than one club may be visited within one trip

(c). Clubs should consider changing meeting times to facilitate joint club meetings or maximizing a governor's travel itinerary.

(3). Pettiness and Ridicule

(a). Lions in the district (including PDGs/PIDs) have the responsibility to support, the DG, rather than undermine their efforts.

(b). The DG should have two or three very close confidants who will help him or her out of difficult situations or better yet make sure they never get into those situations

(4). Job Inflation

(a). The task is big enough without expanding it. DG need to say 'no' sometimes

(b). Being DG sometimes is as difficult as herding cats; and the DG can not be the be-all solution and energy to everything in the district; other leaders and day-to-day Lions need to augment the DG's efforts.

(c). Remember there is more to life than LIONS; longevity and durability is found in balance.

V. SERVICE PROJECT PARTNERSHIPS:

A. Lions Clubs International has adopted the following eight categories of Lions programs

(1). Vision

(2). Youth

(3). Disaster Relief

(4). Humanitarian

(5). Diabetes

(6). Hunger

(7). Environment

(8). Childhood cancer

B. Lions Clubs International has adopted these service programs to fulfill the following criteria:

- (1). Exemplify the "We Serve" motto and are relevant to Lions clubs internationally
- (2). Meet an important community or humanitarian need
- (3). Achieve measurable outcomes which benefit service recipients
- (4). Provide "hands-on" involvement by Lions
- (5). Include leadership roles for Lions
- (6). Promote public awareness of Lions service
- (7). Are sustainable

C. In support of these service programs, District 49B has adopted a number of service projects.

- (1). *Leader Dogs for the Blind/Canadian National Institute for Blind*
- (2). *Life Alaska Donor Services*
- (3). *Aurora-Borealis Lions Eyeglass Recycling Center*
- (4). *SightFirst: Adult & Youth Eye Care*
- (5). Youth Exchange

D. District officers and each Lions Club in the district are charged to vigorously embrace these service projects with either time, labor, materials, and/or financial support.

E. In order to facilitate the best possible support for these projects and their sponsors, District 49B has partnered with District 49B Lions Foundation to provide oversight to any associated assets and/or management of project funds. In doing so, District 49B Lions Foundation acknowledges a District 49B appointment of a service program committee chairperson as the same in its organization, i.e., The District 49B SightFirst Chairperson is the same person as the District 49B Lions Foundation SightFirst Chairperson.

VI. COMMUNICATIONS: A challenge for every Lions leader is to keep strong communications between district and club level leaders, individual lions, and those we serve. In order to best serve everyone the district supports use of the following medias:

A. Directory: Prior to the beginning of each governor's term, the district governor will form a directory committee to publish a District 49B Directory. Every effort should be taken by the committee to offset the publishing costs with sponsorships and/or advertisements.

B. News Letter: Prior to the beginning of each governor's term, the district governor may form a newsletter committee to publish a monthly district 49B newsletter.

C. Web-page: Prior to the beginning of each governor's term, the district governor may form a web-page committee to serve as web-master for the district web-page.

D. Electronic Communications: The District Cabinet Secretary-Treasurer will use the district directory to up-date and maintain a standing e-mail mailing lists for district leaders, club presidents and secretaries, past-district governors, and all Lions. Where Lions Club have a President and Secretary without an e-mail address, correspondence will be sent hard-copy through the postal service.

VII. AWARDS:

A. International Certificate of Appreciation: Lions who have performed a significant service to the association are given this award at the International President's discretion.

B. International President's Lapel Pin: Lions who have performed a significant service to the association are given this award at the International President's discretion.

C. International Medals: Each year there is an opportunity to submit names of outstanding Lions to receive recognition from the International President. This activity is coordinated through an International Director or Immediate Past International Director, or the most recent Past International Director who solicits a name from each District Governor with sufficient justification to be forwarded to the International Presidents office for consideration. The name of potential recipients is considered confidential and not revealed until they are presented. Submissions of names are usually accomplished during the month of January. International awards, that are approved, and made available for presentation, are normally done by the International Guest at the Multiple District Convention. The number of awards available is determined by the total Multiple District membership. Based on current membership, two such awards are usually available, one Presidential and one Leadership.

(1). International Leadership Medal: Lions who have made a significant leadership contribution during the International President's year in office are eligible to receive this award.

(2). International President's Medal: The International President may present up to 425 awards during his presidential year.

D. Other International Awards: The district governor receives a number of other International Awards during their district governor training by Lions Club International, i.e., Environmental Awareness, Diabetes Awareness, International Understanding, etc. The District Governor will present these awards at the annual awards banquet, based on the criteria issued by Lions Club International.

E. District Governor's Recognition

(1). District Governor's Appreciation Medal: Lions who have made a significant contribution to their club during the District Governor's year in office are eligible to receive this award. Candidate names will be submitted prior to each of the governor's official club visit. The number of District Governor Appreciation Medals available to each governor will be limited to 25% of the total number of Lions Clubs in the district at the beginning of their term.

(2). District Governor's Contest: Each governor may establish a set of District Governor's Contest rules prior to the beginning of their term. As a minimum, criteria should be established for determining Lion of the Year, Club of the Year, Zone Chair of the Year, Club President of the Year, Club Secretary of the Year. Awards will be presented at the annual awards banquet.

(3). Other Recognition: Each district governor is highly encouraged to exhaust every alternative to offer praise and recognition to the deserving Lions of District 49B.

VIII. DISTRICT GOVERNOR CLUB VISIT PROTOCOL

A. District Governor Honorary: Prior to the beginning of each governor's term, the district governor will designate a District Governor Honorary.

B. The District Governor Honorary will serve as the chief liaison between the individual Lions clubs and the district Governor. Their primary purpose is:

(1). Schedule/coordinate the district governor's visit to each Lions Club

(2). Advise each club on proper protocols during the District Governor's visit.

(3). Schedule a meeting of the Past District Governors when necessary and asked by the District Governor. In doing so, the Honorary will convey the governor's concerns for the PDGs to address.

IX. GLOBAL ACTION TEAM:

A. The district shall establish a Global Action Team, as defined by Lions Club International.

B. Each GAT Chairperson shall:

(1). Report the health of their program at cabinet meetings, conferences, and conventions.

(2). Form a standing committee for their program element, and recruit committee members.

(3). Develop and further a comprehensive program to meet all assigned district goals and objectives.

X. DISTRICT FALL FESTIVAL.

A. Each year the district governor will convene a Fall Festival at a location of their choice.

B. Conference Dates and location: Conference dates must be established at the earliest date to afford the necessary time to coordinate a fitting event, as well as, invite guests that are best suited for District 49B. The 1st Vice District Governor, prior to the beginning of their term as DG, will designate a Fall Festival date and location. In choosing a date and place, the following should be considered:

(1). When/where District 49A's conference is

(2). Travel costs: High costs will deter Lions from attending the conference.

(3). Advocating a balance between Alaska and Canadian locations for all four cabinet meetings

(4). Location of annual convention.

(5). What/when special events are being sponsored by the various Lions Clubs

(6). Confirmation of a club willing to host the Fall Festival.

Note 1: All facilities/events should be handicap accessible.

Note 2: All meals should be diabetic friendly.

E. Fall Festival Conference Finances/Expenses:

(1). The host club/committee is responsible for all planning tied to the midwinter conference, to include any and all associated financial planning, contracts and expenses.

(a). The Host committee may establish a conference registration fee to cover facility, equipment, catering, and other non-lodging or travel costs. Unless otherwise stipulated herein, all registration, travel and lodging costs will be directly borne by each attendee.

(b). All conference expenses that may be incurred are borne by the Host committee (and/or its parent Lions Club). Contracts, if any, shall be signed by the Host Committee Chairperson to be valid and binding.

(c). Only those raffles, auctions or other gimmicks for financial consideration shall be handled by the Host Committee. No other group outside the host committee shall be permitted to promote auctions, raffles or other financial gaining gimmicks, without the expressed permission of the host committee.

(d). The Host club/committee shall retain all funds/income received in excess of the conference costs. This provision is intended to be an incentive for clubs to host the conference, however, profit margins should not be excessive in so much as to inhibit Lions from attending the conference.

(2). Special Guest Accommodations:

(a). District 49B Governor: The host committee will arrange for accommodations at the conference hotel for both the District Governor and spouse. All conference expenses that may be incurred by the District Governor and Spouse are borne by the host committee.

(b). MD49 Council Chairman: The host committee will arrange for accommodations at the conference hotel for the Council Chairman and spouse. All conference expenses that may be incurred by the Council Chairman and Spouse are borne by the Council Chairman, however the host committee may defer all or some portion of those expenses.

(c). District 49A Governor: The host committee will arrange for accommodations at the conference hotel for the District 49A Governor and spouse. All conference expenses that may be incurred by the District 49A Governor and Spouse are borne by the District 49A Governor, however the host committee may defer all or some portion of those expenses.

F. Reporting: The Conference Committee shall report on a regular basis the progress of the Conference planning. This report must consist of the agenda, space allotment, lodging, catering and such other facilities and equipment that may be necessary to put on a successful conference.

G. Club paraphernalia on display at the conference shall be off limits to all other Lions and Lion Clubs for theft or other activities that would mar the harmony of the conference.

XI. DISTRICT ANNUAL CONVENTION.

A. Each year the district governor will convene an annual convention in concert with the MD49 convention.

B. District & International Convention Chairperson: The district governor will designate a District & International Convention Chairperson. This person will work in concert with the MD49 and District 49A convention chairpersons, in an effort to plan an appropriate annual convention.

C. Convention Dates and location: Conference dates and location are determined by the MD49 Council of Governors.

D. District Convention Events: In addition to the MD49 convention requirements, as a minimum the District 49B convention will provide for the following:

- (1). Cabinet meeting: Sufficient time to address old and new business items;
- (2). Convention: Sufficient time to receive committee reports, resolutions, announcements, and nominations for prospective candidates;
- (3). Awards Banquet;
- (4). Elections; and
- (5). Other functions as may be determined by the Host Committee and approved by the District Governor.

E. Coordination: The District Convention Chairperson will work with the District Governor, Cabinet Secretary-Treasurer, and Awards Chairperson to ensure:

- (1). The convention program includes the required events;
- (2). The facilities have sufficient seating, head table, flags, bell and gavel, sound system, and projection equipment to satisfy each event's particular needs;
- (3). Appropriate protocol is adhered to; and
- (4). The events decorum and atmosphere promotes a strong spirit of Lionism and camaraderie.

Note 1: All facilities/events should be handicap accessible.

F. Award Banquet Emcee: The convention chairperson will assist the district governor in selecting an appropriate Awards Banquet Emcee. Additionally, the convention chairperson will assist the emcee in planning/organizing the awards banquet, to include publishing a banquet program booklet.

G, International Convention: The convention chairperson will promote attendance of the International Convention and USA-Canada Leadership Forum; to include facilitating registration and acquisition of parade uniform items.

XII. VOTING:

The following serves two purposes: 1). Define procedures to implement the provisions for voting addressed in the District Bylaws, Exhibit A, Rules Of Procedure, District 49B Convention, Rule 8. Voting; and 2). Provide for voting by electronic methods.

A. Election Notice

(1). The Election Committee shall serve notice to each club of the annual election, with the notice distributed ideally no later than December 15th.

(2). The election notice will include as a minimum:

- (a). Club eligibility to participate in the election, with a definition of "Club in good standing"
- (b). How to calculate the number of delegates,
- (c). How to designate the club's delegates and the deadline to do so
- (d). What positions are up for election, criteria for nominations, and deadline for submission
- (e). Date, time and place of the election.

B. Voting Method

(1). All methods, written or electronic shall be visually impaired friendly.

(2). The principal medium for casting votes shall be through the use of an electronic medium/software, i.e., Electionrunner.com.

(3). As a contingency, the election committee shall be prepared a means to cast/collect votes on paper, for those in-person delegates at convention.

- C. Voting Equipment. The district shall maintain four (4) tablets to serve as voting stations. Delegates shall be able to, and encouraged to, cast their vote using the chosen software on their personal electronic equipment, with their assigned access code/link. The software/website shall be set Voter ID & Voter Keys to a one-time use.
- D. Delegate Certification. The Cabinet Secretary Treasurer shall certify all club delegates and alternates prior to the beginning of the first day of the annual convention. The CST and Election committee chair shall jointly enter each delegate and alternate into the chosen election website/software.
- E. Ballot. The CST and Election committee chair shall jointly create the required ballot to support the election **no earlier than** two weeks prior to the convention and **no later than** 9 pm on the 4th Cabinet meeting day at convention.
- F. Voting period. Voting will be opened **no later** than at 9 pm on the 4th Cabinet meeting day at convention, and **close** at 9 am on the designated election day of the convention.
- G. Invitation to Vote. The CST and Election committee chair shall jointly email to each delegate the voting link (includes a unique Voter ID & Voter Key for each delegate). Alternates will not receive an invitation.
- H. Election Poll. The CST and Election committee chair will jointly staff the election check-in station on the convention election day.

(1). Slips with each delegate's Voter ID & Voter will be on hand, should a delegate need it

(2). District tablets will be pre-staged at the election site open and ready to receive Voter ID & Voter Key.

(3). CST & Chair will monitor which delegates have cast their vote

(4). Delegates may present themselves for voting in person in lieu of using their personal device. In this case, delegates will be given access to one of the district's tablets to cast their vote

(5). Should the need to employ an Alternate delegate arise, they will be given a slip with their Voter ID & Voter Key

I. Election Report

(1). Produce a list of delegates which cast votes

(2). Produce a tally report of voting results

(3). Tally and add any paper ballots to the electronic results

J. Present final election report

APPENDIX A

DISTRICT 49B PIN ORDER FORM

In order to prevent the stock piling of excess MD49 pins, we are taking pin orders up through May 31st of each year. Our hope is to receive our pins just prior to the USA-Canada Leadership Forum in September. The district governor will order an additional 10% on top of the orders turned in, to be sold at cabinet or convention meetings.

Please complete the following and submit this form and your pre-payment check to the CST:

Estimated cost per pin: \$2.00

(Any excess funds above actual cost will be refunded to each club, upon delivery.)

Club: _____

Mailing Address: _____

Standard Pin	Qty ordered: _____	\$. _____
Prestige Convention Pin	Qty ordered: _____	\$. _____

TOTAL

QTY:

\$ _____

Check # _____ Amount Submitted: \$ _____

LIONS DISTRICT 49B EXPENSE CLAIM

NAME: _____ DATE: _____

DISTRICT POSITION/TITLE: _____

[illegible]

SIGNATURE: _____ **GRAND TOTAL:** \$ _____

APPROVED BY DIST. GOV: _____ VERIFIED TOTAL: \$ _____

SUBMIT TO CABINET SECRETARY/TREASURER: **CHECK#:** _____

ISSUED/MAILED: _____ DATE _____