

Zone 9

ByLaws and Policy Manual

October 2, 2017



The Lions of Zone 9, District N2 have drawn up a Policy Manual and accompanying By-Laws to provide continuity and order in the conducting of affairs of this Zone.

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

This Policy Manual will deal with situations that hopefully will enable the Zone Chair to have a communications line that will effectively address this problem.

We must first recognize that it is not always possible to ensure that duplications will not exist but that every effort will be made to conform with the contents of this document.

ZONE 9

Zone 9, District N2, is made up of the following nine Lions Clubs:

Bridgewater and Area, Chester Basin New Ross Chester, Liverpool, Lockport and Area, Mahone Bay Area, New Germany and Area, Riverport and District, and Shelburne and Area

ZONE CHAIR

A candidate for Zone Chair shall:

1) Be an Active Member in good standing in his/her respective Zone, and

(2) Have served or will have served at the time of taking office, a major portion of a year as President or Secretary of a Lions Club.

Nominations for the office of Zone Chair must be received by the current Zone Chair no later than 10 days prior to the final Zone Meeting of the year. An election, if one is necessary, shall be held at the final Zone Meeting under the direction of the current Zone Chair. The current Zone Chair, Club President (or designate) and the Club Secretary (or designate) will be entitled to vote.

DUTIES

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

- (A) Prepare a report of each District Governor's Advisory Committee Meeting (Zone Meeting) and send copies within five (5) days thereafter to the District Governor, and Vice District Governors.
- (B) Endeavour to have every Club within the Zone operating under a duly adopted Club Constitution and By-Laws.
- (C) Arrange regularly scheduled Zone Meetings.
- (D) Encourage inter-Club Meeting(s) and social activities.
- (E) Promote attendance at Charter Nights of all Clubs in the Zone.
- (F) Promote representation at International and District (Sub and Multiple) Conventions by at least the full quotas of delegates to which Clubs in the Zone are entitled.
- (G) Appoint a webmaster to maintain and update the Zone website.
- (H) Carry out other duties assigned by the District Governor or as a result of vote carried at a duly called Zone Meeting.

In the event the Zone Chair for any reason cannot or, in the judgement of the District Governor, does not perform the duties of the 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.

ZONE SECRETARY

It shall be the responsibility of the Zone Chair, upon assuming office, to appoint a Zone Secretary. The duties of this position will be to attend all Zone Meetings, record and forward draft copies of the minutes within five days to Zone Clubs, handle correspondence and other duties deemed necessary by the Zone Chair.

ORDER OF BUSINESS

The agenda for all Zone Meetings shall be set by the Zone Chair and should be sent to all Clubs within the Zone prior to the meeting date(s). While not limiting the format of Zone Meetings, it should include Presidents' reports, old business and new business. Any Club wishing to add any item to the agenda must contact the Zone Chair prior to the meeting.

Presidents' reports shall be condensed version of activities since the last Zone report. Reports will be verbal and a full written report filed with the Zone Chair.

VOTING

While any Member in good standing within the Zone may participate in debate on any matter before the Meeting, only the Zone Chair, Club President (or designate) and Club Secretary (or designate) may vote on motions and elections. In the event of a tie vote, the motion will be considered to be lost.

AMENDMENTS

Any amendments, additions, deletions or revisions to Zone 9 Policy Manual and By-Laws may be considered and voted upon at any Zone Meeting providing:

- (a) Resolution has been made by a Club within the Zone and approved by the majority of the Members of the Club proposing the Resolution; or
- (b) Resolution has been made by an individual Member within the Zone with his/her Club's approval; and
- (c) Each Club in Zone 9 has been notified of the Resolution proceeding, by at least 30 days, the date of the Zone Meeting when the change is to be considered.

Any such changes will only become effective after an affirmative vote of a clear majority of those entitled to vote at Zone Meetings

The Zone Chair shall designate the Zone Secretary in the Zone to update any and all changes to this Policy Manual and By-Laws.

BY-LAWS

(1) In keeping with Club Boundaries as covered in District N2 Policy Manual and filed at the Offices of Lions International, in the spirit of cooperation, any Club having reason or need to operate a fundraising activity outside their boundaries shall first seek and be granted the approval of the Club(s) within those boundaries as outlined in Appendix K of the N2 Policy Manual.

(2) When Clubs determine the dates of their Charter Nights or any major events and functions affecting the Zone, they are expected to inform the Zone Chairman who will in turn notify those Clubs where he/she notices that a conflict may be possible and the Clubs may wish to make other arrangements.

(3) District N2 provides for reimbursement to Zone Chairman, up to \$ 50.00, for telephone and postage expenses. Each Club within Zone 9 will remit a payment of \$50.00 annually to the home club of the Zone Chair, which will be dedicated to the payment of Zone Chair travel expenses. Requests for reimbursement and payment of travel expenses will be carried out in that club's usual manner and an annual report outlining those payments will be forwarded to the Zone Secretary before the first Zone Meeting of the Lions year.

(4) There shall be a minimum of three Zone Meetings in each Lions' year.

(5) No Club will be permitted to sell tickets, etc. at any Zone Meeting with the exception of the Host Club and with the exception of raffles for the Lions Foundations of Canada and Nova Scotia.

(6) Each Club should provide a complimentary meal for the Zone Chair and Zone Secretary if hosting the Zone Meeting, also on official visits and complimentary tickets for the Zone Chair and spouse/companion at its Charter Night.

(7) To encourage participation at all Zone functions, the Host Club should endeavour to keep costs at a break-even point.

(8) Unless otherwise stated, Clubs winning a sporting event will be requested to host that event the following year.

(9) The Zone Chairman shall notify all Clubs in the Zone at least 30 days in advance, of the dates of any Zone Meetings.

(10) Whenever possible, any Club hosting a Zone Meeting shall not schedule any Guest Speaker, Speak Out or Induction of New Members on the occasion of the Zone Meeting.

(11) The Zone Chair shall not schedule any Guest Speakers, Speak Outs or demonstrations on the occasion of a Zone Meeting without the permission of the Clubs in the Zones.

