

Arkansas Lions
Multiple District 7
Constitution and By-Laws
Revised April 2014
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LIONS CLUBS MULTIPLE DISTRICT SEVEN CONSTITUTION AND BY-LAWS

ARTICLE I

Name

The organization, duly recognized by the International Association of Lions Clubs and constituted as "Multiple District Seven (MD7), State of Arkansas, International Association of Lions Clubs," shall be the "LIONS OF ARKANSAS." It may hereinafter be referred to as "State." Its motto shall be "We Serve." Its slogan shall be "Liberty, Intelligence, Our Nation's Safety."

ARTICLE II

Objects

The objects of this organization shall be to provide an administrative structure, headed by the MD7 Council of Governors, for the express purposes of:

- (a) Encouraging, promoting and assisting in the organization of Lions Clubs throughout the State of Arkansas.
- (b) Coordinating the activities of all Lions Clubs within the State of Arkansas.
- (c) Uniting the membership of the State into a closer bond of friendship, fellowship, and mutual understanding and assistance.
- (d) Promoting and actively supporting the State projects: World Services for the Blind; Mid-South Lions Sight and Hearing Service, Incorporated; Arkansas Lions Eye Bank and Laboratory; and Liberty Day.
- (e) Promoting the Lions Code of Ethics and the Objects of Lions Clubs International.

ARTICLE III

Membership

Section 1. The membership of this Organization shall consist of all Lions Clubs in this State duly chartered and in good standing with Lions Clubs International. A Club shall be considered in good standing if, at the time of any District or State function, all dues and indebtedness to the International Association, State and District have been satisfied.

Section 2. Suspension, termination and reinstatement of MD7 Lions Clubs shall be governed by the Constitution and By-Laws of Lions Clubs International.

Section 3. A State Directory shall be published annually as quickly as possible before or near the beginning of the new fiscal year, the cost to be prorated among the Sub-districts based on the number ordered prior to publication by the respective incoming District Governors. While supplies last, Sub-districts may purchase additional copies.

ARTICLE IV

Uniform

The official colors of the Lions of Arkansas shall be red, white, and black. The official uniform of the Lions and Leos of Arkansas, to be worn by the marching delegation in the International Convention parade, shall be black slacks or skirt, red Arkansas Lions shirt, black belt, black shoes and black socks, worn with optional white baseball cap, with either Arkansas Lions logo or no logo.

The Council of Governors may alter the uniform requirement for International Convention parades to conform to climatic conditions. The Arkansas Parade Marshal shall make all expected parade participants aware of these rules. At other appropriate occasions the official uniform is a cardinal (red) blazer jacket bearing the Lions emblem in the shape of the State of Arkansas on the breast pocket, matching red tie (preferred), white shirt or blouse, black slacks or skirt, black belt, black shoes, and appropriate hosiery or black socks.

An inventory of pins, shirts, caps and other items will be maintained at the Lions state office by the Pin and Uniform Chairperson (if one is appointed) and by the State Administrative Secretary at the direction of the Council of Governors.

**ARTICLE V
Districts**

Section 1. Multiple District 7 shall consist of four Sub-Districts (hereinafter "Districts"), with boundary lines as adopted by a Multiple District Convention and approved by the Board of Directors of Lions Clubs International, as follows:

District 7-L: (16 Counties) shall consist of the Clubs located within the boundaries of the counties of Miller, Lafayette, Columbia, Ouachita, Nevada, Hempstead, Little River, Howard, Sevier, Pike, Clark, Hot Springs, Saline, Garland, Montgomery and Polk.

District 7-I: (20 Counties) shall consist of the Clubs located within the boundaries of the counties of Benton, Boone, Carroll, Marion, Baxter, Washington, Madison, Newton, Searcy, Crawford, Franklin, Johnson, Pope, Sebastian, Logan, Conway, Scott, Yell, Stone and Faulkner.

District 7-O: (18 Counties) shall consist of the Clubs located within the boundaries of the counties of Fulton, Sharp, Randolph, Clay, IZard, Lawrence, Greene, Cleburne, Independence, Jackson, Craighead, Mississippi, Poinsett, White, Cross, Woodruff, Crittenden and Van Buren.

District 7-N: (21 Counties) shall consist of the Clubs located within the boundaries of the counties of Perry, Pulaski, Lonoke, Prairie, Monroe, St. Francis, Lee, Jefferson, Arkansas, Phillips, Calhoun, Cleveland, Lincoln, Desha, Bradley, Drew, Ashley, Chicot, Dallas, Union and Grant.

Section 2. New Districts may be created when permitted by the provisions of the Constitution and By-Laws of Lions Clubs International by vote of the majority of the delegates at the State Convention from each of the existing Districts which will be affected thereby, provided the proposal for the creation of a new District, or Districts formed by redistricting, has been approved by a majority of the Council of Governors, and written notice of said proposal has been given, via regular and/or electronic mail, at least forty (40) days prior to the State Convention at which the vote thereon is to be taken, to each Club in each District which will be affected by such change.

Section 3. A Club may be submitted to Lions Clubs International for transfer from one District to another by a two-thirds vote of 1) the Council of Governors, 2) the Cabinet of each District which will be affected, and 3) the members of the Club in question. With the agreement of both District Governors and before any Club is so transferred, such Club shall be given written notice of the proposed transfer by the Governor of the District in which it is situated at least thirty (30) days prior to the meeting of the District Cabinet at which the proposal is to be voted upon, with such Club having an opportunity to appear and be heard.

**ARTICLE VI
State Officers/Council of Governors**

Section 1. The Officers of this organization shall be the members of the Multiple District Council of Governors (hereinafter "Council of Governors" or "Council"). Membership of the Council shall be the Chair and the MD7 District Governors. All present and past International Officers from the state shall be ex-officio members of the Council but shall not have a vote on any issue.

Section 2. At the State Convention, the Council Chair shall conduct a meeting of the District Governors and the District Governors-Elect. They shall elect one of the District Governors as Council Chair for the ensuing Lions year. The Council Chair may vote to select his or her successor. If no current District Governor stands for election as Council Chair, those voting may elect an MD7 Past District Governor who has not previously served as Council Chair (in accordance with LCI's Constitution and By-Laws).

Section 3. The District Governors-Elect shall elect one of their members as Vice Chair to serve in the absence or incapacity of the Chair, another as Council Secretary and another as Council Treasurer.

ARTICLE VI
State Officers/Council of Governors (continued)

Section 4: The newly elected Council Chair and the District Governors-Elect shall fix a time and place, not more than sixty (60) days following the adjournment of the International Convention, for a meeting of the Council. Subsequent meetings of the Council shall be held at such times and places as may be fixed by the Council Chair or by a majority of the Council affixing their signatures to a petition to call such a meeting. Notice of each meeting called by the Council Chair shall be given to each member of the Council by the Council Chair at least five days prior to the meeting. Notice of any meeting called by a majority of the Council shall be given to each member of the Council by the Vice Chair of the Council at least five days prior to the meeting. Regular and/or special meetings of the Council may be held through the use of alternative meeting formats, such as teleconference and/or web conference with approval of the majority of the Council of Governors. All Council meetings except executive sessions, regardless of the format utilized, shall be open and accessible to MD7 members and interested guests.

Section 5. The powers of this organization, expressed or implied, shall be vested in the Council of Governors. The Council shall constitute the executive body of this Association. The Council shall:

- (a) Have jurisdiction and control over all officers and agents, when acting as such, of the Council and all committees of MD7 and the MD7 State Convention.
- (b) Have management and control over the property, business, and funds of MD7.
- (c) Have jurisdiction, control, and supervision over all phases of the MD7 State Convention and all other meetings of MD7.
- (d) Have control and management of all budgetary matters of MD7 and its committees.
- (e) Within 30 days of the close of the state convention, a meeting will be held so that the Council Chair elect and the District Governors elect can make the state committee appointments for the upcoming Lions year.

Section 6. Decisions of the Council of Governors shall be final, subject only to an appeal to any regular or special convention. Such appeal must be filed within thirty (30) days of receipt of the Council decision, and shall be addressed to the Chair of the Council. The appeal shall be in the form of a resolution, and the Council shall note the appeal and refer it to the Committee on Resolutions.

Section 7. The Council of Governors shall not create indebtedness exceeding the funds available to it during the fiscal year in which it serves.

Section 8. A majority of the members of the Council of Governors shall constitute a quorum and, except where otherwise provided in this Constitution and By-Laws, the majority vote of a quorum present shall constitute the official action of the Council.

Section 9. Additional duties of the Council of Governors shall be to:

- (a) Make all contracts and approve all bills relating to administrative and State Event expenses;
- (b) Designate a depository for Multiple District funds;
- (c) Determine the amount of surety bond for the Council Treasurer, and approve the company issuing said bond;
- (d) Receive financial reports, semi-annually or more frequently, from the Council Treasurer and provide for an audit at the end of the fiscal year of the books and accounts of the Council Treasurer; and
- (e) Employ, at its discretion, a State Administrative Secretary, who shall assist the Council and its members in the performance of the duties required of them under this Constitution

**ARTICLE VI
State Officers/Council of Governors (continued)**

Section 10. The Council Chair shall be the coordinator of the multiple district and shall act on behalf of and upon delegation from the Council of Governors. His/Her specific responsibilities shall be to:

- (a) Further the Purposes and Objects of Lions Clubs International;
- (b) Provide leadership, direction, and initiative for international and multiple district programs, goals and long-range planning;
- (c) Preside at all Council meetings after preparing and conveying to each Governor, at least seven days in advance, a detailed agenda;
- (d) Provide the initiative for Multiple District programs, goals and long-range planning;
- (e) Create and foster harmony and unity among Districts;
- (f) Submit reports and perform such duties as may be required by this Constitution and By-Laws and the International Board of Directors;
- (g) Deliver, forthwith, at the termination of his or her term of office, all Multiple District accounts, funds and records to his or her successor.

Section 11. The duties of the Council Secretary shall be to:

- (a) Keep accurate records of the proceedings of all Council and Multiple District meetings and, within ten (10) days after each meeting, forward copies thereof to all members of the Council and to the appropriate office of Lions Clubs International;
- (b) Assist the Council in conducting the business of MD7 and perform other duties specified or implied in this Constitution and By-Laws or assigned to him or her by the Council;
- (c) Permit inspection of all Multiple District records by any member of the Council or any Club in MD7 (or any duly authorized agent of either) at any reasonable time for any proper purpose.

Section 12. The duties of the Council Treasurer shall be to:

- (a) Receive and give proper receipts for all per capita dues required to be paid by the District Cabinet Treasurers, deposit the same in the bank(s) designated by the Council, and disburse the same under the supervision and control of the Council by checks drawn against said deposits, signed by the Council Treasurer and counter-signed by the Council Chair or other duly authorized Council member;
- (b) Keep accurate books and records of accounts and permit inspection of the same by any member of the Council or any Club in MD7 (or any duly authorized agent of either) at any reasonable time for any proper purpose;
- (c) Secure bond for the faithful performance of his or her duties in such sum and with such sureties required by the Council.

Section 13. A District Governor-elect and Vice District Governor-elect training school shall be scheduled and conducted by the Council of Governors, utilizing whatever personnel and resources the Council chooses.

**ARTICLE VII
Constitution and By-Laws Committee**

Section 1. For the purpose of receiving, reviewing, and presenting to the State Convention recommended changes to the Arkansas Lions Constitution and By-Laws, there shall be a committee known as the Constitution and By-Laws Committee, composed of a Chair and a representative of each District. The Chair shall be appointed by the Council of Governors on even-numbered years. Each member shall serve a two-year term and may stand to be re-appointed or re-elected. The District representative shall be elected at the District business session held during the annual State Convention as follows: one member each from Districts L and O on even-numbered years and one member each from Districts I and N on odd-numbered years. Each representative shall be known as the District Constitution and By-Laws Chair and shall be a member of the District Governor's Cabinet.

Section 2. Rules of the Constitution and By-Laws Committee shall be:

- (a) Proposals will be considered only if submitted by an MD7 Lions Club, signed by its President and/or Secretary; a District Cabinet; or the Council of Governors.
- (b) The Committee will not initiate constitutional amendments nor take a position for or against any proposal.
- (c) Only proposals requiring Constitution or By-Laws amendments will be referred to the Convention. Other resolutions will be referred to the Resolutions Committee.
- (d) Proposals shall be presented to the Convention in proper form to effect the amendment requested, if adopted.
- (e) All proposals must be submitted to the State Office and shall be mailed by the State Office to Club Presidents in accordance with Article XVII, Section 1
- (f) The Committee determines whether proposals are properly submitted and whether proposals conflict with other sections of the Constitution and By-Laws. The Chair will contact the sponsor regarding any conflicts and allow the sponsor to modify the proposal(s) if the sponsor so desires. The Committee may report at the annual Convention on any possible discrepancies of submitted proposals so that amendments restricted to those within the purport of the proposals may be considered by the Convention.
- (g) The Committee introduces the proposals to the Convention by motion. The sponsor is invited to speak first to the motion.

**ARTICLE VIII
International Convention Committee**

The Council of Governors shall establish an International Convention Committee comprised of one member from each district responsible for guiding activities pertaining to the Lions International Convention, including parade participation and dress, hospitality room (if utilized), an Arkansas breakfast (if held), plus travel and hotel accommodations as needed. The International Convention Committee also shall appoint a Parade Marshal. The Committee Chair and the Parade Marshal shall be selected from the Committee members attending the Convention.

**ARTICLE IX
State Events**

Section 1. A Convention of this State shall be held each year at a place and time established by the Council of Governors, the place to be alternated among the Districts in so far as possible. In addition, a Mid-Winter Forum shall be held, under direction of the Council, to provide Lions education and leadership development.

Section 2. At the State Convention the Council of Governors shall receive invitations from the Club or Clubs desiring to host the State Convention three years hence. All such invitations so received shall be turned over to the incoming Council Chair whose duty it shall be to investigate the facilities at each proposed site and report at the first meeting of the Council. From this information the site and time of the State Convention three years hence shall be set and arrangements made with the host Club or Clubs for the holding of said Convention. In the event no invitations are received, the Council at its first meeting shall name a committee to secure a site and time for holding the State Convention three years hence.

ARTICLE IX
State Events (continued)

Section 3. Any Club or Clubs hosting a State Convention shall present a proposed budget for the approval of the Council of Governors. Upon approval, the host Club or Clubs shall be held harmless from any deficit of the convention provided they follow the approved budget. If an excess exists once all convention expenses have been paid, said excess shall be forwarded to the Council Treasurer no later than forty-five (45) days following the last day of said Convention. The Council shall send a letter to the host Club or Clubs outlining their responsibilities as host(s).

Section 4. A Credentials Committee, chaired by the Council Chair, shall be additionally composed of the District Governors and Cabinet Secretaries. The Chair may appoint from this committee a Co-Chair whose duty it shall be to complete and report credential statistics when requested.

Section 5. Sixty (60) days prior to the State Convention, the Council of Governors shall appoint the following Convention Committees: Resolutions, Rules, International Convention and Memorial Service. Each District shall have at least one representative on each committee. The Council shall designate the Chair of each committee and have the power to fill any vacancies.

Section 6. Permanent rules of Convention procedure shall be as follows:

- (a) The Council shall arrange a program for the Convention, which shall be the order of the day for all sessions.
- (b) Except for resolutions of courtesy, all resolutions considered by the Convention shall have been submitted in writing to the President of each Club at least forty (40) days prior to the opening date of the Convention.
- (c) Robert's Rules of Order Newly Revised shall govern all parliamentary procedure except as otherwise provided in the Rules of Procedure adopted by the Convention

Section 7. The Council of Governors shall have control of all matters pertaining to the financing of the State Convention. It shall not incur expenses in excess of the anticipated balance of the State Convention Fund based on the per capita dues from the semi-annual billings. The Council shall set the registration fee and approve the budget. All revenue from the State Convention Fund shall be charged against the State Convention registration fee with a reserve being held for contingencies as determined by the Council. Said fund shall be used to defray convention administration expenses and other items of convention expenses as approved by the Council.

Section 8. Each chartered Club in good standing on the first day of any Convention of this State shall be entitled to one (1) delegate and one (1) alternate for every ten (10) members or major fraction thereof, five (5) being considered a major fraction. Membership shall be as shown by records of the International Association as of the first day of the month last preceding the month during which the Convention is held. Selection of each delegate and alternate shall be evidenced by a certificate signed by the Club President, Secretary, or respective District Governor.

Section 9. Only a registered delegate, or his or her alternate, with certified credentials and present shall be entitled to vote, and each such Delegate may cast one vote at each election and on every question submitted to the Convention.

Section 10. The registered voters with certified credentials and present at any meeting shall constitute a quorum. For the purpose of determining an affirmative vote of a majority of registered delegates at the annual State Convention upon any issue, question, or resolution, a delegate must be both registered and physically present at the business meeting of the annual State Convention during which said issue, question, or resolution is voted upon.

Section 11. The flag of the United States of America shall be prominently displayed.

**ARTICLE IX
State Events (continued)**

Section 12. An Arkansas candidate for International office shall be nominated by the Lions of Arkansas at a State Convention only after a resolution authorizing such a campaign without specifying a candidate has been approved by the preceding State Convention.

Subject to the provisions of the Lions International Constitution and By-Laws, any member of a MD7 Lions Club seeking endorsement by a MD7 State Convention as a candidate for the office of International Director or International Second Vice-President shall present a resolution identifying the office, the candidate, the qualifications of the candidate, and proposed year of election to the Chair of the Resolutions Committee and Chair of the Council of Governors at least 60 days prior to the opening day of the State Convention.

Said resolution shall have been approved by the Lions Club of which the candidate is a member at a regular meeting of the Club at which was given in writing to every member of the Club at least two (2) weeks in advance of the meeting at which notice of such resolution was considered, and by the candidate's District Convention. If the candidate is employed, he or she shall also furnish in writing a statement from his or her employer that if elected, said candidate shall have the privilege of discharging the duties of such office during working hours if necessary. Said resolution(s) may be presented to the State Convention by the candidate's Club or by the Council of Governors.

Each such resolution shall be voted upon separately. Voting on a resolution to conduct a campaign or on a resolution to nominate a candidate for International Office shall be by written secret ballot. The credentials committee shall cause to be issued to each certified delegate a credential card. Ballots may be issued only by the Chair of the Credentials committee in exchange for a certified credential card. In the event two or more resolutions are approved for the same office, the endorsement by the Lions of Arkansas shall go to the candidate receiving a majority of all votes cast. If no majority exists, voting shall continue between the two candidates having received the highest number of votes to determine a majority. When any Lion has allowed his or her name to be reported to the Convention in nomination for any International office, said nominee shall not have the privilege of withdrawing except for serious health issues or other disability. If circumstances are such that the nominee and the outgoing and incoming Councils of Governors shall, by majority vote, be of the opinion that the campaign should be delayed a year from the year specified, it may be delayed for one year and the Arkansas candidate presented the following year. If an unsuccessful campaign is presented in one year, and the nominee agrees and the outgoing and incoming Councils of Governors shall, by majority vote, decide the candidate should run again, the same candidate may be a candidate again the following year.

Section 13. Each District shall conduct a meeting at the State Convention to receive reports of the District Governor and the Cabinet Officers and to conduct other business as appropriate.

Section 14. The Council of Governors shall appoint Sergeants-at-Arms as necessary to maintain proper order and decorum at the State Convention.

Section 15. The Council of Governors shall cause to be mailed to all Clubs within sixty (60) days following the end of the fiscal year, a report of the State Convention including the financial reports of the State Administrative Fund and the State Convention Fund. (Refer to Article VI, Sec 9 (d),).

**ARTICLE X
District Convention**

Each District shall hold a District Convention at a time not later than the end of the third quarter of the Lions' year. The Cabinet shall approve the location, time, registration fee, proposed budget and general program as proposed by the District Governor who shall be the presiding officer..

**ARTICLE XI
Regions and Zones**

Section 1. Each District may be divided by its District Governor into Regions, subject to change, of not less than ten (10) or more than sixteen (16) Lions Clubs each.

Section 2. If Regions are formed, each shall be divided by the District Governor into Zones, subject to change, composed of not more than eight (8) Lions Clubs.

**ARTICLE XI
Regions and Zones (Continued)**

Section 3. If Region Chairs are appointed, Regional meetings shall be conducted within each Region at times and places to be determined by the Region Chair and Zone Chairs of the respective Regions, with the Region Chair presiding.

Section 4. There shall be a District Governor's Advisory Committee in each Zone composed of the Zone Chair and the Presidents and Secretaries of the Clubs in the Zone. The Zone Chair shall head this Committee.

Section 5. Zone Chairs are to conduct two to four zone meetings during their year, engaging local club Presidents and Secretaries and any other members present in a sharing of Lions concerns, challenges, and opportunities.

**ARTICLE XII
District Officers/Cabinet**

Section 1. There shall be a District Governor's Cabinet, composed of the following District Officers: the District Governor; the Immediate Past District Governor; the First Vice District Governor; the Second Vice District Governor, the Cabinet Secretary and Cabinet Treasurer, or Cabinet Secretary-Treasurer; the Region Chairs (if Region Chairs are appointed) and the Zone Chairs. Each Governor may specify other District Officers, such as the Constitution and By-Laws representative, as Cabinet members.

Section 2. The District Governor shall be nominated and elected as provided in Article XIII, and shall take office immediately on adjournment of the International Convention following his or her election, serving until the adjournment of the next following International Convention. In the event of a vacancy occurring in the office of District Governor, the vacancy shall be filled in accordance with the provisions of the International Constitution.

Section 3. The First Vice District Governor and the Second Vice District Governor shall be nominated and elected as provided in Article XIII. In the event of a vacancy in the office of First Vice District Governor and/or Second Vice District Governor, the vacancy shall be treated the same as a vacancy for District Governor and filled in accordance with the Lions Clubs International Constitution.

Section 4. The District Governor before taking office shall appoint a Cabinet Secretary and Cabinet Treasurer, or Cabinet Secretary-Treasurer, who shall be a member or members of a Lions Club in the same District; one Region Chair (if Region Chairs are appointed) in each Region of the District; and one Zone Chair in each Zone of the District.

Section 5. The District Governor may appoint Chairs for District committees as appropriate. Said Chairs shall be ex-officio members of the District Governor's Cabinet.

Section 6. The District Governor may appoint a District Governor's Honorary Committee, consisting primarily of Past International Officers and Past District Governors within the District.

Section 7. Each officer or cabinet member appointed by the District Governor shall be a member in good standing of a chartered Lions Club in good standing within the District.

Section 8. In the event of a Cabinet vacancy except that of District Governor, First Vice District Governor, Second Vice District Governor, Club President or Secretary, the District Governor shall have power to fill such vacancy for the unexpired term thereof.

Section 9. In the event any Region Chair (if Region Chairs are appointed) or Zone Chair shall move out of the district from which he or she was appointed, the term of office of such chair shall terminate immediately, and a successor for the remaining term shall be appointed by the District Governor.

Section 10. The District Governor shall conduct at least one regular meeting of the Cabinet each quarter during the year. The first of these meetings, which shall adopt a District budget for the fiscal year, shall be held within thirty (30) days after the adjournment of the preceding International Convention. Ten (10) days written notice, via regular or electronic mail, of meetings of the Cabinet shall be given to each member by the Cabinet Secretary. Special meetings of the Cabinet may be called by the District Governor or shall be called upon written request made to the Governor or Cabinet Secretary by a majority of the officers of the Cabinet. Not less than five (5) days and not more than twenty (20) days written notice, via regular or electronic mail, of special meetings and the matter(s) to be addressed shall be given by the Cabinet Secretary. A majority of the District officers shall constitute a quorum.

**ARTICLE XII
District Officers/Cabinet (continued)**

Section 11. No expenses in excess of the funds available from the previous administration, current grants, and annual per capita District Administrative Fund Dues based on the semi-annual billings shall be incurred by the District.

Section 12. No district, or state officer or committee chair shall be paid a salary but may be reimbursed for actual expenses as outlined in the Rules of Audit of Lions Clubs International.

Section 13. The term of all officers, elected or appointed for one year, shall begin with the adjournment of the International Convention following their election or appointment, or if appointed thereafter, immediately upon appointment, and shall continue until adjournment of the next International Convention or until a successor may be elected or Appointed.

Section 14. The District Governor shall represent Lions Clubs International within the District, shall be the chief administrative officer in the District, and shall have direct supervision over the offices of First Vice District Governor and Second Vice District Governor, Region Chair (if Region Chairs are appointed), Zone Chair, Cabinet Secretary and/or Treasurer. Duties of the District Governor shall be to:

- (a) Further the Purposes and Objects of Lions Clubs International;
- (b) Supervise the organization of new Lions Clubs;
- (c) Preside, when present, over Cabinet, Conference and other District meetings. During any period the District Governor is unable to preside, the presiding officer at any such meeting shall be the First Vice District Governor or the Second Vice District Governor respectively, but if he or she is not available a District officer chosen by the attending members shall preside;
- (d) Promote cordial relations among clubs;
- (e) See that each Club is visited by a representative of the District at least once during his or her term of office;
- (f) Exercise such supervision and authority over Cabinet officers and District committee appointees as provided in this Constitution and By-Laws;
- (g) Submit a current itemized statement of total District receipts and expenditures to the District Convention and/or the annual meeting of the District at the State Convention;
- (h) Deliver, forthwith, at the termination of his or her term of office, all District accounts and records to his or her successor in office;
- (i) Report all known violations of the use of the Lions Clubs International name and emblem;
- (j) Perform other functions and acts required by the International Board of Directors through the District Governor's Manual and other directives.

Section 15. The First Vice District Governor and Second Vice District Governor, subject to the supervision and direction of the District Governor, shall be chief administrative assistants to the District Governor. Duties of the First Vice District Governor and Second Vice District Governor shall be to:

- (a) Further the Purposes and Objects of Lions Clubs International;
- (b) Become familiar with the duties of the District Governor in order to be better prepared to assume the duties and responsibilities of said office;
- (c) Perform administrative duties assigned by the District Governor;
- (d) Perform other functions and acts required by the International Board of Directors through the Vice District Governor's Manual and other directives.

**ARTICLE XII
District Officers/Cabinet (continued)**

Section 16. The District Governor's Cabinet shall:

- (a) Assist the District Governor in the performance of his or her duties and in the formulation of administrative plans and policies affecting the welfare of Lionism within the District;
- (b) Receive, from the Region Chairs (if Region Chairs are appointed), reports and recommendations which concern the Clubs and Zones;
- (c) Supervise the collection of all per capita dues by the Cabinet Treasurer, designate a bank(s) for said funds and by adoption of a District budget authorize the payment there from of all legitimate expenses pertaining to the administration of all affairs of the District;
- (d) Secure, set the amount of and approve the surety company issuing the surety bond for the Cabinet Treasurer;
- (e) Secure, semi-annually or more frequently, District financial reports from the Cabinet Treasurer;
- (f) Provide for an audit of the books and accounts of the Cabinet Treasurer provided in Article XVI, Section 2; and with the District Governor's approval, schedule dates, times and places of Cabinet meetings to be held during the fiscal year.

Section 17. The Cabinet Secretary shall act under the supervision of the District Governor. Duties of the Cabinet Secretary shall be to:

- (a) Further the Purposes and Objects of Lions Clubs International;
- (b) Perform duties implied by the title of said office, including but not limited to the following:
 - (1) Keep accurate records 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 retain minutes of the District Convention and furnish copies of the same to Lions Clubs International, the District Governor and the Secretary of each Club in the District;
 - (3) Make reports as the District Governor or Cabinet may require;
 - (4) Permit inspection of all records and minutes of all Cabinet and District meetings by the District Governor, any Cabinet member or any Club (or any authorized agent of any of them);
- (c) Perform other functions and acts required by the International Board of Directors through the Cabinet Secretary-Treasurer's Manual (if available), and other directives.

Section 18. The Cabinet Treasurer shall act under the supervision of the District Governor. Duties of the Cabinet Treasurer shall be to:

- (a) Further the Purposes and Objects of Lions Clubs International;
- (b) Perform duties implied by the title of said office, including but not limited to the following:
 - (1) Make reports to the Cabinet as the District Governor or Cabinet may require;
 - (2) Collect and receipt all per capita dues levied on members and Clubs in the District, deposit same in such bank(s) as the Cabinet shall determine and disburse the same in accordance with the District budget;
 - (3) Remit to the Council Treasurer all Multiple District per capita dues;

**ARTICLE XII
District Officers/Cabinet
Section 18 (b) (continued)**

(4) Keep accurate books and records of account, and permit inspection of all records and minutes of all Cabinet and District meetings by the District Governor, any Cabinet member or 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, the Cabinet Treasurer shall furnish any such books and records as requested to any auditor appointed by the District Governor or the District Cabinet.

(c) Perform other functions and acts as required by the International Board of Directors through the Cabinet Secretary-Treasurer's Manual (if available), and other directives.

Section 19. The Region Chair (if Region Chairs are appointed), subject to the supervision and direction of the District Governor, shall be the chief administrative officer in his or her Region. The duties of the Region Chair shall be to:

(a) Further the Purposes and Objects of Lions Clubs International;

(b) Supervise the activities of the Zone Chairs in the Region and such District Committee Chairs as may be assigned by the District Governor;

(c) Play an active role in organizing new Clubs and in strengthening weak Clubs;

(d) Visit a regular meeting of each Club in the Region at least once during his or her term of office, reporting findings to the District Governor;

(e) Visit a regular Board of Directors meeting of each Club in the Region at least once while in office, reporting findings to the District Governor;

(f) Endeavor to have every Club in the Region operating under a duly adopted Club Constitution and By-Laws;

(g) Promote representation at District, State and International functions;

(h) Carry out such official visitations to Club meetings and charter nights as shall be assigned by the District Governor;

(i) Perform additional assignments given by the District Governor;

(j) Perform other functions and acts required by the International Board of Directors through the Region Chair Manual (if available), and other directives;

(k) In the event the Region Chair for any reason cannot or does not, in the judgment of the District Governor, 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.

Section 20. The Zone Chair, subject to the supervision and direction of the District Governor and/or Region Chair (if Region Chairs are appointed), shall be the chief administrative officer in the Zone. The duties of the Zone Chair shall be to:

(a) Further the Purposes and Objects of Lions Clubs International;

(b) Serve as Chair of the District Governor's Advisory Committee in the Zone and 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 Chair (if Region Chairs are appointed);

(d) Play an active role in organizing new Clubs and keep informed on the activities and well-being of all Clubs in the Zone;

(e) Represent each Club in the Zone in any problems with the District, the Council of Governors or Lions Clubs International;

ARTICLE XII
District Officers/Cabinet
Section 20 (continued)

- (f) Supervise the progress of District, Multiple District and Lions Clubs International projects in the Zone;
- (g) Endeavor to have every Club within the Zone operating under a duly adopted Club Constitution and By-Laws;
- (h) Promote representation at District, State and International functions;
- (i) Visit a regular meeting of each Club in the Zone once or more while in office, reporting findings to the Region Chair (if Region Chairs are appointed), particularly with respect to any weaknesses discovered;
- (j) Perform other functions and acts required by the International Board of Directors through the Zone Chairperson's Manual and other directives;
- (k) In the event the Zone Chair for any reason cannot or, in the judgment 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.

ARTICLE XIII
District Nominations and Elections

Section 1. Each District Governor-Elect shall appoint and notify at least ninety (90) days prior to their District Convention, a nominating committee of not less than three (3) nor more than five (5) members who shall each be a member of a different Lions Club within the District and preferably at the time of appointment not hold any District, State or International office.

Section 2. The names, addresses and phone numbers of these appointees shall be sent to all Clubs in the District at least sixty (60) days prior to their District Convention.

Section 3. A candidate for the office of District Governor or First Vice District Governor or Second Vice District Governor shall:

- (a) Be an active member in good standing of a Lions Club in good standing in the candidate's District;
- (b) Secure the endorsement of his or her Club or a majority of the Clubs in the District;
- (c) Have served, or will have served, none of which may be concurrently accomplished, at the time of taking office as District Governor or Vice District Governor:
 - (1) As President of a Lions Club for a full term or a major portion thereof, and a member of a Lions Club Board of Directors for no less than two (2) additional years; and
 - (2) As Zone or Region Chair (if Region Chairs are appointed) or Cabinet Secretary and/or Treasurer for a full term or major portion thereof, and one (1) additional year as a member of the District Cabinet. The one (1) additional year requirement shall not apply to the office of Vice District Governor.
- (d) If employed, obtain a written consent from his or her employer granting the privilege of discharging the duties of such office during working hours when necessary.

Section 4. Each nominating committee shall report to its respective District Convention names of such nominees that have been qualified and filed thirty (30) days prior to the report. If none are so qualified then, but only then, nominations for the office may be made from the floor. Seconding speeches will be limited to one of not over five (5) minutes duration and one of not over three (3) minutes duration for each nominee. The election shall be conducted in accordance with the delegate rules of Article IX, Section 8, and by secret written ballot. The candidate receiving a majority of votes cast shall be declared elected. In case no candidate receives a majority, balloting shall continue until a candidate is elected.

**ARTICLE XIV
Revenue**

Section 1. The fiscal year shall be from July 1 to June 30, inclusive. There shall be minimum semi-annual per capita dues of \$8.00 levied upon each active member, honorary member, member-at-large, life member and affiliate member. In addition to the minimum set forth above, delegates at the annual District Convention may, by majority vote, approve an amount above the minimum for use in the District Administrative Fund.

Section 2. Each Cabinet Secretary shall bill the Clubs of the District for the State and District Dues. One billing shall be for the period July 1 through December 31, with statements to be based on the number of members reported as of June 30. This billing shall be made no later than August 1 and shall be paid no later than August 31. A second billing, to cover the period January 1 through June 30, shall be based on the membership as of December 31. This billing shall be made no later than February 1 and shall be paid no later than March 1.

Section 3. In the case of new or reorganized Clubs, the first billing for State and District per capita dues shall be made on the first billing date in Section 2 above after the date of organization. Date of organization shall be charter night for new Clubs and date of election of President and Secretary for reorganized Clubs.

Section 4. Each Cabinet Treasurer shall collect per capita dues set forth herein and deposit same in the bank(s) as directed by the District Governor's Cabinet.

Section 5: Revenue received under Section 5 (a), (b) and (c) of this Article from the semi-annual billings based on membership reported as of June 30 and December 31, shall be distributed as follows:

- (a) \$.50 to the State Convention Fund -to be used exclusively for the Arkansas Lions State Convention.
- (b) \$.25 to the Mid-Winter Forum Fund -to be used exclusively for the Arkansas Lions Mid-Winter Forum.
- (c) \$.5.25 to the State Administrative Fund
- (d) The balance to the District Administrative Fund.

Section 6. Upon request from the Council Treasurer each District Cabinet Treasurer shall immediately turn over funds collected under Section 5 (a) and (b) above for the exclusive use by the Council of Governors as the State Convention Fund and State Administrative Fund, respectively.

**ARTICLE XV
International Office Campaign**

Section 1. Any per capita dues levied for the purpose of financing a campaign for an International Office shall be billed and collected in the same manner as other State and District dues. Such dues shall not exceed \$20,000 for a single campaign of a single candidate, whether or not delayed for one year under the provisions of Article IX, Section 12 of this Constitution. Such dues shall be under the exclusive control of the Council of Governors and shall be held in a separate fund designated as the International Officer Campaign Fund.

Section 2. If an International Officer Campaign is in place, in addition to all per capita dues levied by any previous section of this Article, there shall be semi-annual per capita dues of \$1.00 levied upon all member categories, to be distributed exclusively to the International Officer Campaign Fund. This additional levy shall apply only to membership reported as of June 30 and December 31 of the campaign year(s).

**ARTICLE XVI
Audit of Accounts**

Section 1. In accordance with Article VI, sec 9 (d), The Council of Governors shall cause to be made, not later than sixty (60) days following the end of the fiscal year, a complete audit of the records pertaining to the State Convention and Administrative Funds. This audit shall be included in the State Convention report mailed (via regular or electronic mail) to each and every Club. The Council of Governors may require other audits as necessary.

Section 2. In accordance with Art XII, sec 16(f) each District Governor's Cabinet shall provide for an audit of the books and accounts of the Cabinet Treasurer annually, or more frequently if necessary, with a copy of the report to be sent to each Club in the District within 60 days following the end of the fiscal year.

**ARTICLE XVII
Adoption**

Section 1. This Constitution and By-Laws shall become in full force and effect when it has been adopted by a majority vote as defined in Article IX, Section 10 of the Delegates registered and present at the State Convention.

Section 2. The Constitution and By-Laws of the Lions of Arkansas shall govern all conventions and other functions of the State, Districts, Regions and Zones.

**ARTICLE XVIII
Amendments**

Section 1. This Constitution may be amended only at the annual State Convention by resolution reported by the Constitution and By-Laws Committee and adopted by vote of a majority of the Delegates registered and present at the State Convention, except that no proposed amendment shall be considered unless it shall have been postmarked or delivered in writing to the State Office at least sixty (60) days prior to the opening day of the State Convention. The Constitution and By-Laws Committee shall cause copies of all proposed amendments to be mailed to the President of each Lions Club at least forty (40) days prior to the opening day of the State Convention.

Section 2. Corrections of an editorial nature reflecting punctuation, spelling, proper grammar, or consistent wording may be made by the Constitution and By-Laws Committee and incorporated into revisions without the necessity of mailing to the Clubs prior to publishing.

**ARTICLE XIX
By-Laws**

This Constitution may be supplemented with By-Laws and non-constitutional resolutions not inconsistent herewith, adopted and amended as in Article XVII, Section 1.

This document shall be superseded by the Lions Clubs International Constitution and By-Laws in the event of a discrepancy or lack of clarity.