



# **DISTRICT A-3**

# **CONSTITUTION**

# **&**

# **BYLAWS**



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# CONSTITUTION AND BYLAWS

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# DISTRICT A-3 CONSTITUTION AND BYLAWS

## CONSTITUTION

### ARTICLE I: NAME

**SECTION I** This organization shall be known as District A-3 of the International Association of Lions, and/or Lions Clubs International, hereinafter referred to as Lions Clubs International.

**SECTION II** *In this Constitution and Bylaws, District A-3 shall be referred to as the 'District'; Multiple District 'A ' shall be referred to as District 'A' or MDA, and Lions Clubs International shall be referred to as 'Lions International'. District A-3 Cabinet shall be referred to as the 'Cabinet'.*

**SECTION III.** *The District Constitution and Bylaws will operate under the jurisdiction of District "A" and Lions Clubs International.*

### ARTICLE II: OBJECTS:

**SECTION I:** To provide an administrative structure with which to advance the Purpose and Objects of Lions Clubs International in District A -3.

**SECTION II:** To encourage, promote, and support Club-administered service projects.

**SECTION III:** *To develop and train Club and District Officers, and to provide a liaison among Lions Clubs International, District 'A' and the Lions Clubs of District A-3.*

### ARTICLE III: MEMBERSHIP

**SECTION I** The Members of District A-3 shall be all Lions Clubs in the District duly chartered by Lions Clubs International. The boundaries of the District shall be determined by the Board of Directors of Lions Clubs International.

### ARTICLE IV: DISTRICT CABINET OFFICERS

#### **SECTION I:**

- A) District A-3 shall have a District Cabinet composed of a District Governor, who shall be the presiding Officer, the Immediate Past District Governor, a Vice District Governor, Region Chairs, Zone Chairs, a District Secretary and a District Treasurer or District Secretary/Treasurer. The elected officers of the Cabinet shall be Officers of this District and shall be members in good standing of Clubs in good standing within District A-3.
- B) The District Governor, the Vice District Governor and the Region Chairs shall be elected at the District A-3 Convention. The District Governor shall appoint, before taking office, a Cabinet Secretary and a Cabinet Treasurer or a Cabinet Secretary/Treasurer.

- C) The election of Zone Chairman for each Zone shall take place at the District A3 Annual Convention.
- D) A vacancy in any District Office, except that of District Governor, who is an International Officer, shall be filled by appointment of the District Governor for the unexpired term thereof.
- E) If a Cabinet Member shall cease to reside within the District, Region, or Zone, as the case may be, to which the member was appointed or elected, the member's term of office shall thereupon cease and the District Governor shall appoint a successor to fill the office, unless the District Governor is of the opinion that the member can continue to perform Cabinet duties satisfactorily.
- F) The District Governor, with 2/3 majority of all voting members of Cabinet, shall have the authority to dismiss any elected, acclaimed, or appointed member of Cabinet, for good and sufficient cause.

## SECTION II: DISTRICT CABINET MEETINGS

- A) **Regular:** A regular meeting of the District A-3 Cabinet shall be held in each quarter of the fiscal calendar year. At least ten (10) days written notice of the meeting, setting forth the date, time and place as determined by the District Governor, shall be given to each Member of the Cabinet, Committee Chair, and the Honorary Committee.
- B) **Special:** Special Meetings of the Cabinet may be called at the discretion of the District Governor, or upon written request made to the District Governor or the Cabinet Secretary, by a majority of the Cabinet members. Notice of such Meetings shall be communicated to the District Officers at least 5 days before, setting forth the purpose thereof, the date, the time and location as determined by the District Governor.
- C) **Voting Members:** The voting members of the Cabinet are the District Governor, the Immediate Past District Governor, the Vice District Governor, the Region Chairs and the Zone Chairs. All appointed members of the Cabinet are non-voting members.
- D) **Quorum:** The quorum for any meeting of the Cabinet shall be the majority of the voting members.
- E) **Attendance:** Any Lion in good standing may attend a Zone or Zone Advisory Meeting, the Regions or the District Cabinet meetings with the exception of in-camera sessions of the same. Attendance at any 'in-camera' sessions will be by invitation only, and only the Officers as documented will be allowed to vote on the issues of the day.

## SECTION III REGION AND ZONES

- A) **Division:** The District Governor and Cabinet, may divide District A-3 into Regions of no more than sixteen (16) and no fewer than ten (10) Lions Clubs, and each such Region into Zones of no more than eight (8) and no fewer than four (4) Lions Clubs, giving due regards to the geographical locations of the Clubs.

- B) **Regional Meetings:** Meetings of the representatives of all Clubs in a Region, with the Region Chair presiding, may be held during the fiscal year at times and places fixed by the Region Chair of the respective Region.
- C) **Zone or Governor's Advisory Meetings:** Meetings of the representatives of all Clubs in a Zone, with the Zone Chair presiding, shall be held during the fiscal year at times and places fixed by the Zone Chair of the respective

#### **SECTION IV: DISTRICT COMMITTEES**

- A) **District Governor's Advisory Committee:** In each Zone, the Zone Chair, the President, the First Vice President, and the Secretary of each Club within the Zone shall compose a District Governor's Advisory Committee with the Zone Chair as Chair.
- B) **Honorary Committee:** This Committee shall be composed of all interested Past International Officers in good standing from any Club within District. This Committee shall meet when and as called upon by the District Governor.
- C) **Budget Committee:** The Budget Committee shall be comprised of the current Governor, the current Cabinet Treasurer, the District Governor Elect, the new Cabinet Treasurer and the Vice District Governor Elect. The District Governor Elect shall convene a meeting of the Committee as early as convenient to assist in preparing the District's budget for the succeeding year, for presentation at the first Cabinet meeting of the year.
- D) **Other Committees:** The District Governor may appoint such District Chairs of Committees as may be necessary to fulfill the obligations of District A-3 and Lions Clubs International. The Chair of these Committees shall provide a written report at each of the Cabinet meeting indicating the status of their committee's activities to date.

#### **ARTICLE V: DISTRICT ADMINISTRATION FUND**

##### **SECTION I PURPOSE**

- A) To defray the Administration expenses of the District, an annual per capita tax shall be levied on each member of each Lions Club, and shall be collected on or after the first day of September in each year. The membership of each Club, for this purpose, shall be based on the number of members in each Club as of July 1<sup>st</sup> of the current Lions year.
- B) All newly Chartered and Organized Clubs shall collect and pay said per capita tax on a pro-rated basis from the first day of the second month following the date of the organization or re-organization as the case may be.
- C) The per capita tax, or Annual Dues, will be assessed at \$8.50 a year per member per Club.
- D) The District Governor, the District Secretary, and the District Treasurer shall be the signing authorities for disbursements of the funds. In the event the Cabinet Secretary and the Cabinet Treasurer is the same person, the Vice District Governor will be the third signing authority.

## **SECTION II DISTRIBUTION OF ADMINISTRATION FUNDS:**

- A) The funds shall be disbursed by the Cabinet, keeping in mind the following aims; the efficiency of the Clubs and the promotion of Lionism within the District.
- B) Funds shall be disbursed, with the approval of the Cabinet, to provide awards for the various Districts' Contests, as listed in the District's Policy Manual. These Contests should be such that they contribute to the efficiency of the Lions Clubs within District
- C) The Cabinet may reimburse, from the District Funds, up to 50% of any deficit for any Zone, Region meeting or any other Cabinet approved meeting.
- D) To help defray the cost of the meals, reimbursements may be made to the members of the Honorary Committee; any invited reporting Lion(s), the Cabinet Secretary and the Cabinet Treasurer or Cabinet Secretary/Treasurer attending Cabinet Meetings.
- F) The District Governor shall provide suitable stationery for use by the members of the District Cabinet and Committee Chairs.
- G) A suitably-worded plaque and lapel pin will be presented to the out-going District Governor by the Governor at a convenient occasion.
- H) The registration fees shall be paid from the District Funds, for any newly chartered Clubs' President, Secretary, and the Treasurer who attend the Club Officers Training Session.
- K) All Committee Chairs and/or Treasurers of all District Committees may submit all expenses to Cabinet for their consideration.
- L) All reimbursement of expenses shall be as laid down in the MD "A" Constitution and By-Laws, Rules of Audit.
- M) To cover other expenses deemed necessary by the Cabinet.

## **SECTION III: NEW CLUB REGALIA:**

- A) To help defray the cost of regalia for each Newly-Chartered Lions Club, a per capita tax shall be levied on each member of each Lions Club within the District. The assessed amount will be based on the membership of each Club as per its Membership Report for the month previous to the chartering of new Club(s).
- B) The New Club regalia per Capita tax will be assessed in the amount of \$1.00 per member per Club. This assessment will only be requested when a new Club or Clubs are chartered.

## **SECTION V: BONDING OF DISTRICT OFFICERS:**

The Cabinet Treasurer, or Cabinet Secretary/Treasurer, the Committee Chairs and the Committee Treasurers shall be bonded in an amount and with such Surety Company as shall be approved by the District Governor and the District Cabinet. The cost of bonding will be an Administrative expense.

## **SECTION VI: AUDIT OF DISTRICT RECORDS:**

The District Governor shall provide for an annual (or more frequent) audit of the books and accounts of the Cabinet Treasurer and Cabinet Secretary and/or Cabinet Secretary/Treasurer. This report shall be presented to the Cabinet for approval at the second regular Cabinet Meeting and then distributed to each Club upon request.

## **SECTION VII:**

The District Governor, Cabinet and Committee Chairs shall prevent any indebtedness beyond the reasonable resources of the District.

## **ARTICLE VI: DISTRICT CONVENTION**

### **SECTION I: ANNUAL DISTRICT CONVENTION:**

An Annual Convention of District A-3 shall be held each year, not later than thirty (30) days prior to the date set for the District "A" Convention, at a place selected by delegates at a previous Annual Convention of District A-3, and at a time and date set by the District Governor.

### **SECTION II: DISTRICT CONVENTION STRUCTURE**

#### **SECTION I: CONVENTION COMMITTEE**

- A) The Convention Executive Committee shall be composed of the following: District Governor, Vice District Governor, Convention Chair, Convention Vice Chairman, Convention Secretary and a Convention Treasurer and/or a Convention Secretary/Treasurer, and a Host Club / Group Committee Chair. With the exception of the Governor, the Vice Governor and the Host Committee Chair, all of the above shall be by appointment by the District Governor. No more than two members from any one Club can serve on the Committee simultaneously.
- B) Convention Committee responsibilities:
  - 1. All activities of the Convention.
  - 2. The venue of the Convention three (3) years in advance.
  - 3. Carrying out all directives of the District Cabinet, which shall have supervision over all policies and phases of the District A-3 Convention.
- C) The full registration shall be paid for the District's Convention Executive Convention Committee members, including the Cabinet Secretary and the Cabinet Treasurer. Meals and lodging may be reimbursed as per rules of audit.

#### **SECTION II: CONVENTION HOSTS**

- A) Any Lions Club, Zone, Region or Group within District A-3 wishing to act as Hosts, regardless of venue, will submit their request to the District Governor at least 90 days in advance of the Convention at which the vote will be taken. It is recommended that hosts for the Convention be sought for 3 years ahead of the Convention.

- B) In the event that none of the above groups submit a request to host the Convention, the Convention Executive Committee shall make a recommendation to the Cabinet who they suggest should act as hosts.

#### **SECTION IV: SARGEANT-at-ARMS**

The Convention Executive Committee, with approval by the District Governor, shall appoint a Convention Sergeant-at-Arms and an assistant Sergeant-at-Arms.

#### **SECTION V: VOTING PROCEDURES, ELECTIONS AND DELEGATES**

- A) At the Annual District A-3 Convention, there shall be elected, from qualified candidates, the District Governor, the Vice District Governor, a Region Chair for each Region and a Zone Chair for each Zone.
- B) Each Chartered Club, in good standing with Lions Clubs International, District "A", and District A-3, shall be represented by one or more delegates at the Annual District A-3 Convention. A Club will be entitled at each Convention, to 1 voting delegate and 1 alternate for each 10 members, (or major fraction thereof), of the Club as shown in the last Membership Report of the Club received by the District Governor. The major fraction referred to in this section shall be 5 or more members.
- C) Each certified delegate present in person may cast 1 vote only for the Offices of District Governor, Vice District Governor, Region Chair in the delegates' Region, and, one (1) vote on each issue to be voted on by the members of the Convention. Unless otherwise specified herein, the affirmative vote of the majority of the delegates voting on any question shall be the act of the Convention.
- D) In the election of the Zone Chair, there shall be only 3 ballots cast from each Club in the Zone, by the respective President, Secretary, and First Vice President, or their certified alternates. The only time a Certified Alternate may be used at the Zone Meeting is to elect the Zone Chairman.
- E) All Present and Past Officers of Lions Clubs International, as indicated in the Constitution and By-Laws of District A-3, District "A" and Lions Clubs International, shall be voting delegates at the Convention. They may also exercise their votes pertaining to matters within their Club's Region and Zone, except to elect a Zone Chair. Each such officer may be a delegate in 1 capacity only.
- D) A delegates' proof of good standing within a Club, in the form of a signed Delegate Form and current Club Membership Card, shall be required before the delegate will be allowed to vote.

#### **SECTION VI: A QUORUM.**

The attendance in person of a majority of the delegates registered at a District's Convention shall constitute a quorum at any session of the Convention.

#### **SECTION VII: CONVENTION VENUE**



The District Governor and the Cabinet shall retain and have power to change, at any time, for any good reason, the District A-3 Convention venue chosen by a previous District A-3 Convention. Neither the District Governor, nor any Lion or Club of District A-3, nor any member of the District A-3 Cabinet shall incur any liability thereby to any Club or Club member within District A-3.

#### **SECTION VIII: CONVENTION MINUTES**

Within 60 days after the close of the District A-3 Convention, the Official Minutes of the Convention proceedings shall be mailed to Lions Clubs International, each Club within District A-3, the present District Officers, and the Honorary Committee.

#### **SECTION X: CONVENTION PROGRAM:**

The District A-3 Convention may provide forums for Lions, Lioness, and Leos, and host a Governor's Ball.

#### **ARTICLE VII: DISTRICT CONVENTION FUND**

##### **SECTION I:**

- A) Under procedures set by the District Cabinet, a registration fee shall be collected by the Executive Convention Committee from each delegate, alternate, and guest attending the District Convention. This will defray the cost of Convention meals and entertainment.
- B) All delegates and/or alternates voting must be registered and certified prior to voting.
- C) Any non Lion wishing to attend the Sunday Luncheon will be assessed accordingly and those costs shall not include the full registration fee.

##### **SECTION III:**

The District Governor shall provide for an annual, or more frequent, audit of the District A-3 Convention Fund.

##### **SECTION IV:**

Any surplus of funds from the District A-3 Convention shall be turned over to the Cabinet Treasurer for administration purposes of District A-3.

#### **ARTICLE VII: CLUB AND DISTRICT OFFICER TRAINING:**

##### **SECTION I:**

- A) There will be a Leadership Training session for the newly-elected and/or appointed Zone Chairs, Region Chairs, Vice District Governor, and the District Secretary and District Treasurer

and/or the District Secretary /Treasurer between the date of the District Convention and September 1<sup>st</sup> of the following Lions year.

- C) Full registration and lodging expenses for the attendance at the Club Officers Training shall be paid for the following: the Vice District Governor, the Region Chairs, the Zone Chairs, the Cabinet Secretary, and the Cabinet Treasurer or Cabinet Secretary/Treasurer, the Conference Chair, Co-Chair and Special Guests.
- D) Full registration shall be paid for the lecturers; and all other reimbursements will be as per the Rules of Audit.
- E) The Chair of the Club Officer Training Committee may pay from collected revenues those expenses which have occurred directly as a result of legitimate committee activity for the District. These may include postage, typing, photo-copying, stationery supplies, etc.
- F) Expenses such as mileage, meals, telephone, or accommodation expenses may be submitted to Cabinet for their consideration. All refunds will be as stated in the Rules of Audit.

### **BY-LAWS**

#### **BY-LAW I: DISTRICT NOMINATION AND ELECTIONS**

##### **SECTION I: NOMINATIONS**

- A) Any member of a Club within District A-3 seeking the office of District Governor, shall file their intention in writing with the District 'A' Secretary and the District Governor of A-3, post -marked no later than, 30 days prior to the convening day of the District A-3 Convention.
- B) Any member of a District A-3 Club seeking the Office of Vice District Governor or Region Chair shall file this intention in writing, with the District Governor and the Cabinet Secretary, post-marked no later than 30 days prior to the convening day of the District A-3 Convention.
- C) Any member of a District A-3 Club seeking the Office of Zone Chair shall file this intention in writing with the District Governor, the Cabinet Secretary, and the Zone Chair of the member's Zone, post-marked no later than 30 days prior the District A-3 Convention, at which the election for Zone Chair is to take place.
- D) All of the candidates mentioned in Sub-Sections A, B, and C above shall furnish evidence of their compliance with qualifications for their selected office as set forth in the District 'A' Constitution and By-Laws.
- E) All qualified Candidates, when called upon, will have their names placed in nomination by their introducers and/or nominators. In the event no qualified candidates have come forward, it will be the responsibility of the District Governor-Elect to fill the vacancy by appointment immediately preceding the convention at which his/her endorsement has been verified. .
- F) At the District A-3 Convention, each candidate shall be allowed a total of five (5) minutes covering his nomination and acceptance speeches.
- G) No duly nominated candidate will begin campaigning for his\her selected office earlier than one hundred and eighty (180) days prior to the District A-3 Convention at which the election will take place.

## **SECTION II: ELECTIONS**

- A) The Election shall be by secret ballot. In the event of only one candidate seeking endorsement; there shall be a vote in which the candidate must receive the majority of the votes cast.
- B) The results of all elections are to be announced at the Convention at which the election took place. The announcement will include.
  - 1) Total ballots cast
  - 2) Number of spoiled ballots
  - 3) Successful Candidate

## **SECTION III: OFFICE OF INTERNATIONAL DIRECTOR:**

Any candidate seeking endorsement for the Office of International Director or 2nd International Vice-President shall be qualified as per the International Constitutions and By-Laws. The endorsement shall be by secret written ballot. In the event of only one candidate seeking endorsement; there shall be a vote in which the candidate must receive the majority of the votes cast.

## **BY-LAW II: DUTIES**

### **SECTION I: DISTRICT GOVERNOR**

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

- A) Further the purposes and objects of Lions Clubs International
- B) Supervise organization of New Lions Clubs
- C) Promote cordial relations among the chartered Lions Clubs
- D) Preside at all Cabinet, Convention, and other District meetings
- E) Direct the Cabinet Secretary to send an invitation to all Cabinet Meetings to every Club President
- F) Endeavor to visit each Club in the District at least once during the term of office
- G) Exercise supervision and authority over Cabinet Officers and District Committee appointees as is provided in this Constitution, including, but not limited to:
  - i) Supervision the collection of all per capita taxes by the Cabinet Treasurer or Cabinet Secretary/Treasurer, designate a depository for these funds, and authorize the payment there from of all legitimate expenses pertaining to the administration of the affairs of the District.

- ii) Securing, setting the amount of, and approving the surety company issuing the surety bond for the Cabinet Treasurer or Cabinet Secretary/Treasurer and Committee Chair and/or Committee Treasurers.
- iii) Securing, annually or more frequently, an audit of the books and accounts of the Cabinet Secretary and Cabinet Treasurer, or Cabinet Secretary/Treasurer and setting up a definite schedule of dates, times, and places for Cabinet Meetings to be held during the fiscal year.
- H) Submit a current itemized statement of the total District receipts and expenditures to the annual District A-3 Convention.
- I) Submit reports and perform other duties as may be required by the International Board of Directors.
- J) Forward, as soon as possible, at the end of the term, all District accounts, funds and records to the successor.

## **SECTION II: VICE DISTRICT GOVERNOR**

The Vice District Governor, subject to the supervision and direction of the District Governor, shall be the chief administrative assistance to the District Governor. The specific responsibilities of the Vice District Governor shall be to:

- A) Further the purposes and objects of this Association.
- B) Become familiar with the duties of the District Governor, to be better prepared to assume the duties and responsibilities of that office in the event it becomes vacant during the term.
- C) Perform such administration duties as assigned by the District Governor.
- D) Perform functions and acts as required him by the International Board of Directors through the Vice District Governor's Manual and other directives.
- E) In the event the Vice District Governor, for any reason, cannot or does not, in the judgment of the District Governor, perform the Office's duties, or if the Office is vacated for any reason, the District Governor shall appoint a successor to serve the unexpired term.

## **SECTION III: CABINET SECRETARY AND CABINET TREASURER OR CABINET SECRETARY/TREASURER**

Under the supervision and direction of the District Governor, the Cabinet Secretary and Cabinet Treasurer, or Cabinet Secretary/Treasurer shall:

- A) Keep accurate minutes of all meetings of the Cabinet and, within 30 days after each meeting, forward copies to all Cabinet members, Honorary Committee members, District 'A' Secretary, District Committee Chairs and Lions Clubs International.
- B) Keep accurate minutes of the District A-3 Convention and forward copies to all Cabinet members, Honorary Committee members, District 'A' Secretary, Lions Clubs International, and each District A-3 Club Secretary.

- C) Assist the District Governor and Cabinet in conducting the business of the District, and perform duties as specified or implied in this Constitution and By-Laws, or as may be assigned to him by the District Governor or by Cabinet.
- D) Sign all notices and documents issued by District A-3.
- E) Make an annual report to the Cabinet at the meeting immediately preceding the Annual District A-3 Convention, and such reports at other times as the District Governor or Cabinet may require.
- F) Collect all per capita taxes levied on District A-3 members and Clubs, issue receipts for these funds, deposit the funds in a bank or banks determined by the District Governor, and disburse the funds by order of the District Governor.
- G) Pay the District "A" Convention Fund Per Capita Tax, if any, collected in District A-3, to the District "A" Secretary, and secure proper receipt.
- H) Keep accurate books and records of accounts, and minutes of all Cabinet and District Meetings, and permit inspection of the same by the District Governor, any Cabinet Member, and any Club, or authorized agent of any of them, at any reasonable time for any proper purpose. Upon the direction of the District Governor or the Cabinet Treasurer, shall provide the books and records to any auditor appointed by the District Governor.
- I) Secure bond for the faithful performance of duties and sureties as may be required by the District Governor.

#### **SECTION IV: REGION CHAIR**

Under the supervision and direction of the District Governor, the Region Chair shall:

- A) Attend Regular and special Meetings of the Cabinet.
- B) Further the purposes of this Association.
- C) Play an active role in organizing new Clubs and in strengthening weak Clubs.
- D) Perform such other functions and acts as may be required by the International Board of Directors through a Region Chair's Manual or other directives.
- E) Be responsible to the District Governor for all actions taken by the Region Chair and act under the supervision of the District Governor.
- F) Be an active member of the District Membership, Extension, Retention and Leadership Team.
- G) Display a positive leadership role.
- H) Seek future leaders.
- I) Encourage proper protocol.
- J) Attend all training opportunities (forums, leadership institutes, MD training, etc.)
- K) Assist with District leadership training.

- L) Attend the meetings of the MD 'A' Advisory Board and those of the District Governor's Cabinet.
- M) Assist the District Governor by performing such duties as Club visitations, work on extension, assisting District Committees, attending special functions, etc., as may be required by the provisions of the District or MD'A' Constitutions and By-Laws.
- N) Submit required reports to the District Governor and the MD'A' Secretary, immediately after each assignment.
- O) Promote – Lionism in the Region – the District Convention – the MD'A' Convention – the International Convention – in the Clubs in the Region, and encourage each Club to have representation at each of these conventions by a full attendance of delegates to which each Club is entitled.
- P) Mentor the Zone Chairs and supervise the activities of the Zone Chairs of the Region and assist them in holding regularly scheduled meetings of the District Governor's Advisory Committee.
- Q) Co-operate with the Zone Chairs in organizing Zone Meetings, or Zone and Region Rallies and to attend them.
- R) Endeavor to have every Club in the Region operating under a duly adopted Constitution and By-Laws.
- S) Be liaison between Committee Chairs and the District Cabinet, and in particular, be the catalyst to the A-3 Annual Convention.
- T) A Region Chair shall be entitled to claim expenses in accordance with the Rules of Audit as outlined in MD'A' By-Law VI Section 7:4.
- U) In the event the Region Chair, for any reason, cannot or does not, in the judgment of the District Governor, perform the duties of 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 V: ZONE CHAIR**

Under the supervision and direction of the District Governor and his Region Chair, he shall:

- A) Make a report of each District Governor's Advisory Committee Meeting, and send copies within ten (10) days thereafter to the Office of Lions Clubs International, the District Governor, and Presidents of the Clubs within the Zone.
- B) Endeavor to have every Club within his Zone operating under a duly adopted Club Constitution and By-Laws.
- C) Arrange with the Co-operation of the Region Chair, regularly scheduled Zone Meetings.
- D) Encourage Inter-Club meetings and social activities.
- E) Promote attendance at Charter Nights of Newly organized Clubs.
- F) Promote representation at International and District Conventions by at least the full quota of delegates to which Clubs in his Zone are entitled.

- G) Send written notice to all members of the Zone Advisory Committee within the Zone, advising the Clubs of the upcoming Zone Meeting, the time and place where the meeting will take place. The notice shall include a proposed agenda for the meeting and shall be in the hands of the Club President no later than fifteen (15) days prior to the upcoming Zone Meeting.
- H) In the event the Zone Chair, for any reason, cannot or does not, in the judgment of the District Governor, perform the duties of his office, or in the event the office is for any reason vacated, the District Governor shall appoint a successor to serve the unexpired term.

## **SECTION VI: DISTRICT GOVERNOR'S CABINET**

The District Governor's Cabinet shall:

- A) Assist in the District Governor's performance of duties and in the formation of administrative plans and policies affecting the welfare of Lionism within District A-3.
- B) Serve in an advisory and administrative capacity only.
- C) Receive from the Region Chairs, reports and recommendations which concern the Clubs and Zones.
- D) Determine the suitability of submitted projects for consideration as District A-3 projects. Recommendations for such projects shall be in writing, arriving at the Cabinet Secretary, not less than thirty (30) days prior to the Cabinet Meeting, or not less than sixty (60) days prior to the convening day of the District A-3 Convention for consideration.

## **SECTION VII: DISTRICT GOVERNOR'S ADVISORY COMMITTEE**

The District Governor's Advisory Committee shall assist the Zone Chair in an advisory capacity, and relay recommendations affecting the welfare of the Clubs and Lionism in the Zone, through the Zone Chair to the District Governor and Cabinet.

## **SECTION VIII: DISTRICT GOVERNOR'S HONORARY COMMITTEE**

The District Governor's Honorary Committee shall act under the direction of the District Governor in the promotion of harmony throughout the District. The Chair of this Committee shall attend meetings of the Cabinet when requested by the District Governor.

## **SECTION IV: SERGEANT-AT-ARMS**

The Sergeant-At-Arms shall maintain order and decorum at conventions and meetings and perform such duties of as explained in *Robert's Rules of Order Newly Revised*.

## **BY-LAW III: COMMITTEES**

### **SECTION I:**

The District Governor shall appoint a Chair and members for the following standing Committees to function at the District A-3 Convention, and Zone Meeting at which the election of a Zone Chairman is to take place.

- 1) Credentials
- 2) Elections
- 3) Nominations
- 4) Resolutions

### **SECTION II:**

The District Governor may appoint the Committees deemed necessary for the function of the District with each Committee preparing a budget for approval by the Cabinet to cover the expenses of the Chair when it becomes necessary for the Chair to complete their duties outside District A-3. These operating costs are calculated and reimbursed according to the MD "A" Rules of Audit. Any committee requiring additional funds must apply in advance for approval from Cabinet through the Treasurer to receive such funds

### **SECTION III:**

All spending Committees appointed by the District Governor shall, on completion of their projects, submit to the District Governor and Cabinet in writing, a final report including a financial statement to be used for audit.

### **SECTION IV:**

Funds raised and held in a Committee Account for the duration of any project, will be turned over to the District A-3 Treasurer, immediately upon completion of the project, to be held, in trust, against that particular project, for future programs.

### **SECTION V:**

All District committees that handle funds shall have a minimum of 3 signing authorities, approved by Cabinet, of which two must sign each disbursement.

### **SECTION VI:**

The Club Officer Training Committee shall be composed of the following: Chair: the Past District Governor twice removed; Vice-Chair, the Immediate Past District Governor; MERL Committee Chair, Leadership Development Chair, Membership Chair, Extension Chair; Vice District Governor, and the Treasurer as an appointee.



**BY-LAW IV: RULES FOR CONVENTION PROCEDURES**

**SECTION I:**

The District Governor shall arrange the Order of Business for the District A-3 Convention and chair or designate a chair for the business sessions, and the same be the order of the day for all sessions.

**SECTION II:**

Except as otherwise specifically provided in this Constitution and By-Laws, or in the Rules of Procedure Adopted for a Meeting, all questions of Order and Procedure in any District meeting of Convention, and meeting of the District Cabinet, a Region, Zone, or member Club or any group of Committee of any one of them shall be determined by Robert's Rules of Order (Newly Revised).

**BY-LAW V: FISCAL YEAR**

**SECTION I:**

The Fiscal Year shall be from July 1<sup>st</sup> to June 30<sup>th</sup> inclusive

**BY-LAW VI: AMENDMENTS**

**SECTION I:**

This Constitution may be amended only at a District A-3 Convention, by resolution reported by the District Constitution and By-Laws Committee and adopted by the affirmative vote of two-thirds (2/3) of the votes cast. The vote shall be by secret ballots of the registered voting delegates present at the District A-3 Convention.

**SECTION II:**

Proposed amendments to the Constitutions shall be in writing and sent to the Cabinet Secretary not less than 60 days prior to the official opening date of the Annual District A-3 Convention.

**SECTION III:**

Amendments will be so reported or voted only if they have been sent by to the Cabinet Secretary to each Club no less than 30 days prior to the convening date of the Annual A-3 Convention indicating that they will be voted on at the Convention.

**SECTION V:**

Amendment to the Constitution will be considered by the Constitution and By-Laws Committee only if they have been approved by a majority vote of the required quorum of a Club, Zone, Regional, or Cabinet Meeting.

**SECTION VI:**

Unless otherwise specified, each amendment shall take effect at the close of the A-3 Convention at which adopted.

**SECTION VI:**

Notwithstanding By-Law VI, Section 1 to 5, any changes in name or in title of International and District Officers, that are approved by Lions Clubs International Board of Directors, and as ratified by an affirmative vote at the International Convention held in June or July in any year, may be changed throughout this Constitution and By-Laws and Policy Manual, as soon as confirmation of such ratification is received by the Constitution and By-Laws Committee, with approval from the District Governor, without waiting for the next Cabinet Meeting for discussion. These changes will then be printed and distributed accordingly.

**BY-LAW VII:**

This Constitution and By-Laws shall take effect at the close of the District A-3 Convention at which time it is adopted by the affirmative vote of the majority of the votes cast.

**HISTORY:**

This Constitution and By-Laws was accepted by a majority of more than two-thirds (2/3) of the votes cast by the delegates for the Clubs present and qualified to vote, attending the Annual District A-3 Convention, held at Peterborough, Ontario, on April 8<sup>th</sup>, 1979.