

The International Association of Lions Clubs



DISTRICT A-9

CONSTITUTION AND BY-LAWS

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ARTICLE I
Name

This organization shall be known as Incorporation of DISTRICT A9 LIONS CLUBS hereinafter referred to as “district.”

In this Constitution and By-Laws, Multiple District “A” shall be hereafter referred to as M.D. “A”.

ARTICLE II
Purposes

The purposes of this district shall be:

- (a) To provide an administrative structure with which to advance the Purposes of Lions Clubs International in this district.
- (b) To create and foster a spirit of understanding among the peoples of the world.
- (c) To promote the principles of good government and good citizenship.
- (d) To take an active interest in the civic, cultural, social and moral welfare of the community.
- (e) To unite the members in the bonds of friendship, good fellowship and mutual understanding.
- (f) To provide a forum for the open discussion of all matters of public interest; provided, however, that partisan politics and sectarian religion shall not be debated by club members.
- (g) To encourage service-minded people to serve their community without personal financial reward, and to encourage efficiency and promote high ethical standards in commerce, industry, professions, public works and private endeavors.

VISION STATEMENT

TO BE the global leader in community and humanitarian service.

MISSION STATEMENT

TO EMPOWER Lions clubs, volunteers and partners to improve health and well-being, strengthen communities, and support those in need through humanitarian service and grants that impact lives globally, and encourage peace and international understanding.

ARTICLE III
Membership

The members of this organization shall be all Lions clubs in this district chartered by Lions Clubs International.

The boundary lines of this district shall be as follows: West - Northerly along the shoreline of Lake Huron from Hwy. #8 to Georgian Bay.

North - Along the shoreline of Georgian Bay from Lake Huron to the western boundary of Simcoe County.

East - Southerly along the western boundary of Simcoe County to Hwy. # 9.

South - Westerly along Hwy. # 9 to include all towns and villages on this highway to Hwy. # 23. Then southerly along Hwy. # 23 to exclude all towns and villages on this highway, with the exception of Mitchell which will be included to Hwy. # 8. Then westerly along Hwy. # 8 to include all towns and villages on this highway to the shoreline of Lake Huron.

ARTICLE IV Emblem, Colors, Slogan and Motto

Section 1. EMBLEM. The emblem of this association and each chartered club shall be of a design as follows:



Section 2. USE OF NAME AND EMBLEM. Use of the name, goodwill, emblem and other logos of the association shall be according to the guidelines established from time to time in the by-laws.

Section 3. COLORS. The colors of this association and of each chartered club shall be purple and gold.

Section 4. SLOGAN. Its Slogan shall be: Liberty, Intelligence, Our Nation's Safety

Section 5. MOTTO. Its Motto shall be: We Serve

ARTICLE V Supremacy

The Standard Form District Constitution and By-Laws shall govern the district unless otherwise amended so as not to conflict with the Multiple District and International Constitution & By-Laws and policies of Lions Clubs International. Whenever there may exist a conflict or a contradiction between the provisions set out in the district constitution and by-laws and the multiple district constitution and by-laws then the multiple district constitution and by-laws shall govern. Whenever there may exist a conflict or a contradiction between the provisions set out in the district constitution and by-laws and the International Constitution and By-Laws, then the International Constitution and By-Laws shall govern.

ARTICLE VI Officers and District Cabinet

Section 1. OFFICERS. The officers of this district shall be the district governor, the immediate past district governor, the first and second vice district governors, the zone chairpersons and a cabinet secretary-treasurer or a cabinet secretary and a cabinet treasurer. Each such officer shall be a member in good standing of a Lions club in good standing in the district.

Section 2. DISTRICT CABINET. The district shall have a district cabinet composed of the district governor, the immediate past district governor, the first and second vice district governors, the region chairpersons (if the position is utilized during the district governor's term), the zone chairpersons, a cabinet secretary-treasurer or a cabinet secretary and a cabinet treasurer, and such other club members as may be included in this section as amended in accordance with the amendment procedures contained herein. In addition, the global membership team district coordinator, global leadership team district coordinator, global service team district coordinator and LCIF district coordinator shall be non-voting members of the district cabinet. Each such cabinet member shall be a member in good standing of a Lions club in good standing in the district. In the event a Leo or Leo-Lion is appointed to the position of Leo/Leo-Lion cabinet liaison, the position would serve as a non-voting advisor to the cabinet.

Section 3. ELECTION/APPOINTMENT OF DISTRICT CABINET. The district governor and first and second vice district governors shall be elected at the annual convention of the district. The district governor shall appoint or the district shall elect by the time he/she takes office, the cabinet secretary-treasurer or a cabinet secretary and a cabinet treasurer, one region chairperson for each region (if the position is utilized during the district governor's term), and one zone chairperson for each zone, in the district, sergeant at arms and such other club members as may be included in the district cabinet.

Section 4. REMOVAL. Members of the District Cabinet appointed by the District Governor may be removed from office for cause by the District Governor. Elected members of the District Cabinet other than the District Governor, First Vice District Governor and Second Vice District Governor may be removed from office for cause by the affirmative vote of two-thirds (2/3) of the entire number of the District Cabinet.

ARTICLE VII District Convention

Section 1. TIME AND PLACE. An annual convention of the district shall be held in each year to conclude no less than fourteen (14) days prior to the date set for the M.D. "A" yearly convention and no less than thirty (30) days prior to the convening of the international convention at a place selected by the delegates of a previous annual convention of the district and at a date and time fixed by the district governor. A meeting of the registered delegates of the district in attendance at the annual convention of the multiple district of which this district shall be a part may constitute the annual convention of the district.

Section 2.

If deemed necessary by the District Governor there shall be an Executive Convention Committee appointed by the District Governor. This Committee shall be composed of the District Governor, the Convention Chairperson and the last five Past District Governors, who will act in an advisory capacity and be responsible for assigning roles and responsibilities.

Section 3. The Executive Convention Committee is responsible to choose the Host Club or Host Clubs and future locations for the District Convention and to make these recommendations to the District Cabinet. If no club/clubs have come forward to host a convention two years hence by the Saturday Business Meeting of the Convention, the District Governor will appoint a committee to host and choose a location under one roof.

Section 4. The Executive Convention Committee shall be responsible to the District Cabinet for all activities of the Convention to ensure that all policies and directives of the Cabinet are carried out, as laid out in the Convention Guidelines. **(Appendix A)**

Section 5. All reports of the Executive Convention Committee shall be presented regularly to District Cabinet and the report is to be made at the Cabinet Meeting at the District Convention regarding future Conventions. A final report pertaining to the current year District Convention is to be completed and given to the District Governor no later than thirty (30) days after the close of that Convention.

Section 6. No person, group or Club shall sell or offer to sell anything at a District Convention without written approval of the Executive Convention Committee. This does not apply to the Convention Host Committee dealing with normal Convention operations.

Section 7. CLUB DELEGATE FORMULA. Each chartered club in good standing in Lions Clubs International and its district (single or sub- and multiple) shall be entitled in each annual convention of its district (single or sub- and multiple) to one (1) delegate and one (1) alternate for each ten (10) members, who have been enrolled for at least one year and a day in the club or major fraction thereof, of said club as shown by the records of the international office on the first day of the month last preceding that month during which the convention is held. The major fraction referred to in this section shall be five (5) or more members. Each certified delegate present in person shall be entitled to cast one (1) vote only for each office to be filled by, and one (1) vote only on each question submitted to, the respective convention. Unless otherwise specified herein, the affirmative vote of a majority of the delegates voting on any question shall be the act of the convention. All eligible delegates must be members in good standing of a club in good standing in this district. Delinquent dues may be paid and good standing acquired up to fifteen (15) days prior to the close of credential certification, as such closing time shall be established by the rules of the respective convention.

Section 8. Each Past District Governor of Lions Clubs International, regardless of the district he/she was governor in, as laid down in the International Constitution, who is a member in good standing of a Lions Club in District A-9, shall be a voting delegate to the Convention. This vote shall not be considered a vote to which his/her Club would otherwise be entitled. He/she shall exercise his/her vote pertaining to the election of the District Governor, the First Vice District Governor, the Second Vice District Governor and the Zone Chairperson within his/her Club and Zone. He/she shall exercise his/her vote on all matters pertaining to District and matters pertaining to his/her Club's Zone. He/she shall be entitled to one (1) vote only.

Section 9. Any false statement or non-payment of indebtedness shall deem that member or Club not acceptable to membership in District. This information, where necessary, shall be made known to other Districts, M.D. "A" and/or Lions Clubs International.

Section 10. QUORUM. The attendance in person of a majority of the delegates registered at a Convention shall constitute a quorum at any session of the Convention.

Section 11. The District Governor, any Lion, any Club of the District shall not incur any liability to any Club or member within the District.

Section 12. Should a District Convention operate at a financial loss, the host Club(s) shall be responsible for the first five hundred (500.00) dollars of the loss. Any amount in excess of five hundred (500.00) dollars will be shared equally by the host Club(s) and the District.

Section 13. Should a District Convention operate at a financial profit, the host Club(s) will retain the first one thousand (1000.00) dollars of the profit. District shall retain all profits in excess of one thousand (1000.00) dollars.

Section 14. At this annual District Convention the District Officers shall be elected.

Section 15. Complimentary Expenses

1. The Convention Host Club is responsible for providing, at their cost, an appropriate gift for the International Guest.
2. The Host Committee will assume hotel and Convention expenses for the District Governor and spouse.
3. The Host Committee will assume hotel and Convention expenses for the International Guest and spouse.
4. District A-9 will cover travel costs between the airport and Convention.

5. Should the M.D. "A" Council Chairperson attend the District A-9 Convention, the Host Committee will provide him/her and his/her spouse with complimentary registration and meal tickets but no hotel accommodation.
6. No other delegates or guests shall be exempt of Convention expenses without Convention Committee approval.

Section 16. Rules of Procedure for Convention will be followed.

ARTICLE VIII District Dispute Resolution Procedure

All disputes or claims arising from provisions of the District Constitution and By-Laws or any policy or procedure adopted from time to time by the district (single or sub-) cabinet, or any other internal Lions district (single or sub-) matters that cannot be satisfactorily resolved through other means, arising between any clubs in the district (single or sub-), or any club(s) and the district (single or sub-) administration, shall be resolved in accordance with the Dispute Resolution Procedures established by the International Board of Directors.

See LCI website – Dispute Resolution Procedures

ARTICLE IX Amendments

Section 1. There shall be formed each fiscal year a Constitution and By Laws Committee. This Committee shall be composed of at least three (3) members; two members at least shall be Past District Governors. All members of this Committee shall be members in good standing in the District. This Committee and its Chairperson shall be appointed by the District Governor.

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

Section 3. No amendments to the Constitution will be entertained by the Constitution and By-Laws Committee unless the proposed amendment has been approved by a majority vote at a Club, Zone or Cabinet meeting.

Section 4. Proposed amendments to the Constitution shall be in writing and be in the hands of the Cabinet Secretary prior to the third Cabinet meeting and not less than sixty days prior to the official opening date of the annual District Convention.

Section 5. All changes and amendments to the District A-9 Constitution shall be approved by the A-9 District Cabinet prior to being sent to the Clubs of A-9. This approval shall be by the third Cabinet meeting.

Section 6. AUTOMATIC UPDATE. When amendments to the International Constitution and By-Laws are passed at the International Convention, any amendments that would have an effect on this District Constitution and By-Laws shall automatically be updated in this district constitution and by-laws at the close of the convention.

Section 7. NOTICE. No amendment shall be so reported or voted upon unless the same shall have been published by regular post or electronic means to each club no less than thirty (30)

days prior to the convening date of the annual convention with notice that the same will be voted upon at said convention.

Section 8. EFFECTIVE DATE. Each amendment shall take effect at the close of the convention at which adopted unless otherwise specified in the amendment.

BY-LAWS

ARTICLE I

Nominations and Endorsement Second Vice President and International Director Nominees

Section 1. ENDORSEMENT PROCEDURE. Subject to the provisions of the International Constitution and By-Laws, any member of a Lions club in the district seeking endorsements of a district convention as a candidate for the office of international director or second vice-president shall:

- (a) Deliver (by mail or in person) written notice of intention to seek such endorsement to the district governor and if this is a sub-district of a multiple district to the multiple district council secretary treasurer no less than 30 days prior to the convening date of the district convention at which such question of endorsement is to be voted upon;
- (b) Deliver with said notice of intention evidence of fulfillment of the qualifications for such office set forth in the International Constitution and By-Laws.

Section 2. NOMINATION. Each notice of intention so delivered shall be transmitted forthwith by the district governor to the Nominating Committee of the respective convention, which shall review and perfect the same by obtaining from each prospective candidate any additional evidence of such intention and qualifications as may be necessary under the International Constitution and By-Laws, and shall place in nomination at the respective convention the name of each such prospective candidate who has fulfilled said procedural and constitutional requirements.

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

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

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

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

ARTICLE II

District Nominations, Elections and Appointments

Section 1. NOMINATING COMMITTEE. Each district governor shall appoint by written notification received at least sixty (60) days prior to the sub-district convention, a Nominating Committee of not less than three (3) and no more than five (5) members, each of whom shall be a member in good standing of a different Lions club in good standing in the district, and shall not through the duration of their appointment hold any district cabinet or international office either by election or appointment.

Section 2. DISTRICT OFFICER ELECTION PROCEDURES. Any member of a Club within District seeking the office of District Governor, First Vice District Governor, Second Vice District Governor or Zone Chairperson, shall file his/her intention to run, in writing with the District Governor thirty (30) days prior to the convening day of the District Convention and furnish evidence of his/her qualifications for the said office and the approval of his/her own Club for its member to seek such office. A form for such nomination shall be provided to each Club by the District Governor.

Section 3. DISTRICT GOVERNOR ELECTION PROCEDURES. Any qualified member of a club in the district seeking the office of district governor shall file his/her intention to so run in writing with the Nominating Committee prior to the day of its report to the convention, and furnish evidence of his/her compliance with the qualifications for said office set out in the International Constitution and By-Laws. The Nominating Committee shall place in nomination at the district convention the name(s) of all candidate(s) so qualified. If none are so received and/or so qualified, then, but then only, nominations for the office may be made from the floor. A candidate shall be allowed one nominating speech of no more than five (5) minutes duration, and one seconding speech of no more than three (3) minutes duration.

Section 4. FIRST AND SECOND VICE DISTRICT GOVERNOR ELECTION PROCEDURES. Any member of a club in the district seeking the office of first or second vice district governor shall file his/her intention to so run in writing with the Nominating Committee at least thirty (30) days prior to the day of its report to the convention, and furnish evidence of his/her compliance with the qualifications for said office set out in the International Constitution and By-Laws. The Nominating Committee shall place in nomination at the district convention the names of all candidates so qualified. If none are so received and/or so qualified, then, but then only, nominations for the office may be made from the floor. Each candidate shall be allowed one nominating speech of no more than five (5) minutes duration, and one seconding speech of no more than three (3) minutes duration.

Section 5. BALLOT. The election shall be by secret written ballot, with the candidate or candidates required to secure a majority of the votes cast by the delegates present and voting in order to be declared elected; for purpose of such election, a majority is defined as a number more than one-half of the total valid votes cast excluding blanks and abstentions. If, on the first ballot, and subsequent ballots, no candidate receives a majority, the candidate or tied candidates receiving the lowest number of votes shall be eliminated and balloting shall continue until one candidate receives a majority. In case of a tie on any ballot, balloting shall continue on the tied candidates until one is elected.

Section 6. ELECTION COMMITTEE. The District Governor shall appoint an Election Committee composed of a minimum of three (3) members who shall be in charge of the preparation of ballots, the balloting process and the counting of ballots. No member of the committee shall be the member of a Club sponsoring a candidate in the election. The District

Governor shall appoint the Chairman of this committee. The duties of this committee shall be:

- i. to provide a suitable area for voting.
- ii. to ensure a secret ballot.
- iii. to ensure the polls open and close as directed.
- iv. to check all delegates' credentials.
- v. to accurately count the ballots.
- vi. to announce the names of the winning candidates.
- vii. to present a motion to destroy the ballots.
- viii. to destroy the ballots.

Section 7. Each candidate shall be allowed one (1) scrutineer at the poll.

Section 8. There shall be no campaigning, posters, or hand-out material within the poll or within one hundred (100) feet of the poll one hour prior to the poll opening.

Section 9. The names of all candidates for District office shall appear on the ballot, even if there is only one candidate running for the office. The delegates will be asked to vote YES or NO to each name on the ballot.

Section 10. DISTRICT GOVERNOR VACANCY. In the event of a vacancy in the office of district governor, the same shall be filled in accordance with the provisions of the International Constitution and By-Laws. The immediate past district governor, first and second vice district governors, and past district governors, past international directors and past international presidents in the district shall convene at a date, time and place called and determined by the immediate past district governor to select a replacement for recommendation to the International Board of Directors.

It shall be the duty of the immediate past district governor, if he/she is not available, the most recent past district governor who is available, to send out invitations fifteen (15) days in advance of the meeting to attend said meeting.

In order for a Lion to be eligible and qualified to be selected to fill a vacancy in the office of district governor, he/she must:

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

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

Section 11. FIRST AND SECOND VICE DISTRICT GOVERNORS AND OTHER

VACANCIES. Any vacancy in office except that of district governor and first and second vice district governors shall be filled by appointment from the district governor for the unexpired term. In event of a vacancy arising in the office of first or second vice district governor, the district governor shall convene a meeting of the immediate past district governor, first vice district governor and second vice district governor and all past international officers who are members in good standing of a chartered Lions club in good standing in the district.

It shall be the duty of the attendees at this meeting to appoint a qualified club member as first or second vice district governor for the remainder of the term. In filling said vacancy, it shall be the duty of the district governor, or if not available, the most recent past district governor who is available, to send out invitations fifteen days (15) in advance of the meeting to attend said meeting and it shall also be his/her responsibility to preside as chairperson of the meeting. The chairperson shall convey the results to the international office within seven (7) days together with evidence of invitations sent and meeting attendance. Each Lion who is entitled to receive an invitation to attend and is present at said meeting shall be entitled to cast one vote for the Lion of his/her choice.

In order for a Lion to be eligible and qualified to be selected to fill a vacancy in the office of first or second vice district governor, he/she must:

- (a) Be an Active Member in good standing of a chartered Lions club in good standing in his/her single or sub-district.
- (b) Secure the endorsement of his or her club or a majority of the clubs in his/her single district.
- (c) Have served or will have served at the time he/she takes office as first or second vice district governor:
 - (i) As officer of a Lions club for a full term or major portion thereof; and
 - (ii) As a member of the district cabinet for a full term or major portion thereof.
 - (iii) With none of the above being accomplished concurrently.
- (d) Has not completed a full term or major portion thereof as district governor. *(July 1,2022)*

Section 12. ZONE CHAIRPERSON QUALIFICATIONS. Each zone chairperson shall:

- (a) Secure the endorsement of his/her club or a majority of the clubs in his/her Zone.
- (b) Have served or will have served by the time he/she takes office as a minimum of two (2) years demonstrated and verified leadership service at the Club and/or District level
- (c) Have not previously served a full term or a major portion thereof as district governor
- (d) Zone chairpersons may serve no more than three (3) cumulative years in said position.

Section 12. APPOINTMENT/ELECTION OF ZONE CHAIRPERSON. The district governor shall appoint, by the time he/she takes office, one zone chairperson for each zone, in the district.

Section 14. ZONE CHAIRPERSON VACANCY. If any zone chairperson shall cease to be a member of a club in the zone, as the case may be, to which he/she was appointed, his/her term of office shall thereon cease and the district governor shall appoint a successor to fill said office.

ARTICLE III Duties of District Officers/Cabinet

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

- (a) Serve as the Global Action Team district chairperson to administer and promote membership growth, new club development, leadership development and humanitarian service to clubs throughout the district.
 - (1) Ensure the selection of a qualified Lion leader for the positions of GST district coordinator, GMT district coordinator and GLT district coordinator.
 - (2) Ensure regular meetings to discuss and advance initiatives established by the District Global Action Team.
 - (3) Collaborate with the multiple district's Global Action Team

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

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

- (a) Further the purposes of this association.
- (b) Perform such administrative duties assigned by the district governor.
- (c) Perform such other functions and acts required by the International Board of Directors.
- (d) Participate in the cabinet meetings, and conduct meetings in the absence of the district governor, and participate in council meetings as appropriate.
- (e) Assist the district governor in the review of the strengths and weaknesses of the clubs in the district, identifying the existing and potential weak clubs and establishing plans to strengthen them.
- (f) Conduct club visitation as the representative of the district governor when requested by the district governor.
- (g) Work with the District Convention Committee and assist the committee to plan and conduct the annual district convention and assist the district governor to organize and promote other events within the district.
- (h) At the request of the district governor, supervise other district committees.
- (i) Participate in the planning of the next year including the district budget.
- (j) Familiarize himself/herself with the duties of the district governor so that, in the event of a vacancy in the office of the district governor, he/she would be better prepared to assume the duties and responsibilities of said office as the acting district governor until the vacancy is filled according to these by-laws and rules of procedure adopted by the International Board of Directors.
- (k) Conduct a district quality assessment and collaborate with the district officers, specifically members of the district's Global Action Team, and other committee chairpersons, during his/her term as first vice district governor to develop a plan for membership growth, leadership development, operational improvement and the fulfillment of humanitarian services to be presented and approved by the district cabinet during his/her term as district governor.

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

- (a) Further the purposes of this association.
- (b) Perform such administrative duties assigned by the district governor.
- (c) Perform such other functions and acts required by the International Board of Directors.
- (d) Participate in the cabinet meetings, and conduct meetings in the absence of the district governor and first vice district governor, and participate in council meetings as appropriate.
- (e) Familiarize himself/herself with the health and status of the clubs in the district, review the monthly financial report and assist the district governor and the first vice district governor in identifying and strengthening the existing and potential weak clubs.
- (f) Conduct club visitation, as the representative of the district governor, when requested by the district governor.
- (g) Assist the district governor and first vice district governor in planning and conducting the annual district convention.
- (h) Work with the District LCIF Coordinator and assist the committee to achieve the goals of the year through regular distribution of LCIF information and materials to increase understanding and support of LCIF.
- (i) Work with the District Information Technology Committee and assist the committee to promote the use of the association's web site and the Internet among the clubs and members to obtain information, file reports, purchase club supplies, etc.
- (j) At the request of the district governor, supervise other district committees.
- (k) Assist the district governor, first vice district governor, and the cabinet in planning of the next year, including the district budget.
- (l) Familiarize himself/herself with the duties of the district governor so that, in the event of a vacancy in the offices of district governor and first vice district governor, he/she would be better prepared to assume the duties and responsibilities of said offices as the acting district governor or acting vice district governor until the vacancies are filled according to these by-laws and rules of procedure adopted by the International Board of Directors.

Section 4. CABINET SECRETARY. He/she shall act under the supervision of the District Governor. His/her specific responsibilities shall be to:

- (a) Further the purposes of this Association;
- (b) Perform such duties as are implied by the title of said office including but not by way of limitation, the following:
 - (1) Keep an accurate record of the proceedings of all meetings of the Cabinet and, within five (5) days after each meeting, forward copies of the same to all members of the Cabinet and the office of Lions Clubs International;
 - (2) Take and keep minutes of the 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 to the cabinet as the District Governor or Cabinet may require.
 - (4) Secure bond for the faithful performance of his/her duties in such sum and with such sureties as may be required by the District Governor.
 - (5) Perform such other functions and acts as may be required of by directives of the International Board of Directors

Section 5. CABINET TREASURER. He/she shall act under the supervision of the District Governor. His/her specific responsibilities shall be to:

- (a) Further the purposes of this Association;
- (b) Perform such duties as are implied by the title of said office, including but not by way of limitation, the following:
 - (1) Make reports to the Cabinet as the District Governor or Cabinet may require;
 - (2) Collect all per capita taxes levied on members and Clubs in the District, deposit the same in such banks as the District Governor shall determine and disperse the same by order of the District Governor;
 - (3) Remit and pay over to the multiple district council secretary-treasurer the multiple district dues and taxes, if any, collected in the sub-district, and secure a proper receipt.
 - (4) Keep accurate books and records of account and minutes of all Cabinet and District meetings and permit inspection of same by the District Governor, any Cabinet member and any Club (or any authorized agent of any of them) at any reasonable time for any proper purpose. Upon direction of the District Governor or the Cabinet, he/she shall furnish any such books and records as requested to any auditor appointed by the District Governor.
 - (5) Secure bond for the faithful performance of his/her duties in such sum and with such sureties as may be required by the District Governor.
 - (6) Deliver, in a timely manner, at the conclusion of his/her term in office, the general and/or financial accounts, funds and records of the district to his/her successor in office.
 - (7) Perform such other functions and acts as may be required of each by directives of the International Board of Directors.

Section 6. LEO/ LEO-LION CABINET LIAISON. The district governor, in consultation with the district Leo chair, may choose to appoint a Leo or a Leo-Lion to serve a one-year term in an official non-voting capacity. The Leo/Leo-Lion cabinet liaison shall represent the interests and perspectives of Leos and Leo-Lions and facilitate communication and connection between Leos and Lions. In areas with a Leo district, the role shall be filled by a Leo-Lion or Leo, who is a current or past Leo district president, vice-president, secretary, or treasurer. In areas where no Leo district has been formed, the role shall be filled by a Leo or a Leo-Lion who is a current or former Leo club president.

The district governor shall assign the Leo/Leo-Lion cabinet liaison to the standing cabinet committee(s) that would most benefit from a young adult voice. The cabinet liaison may remain on the same committee for the duration of the year or transition among committees as determined by the district governor.

The responsibilities of the Leo/Leo-Lion cabinet liaison include:

- (a) Facilitate communication between Leos and Lions within the district.
- (b) Serve as a resource to district cabinet officers and assigned committee(s).
- (c) Coordinate with the district Leo chairperson in the promotion of the Leo club, Leo-Lion programs, and engagement opportunities for young people within the Lions' district.
- (d) Support district Leo chairperson in conducting training for Leo district officers.
- (e) Advocate for leadership and leadership training opportunities for Leos and Leo-Lions within Lions district activities.
- (f) Serve as support and point of contact for district Leos to explore Lions membership program opportunities.

- (g) Communicate with Leo district president, Leo/Leo-Lion council liaison (if appointed), and the constitutional area representative of the Leo Club Program Advisory Panel to collaborate on initiatives related to young people.
- (h) Assist in planning and integration of Leos and Leo-Lions in Lions district convention, forum events and trainings.
- (i) Attend Leo district meetings as necessary.
- (j) Chair one district collaboration project between Leos and Lions.

Section 7. ZONE CHAIRPERSON. The zone chairperson, subject to the supervision and direction of the district governor and/or vice district governors, shall be the chief administrative officer in his/her zone. His/her specific responsibilities shall be to:

- (a) Further the Purposes of this association.
- (b) Serve as chairperson of the District Governor's Advisory Committee in his/her zone and as such chairperson to call regular meetings of said committee.
- (c) Endeavor to include the GMT district coordinator, the GLT district coordinator and the GST district coordinator as special guests to a District Governor's Advisory Committee meeting to discuss needs related to membership, leadership development and service and how these teams may assist the clubs within the zone.
- (d) 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. Copies should also be sent to the GMT district coordinator, the GLT district coordinator, the GST district coordinator and region chairperson when appropriate.
- (e) Promote the Club Quality Initiative to the clubs within the zone.
- (f) In coordination with the GMT district coordinator, play an active role in organizing new clubs and keep informed of the activities and well-being of all clubs in his/her zone.
- (g) In coordination with the GLT district coordinator, play an active role in supporting leadership initiatives by informing Lions within the zone about leadership development opportunities at the zone, district or multiple district.
- (h) In coordination with the GST district coordinator, play an active role in promoting global service initiatives by informing Lions within the zone about service opportunities in the zone, district or multiple district.
- (i) Represent each club in his/her zone in any problems with district, multiple district council chairperson or Lions Clubs International.
- (j) Supervise the progress of district, multiple district, and Lions Clubs International projects in his/her zone.
- (k) Endeavor to have every club within his/her zone operating under a duly adopted club constitution and by-laws.
- (l) Promote representation at international and district (sub- and multiple) conventions by at least the full quota of delegates to which clubs in his/her zone are entitled.
- (m) Visit a regular meeting of each club in his/her zone once or more during his/her term of office, reporting his/her findings to the region chairperson – particularly with respect to weaknesses he/she may have discovered (copy to district governor).
- (n) Perform such other functions and acts as may be required of him/her by directives of the International Board of Directors.

Section 8. DISTRICT GOVERNOR'S CABINET. The district governor's cabinet shall:

- (a) Assist the district governor in the performance of his/her duties and in the formulation of administrative plans and policies affecting the welfare of Lionism within the sub-district.
- (b) Receive, from the region chairpersons or other assigned district cabinet members, reports and recommendations which concern the clubs and zones.
- (c) Supervise the collection of all dues and taxes by the cabinet treasurer, designate a

depository(s) for said funds and authorize the payment of all legitimate expenses pertaining to the administration of the affairs of the district.

- (d) Secure, set the amount of and approve the surety company issuing, the surety bond for the cabinet secretary-treasurer.
- (e) Secure, semi-annually or more frequently, sub-district financial reports from the cabinet secretary and cabinet treasurer (or secretary-treasurer).
- (f) Provide for an audit of the books and accounts of the cabinet secretary, cabinet treasurer, or cabinet secretary-treasurer and with the district governor's approval, set up definite schedule of dates, times and places of cabinet meetings to be held during the fiscal year.

Section 9. SERGEANT-AT-ARMS. The Sergeant-at- Arms shall maintain order and decorum at the respective conventions and meetings and perform such other duties as are incident to his/her office under ROBERT'S RULES OF ORDER, NEWLY REVISED.

Section 10. COMMITTEE CHAIRPERSONS

- (a) Shall promote to the best of their ability their area of responsibility throughout the District.
- (b) Prepare a budget if their area and program require the expenditure of District funds and submit such budget to the District Governor for his/her approval. The budget shall be presented at the first Cabinet meeting of the year.
- (c) Shall attend all Cabinet meetings and submit, if required, an oral report to the Cabinet. A written copy of the report shall be filed with the Cabinet Secretary at this time also.
- (d) Shall promote Lionism throughout the District.

ARTICLE IV District Committees

Section 1. DISTRICT GOVERNOR'S ADVISORY COMMITTEE. In each zone, the Zone Chairperson, the Presidents and Secretaries of the Clubs in the zone shall compose a District Governor's Advisory Committee, with the Zone Chairperson as Chairperson. At a date, time and place called by the Zone Chairperson, this committee shall hold a first meeting within ninety (90) days after the adjournment of the preceding International Convention, and a second meeting midway through the year. This committee shall assist the Zone Chairperson in an advisory capacity, procure recommendations affecting the welfare of Lionism and the Clubs in the zone, and relay the same through the Zone Chairperson to the District Governor and his/her Cabinet.

Section 2. DISTRICT GOVERNOR'S HONORARY COMMITTEE. The district governor may appoint a District Governor's Honorary Committee composed of past international officers who are members in good standing of clubs within the sub-district. This committee shall meet when and as called upon by the district governor. It shall act under the direction of the district governor in the promotion of harmony throughout the district. The chairperson of this committee shall attend meetings of the cabinet when requested by the district governor.

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

ARTICLE V Meetings

Section 1. DISTRICT CABINET MEETINGS.

- (a) Regular. A regular meeting of the cabinet shall be held in each quarter of the fiscal year, with the first of which should be held within thirty (30) days after the adjournment of the preceding international convention. Ten (10) days written notice of meetings setting forth a date, time and place determined by the district governor shall be given to each member by the cabinet secretary.
- (b) Special. Special meetings of the cabinet may be called by the district governor at his/her discretion, and shall be called upon written request made to the district governor or the cabinet secretary by a majority of the members of the cabinet. No fewer than five (5) nor more than twenty (20) days written (including letters, electronic mail, facsimile transmission, or cable) notice of special meetings, setting forth the purposes and a date, time and place determined by the district governor, shall be given to each member by the cabinet secretary.
- (c) Quorum. The attendance of a majority of the officers of this district shall constitute a quorum for any cabinet meeting.
- (d) Vote. The voting privilege shall extend to all members of the district cabinet as defined in Article VI, Section 2 of this district constitution.

Section 2. ALTERNATIVE MEETING FORMATS. Regular and/or special meetings of the district cabinet may be held through the use of alternative meeting formats, such as teleconference and/or web conference as determined by the district governor.

Section 3. BUSINESS TRANSACTED BY MAIL. The district cabinet may transact business by mail (including letters, electronic mail, facsimile transmission, or cable), provided that no such action shall be effective until approved in writing by two-thirds (2/3) of the entire number of the members of the district cabinet. Such action may be initiated by the district governor or any three (3) officers of the district.

Section 4. ZONES

- (a) Organization. The District Governor shall divide the District into Zones of no more than eight (8) and no less than four (4) Lions Clubs, giving due regard to the geographical locations of the Clubs. All such Zones shall be subject to change by the District Governor, when in his/her sole discretion, he/she shall deem the same necessary in the best interests of the Association.
- (b) Zone Meetings. Meetings of representatives of all the Clubs in a Zone, with the Zone Chairperson presiding, shall be held during the fiscal year at times and places fixed by the Zone Chairperson. The Zone Chairperson shall hold at least two (2) Zone meetings during his/her year in office as per Article III, Section 6.
- (c) Nomination Meetings. Meetings of representatives of all clubs shall be conducted in the area of the assigned Vice District Governor or other District Cabinet member designated by the District Governor should be held during the fiscal year at times and places fixed by the assigned Vice District Governor. The Vice District Governor shall hold at least one (1) such meeting during his/her year of office.

ARTICLE VI District Convention

Section 1. CONVENTION SITE SELECTION. The district governor shall receive invitations in writing from places desiring to entertain the succeeding year(s) annual convention. All invitations shall set forth such information as the district governor shall from time to time require and shall be delivered to him/her no later than thirty (30) days prior to the convening date of the convention at which the convention site shall be voted upon by the delegates of said convention. Procedure to be followed in investigation of bids and in presentation of the same to conventions, as well as action to be taken by a convention in the event no bids are acceptable to or so received by the district governor shall be determined by the district governor.

Section 2. OFFICIAL CALL. The district governor shall issue an official call by printed or electronic means to all clubs for the annual district convention not less than sixty (60) days prior to the date fixed for holding the same, stating the place, day and hour thereof.

Section 3. SITE CHANGE. The district cabinet shall retain, and have, power to change at any time, for good reason, the convention site previously chosen and neither the district, officers of the district nor any member of the district cabinet, shall incur any liability thereby to any club or club member in the district. Notice of this site change shall be furnished in writing to each club in the district no less than thirty (30) days prior to the convening date of the annual convention.

Section 4. OFFICERS. The members of the district cabinet shall be the officers of the annual district convention.

Section 5. SERGEANT-AT-ARMS. A convention sergeant- at-arms and such assistant sergeant-at-arms as deemed necessary shall be appointed by the district governor.

Section 6. OFFICIAL REPORT. Within fifteen (15) days after the close of each single and sub-district convention, the cabinet secretary shall transmit one copy of the complete proceedings to the international office. Upon written request from any club in the respective district a copy shall be furnished to said club.

Section 7. CREDENTIALS COMMITTEE. The Credentials Committee of the district convention shall be composed of the district governor, as chairperson, the cabinet secretary the cabinet treasurer and two other non-officers of the district appointed by the district governor, each of whom shall be a member in good standing of a different Lions club in good standing in the district, and shall not through the duration of the appointment hold any district or international office either by election or appointment. The Credentials Committee shall have the powers and perform the duties set forth in ROBERT'S RULES OF ORDER, NEWLY REVISED.

Section 8. ORDER OF CONVENTION BUSINESS. The district governor shall arrange the order of business for the district convention, and the same shall be the order of the day for all sessions.

ARTICLE VII Convention Fund

Section 1. CONVENTION FUND TAX. In lieu of or in addition to a District Convention registration fee, an annual per capita District Convention fund tax **may** be levied, an amount as approved by Cabinet upon each member of each Club in the District and shall be collected and paid in advance by each Club, except newly chartered and reorganized Clubs, in one (1) annual payment per Club member on September tenth of each year with billings of said tax to be based upon the roster of each club as of the first day of July. This tax shall be collected from the clubs by, and remitted to, the Cabinet Treasurer who shall deposit the monies so collected in a special account in a bank or other repository chosen by the District Governor. This fund shall be used exclusively for defraying expenses of District Conventions and shall be expended only by District cheques drawn and signed by the Cabinet Treasurer and counter signed by the District Governor. Any Club which is chartered or reorganized in a current fiscal year shall collect and pay said Convention per capita tax for said fiscal year on a pro-rata basis from the first day of the second month following the date of its organization, as the case may be.

This tax shall be collected from the clubs by, and be remitted to, the cabinet secretary or cabinet-treasurer (or secretary-treasurer), who shall deposit the monies so collected in a special account in a bank or other depository chosen by the district governor. The fund so collected shall be used exclusively for defraying expenses of district conventions and shall be expended only by district checks drawn and signed by the cabinet treasurer and countersigned by the district governor.

Section 2. REMAINING FUNDS. In any fiscal year, any balance remaining in the convention fund after payment of all convention administrative expenses in that year shall remain in said convention fund and become available for future convention expenses and be treated as income in any fiscal year in which expended or otherwise budgeted for payment of such expenses.

Section 3. FEE COLLECTION. Such fee as the district governor shall set may be collected, under procedures set by the district governor, from each delegate, alternate, and guest attending the district convention to defray the actual cost of convention meals and entertainment.

ARTICLE VIII DISTRICT ADMINISTRATION FUND

Section 1. DISTRICT REVENUE. To provide revenue for approved district projects and to defray normal administrative expenses of District A-9 an annual per capita tax (dues) shall be levied on each member of each Club in the District. Increases or decreases to the said tax (dues) shall be approved by the membership at a District A-9 Convention. It shall be collected by assessment of all District Clubs yearly, based on the Monthly Membership Report (MMR) as of July 1 and will be billed on the 10th of September yearly by the Cabinet Treasurer. These dues shall be paid to the District by each Club no later than sixty (60) days after the billing date. Should this levy not be paid, the club and the members thereof shall not be of good standing within the District. Newly Chartered or Reorganized Clubs shall not be taxed this District levy during the fiscal year that they are Chartered or Reorganized. Said tax shall be dispersed only for the expenses as per the District Rules of Audit, keeping in mind the following aims- the efficient use of Club dues and promotion of Lionism.

The District Governor and either the Cabinet Treasurer or the Cabinet Secretary shall be the

signing officers for disbursement of said fund. The bank statement of accounts, cancelled cheques and books of records shall be turned over to the District Governor's successor each year by July 30th.

Section 2. ONLINE BANKING. In order that the A-9 Treasurer is able to utilize all facets of online banking, a credit card/debit card may be associated with District bank accounts and further that these cards shall be for the use of the Cabinet Treasurer only.

Section 3. REMAINING FUNDS. In any fiscal year, any balance remaining in the district administrative fund after payment of all district administrative expenses in that year shall remain in said district administrative fund and become available for future district administrative expenses and be treated as income in any fiscal year in which expended or otherwise budgeted for payment of such expenses.

Article IX Miscellaneous

Section 1. NEW CHARTERED CLUB EXPENSES. To defray the cost to the District for each newly Chartered Club, the cost for that Club's regalia will be levied equally on any Clubs in the District. Funds collected for the regalia shall be held in a separate fund. Excess funds will be used for subsequent chartering Clubs. This levy shall be payable to the District not later than sixty (60) days after the billing date.

Section 2. BUDGET PREPARATION. The District Governor, the First Vice District Governor, the Second Vice District Governor, Cabinet Secretary and Cabinet Treasurer will prepare a budget for District at the beginning of their term. This budget will be presented to the Cabinet for Cabinet approval at the First District Cabinet meeting,

Section 3. FINANCIAL OBLIGATIONS. The District Governor and his/her Cabinet shall not incur obligations in any fiscal year which will affect an unbalanced budget or deficit in the said fiscal year.

Section 4. FINANCIAL STATEMENT. The District Governor shall provide a financial statement at each District Cabinet Meeting and shall provide a yearly financial statement at the first Cabinet Meeting of his/her successor. This financial statement shall be in written form and a copy shall be provided to each Cabinet member and Honourary Committee member. Any Clubs within the District may request a copy. As soon as possible after the end of the fiscal year, an audit of the District Administration fund is to be performed by two (2) Past District Governors who are members in good standing of a Club in the District and who are not members of the Voting Cabinet. These two individuals may elect to assign their responsibility for this audit to another qualified person upon notification of both the outgoing and incoming Governors.

Section 5. CONVENTION AUDIT OR REVIEW. The District shall provide for an annual, or more frequent audit or review of the District Convention fund. This audit shall be conducted by two (2) Past District Governors who shall give an annual financial report of said fund to each annual District Convention.

Section 6. AUDIT OR REVIEW OF BOOKS. The district governor's cabinet shall provide for an annual or more frequent audit or review of the books and accounts of the cabinet secretary and cabinet treasurer (or secretary or treasurer). This audit shall be conducted by two (2) Past

District Governors who shall give an annual financial report of said fund at the first Cabinet meeting.

Section 7. COMPENSATION. No officer shall receive any compensation for any service rendered to this district in his/her official capacity with the exception of the cabinet secretary and cabinet treasurer (or secretary treasurer) whose compensation, if any, shall be fixed by the district cabinet.

Section 8. FISCAL YEAR. The fiscal year of this district shall be from July 1st to June 30th.

Section 9. RULES OF PROCEDURE. Except as otherwise specifically provided in this constitution and by-laws, or in the rules of procedure adopted for a meeting, all questions of order and procedure adopted for a meeting, all questions of order and procedure in any district meeting or convention, any meeting of the district cabinet, region, zone or member club or of any group or committee of any one of them shall be determined by ROBERT'S RULES OF ORDER, NEWLY REVISED.

ARTICLE X RULES OF AUDIT

USE OF DISTRICT FUNDS

- 1) To purchase postage stamps.
- 2) To pay for the cost of photocopying, reproducing, etc., as required by the Cabinet and District officers.
- 3) To reimburse Committee Chairpersons for postage and telephone costs incurred on behalf of the District and any other cost previously approved by the Cabinet that has been incurred by them.
- 4) To purchase a suitable gift for the outgoing District Governor, the Cabinet Secretary and the Cabinet Treasurer.
- 5) To purchase a suitable memento of gratitude for each member of the District Cabinet.
- 6) To provide maintenance, repairs and supplies for District owned equipment.
- 7) To provide funds for purchase, if necessary, of equipment for District. This equipment shall only be purchased after careful consideration that such equipment is required for the betterment and efficiency of the operation of the District. The purchase must be approved by Cabinet.
- 8) To provide prizes for contests held within the District among Clubs, Zones and members that the Cabinet feels will contribute the efficiency of the Clubs within the District.
- 9) To provide, purchase, reimburse or assist anything relating to District, the Clubs or members as seen fit, after due consideration by the Cabinet.
- 10) To pay the transportation fees plus other costs, subject to the M.D. "A" Rules of Audit, of the sitting First Vice District Governor to attend the Lions U.S.A./Canada Forum to a maximum of \$700.00.
- 11) To pay the transportation and meal costs, subject to the M.D. "A" Rules of Audit, of the Cabinet Secretary and the Cabinet Treasurer related to their duties at District Cabinet meetings.
- 12) To pay the transportation and meal costs of appointed committee chairs while carrying out official activities authorized by the Constitution and By-Laws or by Cabinet when specifically directed funds have been made available by Multiple District "A".

ARTICLE XI Amendments

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

Section 2. AUTOMATIC UPDATE. When amendments to the International Constitution and By-Laws are passed at the International Convention, any amendments that would have an effect on this District Constitution and By-Laws shall automatically be updated in this district constitution and by-laws at the close of the convention.

Section 3. NOTICE. No amendment shall be so reported or voted upon unless the same shall have been furnished in writing to each club no less than thirty (30) days prior to the convening date of the annual convention with notice that the same will be voted upon at said convention.

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

APPENDIX A

DISTRICT A-9 CONVENTION GUIDELINES

With reference to District A-9 Constitution, Article VII - page 7, By-Laws, Article II - page 11 and Rules of Procedure District Convention – page 29.

DISTRICT A-9 CONVENTION COMMITTEE

The committee should consist of:

- 1) Host Club(s) Chairperson
- 2) Immediate Past 5 District Governors
- 3) Immediate Past Convention Chairperson
- 4) Host Club(s) Members

The District Governor and the two Vice District Governors are ex-officio members of the Committee.

Responsibilities:

- To advise and assist the District A-9 Host Convention Committee as requested either by the Host Committee Chairperson or at the discretion of the District Governor
- To monitor the plans and progress of the Convention Committee for the District A-9 Convention and report to the District Governor and Cabinet as requested
- To annually review the District A-9 Convention Policy
- Approval of all requests to sell raffle tickets or sale and/or promotion of any merchandise by individuals and/or clubs at the District A-9 Convention

Activities:

- The Chairperson or a Committee member must attend all Host Convention Committee Meetings and report to the District Governor and/or Cabinet as requested
- The Chairperson should keep other Committee Members aware of activities and Progress of the Convention plans
- Any Committee Member may attend the Host Committee Meetings

CONVENTION COMMITTEE POLICY & GUIDE LINES (for Host Clubs)

Goals:

To organize and operate an annual District Convention for the A-9 Lions Family. To operate our annual Convention at a reasonable profit and incur **NO** expense to the District.

The Host clubs of the Convention should have the following basic chairpersons:

- Chairperson
- Vice Chairperson
- Registration Chairperson
- Promotion Chairperson

The District shall provide the following basic chairpersons:

- Protocol Chairperson - Immediate Past District Governor
- Opening Ceremonies - 2nd Immediate PDG
- Memorial Service – 3rd Immediate PDG
- Voting & Accreditation Chairperson – Election Chairperson appointed by the Governor
- Program and Closing Ceremonies – 1st Vice District Governor

In the event a PDG assigned as a chairperson is not available the 4th or 5th Immediate PDG assumes the responsibility of that position.

HOST CLUB(S) CHAIRPERSONS' DUTIES

Chairperson:

- Chair all meetings of the Convention Committee and ensure that all Committees and Sub Committees are functioning properly
- Invite Convention Advisory Chairperson to all meetings
- Appoint and organize local Committees (Sub Committees) as required. Provide a written report to the District A-9 Governor and Cabinet on the current status of Convention preparation when requested.
- Provide written convention minutes to the Governor, Cabinet Secretary and the Convention Advisor after each convention meeting for disbursement to the voting cabinet.
- Ensure that proper protocol is observed at all functions of the Convention in co-operation with the District Protocol Chairperson
- Chair Convention functions such as are requested by the District Governor
- Schedule Convention Committee meetings
- Assure rooms for the District Governor and International Guest and their spouses are arranged
- Procure a District Governor/Convention Committee approved gift for the International Guest
- Prepare a report for the District Governor, Cabinet Secretary and Cabinet Treasurer within 30 days of the conclusion of the District Convention
- Responsible for the finances of the Convention and approval of all expenditures

Vice Chairperson:

- assume the responsibilities of the Chairperson in his/her absence

Registration Chairperson:

- Ensure that Convention registration forms are available to the Lions of District A-9 by November 15 of the Lions year
- Receive, process and confirm pre-registrations
- Assist with booking Hospitality Rooms if requested
- Have in place Facilities and materials to register attendees during the convention
- Inform caterer through the local responsible committee of the number of meals required for each function
- Review bills for meals and accommodations for correctness before authorizing payment
- Organize and supervise the operation of the Convention Registration desk at times and locations identified by the Convention Committee

Promotion Chairperson:

- Responsible for Convention bulletins, programs and printed agendas
- Make 1 mailing via postal service and at least 1 email of promotional material to all Lions (November and February)
- All promotional material should be approved by the Governor before distribution
- Generate a design for a Convention pin, secure approval of District A-9 Cabinet at the November Cabinet Meeting and order sufficient pins to satisfy Convention requirements
- Visit Zone Meetings and new Lions Clubs to present Convention Information

DISTRICT CHAIRPERSONS' DUTIES

Protocol Chairperson - Immediate Past District Governor:

- transport the guest(s) from and to the airport (at the District's expense - Rules of Audit apply)
- wear your name badge for easy identification
- upon arrival, ascertain if he/she needs some refreshments or a meal
- optional, but a nice gesture - present him/her with a small gift from you, unique to your area, District A-9 or Ontario (your expense)
- ensure that he/she is checked into his/her hotel room and has everything he/she needs
- provide him/her with a detailed itinerary of the weekend
- make sure he/she knows what time he/she has to be ready for an event and know the appropriate dress
- escort him/her to each event a few minutes before the event is to begin
- ensure that no one person monopolizes his/her time
- ensure that he/she does not pay for any snacks, meals or refreshments (Convention Committee expense)
- See "The International Visitor – A Hosting & Protocol Guide" for complete duties <http://www.lionsclubs.org/EN/common/pdfs/pr768.pdf>

Opening Ceremonies - Chairperson - 2nd Immediate PDG:

- Ensure protocol is established
- Introduce all clubs in proper order
- International Guest to open convention
- Work with 1st VDG on closing ceremonies
- District Governor gets the final speech and closes the convention

Memorial Service Chairperson – 3rd Immediate PDG:

- Responsible for having all material and equipment assembled and available for the Memorial Service
- Liaise with the District Governor to ensure the list of departed members is current and complete
- Prepare Memorial service program and ensure that it is printed and ready for the service

Program Chairperson – 1st Vice District Governor:

- Present a program of approximately 1 hour duration
- Topic(s) to be approved by the District Governor
- Lions activities should be presented by knowledgeable Lions or guests
- Work with the Closing Ceremonies Chairperson

RULES & REGULATIONS

Ticket Sales & Raffles:

- Sale of raffle tickets and/or the sale or promotion of any merchandise at the District A-9 Convention by individuals and/or clubs will not be allowed unless approved by the Convention Committee at least 30 days prior to the Convention. The Host Convention Committee may conduct raffles and fund raising activities to supplement the finances of the convention.

Hospitality Rooms:

- Hospitality rooms will be closed during all Official Convention Functions
- Clubs operating hospitality rooms should be aware of excessive noise and commotion. Be considerate of fellow Lions and neighbours. It is suggested that doors be closed and any noise very strictly monitored after 1 A.M., or at the request of hotel management
- In case of dispute the decision of the Convention Registration Chairperson or Hotel Officials is final
- It is the responsibility of clubs operating hospitality rooms to maintain order, control noise and pay for any damages to hotel property within the room

Candidate Information:

- All Candidates are expected to address the Convention.
- Candidates for District Governor and Vice District Governor will be allotted for 8 minutes introduction and address.
- Other Candidates will be allotted 3 minutes for introduction and address.
- Candidates must remove all posters by the conclusion of voting - Article II, Section 7
- Candidates may distribute promotional material at the Saturday Luncheon but not at the Governor's Banquet

Basic Convention Activity Schedule:

November 1 (18 months) - Host Convention Committee presents proposed budget to District A-9 Cabinet for approval

November 1 (6 months) - All registration and promotional material is prepared and ready for distribution

November 1 - 15 - Promotion Chairperson mails/e-mails promotion material and registration forms to all clubs

January - March - Promotion Chairperson visits Zone Meetings and new clubs

February 1 - 15 - Second promotional mailing/e-mailing

February - Convention Chairperson reports to District Governor and Cabinet

Opening Ceremony Chair notifies clubs of requirements to bring flags, banners, etc., to Convention for ceremonies and meetings

25 Days Prior - District Governor to supply list of Candidates to the Voting & Accreditation

Chairperson 21 Days Prior - Voting Chairperson to notify all clubs and Candidates of the voting rules and regulations

Voting & Accreditation Chairperson to advise all candidates of demonstration time and requirements

7 Days Prior - Memorial & Ceremonies Chairperson to confirm names of deceased Lions for the Memorial Service.

EXHIBIT A

RULES OF PROCEDURE DISTRICT A-9 CONVENTION

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

Rule 2.

Except as otherwise provided in the Lions Clubs International Constitution and By-Laws, the District A-9 Constitution and By-Laws, national custom and practice or these rules, Robert's Rules of Order, Newly Revised shall govern all questions of order and procedure.

Rule 3.

- (a) The credentials committee shall be composed of the district governor, as chairperson, the cabinet secretary/treasurer and two other non-officers of the district appointed by the district governor; provided, however, the district governor may designate any other committee member as chairperson. The credentials committee's primary responsibility shall be to verify club delegate credentials. In carrying out this responsibility, the credentials committee shall have the powers and shall perform the duties as established by national custom and practice or as set forth in Robert's Rules of Order, Newly Revised.
- (b) The registration and certification of delegates shall occur on the last day of the convention at a specified time.
- (c) The number of certified delegates shall be announced to the convention upon close of Certification and prior to the commencing of voting.

Rule 4.

- (a) 60 days prior to the convening of the convention, the district governor, unless otherwise provided, shall appoint, and designate the chairperson of, a nominations committee consisting of three (3) members. It shall be the committee's responsibility to review the qualifications of each nominated candidate within thirty (30) days prior to the election and rule on the eligibility of the same.
- (b) Candidate may withdraw from the contest at any time prior to the issuance of the final report of the nominations committee.

Rule 5. Replacement of delegates and alternate delegates.

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

Rule 6. Nominations for the offices of district governor, first and second vice district governor and such other offices to be filled by the convention shall be limited to nominating/ seconding speeches not to exceed 8 minute(s) for each nominee.

Rule 7.

- (a) Prior to the convention, the district governor shall appoint, and designate the Chairperson of, an elections committee consisting of three (3) members. Each duly nominated candidate shall also be entitled to designate one (1) observer through his/her club. The observers may oversee election procedures only, but may not participate directly in the committee's decision making.
- (b) The elections committee shall be responsible for preparation of elections materials, vote tabulation, and resolving questions concerning the validity of individual ballots. The committee's decision shall be final and binding.
- (c) The elections committee shall prepare a comprehensive report of the election results containing the following components: date, time and place of election; specific voting results by candidate; signature of each committee member and observer. The district governor, council chairperson and all candidates shall be provided a copy of the committee's report.

Rule 8. Voting.

- (a) Voting will take place at a predetermined location and time.
- (b) To secure a ballot card, the delegate shall present his/her credential certificate to voting personnel for verification. Once verified, the delegate shall be issued a ballot.
- (c) The voter shall indicate his/her vote by placing a mark in the appropriate location by the name of the candidate of his/her choice. The mark must be placed in the proper location to constitute a valid vote. Any ballot containing votes for more than the specified number of offices to be filled in any section shall be declared invalid to that particular section.
- (d) A majority vote shall be necessary to elect the district governor, first vice district governor and second vice district governor. A majority is defined as a number more than one-half of the total valid votes cast excluding blanks and abstentions. If a majority vote is not received in the election of district governor, first vice district governor and second vice district governor, a vacancy shall occur and Article IX, Section 6(d) of the International By-Laws shall apply.
- (e) A majority vote shall be necessary to elect all other candidates. In the event any one candidate shall fail to receive the required number of votes to be elected, additional balloting shall take place as outlined in this section until such time as one candidate secures a majority vote.

EXHIBIT B

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

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

Rule 2. Written invitations to this meeting shall be sent not less than fifteen (15) days in advance of the meeting. The immediate past district governor, as the meeting's chairperson, shall have the authority to select the meeting site, date and time. However, he/she shall use his/her best efforts to select a centrally located meeting venue.

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

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

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

Rule 6. Voting.

- (a) Voting will occur immediately after the close of nominations.
- (b) Voting will be by written ballot.
- (c) The member shall indicate his/her vote by writing the name of his/her choice on the ballot. Any ballot containing votes for more than one nominee shall be declared invalid.
- (d) A majority vote shall be necessary to recommend a member for appointment as district governor. In the event any one candidate shall fail to receive the required number of votes to be selected, additional balloting shall take place as outlined in this Rule 6 until such time as one candidate secures a simple majority vote.

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

Rule 8. The International Board of Directors, pursuant to Article IX, Sections 6(a) and (d) of the International By-Laws shall consider, but is not bound by, any recommendation resolved at the special meeting. The International Board of Directors reserves the right to appoint the recommended or any club member as district governor for the (remainder of the) term.

EXHIBIT C

RULES OF PROCEDURE SPECIAL MEETING TO RECOMMEND A LION FOR APPOINTMENT AS FIRST OR SECOND VICE DISTRICT GOVERNOR

Rule 1. In the event a vacancy arises in the office of first or second vice district governor, the district governor shall convene a meeting of the members who are members in good standing of a chartered Lions club in good standing in the district. It shall be the duty of the attendees at this meeting to appoint a qualified club member as first or second vice district governor for the remainder of the term.

Rule 2. In filling said vacancy, it shall be the duty of the district governor, or if not available, the most recently serving past district governor who is available, to send out written invitations no less than fifteen (15) days in advance of the meeting to attend said meeting and it shall also be his/her responsibility to preside as chairperson of the meeting. The district governor, as the meeting's chairperson, shall have the authority to select the meeting site, date and time. However, he/she shall use his/her best efforts to select a centrally located meeting venue, and schedule the meeting at a convenient date and time.

Rule 3. The district governor shall maintain a written attendance roster.

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

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

Rule 6. Voting.

- (a) Voting will occur immediately after the close of nominations.
- (b) Voting will be by written ballot.
- (c) The member shall indicate his/her vote by writing the name of his/her choice on the ballot. Any ballot containing votes for more than one nominee shall be declared invalid.
- (d) A majority vote shall be necessary to recommend a member for appointment as district governor. In the event any one candidate shall fail to receive the required number of votes to be selected, additional balloting shall take place as outlined in this Rule 6 until such time as one candidate secures a simple majority vote.

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

EXHIBIT D

**Nominating Committee Checklist
District Governor Candidate**

This checklist must be completed for each candidate and submitted to the Elections Committee.

Name of Candidate: _____

Name of Candidate's Lions Club: _____

Date of Nominating Committee Meeting: _____

Date of Election: _____

Candidate has submitted sufficient evidence showing that he/she has met the following Requirements:

- Candidate is an active member in good standing of a chartered Lions Club in Good Standing* in his/her single or sub-district.
- Candidate endorsed by his/her Lions Club or a majority of the Lions Clubs in the District.
- Candidate is currently serving as the first vice district governor within this district.

In the event the current first vice district governor does not stand for election as district governor, or if a vacancy in the position of first vice district governor exists at the time of the district convention, the candidate fulfills the following qualifications:

- Club President: _____ Year Served _____
- Club Board of Directors Two (2) Years Served _____
- District Cabinet (check one)
 - Zone or Region Chairperson Year Served _____
 - Cabinet Secretary and/or Treasurer) Year Served _____
- One (1) additional year as a member of district cabinet
Position held: _____ Year Served _____
- With none of the above being accomplished concurrently.

**Please note that if the club has any outstanding dues, the candidate should be notified and provided up until fifteen (15) days prior to the election to ensure that his/her club pay outstanding dues.*

I have reviewed this checklist and certify that the candidate listed above has met the requirements for District Governor in accordance with the International By-Laws, Article IX, Section 4.

Nominating Committee Chairperson Date

Nominating Committee Member Date

EXHIBIT E

**Nominating Committee Checklist
First Vice District Governor Candidate**

This checklist must be completed for each candidate and submitted to the Elections Committee.

Name of Candidate: _____

Name of Candidate's Lions Club: _____

Date of Nominating Committee Meeting: _____

Date of Election: _____

Candidate has submitted sufficient evidence showing that he/she has met the following Requirements:

- Candidate is an Active Member in good standing of a chartered Lions Club in Good Standing* in his/her single or sub-district.
- Candidate endorsed by his/her Lions Club or a majority of the Lions Clubs in the District.
- Candidate is currently serving as the second vice district governor within this district,

In the event the current second vice district governor does not stand for election as first vice district governor, or if a vacancy in the position of second vice district governor exists at the time of the district convention, the candidate fulfills the qualifications for the office of second vice district governor:

- Club President: Year Served _____
- Club Board of Directors Two (2) Years Served _____
- District Cabinet (check one)
 - Zone or Region Chairperson Year Served _____
 - Cabinet Secretary and/or Treasurer) Year Served _____
- With none of the above being accomplished concurrently.

**Please note that if the club has any outstanding dues, the candidate should be notified and provided up until fifteen (15) days prior to the election to ensure that his/her club pay outstanding dues.*

I have reviewed this checklist and certify that the candidate listed above has met the requirements for First Vice District Governor in accordance with the International By-Laws, Article IX, Section 6(b).

Nominating Committee Chairperson Date

Nominating Committee Member Date

EXHIBIT F

**Nominating Committee Checklist
Second Vice District Governor Candidate**

This checklist must be completed for each candidate and submitted to the Elections Committee.

Name of Candidate: _____

Name of Candidate's Lions Club: _____

Date of Nominating Committee Meeting: _____

Date of Election: _____

Candidate has submitted sufficient evidence showing that he/she has met the following Requirements:

- Candidate is an Active Member in good standing of a chartered Lions Club in Good Standing* in his/her single or sub-district.
- Candidate endorsed by his/her Lions Club or a majority of the Lions Clubs in the District.

- Club President: _____ Year Served _____
- Club Board of Directors _____ Two (2) Years Served _____

- District Cabinet (check one)
 - Zone or Region Chairperson _____ Year Served _____
 - Cabinet Secretary and/or Treasurer) _____ Year Served _____

- With none of the above being accomplished concurrently.

**Please note that if the club has any outstanding dues, the candidate should be notified and provided up until fifteen (15) days prior to the election to ensure that his/her club pay outstanding dues.*

I have reviewed this checklist and certify that the candidate listed above has met the requirements for Second Vice District Governor in accordance with the International By-Laws, Article IX, Section 6(c).

Nominating Committee Chairperson Date

Nominating Committee Member Date

Lions Clubs International

CODE OF ETHICS

TO SHOW *my faith in the worthiness of my vocation by industrious application to the end that I may merit a reputation for quality of service.*

TO SEEK *success and to demand all fair remuneration or profit as my just due, but to accept no profit or success at the price of my own self-respect lost because of unfair advantage taken or because of questionable action on my part.*

TO REMEMBER *that in building up my own business it is not necessary to tear down another's; to be loyal to my clients or customers and true to myself.*

WHENEVER *a doubt arises as to the right or ethics of my position or action towards others, to resolve such doubt against myself.*

TO HOLD *friendship as an end and not a means. To hold that true friendship exists not on account of the service performed by one to another, but that true friendship demands nothing but accepts service in the spirit in which it is given.*

ALWAYS *to bear in mind my obligations as a citizen to my nation, my state and my community, and to give them my unswerving loyalty in word, act and deed. To give them freely of my time, labor, and means.*

TO AID *others by giving my sympathy to those in distress, my aid to the weak, and my substance to the needy.*

TO BE CAREFUL *with my criticism and liberal with my praise; to build up and not destroy.*