



**THE INTERNATIONAL ASSOCIATION OF LIONS
CLUBS
DISTRICT 6-SE

CONSTITUTION
&
BY-LAWS**

AS AMENDED TO BE VOTED April 13, 2024

THE INTERNATIONAL ASSOCIATION OF LIONS CLUBS
DISTRICT 6-SE CONSTITUTION AND BY-LAWS

Lions Clubs International

PURPOSES

TO ORGANIZE, *charter and supervise service clubs to be known as Lions clubs.*

TO COORDINATE *the activities and standardize the administration of Lions clubs.*

TO CREATE *and foster a spirit of understanding among the peoples of the world.*

TO PROMOTE *the principles of good government and good citizenship.*

TO TAKE *an active interest in the civic, cultural, social and moral welfare of the community.*

TO UNITE *the clubs in the bonds of friendship, good fellowship and mutual understanding.*

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.*

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.*

**THE INTERNATIONAL ASSOCIATION OF LIONS CLUBS
DISTRICT 6-SE CONSTITUTION AND BY-LAWS**

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** These are required sections per the LCI District Standard Constitution & Bylaws with modifications not affecting overall meaning or intent.

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LIONS CLUBS INTERNATIONAL DISTRICT 6-SE CONSTITUTION

*ARTICLE I

**Section 1: Name:

This organization shall be known as Lions Clubs of District No. 6-SE of the International Association of Lions Clubs (hereinafter referred to as "district").

*ARTICLE II

**Section 1: Objective

**The objectives 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 resulting in membership growth in this district.
- (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.

*ARTICLE III

Section 1: Membership

**The members of this Organization shall be all Lions Clubs and members in good standing in this District chartered by Lions Clubs International.

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**Section 2: Territory

**The boundary lines of this District shall be as described in Article III, of the Multiple District 6 Constitution.

*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 logo 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 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 DISTRICT ORGANIZATION

*Section 1: Cabinet & Officers

Any gender references are considered to be both "his" and "her".

*A. **OFFICERS.** The officers of this district shall be 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

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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.

*B. DISTRICT CABINET: The district shall have a District Cabinet composed of the District Governor, a First Vice Governor, a Second Vice District Governor, the immediate Past District Governor, The District Global Membership Team (GMT) Coordinator, The District Global Leadership Team (GLT) Coordinator, The District Global Service Team (GST) Coordinator, The District Global Extension Team Coordinator, The District Marketing Chairperson, the LCIF District Coordinator, The Region Chairs, the Zone Chairs, and a Cabinet Secretary and/or Treasurer. Each such district 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.

*C. ELECTION/APPOINTMENT OF DISTRICT CABINET. The District Governor, First and Second Vice District Governors shall be elected at the annual convention of the District.

The Governor shall appoint, by the time of taking office, the Cabinet Secretary and/or Treasurer, Global Membership Team (GMT) Coordinator, The Global Leadership Team (GLT) Coordinator, one Region Chairperson for each Region (optional) and one Zone Chairperson for each zone in the District.

*D. 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: Location and Date

**An annual Convention of the District shall be held in each year at least 30 days prior to the State Convention at a place selected by a previous annual convention of the District, and at a date and time fixed by the District Governor.

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*Section 2: Rules of Procedure:

*Except as otherwise specifically provided in this Constitution and By-Laws, Robert's Rules of Order will govern Rules of Procedure.

**Section 3: Voting Delegates

**Each chartered club in good standing in Lions Clubs International and the District shall be represented by one or more delegates at the annual District Convention and shall be entitled in each such convention to one (1) voting delegate and one (1) alternate for each ten (10) Active, Life, Member-At-Large, or Privileged members, or major fraction thereof, of said club as shown by the records of the International Office on the first day of the month last proceeding that month during which convention is held. (Discounted, Affiliate, Associate, and Honorary are not included in the club delegate formula calculation.) The major fraction referred to in this section shall be five (5) or more members. Past District Governors, who are members of the club, are special delegates and do not count toward the club delegate count. Each certified delegate present in person may cast one (1) vote only for each office to be filled by, and one (1) vote only on each issue to be voted on by the members of said convention.

*Unless otherwise specified therein, 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 at any time prior to the close of credential certification, as such closing time shall be established by the rules of the respective convention.

Section 4: Quorum

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

Section 5: Special Convention

A Special Convention of the clubs of the District may be called by a two-thirds vote of the District Cabinet at such time and place as they shall determine; provided that such Special Convention shall conclude no less than 30 days prior to the convening date of the International Convention and that such Special Convention shall not be convened for the election of the district governor, first vice district governor or second vice district governor. Written notice of the Special Convention setting forth the time, place and purpose thereof, shall be provided to each club in the District by

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the District Cabinet Secretary, no less than 30 days prior to the convening date of the Special Convention.

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 cabinet, or any other internal Lions district matters that cannot be satisfactorily resolved through other means, arising between any clubs in the district, or any club(s) and the district administration, shall be resolved in accordance with the Dispute Resolution Procedures established by the International Board of Directors (International Board Policy Manual, Chapter XXV, Paragraph B).

ARTICLE IX AMENDMENTS

Section 1: Amendment Procedure

This Constitution may be amended only at a District Convention by resolution reported by the Convention Constitution and By-Laws Committee and adopted by the affirmative vote of two-thirds (2/3) 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: Notification

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. No amendments may be made from the floor.

Section 4: Effective Date

Each amendment receiving an affirmative vote shall take effect at the close of the Convention at which adopted unless otherwise specified in the amendment.

LIONS CLUBS INTERNATIONAL DISTRICT 6-SE BY-LAWS

ARTICLE I NOMINATIONS AND ENDORSEMENT THIRD 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 third vice-president shall:

- (a) Deliver (by mail or in person) written notice of intention to seek such endorsement to the district governor and to the multiple district council secretary 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; and
- (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,

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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 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 at least sixty (60) days prior to the District Convention, a Nominating Committee of not less than three (3) members and no more than five (5), 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: Nominations (District Governor, 1st & 2nd Vice)

Any member of a club in the District seeking the office of District Governor or Vice Governor shall file their intention to so run in writing with the District Governor or Nominating Committee at least thirty (30) days prior to the date of the Committee's report to the Convention and shall furnish therewith evidence of their 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 received and/or so qualified, then, but then only, nominations for the office may be made from the floor. Each candidate shall be allowed no more than two (2) seconding speeches of not more than three (3) minutes duration.

**Section 3: Election and Voting

**The election shall be by secret written ballot. This ballot shall have provisions for a FOR and an AGAINST vote for each item to be voted on. The candidate

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receiving the simple majority of votes cast shall 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 there is no simple majority on the first ballot, balloting will continue between the candidates receiving the most votes until a simple majority is achieved.

*Section 4: Office of the 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, 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 pick a replacement for recommendation to the International Board of Directors.

*It shall be the duty of the immediate past district governor, if they are 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, they must:

- (a) Be an Active Member in good standing of a chartered Lions club in good standing in their single or sub-district.
- (b) Secure the endorsement of their club or a majority of the clubs in their single district.
- (c) Have served or will have served at the time they take 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 their full term of office and other qualified Lions be considered for filling a vacancy in the office of district governor.

*Section 5: 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

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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 their 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 their 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, they must:

- (a) Be an Active Member in good standing of a chartered Lions club in good standing in their single or sub-district.
- (b) Secure the endorsement of their club or a majority of the clubs in their single district.
- (c) Have served or will have served at the time they take 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.

Section 6: Region/Zone Chairperson Qualifications

Each region and zone chairperson shall:

- (a) Be an active member in good standing in their respective region or zone; and
- (b) Have served or will have served at the time of taking office as region or zone chairperson as president of a Lions club for a full term or major portion thereof, or a member of the board of directors of a Lions club for no less than two (2) years.
- (c) Have not previously served a full term or a major portion thereof as district governor

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- (d) Zone and region chairpersons may serve no more than three (3) cumulative years in said position.

Section 7. Appointment/Election of Region/ Zone Chairperson

The District Governor shall appoint, by the time they take office, 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.

Section 8. Region/Zone Chairperson Vacancy

If any region chairperson or zone chairperson shall cease to be a member of a club in the region or zone, as the case may be, to which they were appointed, their term of office shall thereon cease, and the district governor shall appoint a successor to fill said office. Provided, however, the district governor, in their discretion may determine not to use the position of region chairperson for the remainder of the term.

ARTICLE III DUTIES OF DISTRICT OFFICERS/CABINET

*Section 1: District Governor

Under the general supervision of the International Board of Directors, the District Governor shall represent the Association in that District. In addition, the District Governor shall be the chief administrative officer of this District and shall have direct supervision over the Vice Governors, the Global Membership Team (GMT) Coordinator, The Global Leadership Team (GLT) Coordinator, the Region Chairperson, the Zone Chairperson, the Cabinet Secretary and/or Treasurer, and such other Cabinet members as may be provided for in this Constitution and By-Laws. The District Governors specific responsibilities shall include:

- A. Further the purposes of the association, resulting in membership growth in the district.
- B. Oversee the district leadership team members to implement current district action plans focused on and working towards the successful achievement of district goals.
- (1) Charter new Lions clubs
 - (2) Ensure effective club operation
 - (3) Achieve net membership growth
 - (4) Provide leadership development and skills training at the club and district level.
 - (5) Encourage clubs to conduct and report meaningful humanitarian service.

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(6) Support and promote Lions Clubs International Foundation and encourage club and member contributions to Lions Clubs International Foundation. C. 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.

D. Oversee the administrative operation of the district.

- (1) Effectively manage district events to meet member needs.
- (2) Exercise such supervision and authority over cabinet officers and district committee appointees as is provided in this district constitution.
- (3) Deliver, in a timely manner, at the conclusion of their term in office, the general and/or financial accounts, funds and records of the district to their successor in office.
- (4) Submit a current itemized statement of total district receipts and expenditures to their district convention or annual meeting of their district at a multiple district convention.
- (5) Report to Lions Clubs International all known violations of the use of the association's name and emblem.

E. Guide clubs to operate in accordance with the International Constitution and By-Laws, support activities that improve member retention and remain in good standing with the association.

- (1) Ensure that each Lions club in the district be visited in-person (or virtually if necessary) by the district governor, a district cabinet member, or a Lion appointed by the district governor no less than once every year to facilitate successful administration of the club.
- (2) With the assistance of the zone chairpersons and region chairpersons (when present), monitor the viability of each club in the district to ensure each club remains in good standing, meets the needs of its members and supports the objectives of the association.
- (3) Promote harmony and resolve conflicts among and within the chartered Lions clubs using appropriate methods.

F. Preside, when present, over the district convention and cabinet and other meetings.

G. Perform such other functions and acts as shall be required of them by the International Board of Directors.

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*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, resulting in membership growth in the district.
- B. Actively work towards the success of the current district plan.
- C. With the district governor and second vice district governor, review strengths and weaknesses of the district, refine and further develop a draft of the ongoing district plan focused on and working towards the successful achievement of district goals.
- D. Identify and prepare a highly effective team for subsequent years to develop and implement action plans for district goals.
 - (1) Understand the actions needed to accomplish district plans.
 - (2) Know the roles and responsibilities, resources, and Lions qualified to serve in roles.
 - (3) Ensure team members are adequately trained to perform in their specific roles.
 - (4) Work closely with club leadership to identify future district leaders.
- E. Perform such duties and other directives as may be assigned by the district governor or by the policy of the International Board of Directors.
- F. At the request of the district governor, supervise other district committees.
- G. Actively participate in all cabinet meetings and conduct meetings in the absence of the district governor.
- H. Become familiar with the duties of the district governor so in the event of a vacancy in the office of district governor they will be better prepared to assume the duties and responsibilities of said office.
- I. Participate in Council of Governors meetings as appropriate.
- J. Participate in the preparation of the district budget.
- K. Conduct club visitation as the representative of the district governor when requested by the district governor.

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L. Work with the District Governor and the District Convention Committee to assist and plan the annual district convention and assist the district governor to organize and promote other events within the district.

*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, resulting in membership growth in the district.
- B. Actively work towards the success of the current district plan.
- C. Serve as district liaison (at the direction of the district governor) to region and zone chairpersons working towards successful zone operations in support of club health.
- D. Become familiar with the strengths and weaknesses of the clubs in the district and the resources that support club development.
- E. Prepare for role as district governor.
 - (1) Become familiar with the duties of the district governor
 - (2) Assess and develop leadership skills
 - (3) Understand district structure and constitution and by-laws and the resources available
 - (4) Be aware of club health indicators and assess club strengths and weaknesses
 - (5) Understand the programs offered by Lions Clubs International Foundation (LCIF)
 - (6) Prepare to conduct effective club visitations
- F. Conduct club visitation, as the representative of the district governor, when requested by the district governor.
- G. Perform such duties and other directives as may be assigned by the district governor or by the policy of the International Board of Directors.
- H. Assist the district governor and first vice district governor in planning and conducting the annual district convention.
- I. At the request of the district governor, supervise appropriate district committees.
- J. Actively participate in all cabinet meetings and conduct all meetings in the absence of the district governor and the first vice district governor.
- K. Participate in the preparation of the district budget.

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*Section 4: Cabinet Secretary and/or Treasurer

The Cabinet Secretary and/or Treasurer shall act under the supervision of the District Governor. The Cabinet Secretary and/or Treasurer specific responsibilities shall include:

A. To further the purposes and objects of this Association.

B. To perform such duties as are specified and/ or hereafter 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 as soon as possible 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 who requests same.
3. Make reports to the Cabinet as the District Governor or Cabinet may require.
4. Collect and receipt for all administration fees levied thereunder on members and clubs in the District, deposit the same in such bank or banks as the District Governor shall determine, and disburse the same by order of the District Governor.
5. Remit and pay over to the Multiple District Council Secretary and/or Treasurer the Multiple District fees and dues, if any, collected in the District, and secure a proper receipt therefore.
6. Keep accurate books and records of account, 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 any authorized agent of any of them) at any reasonable time for any proper purpose. Upon direction of the District Governor or the Cabinet, the Cabinet Secretary and/or Treasurer shall furnish any such books and records as requested to any auditor appointed by the District Governor.
7. Secure bond for the faithful performance of the Cabinet Secretary and/or Treasurers' duties in such sum and with such sureties as required by the District Governor and Cabinet.
8. Deliver, in a timely manner, at the conclusion of their term in office, the general and/or financial accounts, funds and records of the district to their successor in office.

C. To perform such additional assignments as shall be given to the Cabinet Secretary and/or Treasurer from time to time by the District Governor:

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D. To perform such other functions and acts as may be required by the International Board of Directors through the Cabinet Secretary and/or Treasurer's Manual and other directives.

*In the event the Cabinet Secretary and/or Treasurer for any reason cannot or does not, in the judgment of the District Governor, perform the duties of the Cabinet Secretary and/or Treasurers' 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 5: Global Service Team (GST) District Coordinator

Under the supervision of the district governor, the GST district coordinator is a member of the District Global Action Team. Their responsibilities include:

- (a) With the district team, develop and implement the district plan focused on and working to achieve district service and fundraising goals
- (b) Work to increase the percentage of clubs reporting service within the district.
- (c) Have knowledge of and encourage participation in LCI and LCIF service programs and grants, and the use of LCI service resources.
- (d) Act as the advocacy champion for the district, supporting clubs as they raise awareness, educate their community, and advocate for change.
- (e) Share service success stories with Lions and the community to increase visibility and member satisfaction, attract new members, and encourage the sharing of best practices.
- (f) Work to identify potential leaders to participate in a service leadership role.

*Section 6: The Global Leadership Team (GLT) District Coordinator

The GLT Coordinator, is subject to the supervision and direction of the District Governor. The GLT Coordinator is a member of the District Global Action Team. Specific responsibilities shall be but not limited to:

- A. With the district team, develop and implement the district plan focused on and working to achieve district leadership development goals to hold training for club officers, region and zone chairpersons, Certified Guiding Lions and others as appropriate.
- B. Develop and execute an annual district learning and leadership development plan and report training in Learn.
- C. Work to identify potential leaders to participate in service, membership or leadership roles.

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- D. Support and facilitate training at district events when appropriate.
- E. Confirm new members are provided an effective member orientation at the club level, in collaboration with the district membership team coordinator and club officers.

*Section 7: The Global Membership Team (GMT) District Coordinator

The GMT Coordinator is subject to the supervision and direction of the District Governor. The GMT District Coordinator is a member of the District Global Action Team. Specific responsibilities shall be but not limited to:

- A. With the district team, develop and implement the district plan focused on and working to achieve district membership goals.
- B. Train club membership chairpersons on key tools and initiatives and encourage clubs to create membership plans to improve recruitment and member satisfaction.
- C. Support club membership chairs with membership inquiries and provide prompt guidance in line with applicable policies.
- D. Ensure that prospective members are promptly contacted, and referred to a suitable club based on interest, availability, expectations, and other factors. If a suitable club is not available, guidance and support to starting a new club is provided unless a Global Extension Team district coordinator has been appointed.
- E. Work to identify potential leaders to participate in a membership leadership role.
- F. Provide retention strategies to clubs in collaboration with Global Leadership Team and Global Action Team district coordinators.
- G. Confirm new members are provided an effective member orientation at the club level, in collaboration with the district leadership team coordinator and the club officers.

Section 8: Global Extension Team Coordinator

(If the position is utilized during the district governor's term) Under the supervision of the district governor the district GET coordinator is a member of the District Global Action Team. Their responsibilities include:

- A. Work with the district team (including the district governor and vice district governors) to ensure new club goals of the district are met and sustainable.
- B. Identify opportunities to charter new clubs in communities, or within groups of a larger community, that are not served or are underserved.

DISTRICT 6-SE BY-LAWS

- C. Collaborate with district leadership to build a team capable of completing the tasks required in the successful chartering of new clubs including membership recruitment, leadership development, and engagement in meaningful service projects.
- D. Understand and communicate the process and policies of new club development to team members and ensure that accurate information is conveyed to prospective members.
- E. Enable the success of new clubs by helping sponsor clubs establish mentoring relationships with the new club officers and educating Guiding Lions on expectations of the new club.
- F. Train and involve Lions interested in new club chartering to expand the district's ability to charter new clubs.
- G. Ensure new club applications are complete, properly approved, and submitted efficiently.

Section 9: District Marketing Chairperson

Under the supervision of the district governor, the district marketing chairperson is responsible for marketing and communications efforts and directly supports the District Global Action Team. Their responsibilities include:

- A. Work with the district team to identify and support opportunities for marketing large- scale events, programs, and initiatives.
- B. Collaborate directly with the district Global Membership Coordinator to direct any membership leads that come through marketing channels to appropriate clubs.
- C. Support the district governor and district Global Action Team with marketing and publicity guidance.
- D. Encourage clubs within the district to apply for the Lions International Marketing Award.
- E. Support district funding opportunities.
- F. Manage district social media channels and websites, either directly or through an established district marketing committee.
- G. Maintain a full understanding of the Global Brand Guidelines.
 - a. Champion appropriate and consistent use of global brand assets in all district activities.
 - b. Support use of approved brand templates for story and publicity development.
- H. Encourage clubs to fill the role of the club marketing chairperson.
 - (a) Ensure consistent support for the club marketing chair, holding meetings, trainings, and providing marketing guidance and best practices.

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- (i) Promote the good works and newsworthy stories of LCI and LCIF to Lions and members of the media, through social media channels, and to external audiences.

*Section 10: LCIF District Coordinator

The LCIF district coordinator is nominated by the LCIF multiple district coordinator, in consultation with the district governor, and appointed by the LCIF chairperson, to serve for a three-year term. This position serves as an ambassador for Lions Clubs International Foundation and reports directly to LCIF multiple district coordinator while working closely with district leadership. Their responsibilities include:

- A. Ensure that their team of club coordinators implement LCIF fundraising strategies.
- B. Educate Lions about the importance and impact of LCIF locally, regionally, and around the world.
- C. Encourage Lions to support LCIF in all aspects of fundraising across the district.
- D. Be familiar with LCIF grant opportunities and educate Lions within the district on the various grants and projects supported by LCIF.

Section 11. LEO/ LEO-Lion Cabinet Liaison (Optional)

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).

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- 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 12: Region Chairperson(Optional)

The Region Chair, subject to the supervision and direction of the District Governor shall be the chief administrative officer in the Region Chair's region. The Region Chair's specific responsibilities shall be to:

- A. Further the purposes and objects of the Association resulting in membership growth in the region.
- B. Actively work towards the success of the current district plan and encourage club participation.
- C. Supervise the activities of the zone chairpersons in their region and such district committee chairperson as may be assigned by the district governor.
- D. Support club health by identifying club strengths and weaknesses and encouraging growth, leadership excellence and meaningful service.
 - (1) Be knowledgeable of tools available to support club health.
 - (2) Conduct meaningful and effective club visitations in coordination with the zone chairpersons as needed.
 - (3) Communicate with clubs regularly to ensure effective operation.
 - (4) Support new clubs.
 - (5) Utilize LCI Resources, Global Action Team Coordinators and LCIF Coordinators to support club health.
- E. Perform such duties and directives as may be required by the district officers or by the policy of the International Board of Directors.
- F. Become familiar with district operations and enhance leadership skills as needed for advancement.

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- (1) Learn the district structure and the importance of each position.
- (2) Assess personal leadership skills to encourage personal growth.

G. Perform such duties and other directives as may be required by the district officers or by the policy of the International Board of Directors.

*Section 13: Zone Chairperson

The Zone Chair, subject to the supervision and direction of the District Governor and/or Region Chair, shall be the Chief administrative officer in the Zone Chair's Zone. The Zone Chair's specific responsibilities shall be to:

- A. Further the Purposes of this association, resulting in membership growth in the zone.
- B. Actively work towards the success of the current district plan and encourage club participation.
- C. Serve as chairperson of the District Governor's Advisory Committee (Zone Meeting) in their zone and as such chairperson to call regular meetings of said committee.
- D. Support club health by identifying club strengths and weaknesses and encouraging growth, leadership excellence and meaningful service.
 - (1) Be knowledgeable of tools available to support club health.
 - (2) Visit each club in their zone once or more during their term of office, reporting their findings to the district governor and the region chairperson (if applicable) particularly with respect to weaknesses they may have discovered.
 - (3) Communicate with clubs regularly to ensure effective operation.
 - (4) Support new clubs.
 - (5) Utilize LCI Resources, Global Action Team and LCIF to support club health.
 - (6) Endeavor to have every club within their zone operating under a duly adopted club constitution and by-laws.
 - (7) Represent each club in their zone in any problems with district, multiple district or Lions clubs International.
- E. Become familiar with district operations and enhance leadership skills as needed for advancement.
 - (1) Learn the district structure and the importance of each position.
 - (2) Assess personal leadership skills to encourage personal growth.

DISTRICT 6-SE BY-LAWS

F. Perform such duties and other directives as may be required by the district officers or by the policy of the International Board of Directors

Section 14. District Governor's Cabinet

The District Governor's Cabinet shall:

- A. Assist the District Governor in the performance of the District Governors' duties and in the formulation of administrative plans and policies affecting the welfare of Lionism within the 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 15. Sergeant-At-Arms

The Sergeant-At-Arms shall maintain order and decorum at the respective conventions and meetings and perform such duties as are incident to the Sergeant-At-Arms office under Robert's Rules of Order, Newly Revised.

ARTICLE IV DISTRICT COMMITTEES

Section 1: District Governor's Advisory Committee

In each zone, the zone chairperson and the presidents, first vice 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; a second meeting in the month of November; a third meeting in the month of February or March; and a fourth meeting approximately thirty days prior to the multiple district convention. The club service chairpersons, club marketing chairpersons, and club membership chairpersons should attend when

DISTRICT 6-SE BY-LAWS

information is shared that relate to their position. It shall assist the zone chairpersons in an advisory capacity, procure recommendations affecting the welfare of Lionism and the clubs in the zone, and relay the same through the zone chairperson to the district governor and their cabinet.

Section 2: District Global Action Team

Chaired by the district governor and includes the district global membership coordinator, district global service coordinator, district global leadership coordinator and district global extension coordinator and is supported by the district marketing chairperson. Develops and initiates a coordinated plan to help clubs expand humanitarian service, achieve membership growth, and develop future leaders. Meets regularly to discuss the progress of the plan and initiatives that may support the plan. Collaborates with members of the multiple district's Global Action Team to learn about initiatives and best practices. Shares activities, achievements and challenges with members of the multiple district Global Action Team. Attends the District Governor Advisory Committee meeting and other zone, region, district or multiple district meetings that feature service, membership or leadership initiatives to share ideas and gain knowledge that may be applied to club practices.

Section 3: 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 members of the honorary committee shall attend all meetings of the cabinet when requested by the District Governor.

Section 4: District Cabinet Committees

The district governor may establish and appoint such other committees and/or chairpersons as they deem necessary and appropriate for the efficient operations of the district. Such committee chairpersons shall be deemed non-voting members of the district cabinet.

DISTRICT 6-SE BY-LAWS

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 to be held within thirty (30) days after the adjournment of the preceding International Convention. Ten (10) days written notice of meeting setting forth a date, time and place determined by the District Governor shall be given each member by the Cabinet Secretary and/or Treasurer, and each cabinet member shall attend the meeting.

B. Special: Special meeting of the Cabinet may be called by the District Governor at the Governors discretion, or shall be called upon written request made to the District Governor or the Cabinet Secretary and/or Treasurer by a majority of the members of the Cabinet. Not fewer than five (5) nor more than ten (10) days written or electronic notice of special meeting, setting forth the purpose thereof and a date, time and place determined by the District Governor, shall be given to each member by the Cabinet Secretary and/or Treasurer.

C. Quorum and Vote: The attendance of a majority of the members of the Cabinet shall constitute a quorum for any meeting thereof. In all such meetings, the voting privilege shall extend to the District Cabinet as defined in Article VI, Section I.B, 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: Regions and Zones

A. The District Governor shall have the option to divide the District into Regions, of two or more zones (if regions are utilized during the district governor's

DISTRICT 6-SE BY-LAWS

term). Each zone should consist of four (4) to eight (8) clubs and may be expanded giving due regard to the geographical locations of the clubs and any newly chartered clubs. All such Regions and Zones shall be subject to change by the District Governor when, at the District Governors' sole discretion, the District Governor shall deem the same necessary to the best interest of Lions Clubs International.

- B. Region Meetings: (Optional) Meetings of the representatives of all clubs in a Region, with the Region Chairperson presiding (if the position is utilized during the District Governors team) or other district cabinet member as may be assigned by the district governor presiding, should be held during the fiscal year at times and places fixed by the Region Chairperson of the respective Region.
- C. Zone Meetings: Meetings of representatives of all 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 of the respective Zone.

ARTICLE VI DISTRICT CONVENTION

Section 1: Convention Site Selection

The District Governor shall receive invitations in writing from places desiring to entertain the annual convention. All invitations shall set forth such information as the District Governor shall from time to time require and shall be delivered to the District Governor no later than thirty (30) days prior to the convening date of the convention at which they are to be voted upon. Procedure to be followed in investigation of bids and in presentation of the same to conventions, as well as action to be taken by a convention in the event no bids are acceptable to, or 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: Convention Site Change

The District Cabinet shall retain and have power to change at any time, for good reason, the convention site chosen and neither the District Governor 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

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each club in the district no less than thirty (30) days prior to the convening date of the annual convention.

***Section 4: Officers of the Convention**

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: District Convention Proceedings Report**

Within fifteen (15) days after the close of the District Convention, the Cabinet Secretary shall transmit one copy of the complete proceedings thereof 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 and/or Treasurer, and two other members 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 within the District. The non-officers shall not, through the duration of the appointment, hold any district or international office either by election or appointment. The Credential 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.

Section 9: Convention Committees

The District Governor shall appoint, designate the Chairperson of, and fill any vacancies occurring in, the following District Convention Committees: Resolutions, Elections, Constitution and By-Laws, Rules, International Convention, and Sergeant-At-Arms, as well as any other committee the District Governor deems important to efficiently conduct the Convention (for Example,

DISTRICT 6-SE BY-LAWS

Merchandise Sales, Fines, Etc.) These committees shall perform such duties as the District Governor shall designate.

ARTICLE VII CONVENTION FUND

Section 1: Convention Fund Tax

In lieu of or in addition to a district convention registration fee, an annual district convention fund tax of (insert value in national currency \$0) may be levied 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 two (2) semiannual payments as follows: (insert value in national currency \$0) per club member on September tenth of each year to cover the semi-annual period July 1 to December 31; and (insert value in national currency \$0) per club member on March tenth of each year to cover the semi-annual period January 1 to June 30, with billings of said tax to be based upon the roster of each club as of the first days of September and March, respectively. Any club which is chartered or reorganized in a current fiscal year shall collect and pay said convention 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

DISTRICT 6-SE BY-LAWS

the district convention to defray the actual cost of convention meals and entertainment.

Section 4: District Convention Financial Statement

The District Convention Chairperson and/or host club shall forward to the District Governor, within Forty-five (30) days, a complete financial statement along with any moneys, after expenses, realized from the District Convention.

ARTICLE VIII DISTRICT ADMINISTRATION FUND

Section 1: Revenue

To provide revenue for approved District projects and to defray administrative expenses of the District, an annual District Administration Fee of \$10.00 is hereby levied upon each member of each club in the District with the exception of members who are undergraduate students, either FTE or PTE, of a college or university, and are otherwise members in good standing of a Campus (collegiate) Lions Club affiliated with said college or university. Members in this category shall not be required to pay annual District Administrative Fee of \$10.00 for the duration of their undergraduate status, or 4 years, which-ever comes first. The District Administration Fee shall be collected and paid in advance by each club in two (2) semi-annual payments as follows: \$5.00 per club member on August 1 of each year to cover the semiannual period July 1 to December 31: and \$5.00 per club member on February 1 of each year, to cover the semi-annual period January 1 to June 30, with billings of the same to be based upon the roster of each club as of the first day of July and January, respectively. Said fee shall be so paid to the Cabinet Secretary and/or Treasurer by each club, except newly chartered and reorganized clubs, which shall collect and pay said fee on a prorate basis from the first day of the next month following the date of their organization or reorganization, as the case may be. Said fee shall be disbursed only for non-convention administrative expenses for the District and only upon approval of the District Governor. Disbursements therefore shall be by checks drawn and signed at least two (2) signatories including the Cabinet Secretary and/or Treasurer, and/or the District Governor based on the budget as approved by the District Cabinet.

*Section 2: Allowable Expenses

*No Lion may make expense claims for conducting district business unless prior approval has been granted by the District Governor. Expense claims from any Lion who is not an "employee" of the District shall be limited to those allowed by

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Rules of Audit of Lions Clubs International. This provision specifically does not apply to employees of Lions who happen to also be Lions.

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: District Governor Expenses – International Convention

Expenses of the District Governor in connection with the attending the international convention, duties, and obligations of the District Governors' not covered by LCI shall be considered a district administrative expense. Reimbursement for such expenses shall be made on the same basis as outlined in the General Reimbursement Policy of Lions Clubs International.

Section 2: Financial Obligations

The District Governor and the District Governors Cabinet shall not incur obligations in any fiscal year which will affect an unbalanced budget or deficit in said fiscal year.

****Section 3. Bonding**

The Cabinet Secretary and/or Treasurer shall be bonded in such amount and with such surety company as shall be approved by the District Governor and the cost of same shall be an administrative expense.

****Section 4: Audits**

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).

Section 5: Compensation

No officer shall receive any compensation for any service rendered to this district in their official capacity with the exception of the cabinet secretary cabinet

DISTRICT 6-SE BY-LAWS

treasurer (or secretary treasurer) whose compensation, if any, shall be fixed by the district cabinet.

Section 6: Fiscal Year

The fiscal year of this District shall be from July 1st to June 30th.

Section 7: 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 AMENDMENTS

Section 1. Amendment Procedure

These By-Laws may be amended only at a District Convention, by resolution reported by the Convention Constitution and By-Laws Committee and adopted by a majority of the votes cast by club delegates.

***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: Notification

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 the said Convention. No amendments may be made from the floor.

Section 4. Effective Date

Each amendment receiving an affirmative vote shall take effect at the close of the Convention at which adopted unless otherwise specific in the amendment.

DISTRICT 6-SE BY-LAWS

Adopted: April 3, 2004

Amended: March 31, 2007

Amended: March 21, 2009

Amended: March 31, 2012

To Be Voted (Amended: April 13, 2023)

* These are required sections taken directly from the LCI District Standard Constitution & Bylaws.

** These are required sections per the LCI District Standard Constitution & Bylaws with modifications not affecting overall meaning or intent.

DISTRICT 6-SE CONSTITUTION AND BY-LAWS EXHIBITS

EXHIBIT A SAMPLE RULES OF PROCEDURE

These Sample Rules of Procedure are guidelines and may be amended by the district cabinet and adopted by the delegates of the convention.

DISTRICT __6SE__ 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 6SE 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 day(s) of _____ between the hours of _____ and _____.
- (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 not less than three (3) and no more than five (5) 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.

DISTRICT 6-SE CONSTITUTION AND BY-LAWS EXHIBITS

- (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 their copy of their 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 _____ 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 their 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 their credential certificate to voting personnel for verification. Once verified, the delegate shall be issued a ballot.
- (c) The voter shall indicate their vote by placing a mark in the appropriate location by the name of the candidate of their 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.

DISTRICT 6-SE CONSTITUTION AND BY-LAWS EXHIBITS

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 club endorsed Lion for appointment by the International Board of Directors.

****Rule 2.** Written or electronic 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, they shall use their best efforts to select a centrally located meeting venue or set an electronic meeting site.

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

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

***Rule 5.** Each such nominee shall be entitled to one seconding speech, only, in their 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 their 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 or electronic means.
- (c) The member shall indicate their vote by identifying the name of their 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.

DISTRICT 6-SE CONSTITUTION AND BY-LAWS EXHIBITS

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 as defined in Article II, Section 6 of these By-laws 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 endorsed 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 or electronic invitations no less than fifteen (15) days in advance of the meeting, to attend said meeting and it shall also be their 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, they shall use their best efforts to select a centrally located meeting venue and schedule the meeting at a convenient date and time. This meeting may also be held electronically.

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

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

***Rule 5.** Each such nominee shall be entitled to one seconding speech, only, in their 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 their 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 or electronic ballot.
- (c) The member shall indicate their vote by indicating the name of their 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 first or second vice 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.

DISTRICT 6-SE CONSTITUTION AND BY-LAWS EXHIBITS

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 they have met the following Requirements:

- Y Candidate is an active member in good standing of a chartered Lions Club in Good Standing1 in their single or sub-district.
Y Candidate endorsed by their Lions Club or a majority of the Lions Clubs in the District.
Y 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:

- Y Club President: Year Served _____
Y Club Board of Directors Two (2) Years Served _____
Y District Cabinet (check one)
Y Zone or Region Chairperson Year Served _____
Y Cabinet Secretary and/or Treasurer Year Served _____
Y One (1) additional year as a member of district cabinet
Position held: _____ Year Served _____

1Please note that if the club has any outstanding dues, the candidate should be notified and provided up until fifteen (15) days prior to the close of credential certification to ensure that their 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: _____

DISTRICT 6-SE CONSTITUTION AND BY-LAWS EXHIBITS

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 they have met the following Requirements:

- Y Candidate is an Active Member in good standing of a chartered Lions Club in Good Standing^2 in their single or sub-district.
Y Candidate endorsed by their Lions Club or a majority of the Lions Clubs in the District.
Y Candidate is currently serving as the second vice district governor within this district,
Y Has not completed a full term, or majority portion thereof, as district governor
*This amendment shall take effect on July 1, 2022

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:

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

^2Please note that if the club has any outstanding dues, the candidate should be notified and provided up until fifteen (15) days prior to the close of credential certification to ensure that their 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 _____

DISTRICT 6-SE CONSTITUTION AND BY-LAWS EXHIBITS

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 they have met the following Requirements:**

- Candidate is an Active Member in good standing of a chartered Lions Club in Good Standing³ in their single or sub-district.
 - Candidate endorsed by their 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.
 - Has not completed a full term, or majority portion thereof, as district governor
- *This amendment shall take effect on July 1, 2022

³Please note that if the club has any outstanding dues, the candidate should be notified and provided up until fifteen (15) days prior to the close of credential certification to ensure that their 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 _____

DISTRICT 6-SE CONSTITUTION AND BY-LAWS EXHIBITS

**EXHIBIT G
STANDARD BALLOT DISTRICT GOVERNOR, FIRST VICE DISTRICT GOVERNOR &
SECOND VICE DISTRICT GOVERNOR ELECTIONS**

Sample 1: Ballot where there are two candidates.

Instructions: Clearly indicate your vote by placing a check or X in the box next to the name of the candidate you are casting your vote for.

Position	Name	Vote
First Vice District Governor		
	Candidate A	
	Candidate B	

Sample 2: Ballot where there is only one candidates.

Instructions: Clearly indicate your vote by placing a check or X in the box next to the name of the candidate you are casting your vote for.

Position	Name	Yes	No
District Governor			
	Candidate A		

See the LCI Constitution and By-Laws Standard District document for procedures for samples of ballot when there are three or more candidates.

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.*