

Report Constitution and ByLaws – September 17, 2017

This year brings changes to all Constitution and By-Law documents. Each Club should review the Standard Club Constitution and By-Law to determine that their Club Constitution and By-Law documents are aligned with LCI as the supreme document. Following are the changes to the District Constitution and By-Law documents under our automatic update policy. This document will be included with the minutes that gives the changes – articles and page numbers.

If any Lion or Club has an item or article that they wish me to look at, please let me know.

Respectfully submitted

PCC Susan Sangster

Constitutional Updates from LA4 – Standard District constitution and By-Laws

Under Article IX, Section 2 Automatic Updates, the following updates are necessary

ARTICLE VI Officers and District Cabinet Section 2 LA 4 – Page 10 D N-1 – Page 7

Add, as members of Cabinet, Global Membership Team district coordinator, Global Leadership Team district coordinator, Global Service Team district coordinator, LCIF district coordinator

ByLaws Updates from LA4 – Standard District constitution and By-Laws

Article II DISTRICT N-1 CONSTITUTION AND BY LAWS District Nominations, Elections and Appointments Section 3 LA 4 – Page 16 D N-1 – Page 14

Insert after “in writing with the Nominating Committee” at least thirty (30) days prior to the election and remove prior to the day of its report to the convention,

ARTICLE III Duties of District Officers/Cabinet Section 1 LA 4 – Page 19 D N-1 – Page 16

Add the additional job description for District Governor.....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.

Ensure the selection of a qualified Lion leader for the positions of GST district coordinator, GMT district coordinator and GLT district coordinator.

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

ARTICLE III Duties of District Officers/Cabinet Section 3 LA 4 – Page 20 D N-1 – Page 18

Add the additional job description for First Vice District Governor..... His/her specific responsibilities shall be, but not limited to:

(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.

ARTICLE III Duties of District Officers/Cabinet Section 4 LA 4 – Page 20 D N-1 – Page 18

Add the additional job description for Second Vice District Governor.... His/her specific responsibilities shall be, but not limited to:

(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.

The following 4 Sections add the language to identify the purpose, structure and duties of the Global Action Team and the LCIF Coordinator

ARTICLE III Duties of District Officers/Cabinet Section 5 LA 4 – Page 22 D N-1 – Page 20

Section 5. **GLOBAL SERVICE TEAM (GST) DISTRICT COORDINATOR.** The GST district coordinator is a member of the District Global Action Team. His/her responsibilities include:

Encourage clubs to implement service projects that are aligned with global LCI initiatives, including the LCI Service Framework.

Work with clubs to raise the visibility of Lions service impact in local communities.

Collaborate with GMT and GLT district coordinators and the Global Action Team district chairperson (district governor) to further initiatives focused on leadership development, membership retention and growth, and expanding humanitarian service.

Work with region, zone, and club service chairpersons to help clubs reach their service goals, ensure regular reporting in MyLCI, and encourage utilization of LCI tools (such as the App) to increase engagement in service projects.

Support local community service projects that create a sense of belonging and pride to the Lions and Leos in the district.

Promote service projects that attract multi-generational participants, including the integration and leadership development of Leos.

In collaboration with the LCIF district coordinator, maximize LCIF resource utilization and fundraising and monitor LCIF grants given to the district.

Gather club and district feedback related to service challenges, opportunities, and successes and share information gathered with multiple district coordinator to troubleshoot/remove barriers impeding the successful implementation of service programs.

ARTICLE III Duties of District Officers/Cabinet Section 6 LA 4 – Page 22 D N-1 – Page 21

Section 6. **GLOBAL MEMBERSHIP TEAM (GMT) DISTRICT COORDINATOR.** The GMT district coordinator is a member of the District Global Action Team. His/her responsibilities include:

Collaborate with the GLT and GST district coordinators and the Global Action Team district chairperson (district governor) to further initiatives focused on leadership development, membership growth and expanding humanitarian service.

Develop and execute an annual district membership development plan.

Collaborate with region, zone, and club membership chairpersons to identify communities without a club or where additional clubs can be chartered.

Motivate clubs to invite new members, inspire positive club membership experiences, and ensure clubs are aware of available membership programs and resources.

Monitor club membership reports. Recognize clubs that are increasing membership and support clubs that are losing members.

Work with clubs in danger of cancellation by ensuring payments are submitted on time.

Include diverse populations to participate in Global Action Team Initiatives.

Respond promptly to prospective member leads provided by the GMT multiple district coordinator or LCI, track recruitment and provide status report of the lead.

Complete requirements and submit applications to receive district funding from LCI for membership development activities.

Confirm new members are provided an effective member orientation at the club level, in collaboration with the GLT district coordinator and the club officers.

Provide retention strategies to clubs in collaboration with GLT and GST district coordinators.

ARTICLE III Duties of District Officers/Cabinet Section 7 LA 4 – Page 23 D N-1 – Page 22

Section 7. **GLOBAL LEADERSHIP TEAM (GLT) DISTRICT COORDINATOR.** The GLT district coordinator is a member of the District Global Action Team. His/her responsibilities include:

Collaborate with your GMT and GST district coordinators and Global Action Team district chairperson (district governor) to further initiatives focused on leadership development, membership growth and expanding humanitarian service.

Develop and execute an annual district leadership development plan.

Communicate regularly with region/zone chairpersons and club vice presidents to ensure they are aware of leadership development programs and resources available.

Provide ongoing motivation to region/zone chairpersons and club vice presidents to achieve leadership development goals.

Promote leadership development opportunities that encourages participation all levels of the association.

Collaborate with GMT and GST district coordinators to provide retention strategies to clubs.

Include diverse populations to participate in Global Action Team initiatives.

Identify potential and new leaders to participate in service, membership and leadership development opportunities.

Organize and facilitate instructor-led and web-based training in coordination with LCI.

Confirm new members are provided an effective member orientation at the club level, in collaboration with the GMT district coordinator and club officers.

Complete requirements and submit applications to receive district funding from LCI for leadership development activities.

ARTICLE III Duties of District Officers/Cabinet Section 2 LA 4 – Page 23 D N-1 – Page 22

Section 8. **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. His/her responsibilities include:

Be familiar with LCIF initiatives and educate Lions within the district on the various grants and projects supported by LCIF. Assist district governors with grant applications to LCIF, as needed.

Promote foundation initiatives in district publications, during district events and to the public at large.

Ensure that local LCIF-funded projects receive proper promotion and follow grant-criteria guidelines.

Encourage all Lions to contribute to LCIF and promote individual and club recognition programs as incentives to donate to LCIF.

Identify potential major gift donors, local foundations, corporations, and businesses with the potential to support LCIF and, and when appropriate, be involved in the gift-request process.

Assist with the submission of LCIF funds, MJF applications, and other donation information when necessary.

Encourage clubs to select a Lion to serve as the club LCIF coordinator (which may be the immediate past club president). Host an annual training for club LCIF coordinators. Communicate with each LCIF club coordinator quarterly.

In collaboration with the district governor and the LCIF multiple district coordinator, develop and execute a plan with agreed upon goals. Communicate monthly with the LCIF multiple district coordinator to discuss progress and challenges.

ARTICLE III Duties of District Officers/Cabinet Section 5 renumbered to 9 LA 4 – Page 25 D N-1 – Page 23

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. 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.

Promote the Club Quality Initiative to the clubs within the zone.

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.

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.

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.

Article IV District Committees **Section 1** LA 4 – Page 26 D N-1 – Page 25

Added First Vice Presidents to the District Governors Advisory Committee. Added references to Club services, marketing and communications committees The club service chairpersons, club marketing and communications chairpersons, and club membership chairpersons should attend when information is shared that relate to their position.

Article IV District Committees **Section 2 renumbered to 3** LA 4 – Page 26 D N-1 – Page 25

New Section 2 defines District Global Action team **Section 2. DISTRICT GLOBAL ACTION TEAM**. Chaired by the district governor and includes the GMT district coordinator, GST district coordinator and GLT district coordinator. 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.

District Committees **Section 3 renumbered to 4** LA 4 – Page 27 D N-1 – Page 25

District Committees **Section 4 renumbered to 5** LA 4 – Page 27 D N-1 – Page 25

ARTICLE VI District Convention Section 7 clarified the Cabinet Secretary or Cabinet Secretary Treasurer as member and only the non-officer could not hold another office. LA 4 – Page 29 D N-1 – Page 28

ARTICLE VI District Convention Section 9: DISTRICT CONVENTION COMMITTEES Added, Rules of Procedure and International Conve LA 4 – Page 29 D N-1 – Page 28

Exhibit C Rule 2Chairperson most recently serving past district governor who is available LA 4 – Page 38 D N-1 – Page 39

Exhibit D NoteElection close of credential certification LA 4 – Page 40 D N-1 – Page 40

Exhibit E NoteElection close of credential certification LA 4 – Page 41 D N-1 – Page 41

Exhibit F NoteElection close of credential certification LA 4 – Page 42 D N-1 – Page 42