

Constitution & By Laws – 2016-2017

Summary of recommended actions

Constitution

Housekeeping items

1. Article II – Name change from Objects to Purposes (Consistent with LCI LA4)
2. Renumber (old) Article IV – District Organization to (new) Article VI Officers and District Cabinet (Consistent with LCI LA4)
3. Renumber (Old) Article V – District convention to (new) VII (Consistent with LCI LA4)
4. Article V (new) – Supremacy Re-number Article VIII to Article V Supremacy (Consistent with LCI LA4)
5. Article VIII renamed to District Dispute Resolution Procedure – added (mandatory)
6. Article VII (old) renumbered to Article IX (new) Amendments

Additions (Mandatory Articles where our documents are silent)

1. Article II – added mandatory descriptions of purpose
2. Article IV - Emblem, Colors, Slogan and Motto added (Mandatory) titles and sections
3. Article VI , Section 4 – Removal added (Consistent with LCI LA4) (Mandatory)
4. Minimum requirements and footnotes added consistent with LCI
5. Article VIII - District Dispute Resolution Procedure added (Consistent with LCI LA4) (Mandatory)

Substantive Change in content

1. Article VI Proposed change - Cabinet Secretary-Treasurer becomes 2 position Cabinet Secretary and Cabinet Treasurer, none of whom shall be from the same household or from the same club as the DG or each other, each with their separate duties
2. Article VI-Section 3 – Cabinet Secretary to be appointed by District Governor by the time they take office
3. Article VI-Section 3 – Cabinet Treasurer to be elected for a 3 year term , subject to annual review , from a pool of qualified candidates.
4. Article VI-Section 3 – Zone Chairs elected in the Zone at least 5 days prior to the District Annual Meeting or appointed by District Governor by the time they take office
5. Article VII –Section 1 -Selection of Convention location – from incoming DG to the preceding Convention delegate (mandatory)
6. Article VII –Section 2 Changed to be consistent with Standard District C&BL LA4 mandatory
7. Delinquent dues must be paid at least 15 days prior to the Certification of delegates date of each Convention, per Lions International By-Laws Article IX,.
8. Article VII, Special Convention

BY-LAWS

Housekeeping items

1. Article 1 District Nominations renumbered to Article II District Nominations (See new Article I under additions)
2. Article II Duties renumbered to III – title Duties to Duties of District Officers /Cabinet
3. Article III, Section 2.1 renumbered to Article III, Section 3– Second Vice District Governor
4. Article III, Section 3 renumbered to Article III, Section 4– Cabinet Secretary
5. Article III, Section 4 renumbered to Article III, Section 5– Region Chair
6. Article III, Section 5 renumbered to Article III, Section 6– Zone Chair
7. Article III, Section 6 renumbered to Article III, Section 7– District Cabinet
8. Article III, Section 8 renumbered to Article VI, Section 1– District governor’s advisory Committee
9. Article III, Section 9 renumbered to Article VI, Section 2– District governor’s Honorary Committee
10. Article III, Section 1 renumbered to Article V, - District Meetings
11. Article IV – renamed to District committees
12. Article IV- District Administration renumbered to Article VIII

13. Article V- District Convention renumbered to Article VI
14. Article V – District Convention, Section 2 renumbered to Article VI – District Convention Section 4
15. Article V – District Convention, Section 3 renumbered to Article VI – District Convention Section 5
16. Article V – District Convention, Section 4 renumbered to Article VI – District Convention Section 7
17. Article V – District Convention, Section 5 renumbered to Article VI – District Convention Section 9
18. Article V – District Convention, Section 6 renumbered to Article VI – District Convention Section 2
19. Article V – District Convention, Section 7 renumbered to Article VI – District Convention Section 6
20. Article VI – RulesDistrict Convention, Section 1 renamed and renumbered to Article VI – District Convention Section 8
21. Article VI – RulesDistrict Convention, Section 2 renamed and renumbered to Article V- Meetings, Section 5
22. References to Rules of Audit updated to current language District Governor’s Reimbursement Policy
23. Article IV Administration Fund renamed and renumbered to Article VIII District Administrative Funds
24. Article IV Administration Fund Sec 8 Balanced Budget renamed and renumbered to Article IX Misc. Financial Obligations Sec 1
25. Article IV Administration Fund Sec 13 CST Bonding renumbered to Article IX Misc. Sec 2
26. Article IV Administration Fund Sec 6 Finance Committee renumbered to Article IX Misc. Sec 3
27. Article IV Administration Fund Sec 7 District Budget renumbered to Article IX Misc. Sec 4
28. Article IV Administration Fund Sec 9 Financial Statements renumbered to Article IX Misc. Sec 5
29. Article IV Administration Fund Sec 14 Signing Authority renumbered to Article IX Misc. Sec 6
30. Article IV Administration Fund Sec 15 Financial Statements to Lions Clubs renumbered to Article IX Misc. Sec 7
31. Article IV Administration Fund Sec 16 Auditor’s Report renamed and renumbered to Article IX Audit or Review of Books Misc. Sec 8

Additions

1. New Article I - Nominations and Endorsement Second Vice President and International Director Nominees including the mandatory sections
2. Article III Section 8 Sergeant-at-Arms added
3. Article V Section 1 item (d) Vote added
4. Article V Meetings, Section 2 renumbered to Section 4.
5. Article V Meetings - New Section 2 **ALTERNATIVE MEETING FORMATS**. added
6. Article V Section 3 **BUSINESS TRANSACTED BY MAIL** added
7. Article VI – District Convention, Section 9 Order of Convention Business added

Substantive Change in content

1. Article II Section 8 - Added the clause to allow a Zone to elect their own representative. Each Zone may elect a Lion to represent them as Zone Chair
2. Renumber Article III, Section 4 Cabinet Secretary – Treasurer to Article III, Section 4.1 Cabinet Secretary and Article III, Section 4.2 Cabinet Treasurer using mandatory description of both positions
3. Additional definitions to the Duties of the District Cabinet consistent with current practice and as recommended from LA 4 Article III, Section 7 (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.
4. Additional definitions to the Duties of the District Cabinet consistent with current practice and as recommended from LA 4 Article III, Section 7 (d) Secure, set the amount of and approve the surety company issuing, the surety bond for the Cabinet Treasurer
5. All Articles designating Cabinet Secretary Treasurer changed to the applicable position either Cabinet Secretary and/or Cabinet Treasurer
6. Article VI – District Convention – Section 1 changed time period to allow for Notice to Delegates (from 1 year prior to convention to 60 days prior to vote) Note retained language ...to District Governor Elect....
7. Article VI – District Convention, added mandatory content and footnotes
8. Article VI – District Convention, Section 6 (renumbered from Article V, section 7) number of days changed from 60 to 15 the mandatory section from LA 4
9. Article VII – Convention fund – added per member language for Convention fund fee
10. Article IX, Section 5- Financial Statements defined distribution stream – added for clarification - and distributed to current and immediate past officers
11. Article IX, Section 6- changed language permissions and rules for signing officers

Convention fee fund – In 2012 a motion was passed that a fund raising component be added to the District function that and subsequent years to help defray the administrative costs of a Convention. That year 2012-13 - \$2091 was raised and posted to General Revenue. There was \$1007 recorded as used Convention 2013 – none Convention 2014 – and \$1000 in 2015. The monies raised are now expended.

The subsequent District conventions continue to accrue costs for convention administration and this has become an budgeted expenditure. Considering membership, obligation of all clubs to contribute to District administration, mandate of Lions Clubs International and the laws of Canada to hold an Annual Meeting of Members, it is reasonable to ask all members to share in the costs. The fact we have no current annual financial figures from September 2015 to February 2017 gives us no opportunity to make a recommendation based on fact and to make learned decisions. As long as it was revenue neutral – donations matched expenditures no language other than the permission to fund-raise was required. However with the monies expended in 2014-15 there is nothing in our legal documents to permit the contribution of funds to Convention administration. There needs to be and it is incumbent on all Lions to contribute – it is the Lions choice to attend but the district is mandated to provide.

Article VII – Convention fund – added per member language for Convention fund fee

ARTICLE VII Convention Fund

Section 1. **CONVENTION FUND FEE.** In addition to a district convention registration fee, an annual district convention fund fee of as established from time to time 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) semi-annual payments as follows: 50% of established fee per club member on July 1st of each year to cover the semi-annual period July 1 to December 31, payable on September 10th of each year; and 50% of established fee per club member on January 1st of each year to cover the semi-annual period January 1 to June 30, payable on January 10th with billings of said fee to be based upon the roster of each club as of the first days of July and January, respectively. Any club which is chartered or reorganized in a current fiscal year shall collect and pay said convention fee beginning next fiscal year as above

This fee shall be collected from the clubs by, and be remitted to, the cabinet treasurer, who shall record the monies so collected in a special account that forms part of the district financial records. 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 or other authorized signatory.

1. Article IX, Section 6- changed language permissions and rules for signing officers
2. Section 6: **Signing Authority.** All disbursements from the District Administration Fund shall be by cheque drawn and signed by any two of three Cabinet approved signing officers. A Bank Resolution, duly motioned and approved at the Annual Meeting will establish authorized signatories, Electronic access and effective term of authority. No two signing officers shall reside in the same household nor be from the same club. The signing officers shall include the District Governor, Cabinet Treasurer and a third Lion recommended by the Executive.

Sample Resolution

A Bank Resolution, duly motioned and approved at the Lions District N-1 Annual Meeting has determined it to be in the best interest of the **Lions District N-1** to establish a banking account with _____ . (Canadian Bank)NOW, THEREFORE, BE IT:
RESOLVED: That the **Lions District N-1** execute and deliver to said bank a duly signed original of the completed banking resolution as is hereto attached, and the authority to transact business, including but not limited to the maintenance of savings, checking and other accounts, shall be a contained in said resolution with the named officers therein authorized to so act on behalf of **Lions District N-1** as specified hereto. Electronic access to said accounts is limited to Deposit Only or View or Limited Access Only. FURTHER RESOLVED: That the following officers shall be signatories to said accounts: Name of Officer(s)/Office(s). THE UNDERSIGNED hereby certifies that he/she is the duly elected, qualified and acting Cabinet Secretary of Lions District N-1 and that the foregoing resolution was submitted to and approved and adopted by the **Lions District N-1 Annual Meeting** held on _____, and that said resolution is in full force and effect On July 1, _____ as permitted under the bylaws of **Lions District N-1** and. IN WITNESS WHEREOF, the undersigned has hereunto set his hand effective this _____ day of _____, 20_____.

Lions District N-1 Cabinet Secretary

Office(s)/ Name of Officer(s)/ Date of Birth / Address of Officer/ Telephone of Officer/ Email of Officer/ Occupation of Officer.

1. All references to "Rules of Audit" change to be consistent with LCI terminology – "Reimbursement Policy"
2. Item 2 – Expense Claim form. Added to forming part of item # 3 Page 6
Claims must be submitted monthly, by the 20th of the following month (i.e. July claims re due by August 20th). If claims are received more than 60 days or later after the deadline, they will not be considered or allowed
3. Permissible expenses for Cabinet Secretary-Treasurer – item 2 Page 6
As there is little or no official function for the CST or the Cabinet Secretary or Cabinet Treasurer requiring attendance at the Multiple District Convention, the coverage for this item is removed.
4. The permissible expenses for Cabinet Secretary-Treasurer as shown in item 2 of the Policy Manual and item 3 will be covered expense for the Cabinet Secretary and Cabinet Treasurer Page 6
5. Hotels will be reimbursed only up to the lowest approved Convention rates. Page 7

6. Other Awards | Current wording

These awards may be presented at the discretion of the District Governor, provided that the total cost of all awards doesn't exceed the \$2,000 limit provided for in the N-1 By-Laws under Article VIII, Section 4.;

- District Governor's Appreciation award. By-Laws Page 26
- Plaques or recognition to Lions Clubs hosting Cabinet meetings.
- Lecturers at Officers School.
- Other awards or recognitions, as judged appropriate by the District Governor.

These other awards and recognitions, if given may be presented when the DG chooses to do so. New Policy states: will be presented at an Awards Banquet chaired by the IPDG held the Saturday evening immediately preceding the Fall Cabinet Meeting.

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New wording to set up procedure – (1) The balance remaining in the Awards account (Budgeted amount less current year expenditure) at June 30 moves to a new Account line – Immediate Past District Governor Awards to be expended in the following year by the IPDG. Example following:

Account	Current Year	Budget	Expenditures	Balance at end of year
Awards	\$2000	\$2000	\$250	\$2000
IPDG Awards	-\$1750	\$0000	\$000	-\$1750

(2) All invoices for Awards will be paid by the sitting Cabinet Treasurer once authorized by Immediate Past District governor and the sitting District Governor, providing the total does not exceed the IPDG Awards as shown in the Financial Statements.

7. Environment Photo Contest

At the present time we have no criteria in our policy manual to cover these contests – rules are by LCI. This program is ending with the close of the International Convention in Chicago so no further action is required at this time.

The contest is open to students who are considered **visually impaired** according to their national guidelines and will be 11, 12 or 13 years of age on November 15, of the contest year.

- Only a Lions club can sponsor the contest. The contest may be sponsored in a local school(s) or organized, sponsored youth group(s), or individuals may be sponsored as well. A Lioness club can sponsor the contest through its sponsoring Lions club.
- Essays must be no longer than 500 words in length, submitted in English, type-written in black ink and double-spaced.
- Each essay must be submitted with a completed entry form. Essays submitted without completed entry forms will be automatically disqualified.
- Only one entry per student per year, and each entry must be the work of only one student.
- Essay entries cannot have already been published.
- Any essays found to be plagiarized will be automatically disqualified and the student will be prohibited from entering any future Lions competitions.

Eligible birthdates, Annual Theme, Rules and Essay entry form is published annually at

<http://members.lionsclubs.org/EN/serve/contests/essay-contest.php>.

The Essay Contest awards structure shall be as follows:

- 1st Prize \$100.00 plus certificate
- 2nd Prize \$ 50.00 plus certificate
- 3rd Prize \$ 25.00 plus certificate

All Essay submissions must be received by the District Governor no later than the date of the November Cabinet Meeting of each contest year.