

# Lions Clubs International



## District N-1

### Constitution and By-Laws

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#### YELLOW SHADED AREA

Mandatory provisions revised be compliant pursuant to the International Constitution And By-Laws and board policy

#### GREY SHADED AREA

Revised provisions & annotations

#### NONE

Permissive provisions

# 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** *volunteers to serve their communities, meet humanitarian needs, encourage peace and promote international understanding through Lions clubs.*

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DISTRICT N-1 CONSTITUTION AND BY LAWS

ARTICLE I

NAME

The organization shall be known as District N-1 of Lions Clubs International (herein after referred to as District N-1).

ARTICLE II

Purposes

The purposes of this district shall be:

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

ARTICLE III

MEMBERSHIP

The members of this organization shall be all Lions Clubs in the District as chartered by Lions International from the Provinces of New Brunswick and Prince Edward Island, plus clubs from Fort Kent, Fort Fairfield and Calais in the State of Maine.

ARTICLE IV

Emblem, Colors, Slogan and Motto

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



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

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

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

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

## DISTRICT N-1 CONSTITUTION AND BY LAWS

### ARTICLE V SUPREMACY

The Standard Form District Constitution and By-Laws 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- CABINET & OFFICERS

**Section 1: a) Officers.** The District shall have a District Cabinet composed of the District Governor, the Immediate Past District Governor, the first Vice-District Governor, the second Vice-District Governor, the Region Chairs (if utilized by the District Governor), the Zone Chairs, the Cabinet Secretary, and the Cabinet Treasurer, who shall be the officers of the District.<sup>1</sup>

**Section 2. DISTRICT CABINET.** In addition, the Cabinet shall include, as members, the officers, Global Membership Team district coordinator, Global Leadership Team district coordinator, Global Service Team district coordinator, LCIF district coordinator, the District Committee Chairs, President and Secretary of each club, or a designated club member, to represent either the club President or the club Secretary at District Cabinet meetings. All Cabinet officers and members shall be in good standing in a Lions Club in the District.<sup>2</sup>

**Section 3. ELECTION/APPOINTMENT OF DISTRICT CABINET.** The District Governor shall be elected at the annual convention of the District. He/she shall appoint, by the time he/she takes office, the Cabinet and the District Cabinet Secretary, sergeant at arms, and the District Committee Chairs.

- b) Cabinet Treasurer, shall be elected for a 3 year term, subject to annual review, at the annual convention of the District from a pool of qualified candidates.
- c) Neither the District Governor or the Cabinet Secretary or the Cabinet Treasurer shall come from the same household or club.
- d) The first and second Vice District Governors shall be elected at the annual convention of the District.
- e) The Region Chairs (if utilized by the District Governor Elect) shall be elected at the annual convention of the District.
- f) The Zone Chairs shall be elected in the Zone, or appointed at the annual convention of the District or by the time the District Governor Elect takes office.

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

<sup>1</sup>The officers listed in this section are the minimum officers required for a district cabinet.

Should the district add additional officers, they may through amendment of this section.  
<sup>2</sup>The cabinet members listed in this section have the minimum cabinet members required as well as the district additional cabinet members, as amended through this section.

<sup>3</sup>The district governor may be removed by 2/3 vote of the entire International Board of Directors in accordance with Article V Section IX of the International Constitution.

<sup>4</sup>For cause may be any reason as determined by the district cabinet in accordance with ROBERT'S RULES OF ORDER NEWLY REVISED.

## DISTRICT N-1 CONSTITUTION AND BY LAWS

### ARTICLE VII DISTRICT CONVENTION

**Section 1: Time and Place.** An annual convention of the District shall be held each year, at a place selected by the delegates of a previous annual convention of the district and at a date and time fixed by the district governor. (a) to conclude no less than thirty (30) days, prior to the International Convention, and (b) and at least Thirty (30) days prior to the Multiple District Convention. A meeting of the registered delegates of the District in attendance at the annual convention of the Multiple District, of which this District shall be a part, may constitute the annual convention of the District.<sup>5</sup>

**Section 2. CLUB DELEGATE FORMULA.** Each chartered club in good standing in Lions Clubs International and its district shall be entitled in each annual convention of its district (single or sub- and multiple) to one (1) delegate and (1) alternate for each ten (10) members or major fraction thereof, who have been enrolled with Lions International for at least one (1) year and a day delegate and one (1) alternate for each ten (10) members, who have been enrolled for at least one year and a day in the club or major fraction thereof, of said club as shown by the records of the international office on the first day of the month last preceding that month during which the convention is held. The major fraction referred to in this section shall be five (5) or more members. Each certified delegate present in person shall be entitled to cast one (1) vote only for each office to be filled by, and one (1) vote only on each question submitted to, the respective convention<sup>6</sup>. Delinquent dues may be paid and good standing acquired at any time up to fifteen (15) days at any time prior to the close of credential certification as such closing time shall be established by the rules of the respective convention.

- b). In addition, all Past District Governors shall be entitled to be voting delegates, and these votes are additional to their Club's quota of votes. Each certified delegate present may cast one vote only on each issue to be voted on by the members of said convention<sup>7</sup>.
- (c). For the purposes of Article VII – District Convention, a voting delegate is defined as, and shall include, any Lion(s) selected by his / her Lions Club to attend the District Convention and vote on behalf of his / her Club as well as any Past District Governor. These Lions, so named herein, must be members of a Lions Club in Good Standing and must be registered for the District Convention as evidenced by the possession of a signed Delegate Card. "A club in good standing is one:
  - a) Which is not in "status quo or financial suspension";
  - b) Which operated in accordance with the provisions of the International Constitution and By-Laws and International Board Policy;
  - c) Which has:
    - (1) Current International and District (Single, Sub and Multiple)

<sup>5</sup> There is no restriction to holding the location of the district convention outside the geographic location of the district unless otherwise restricted by amendment of the district constitution and by-laws.

<sup>6</sup> It is not required for a member to be enrolled in a club for a year and a day in order to qualify as an eligible delegate.

<sup>7</sup> The district may amend this provision to allow for a past district governor to vote apart from a club delegate quota. Pursuant to Article IX Section III of the International By-Laws, "...FURTHER PROVIDED, that each district (single, sub- and multiple) may, by express provision in its respective constitution and by-laws, grant full delegate status to each past district governor who is a member of a club in such district independent of the club delegate quotas hereinabove specified".

## DISTRICT N-1 CONSTITUTION AND BY LAWS

dues, fees and taxes paid in full; and  
(2) No unpaid balances outstanding ninety (90) days or more.

Section 3: **Quorum.** The attendance in person of a majority of the delegates registered at a convention shall constitute a quorum at any session of the convention

Section 4. **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 the District Cabinet Secretary, no less than 30 days prior to the convening date of the Special Convention.

### ARTICLE VIII

#### District Dispute Resolution Procedure

##### A. Disputes Subject to Procedure

All disputes relative to membership, club boundaries, or interpretation, breach of, or application of the district (single or sub) constitution and by-laws, or any policy or procedure adopted from time to time by the district (single or sub-) cabinet, or any other internal Lions district (single or sub-) matters that cannot be satisfactorily resolved through other means, arising between any clubs in the district (single or sub-), or any club(s) and the district (single or sub-) administration, shall be settled by the following dispute resolution procedure. Except as otherwise provided herein, any time limits specified in this procedure may be shortened or extended by the district governor, or, in the event the complaint is directed against the district governor, the immediate past district governor, conciliators or the International Board of Directors (or its designee) upon a showing of good cause. All parties to any dispute subject to this procedure shall not pursue administrative or judicial actions during this dispute resolution process.

##### B. Complaints and Filing Fee

Any Lions club in good standing within the association (the "complainant") may file a written request with the district governor or, in the event the complaint is directed against the district governor, the immediate past district governor (a "complaint"), with a copy to the Legal Division, asking that dispute resolution take place under this procedure. The complaint must be filed within thirty (30) days after the complainant(s) knew or should have known of the occurrence of the event upon which the complaint is based. The complainant(s) must submit certifying that a resolution in support of filing the complaint has been adopted by a majority of the entire membership of the club. A copy of the complaint shall be sent to the respondent(s).

A complaint filed under this procedure must be accompanied by a US\$750.00 filing fee, or its equivalent in the respective national currency, payable by each complainant to the district (single or sub-) which shall be submitted to the district governor or, in the event the complaint is directed against the district governor, the immediate past district governor, at the time the complaint is filed. In the event the complaint is settled or withdrawn prior to a final decision by the

## DISTRICT N-1 CONSTITUTION AND BY LAWS

conciliators, US\$100.00 shall be retained by the district (single or sub-) as an administrative fee and US\$325.00 shall be refunded to the complainant and US\$325.00 shall be paid to the respondent (which shall be shared on an equal basis if there is more than one respondent). In the event the selected conciliators find the complaint to have merit and the complaint is upheld, US\$100.00 shall be retained by the district (single or sub-) as an administrative fee and US\$650.00 shall be refunded to the complainant. In the event the selected conciliators deny the complaint for any reason, US\$100.00 shall be retained by the district (single or sub-) as an administrative fee and US\$650.00 shall be paid to the respondent (which shall be shared on an equal basis if there is more than one respondent). In the event the complaint is not settled, withdrawn, upheld or denied within the time frames established by this procedure (unless an extension has been granted for good cause), then the entire fee will be automatically retained by the district (single or sub-) as an administrative fee and shall not be refunded to any party. All expenses incurred relative to this dispute resolution procedure are the responsibility of the district (single or sub), unless established district (single or sub) policy provides that all expenses incurred relative to this dispute resolution procedure shall be paid on an equal basis by the parties to the dispute.

##### C. Response to Complaint

The respondent(s) to the complaint may file a written response to the complaint with the district governor or, in the event the complaint is directed against the district governor, the immediate past district governor, with a copy to the Legal Division, within ten (10) days of receiving notice of the complaint. A copy of the response shall be sent to the complainant(s).

##### D. Confidentiality

Once a complaint has been filed, communications between the complainant(s), respondent(s), district governor or, in the event the complaint is directed against the district governor, the immediate past district governor and conciliators should be kept confidential to the extent possible.

##### E. Selection of Conciliators

Within fifteen (15) days of filing the complaint, each party to the dispute shall select one (1) neutral conciliator and the selected conciliators shall select one (1) neutral conciliator, who will serve as chairperson. The selected conciliators' decision relative to the selection of the conciliator/chairperson shall be final and binding. All of the selected conciliators shall be Lion leaders, preferably past district governors, who are currently members in good standing of clubs in good standing in the district (single or sub-) in which the dispute arises, other than a club which is a party to the dispute, and shall be impartial on the matter in dispute and without loyalties to any party to the dispute. Upon completion of the selection process, the conciliators shall be deemed appointed with all authority appropriate and necessary to resolve or decide the dispute in accordance with this procedure.

In the event the selected conciliators cannot agree on the selection of the conciliator/chairperson within the time frame noted above, then the selected conciliators shall be automatically deemed to have resigned for administrative reasons and the parties must select new conciliators ("the second team of selected conciliators") who shall then select one (1) neutral conciliator/chairperson in

DISTRICT N-1 CONSTITUTION AND BY LAWS

accordance with the selection procedures and requirements described above. In the event the second team of selected conciliators cannot agree on the selection of the conciliator /chairperson from within the district (single or sub-) in which the dispute arises, the selected conciliators may select one (1) neutral conciliator/chairperson who is a member of a club in good standing outside the respective district (single or sub-). In the event the second team of selected conciliators cannot agree on the selection of the conciliator/chairperson from within or outside the district (single or sub-) in which the dispute arises, then the past international director who most recently served on the International Board of Directors from within the district (single or sub-) in which the dispute arises or from an adjacent district (single or sub-), whichever is closest in proximity, shall be appointed as conciliator /chairperson. The time limits in this Section E may not be shortened or extended by the district governor or, in the event the complaint is directed against the district governor, the immediate past districts governor, or the conciliators.

F. Conciliation Meeting & Decision of Conciliators

Upon being appointed, the conciliators shall arrange a meeting of the parties for the purpose of conciliating the dispute. The meeting shall be scheduled within thirty (30) days of the appointment of the conciliators. The objective of the conciliators shall be to find a prompt and amicable resolution to the dispute. If such conciliation efforts are unsuccessful, the conciliators shall have the authority to issue their decision relative to the dispute. The conciliators shall issue their decision in writing no later than thirty (30) days after the date on which the initial meeting of the parties was held, and the decision shall be final and binding on all parties. The written decision shall be signed by all the conciliators, with the dissent of any conciliator properly noted, and a copy of the written decision shall be provided to all parties, the district governor or, in the event the complaint is directed against the district governor, the immediate past district governor, and, to the Legal Division of Lions Clubs International. The decision of the conciliators must be consistent with any applicable provisions of the International, Multiple District and District Constitutions and By-Laws and policies of the International Board of Directors, and is subject to the authority of and further review by the International Board of Directors at the sole discretion of the International Board of Directors or its designee.

Failure to comply with the final and binding decision of the conciliators constitutes conduct unbecoming a Lion and is subject to loss of membership privileges and/or charter cancellation.

ARTICLE IX AMENDMENTS

Section 1: AMENDING PROCEDURE This Constitution may be amended only at a District Convention by resolution reported by the Constitution and By-Laws Committee and adopted by the affirmative vote of two-thirds (2/3) of the votes cast.

DISTRICT N-1 CONSTITUTION AND BY LAWS

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: No amendment shall be so reported or voted upon unless the same has been furnished in writing to each Club no less than thirty (30) days prior to the convening date of the Annual Convention with notice that the same will be voted upon at said convention.

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

ARTICLE X ADOPTION AND SIGNATURE

This Constitution was adopted on April 28, 2007 in Sussex, N.B. This Constitution will become effective on July 6, 2007.

Signed \_\_\_\_\_
District Governor Tim Hoban District Governor Boyd Sangster
April 20, 2008 Signature \_\_\_\_\_
Cabinet Secretary-Treasurer
April 19, 2009 Signature \_\_\_\_\_
Cabinet Secretary-Treasurer
April 21, 2013 Signature \_\_\_\_\_
Cabinet Secretary-Treasurer
April 19, 2015 Signature \_\_\_\_\_
Cabinet Secretary-Treasurer
April 17, 2016 Signature \_\_\_\_\_
Cabinet Secretary-Treasurer
April 08, 2017 Signature \_\_\_\_\_
Cabinet Secretary-Treasurer

DISTRICT N-1 CONSTITUTION AND BY LAWS

ARTICLE 1

Nominations and Endorsement
Second Vice President and
International Director Nominees

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

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

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

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

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

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

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

ARTICLE II

District Nominations, Elections and Appointments

Section 1. NOMINATING COMMITTEE. Each district governor shall

DISTRICT N-1 CONSTITUTION AND BY LAWS
District Nominations, Elections and Appointments

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

Section 2. DISTRICT GOVERNOR ELECTION PROCEDURES. Any qualified member of a club in the district seeking the office of district governor shall file his/her intention to so run in writing with the Nominating Committee prior to the day of its report to the convention, and furnish evidence of his/her compliance with the qualifications for said office set out in the International Constitution and By-Laws. The Nominating Committee shall place in nomination at the district convention the name(s) of all candidate(s) so qualified. If none are so received and/or so qualified, then, but then only, nominations for the office may be made from the floor. A candidate shall be allowed one nominating speech of no more than five (5) minutes duration, and one seconding speech of no more than three (3) minutes duration.

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

Section 4. BALLOT. The election shall be by secret written ballot, with the candidate or candidates required to secure a majority of the votes cast by the delegates present and voting in order to be declared elected; for purpose of such election, a majority is defined as a number more than one-half of the total valid votes cast excluding blanks and abstentions. If, on the first ballot, and subsequent ballots, no candidate receives a majority, the candidate or tied candidates receiving the lowest number of votes shall be eliminated and balloting shall continue until one candidate receives a majority. In case of a tie on any ballot, balloting shall continue on the tied candidates until one is elected.

8 Refer to the district governor nominating committee checklist (See Exhibit "D").
9 Refer to district governor nominating committee checklist (See Exhibits "E" and "F").
10 Recommended ballot form for district governor, vice district governor and second vice district governor is included herein as Exhibit "G"

## DISTRICT N-1 CONSTITUTION AND BY LAWS

Section 5. **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, the region chairpersons, zone chairpersons, the cabinet secretary and cabinet treasurer (or cabinet secretary / treasurer) and past district governors, past international directors and past international presidents in the district shall convene at a date, time and place called and determined by the immediate past district governor to select a replacement for recommendation to the International Board of Directors. <sup>11</sup>

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

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

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

Section 6. **FIRST AND SECOND VICE DISTRICT GOVERNORS AND OTHER VACANCIES.** Any vacancy in office except that of district governor and first and second vice district governors shall be filled by appointment from the district governor for the unexpired term. In event of a vacancy arising in the office of first or second vice district governor, the district governor shall convene a meeting of the members of the existing cabinet as provided for in the International Constitution and By-Laws 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 to attend said meeting and it shall also be his/her responsibility to preside as chairperson of the meeting. The chairperson shall convey the results to the international office within seven (7) days together with evidence of invitations sent and meeting attendance. Each Lion who is entitled to receive an invitation to attend and is present at said meeting shall be entitled to cast one vote for the Lion of his/her choice. In order for a Lion to be eligible and qualified to be selected to fill a vacancy in the office of first or second vice district governor, he/she must:

- (a) Be an Active Member in good standing of a chartered Lions club in good standing in his/her single or sub-district.
- (b) Have served or will have served at the time he/she takes office as district governor:

<sup>11</sup> See Exhibit "B".

## DISTRICT N-1 CONSTITUTION AND BY LAWS

- (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.

Section 7. **REGION/ZONE CHAIRPERSON QUALIFICATIONS.** Each region and zone chairperson shall:

- (a) Be an active member in good standing in his/her 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, and a member of the board of directors of a Lions club for no less than two (2) additional years. <sup>12</sup>

Section 8. **APPOINTMENT/ELECTION OF REGION/ ZONE CHAIRPERSON.** The district governor shall appoint, by the time he/she takes 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. Each Zone may elect a Lion to represent them as Zone Chair on the Zone District Governor Advisory committee. If none elected, the district governor shall appoint

Section 9. **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 he/she was appointed, his/her term of office shall thereon cease and the district governor shall appoint a successor to fill said office. Provided, however, the district governor, in his/her 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, he/she shall represent the association in his/her district. In addition, he/she shall be the chief administrative officer in his/her district and shall have direct supervision over the first and second vice district governor, region chairpersons, the zone chairpersons, the cabinet secretary-treasurer and such other cabinet members as may be provided for in this district constitution and by-laws. His/her specific responsibilities shall be to:

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

<sup>12</sup> A district may change the qualifications to be more or less than what is stated here.



## DISTRICT N-1 CONSTITUTION AND BY LAWS

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

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

- a. Further the purposes of this association.
- b. Perform such administrative duties assigned by the district governor.
- c. Perform such other functions and acts required by the International Board of Directors.
- d. Participate in the cabinet meetings, and conduct meetings in the absence of the district governor, and participate in council meetings as appropriate.
- e. Assist the district governor in the review of the strengths and weaknesses of the clubs in the district, identifying the existing and potential weak clubs and establishing plans to strengthen them.
- f. Conduct club visitation as the representative of the district governor when requested by the district governor.
- g. Serve as the District Governor Team liaison between the District Global Membership Team, working as an active member of the District Global Membership Team along with the District Governor, Second Vice District Governor and other Global Membership Team members to establish and implement a district-wide plan for membership growth.

## DISTRICT N-1 CONSTITUTION AND BY LAWS

- h. Work with the District Governor, Second Vice District Governor, and the Global Leadership Team to develop and implement a district-wide plan for leadership development.
- i. Work with the District Convention Committee and assist the committee to plan and conduct the annual district convention and assist the district governor to organize and promote other events within the district.
- j. At the request of the district governor, supervise other district committees.
- k. Participate in the planning of the next year including the district budget.
- l. Familiarize himself/herself with the duties of the district governor so that, in the event of a vacancy in the office of the district governor, he/she would be better prepared to assume the duties and responsibilities of said office as the acting district governor until the vacancy is filled according to these by-laws and rules of procedure adopted by the International Board of Directors.
- m. Conduct a district quality assessment and collaborate with the district officers, specifically members of the district's Global Action Team, and other committee chairpersons, during his/her term as first vice district governor to develop a plan for membership growth, leadership development, operational improvement and the fulfillment of humanitarian services to be presented and approved by the district cabinet during his/her term as district governor.

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

- (a) Further the purposes of this association.
- (b) Perform such administrative duties assigned by the district governor.
- (c) Perform such other functions and acts required by the International Board of Directors.
- (d) Participate in the cabinet meetings, and conduct meetings in the absence of the district governor and first vice district governor, and participate in council meetings as appropriate.
- (e) Familiarize himself/herself with the health and status of the clubs in the district, review the monthly financial report and assist the district governor and the first vice district governor in identifying and strengthening the existing and potential weak clubs.
- (f) Conduct club visitation, as the representative of the district governor, when requested by the district governor.
- (g) Assist the district governor and first vice district governor in planning and conducting the annual district convention.
- (h) Serve as the District Governor Team liaison between the District Global Leadership Team, working as an active member of the District Global Leadership Team along with the District Governor, First Vice District Governor and other Global Leadership Team members to establish and implement a district-wide leadership development plan.

**DISTRICT N-1 CONSTITUTION AND BY LAWS**

- (i) Work with the District Governor, First Vice District Governor, and the Global Membership Team to develop and implement a district-wide plan for membership growth.
- (j) Work with the District LCIF Coordinator and assist the committee to achieve the goals of the year through regular distribution of LCIF information and materials to increase understanding and support of LCIF.
- (k) Work with the District Information Technology Committee and assist the committee to promote the use of the association's web site and the Internet among the clubs and members to obtain information, file reports, purchase club supplies, etc.
- (l) At the request of the district governor, supervise other district committees.
- (m) Assist the district governor, first vice district governor, and the cabinet in planning of the next year, including the district budget.
- (n) Familiarize himself/herself with the duties of the district governor so that, in the event of a vacancy in the offices of district governor and first vice district governor, he/she would be better prepared to assume the duties and responsibilities of said offices as the acting district governor or acting vice district governor until the vacancies are filled according to these by-laws and rules of procedure adopted by the International Board of Directors

Section 4.1 **CABINET SECRETARY.** He/ she shall act under the supervision of the district governor. His/her specific responsibilities shall be to:

- (a) Further the Purposes of this association;
- (b) Perform such duties as are implied by the title of said office, including but not by way of limitation, the following:
  - 1) Keep an accurate record of the proceedings of all meetings of the cabinet, and within five (5) days after each meeting forward copies of the same to all members of the cabinet, and the office of Lions Clubs International.
  - 2) Take and keep minutes of the sub-district convention and furnish copies of the same to Lions Clubs International, the district governor and the secretary of each club in the sub-district.
  - 3) Make reports to the cabinet as the district governor or cabinet may require.
  - 4) Keep accurate books and records of minutes of all cabinet and sub-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.
  - 5) Deliver, in a timely manner, at the conclusion of his/her term in office, the general records of the district to his/her successor in office.
- (c) Perform such other functions and acts as may be required of each by directives of the International Board of Directors.

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- (e) ) If separate offices of cabinet secretary and cabinet treasurer are adopted, the duties listed in (b) are to be attributed to each of the offices according to the nature of such duties

Section 4.2. **CABINET TREASURER** He/ she shall act under the supervision of the district governor. His/her specific responsibilities shall be to:

- (a) Further the Purposes of this association;
- (b) Perform such duties as are implied by the title of said office, including but not by way of limitation, the following:
  - 1) Make reports to the cabinet as the district governor or cabinet may require.
  - 2) Collect and receipt for all dues and taxes levied on members and clubs in the sub-district, deposit the same in such bank or banks as the district governor shall determine and disburse the same by order of district governor.
  - 3) Remit and pay over to the multiple district council secretary-treasurer the multiple district dues and taxes, if any, collected in the sub-district, and secure a proper receipt.
  - 4) Keep accurate books and records of account, and 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, he/she shall furnish any such books and records as requested to any auditor appointed by the district governor.
  - 5) Secure bond for the faithful performance of his/her duties in such sum and with such sureties as may be required by the district governor.
  - 6) Deliver, in a timely manner, at the conclusion of his/her term in office, the general and/or financial accounts, funds and records of the district to his/her successor in office.

- (b) Perform such other functions and acts as may be required of each by directives of the International Board of Directors.

- (c) If separate offices of cabinet secretary and cabinet treasurer are adopted, the duties listed in (b) are to be attributed to each of the offices according to the nature of such duties

**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:

- (a) Encourage clubs to implement service projects that are aligned with global LCI initiatives, including the LCI Service Framework.
- (b) Work with clubs to raise the visibility of Lions service impact in local communities.

## DISTRICT N-1 CONSTITUTION AND BY LAWS

- (c) 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.
- (d) 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.
- (e) Support local community service projects that create a sense of belonging and pride to the Lions and Leos in the district.
- (f) Promote service projects that attract multi-generational participants, including the integration and leadership development of Leos.
- (g) In collaboration with the LCIF district coordinator, maximize LCIF resource utilization and fundraising and monitor LCIF grants given to the district.
- (h) 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.

### 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:

- (a) 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.
- (b) Develop and execute an annual district membership development plan.
- (c) Collaborate with region, zone, and club membership chairpersons to identify communities without a club or where additional clubs can be chartered.
- (d) Motivate clubs to invite new members, inspire positive club membership experiences, and ensure clubs are aware of available membership programs and resources.
- (e) Monitor club membership reports. Recognize clubs that are increasing membership and support clubs that are losing members.
- (f) Work with clubs in danger of cancellation by ensuring payments are submitted on time.
- (g) Include diverse populations to participate in Global Action Team Initiatives.
- (h) Respond promptly to prospective member leads provided by the GMT multiple district coordinator or LCI, track recruitment and provide status report of the lead.
- (i) Complete requirements and submit applications to receive district funding from LCI for membership development activities.
- (j) Confirm new members are provided an effective member orientation at the club level, in collaboration with the GLT district coordinator and the club officers.
- (k) Provide retention strategies to clubs in collaboration with GLT and GST district coordinators.

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### 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:

- (a) 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.
- (b) Develop and execute an annual district leadership development plan.
- (c) Communicate regularly with region/zone chairpersons and club vice presidents to ensure they are aware of leadership development programs and resources available.
- (d) Provide ongoing motivation to region/zone chairpersons and club vice presidents to achieve leadership development goals.
- (e) Promote leadership development opportunities that encourages participation all levels of the association.
- (f) Collaborate with GMT and GST district coordinators to provide retention strategies to clubs.
- (g) Include diverse populations to participate in Global Action Team initiatives.
- (h) Identify potential and new leaders to participate in service, membership and leadership development opportunities.
- (i) Organize and facilitate instructor-led and web-based training in coordination with LCI.
- (j) Confirm new members are provided an effective member orientation at the club level, in collaboration with the GMT district coordinator and club officers.
- (k) Complete requirements and submit applications to receive district funding from LCI for leadership development activities.

**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:

- (a) 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.
- (b) Promote foundation initiatives in district publications, during district events and to the public at large.
- (c) Ensure that local LCIF-funded projects receive proper promotion and follow grant-criteria guidelines.
- (d) Encourage all Lions to contribute to LCIF and promote individual and club recognition programs as incentives to donate to LCIF.
- (e) Identify potential major gift donors, local foundations, corporations, and businesses with the potential to support LCIF and, when appropriate, be involved in the gift-request process

## DISTRICT N-1 CONSTITUTION AND BY LAWS

- (f) Assist with the submission of LCIF funds, MJF applications, and other donation information when necessary.
- (g) 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.
- (h) 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.

Section 9. **REGION CHAIRPERSON** (if the position is utilized during the district governor's term). The region chairperson subject to the supervision and direction of the district governor shall be the chief administrative officer in his/her region. His/her specific responsibilities should be as defined in the International By-Laws Article III, Section 9.

Section 10. **ZONE CHAIRPERSON**. The zone chairperson, subject to the supervision and direction of the district governor and/or region chairperson, shall be the chief administrative officer in his/her zone. His/her specific responsibilities shall be to:

- (a) Further the Purposes of this association.
- (b) Serve as chairperson of the District Governor's Advisory Committee in his/her zone and as such chairperson to call regular meetings of said committee.
- (c) Endeavor to include the GMT district coordinator, the GLT district coordinator and the GST district coordinator as special guests to a District Governor's Advisory Committee meeting to discuss needs related to membership, leadership development and service and how these teams may assist the clubs within the zone.
- (d) Make a report of each District Governor's Advisory Committee meeting and send copies within five (5) days thereafter to Lions Clubs International and to the district governor. Copies should also be sent to the GMT district coordinator, the GLT district coordinator, the GST district coordinator and region chairperson when appropriate.
- (e) Promote the Club Quality Initiative to the clubs within the zone.
- (f) In coordination with the GMT district Coordinator, play an active role in organizing new clubs and keep informed of the activities and well-being of all clubs in his/her zone.
- (g) In coordination with the GLT district coordinator, play an active role in supporting leadership initiatives by informing Lions within the zone about leadership development opportunities at the zone, district or multiple district.
- (h) In coordination with the GST district coordinator, play an active role in promoting global service initiatives by informing Lions within the zone about service opportunities in the zone, district or multiple district.
- (i) Represent each club in his/her zone in any problems with district, multiple district council chairperson or Lions Clubs International.

## DISTRICT N-1 CONSTITUTION AND BY LAWS

- j) Supervise the progress of district, multiple district, and Lions Clubs International projects in his/her zone.
- k) Endeavor to have every club within his/her zone operating under a duly adopted club constitution and by-laws.
- l) Promote representation at international and district (sub-and multiple) conventions by at least the full quota of delegates to which clubs in his/her zone are entitled.
- m) Visit a regular meeting of each club in his/her zone once or more during his/her term of office, reporting his/her findings to the region chairperson – particularly with respect to weaknesses he/she may have discovered (copy to district governor).
- n) Perform such other functions and acts as may be required of him/her by directives of the International Board of Directors.

Section 11. **DISTRICT GOVERNOR'S CABINET**. The district governor's cabinet, subject to the supervision of the District Governor, shall perform such functions and acts as may be required of them by the International Board of Directors and by provisions of the respective Single, Provisional, Sub or Multiple District Constitution and By-Laws as follows, but are not limited to:

- (a) Assist the district governor in the performance of his/her duties and in the formulation of administrative plans and policies affecting the welfare of Lionism within the sub-district.
- (b) Receive, from the region (if utilized) and Zone 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 treasurer

(b) Other District Cabinet Members, subject to the supervision of the District Governor, shall perform such functions and acts as may be required of them by the International Board of Directors and by provisions of the respective Single, Provisional, Sub or Multiple District Constitution and By-Laws.

Section 12: **SERGEANT-AT-ARMS** The Sergeant-at-arms shall maintain order and decorum at the respective conventions and meetings and perform such other duties as are incidental to his/her office under Robert's Rules of Order, Newly Revised.

## DISTRICT N-1 CONSTITUTION AND BY LAWS

### 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 and communications chairpersons, and club membership chairpersons should attend when information is shared that relate to their position. The District Governor's Zone Advisory Committee shall assist the Zone Chair in any advisory capacity, procure recommendations affecting the welfare of Lionism and the Clubs in the Zone, and relay the same through the Zone Chair to the District Governor and his/her Cabinet.

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.

Section 3. **DISTRICT GOVERNOR'S HONORARY COMMITTEE** The The district governor may appoint a District Governor's Honorary Committee composed of past international officers who are members in good standing of clubs within the sub-district. This committee shall meet when and as called upon by the district governor. It shall act under the direction of the district governor in the promotion of harmony throughout the district. The chairperson of this committee shall attend meetings of the cabinet when requested by the district governor.

Section 4. **DISTRICT CABINET COMMITTEES.** The district governor may establish and appoint such other committees and/or chairpersons as he/she deems necessary and appropriate for the efficient operations of the district. Such committee chairpersons shall be deemed nonvoting members of the district cabinet

## DISTRICT N-1 CONSTITUTION AND BY LAWS

### ARTICLE V DISTRICT MEETINGS

#### Section 1: District Cabinet Meetings

- (a) A regular meeting of the Cabinet shall be held in each quarter of the fiscal year, with the first to be held within ninety (90) days after the adjournment of the preceding International Convention. Ten (10) days of written notice of meetings setting forth a date, time and place, determined by the District Governor and shall be delivered to each officer and member of the Cabinet by the Cabinet Secretary. The fourth Cabinet meeting may be replaced by a Sub-District Convention.
- (b) **Special Meetings:** Special meetings of the Cabinet may be called by the District Governor at his/her discretion, and shall be called upon written request made to the District Governor or the Cabinet Secretary by a majority of the members of the Cabinet. No fewer than five (5) or more than ten (10) days written or e-mail notice of special meetings, setting forth the purpose thereof and a date, time and place determined by the District Governor, shall be delivered to each officer, member of the Cabinet by the Cabinet Secretary.
- (c) **Quorum.** The attendance of a majority of the members of Cabinet registered for a meeting shall constitute a quorum for any meeting.
- (d) **Vote.** The voting privilege shall extend to all members of the district cabinet plus all Past District Governors.

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: REGION AND ZONES

- (a) **Organizational.** All such Regions and Zones shall be subject to necessary changes by the District Governor, when in his/her sole discretion, the necessary changes are for the best interests of the Association and the District. The District Governor shall divide the District into Regions of sixteen (16) or fewer Lions Clubs, and each Region into Zones of eight (8) or fewer Lions Clubs, giving due regard to the geographical locations of the clubs.

## DISTRICT N-1 CONSTITUTION AND BY LAWS

- (b) Region Meetings. Meetings of representatives of all Clubs in a Region with the Region Chair or other district cabinet member as may be assigned by the district governor presiding shall be called during the fiscal year at times and places fixed by the Region Chair of the respective Region (if utilized by the District Governor).
- (c) Zone Meetings. Meetings of representatives of all the Clubs in a Zone, with the Zone Chair presiding, shall be called at least three (3) times during the fiscal year, at times and places fixed by the Zone Chairs of the respective Zone.
- (d) Schedule of Zone Meetings. The first Zone Meeting should be held 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 January or February and a fourth, if desired, not less than 15 days prior to the District Convention.

Section 5: **Rules and procedure for Meetings.** Except as otherwise specifically provided for in this Constitution and By-Laws, or in the Rules of Procedure adopted for a meeting, all questions of Order and Procedures in any District Meeting or Convention, and meeting of the District Cabinet, a 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 VI District Convention

**Section 1: CONVENTION SITE SELECTION.** The District Governor-Elect may receive invitations in writing from Clubs desiring to host the annual convention in succeeding years. All invitations shall set forth such information as the District Governor-Elect shall from time to time require and shall be delivered to him/her no later than than sixty (60) days prior to the convening date of the convention at which the convention site shall be voted upon by the delegates of said convention.<sup>13</sup>

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

**Section 3. SITE CHANGE.** The district cabinet shall retain, and have, power to change at any time, for good reason, the convention site previously chosen and neither the district, officers of the district nor any member of the district cabinet, shall incur any liability thereby to any club or club member in the district. Notice of this site change shall be furnished in writing to each club in the district no less than thirty (30) days prior to the convening date of the annual convention<sup>14</sup>

<sup>13</sup> There is no restriction to holding the location of the district convention outside the geographic location of the district unless otherwise restricted by amendment of the district constitution and by-laws.

<sup>14</sup> Under extraordinary circumstances, outside the control of the district cabinet, the district may change the facilities where the district convention is set to be held.

## DISTRICT N-1 CONSTITUTION AND BY LAWS

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

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

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

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

**Section 8. ORDER OF CONVENTION BUSINESS.** The district governor with the Cabinet Secretary 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: DISTRICT CONVENTION COMMITTEES** The District Governor may appoint, designate the chair of, and fill any vacancies occurring in, the following District Convention Committees: Resolutions, Sergeant at Arms, Elections, Credentials, Constitution and By-Laws, Rules of Procedure and International Convention. There shall be at least three (3) members on each such committee, to a maximum of five (5) members. These committees shall perform such duties as the District Governor shall assign which will include but will not be limited to the following:

- (a) The duties of the Convention Committee shall be the planning and management of the annual District Convention in accordance with the policies approved and authority granted by the District Cabinet.
- (b) The Convention Committee shall submit a District Convention budget to the District Cabinet for approval at the prior District Convention.
- (c) Liabilities not included in the budget may not be incurred by the Convention Committee without prior approval of the District Cabinet.
- (d) All funds granted and/or collected shall be disbursed in accordance with the approved convention budget and policies approved and authority granted by the District Cabinet.

## DISTRICT N-1 CONSTITUTION AND BY LAWS

- (e) The Convention Chair shall present a statement of revenues and expenditures, together with all records, source documents, registration data, bank statements and District Convention surplus to the Cabinet Secretary and Cabinet Treasurer not later than forty-five (45) days after the close of the District Convention. A full District Convention report, including a financial summary, should be submitted to the District Cabinet.

### 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 1<sup>st</sup> of each year to cover the semi-annual period July 1 to December 31, payable on September 10<sup>th</sup> of each year; and \$ \_\_\_\_\_ 50% of established fee per club member on January 1<sup>st</sup> of each year to cover the semi-annual period January 1 to June 30, payable on January 10<sup>th</sup> 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.

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

Section 3. **FEE COLLECTION.** Such fee as the district governor shall set may be collected, under procedures set by the district governor, from each delegate, alternate, and guest attending the district convention to defray the actual cost of convention meals and entertainment. Every Lion attending must pay a \$5.00 registration fee. This fee must be attached to and form part of the price of a Hospitality book.

### ARTICLE VIII District Administration Fund

Section 1: **Dues.** To provide revenue to defray the administrative expenses of the District, an annual District Administration Fund Per Capita due, as established from time to time, shall be levied upon each member of each Club in the District. It shall be collected and paid in advance by each Club in two (2) semi-annual payments as follows: One-half (1/2) of the established fee per Club member on

## DISTRICT N-1 CONSTITUTION AND BY LAWS

September 10<sup>th</sup> of each year to cover the semi-annual period of July 1<sup>st</sup> to December 31<sup>st</sup>, and one-half (1/2) per Club member on January 10<sup>th</sup> of each year to cover the semi-annual period of January 1<sup>st</sup> to June 30<sup>th</sup>, with billings to be based upon the roster of each Club as of the first day of July and January respectively. Said fee shall be paid to the Cabinet Treasurer by each Club, except chartered and reorganized Clubs, which shall collect and pay said per capita dues on a pro-rated basis from the first day of the second month following the date of their organization or reorganization as the case may be. Said per capita dues shall be disbursed only for administrative expenses of the District.

Section 2: **Revision of Dues.** A Notice of Motion shall establish any increase in per capita dues and be published at least thirty (30) days prior to the District Convention and vote. The District N-1 dues shall increase from \$16.50 to \$20.00 per capita, collected semi-annually, effective July 1, 2013. These amounts include dues payable to Multiple District N.

Section 3: **Tail Twister's Fines.** Tail Twister fines will be directed to the District Administration Account to be used for District expenses, unless specified otherwise by motion of the Cabinet or the Convention.

Section 4: **Awards.** The cost of the District Governor's awards shall not exceed Two Thousand dollars (\$2,000) Canadian Funds.

Section 5. **DISTRICT GOVERNOR EXPENSES – INTERNATIONAL CONVENTION.** Expenses of the district governor in connection with his/her attending the international convention shall be considered a district administrative expense. Reimbursement for such expenses shall be limited as per the following: The Annual Convention of the District may honour the current District Governor with

- a Melvin Jones Fellowship, and if he/she already has a Melvin Jones Fellowship, then the award shall be a Progressive Melvin Jones Fellowship; **or**
- at the discretion of the District Governor, he/she may use up to an equivalent amount (\$1000.00 US, paid by USD bank draft) to pay part of his/her expenses to attend the International Convention as the sitting District Governor representing our District, upon submission of receipts; **or**
- at the discretion of the District Governor, he/she may use up to an equivalent amount (\$1,000.00 US, paid by USD bank draft) to pay part of his/her expenses to attend the USA / Canada Forum next held following his/her term as District Governor, upon submission of receipts.

Section 6:—**DISTRICT GOVERNOR'S EXPENSES** The expenses, as detailed under FINANCES in the N-1 Policy Manual, will be considered allowable expenses to be paid by District N-1 to the serving District Governor or his/her representative, unless Lions Clubs International or Multiple District N does cover them. The maximum limit allowable under this policy will be \$3.00 per member per year, as included in the budget, and District Governor Reimbursement Policy of Lions Clubs International will apply, except as specified in the N-1 Policy Manual.

## DISTRICT N-1 CONSTITUTION AND BY-LAWS

Section 7: **FIRST AND SECOND VICE DISTRICT GOVERNOR'S EXPENSES.** Expenses of first and second Vice-District Governors will be reimbursed as per budget and as detailed in Policy Manual. In addition, the second Vice-District Governor will be reimbursed for expenses incurred to attend the USA/Canada Forum to a maximum of \$1,500 US (paid by USD bank draft).

Section 8: **CABINET OFFICER'S EXPENSES.** Budgeted expenses paid to any officer of the District Cabinet from the District Administration Fund shall be on the same basis as outlined in the District governor's Reimbursement Policy of Lions Clubs International and the District N-1 Policy Manual.

Section 9. **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. FINANCIAL OBLIGATIONS.** The district governor and his/her cabinet shall not incur obligations in any fiscal year which will affect an unbalanced budget or deficit in said fiscal year. Any amendments to the budget shall be presented and voted on at a Cabinet meeting or Sub-District Convention.

**Section 2. CABINET TREASURER BOND.** The cabinet treasurer and authorized signatories shall be bonded in such amount and with such surety company as shall be approved by the district governor's cabinet and the cost of same shall be an administrative expense.

Section 3: **FINANCE COMMITTEE.** There shall be a Finance Committee composed of the District Governor, Cabinet Secretary and Cabinet Treasurer, Outgoing District Governor, Outgoing Cabinet Secretary and Outgoing Cabinet Treasurer, and the Vice-District Governors. The Incoming District Governor shall be the Committee's Chair.

Section 4: **DISTRICT BUDGET.** The Incoming District Governor, in conjunction with the Finance Committee, shall prepare a District Budget for presentation and approval at the annual Convention previous to his/her year as District Governor. This budget is to be published at the Convention in which it is to be considered for approval. The budget should include, but not limit itself to the District Governor's operating expenses and part of the travel costs to his/her outgoing International Convention, the first Vice-District Governor's expenses, the second-Vice District Governor to his/her attending the USA/Canada Forum, the Zone Chairs expenses, the District Committees' expenses, the Cabinet Secretary expenses, Cabinet Treasurer's expenses, District Convention, District Awards, and the day to day operating expenses. Expenses for the Governor, first and second Vice-District Governors would only be those not

## DISTRICT N-1 CONSTITUTION AND BY-LAWS

covered by Lions Clubs International General Reimbursement Policy and as detailed in the N-1 Policy Manual under FINANCES.

Section 5: **FINANCIAL STATEMENTS.** The Cabinet Treasurer shall present financial statements at each Cabinet Meeting and a complete financial report to be completed and distributed to current and immediate past officers prior to the succeeding District Governor's Organizational meeting.

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.

Section 7: **FINANCIAL STATEMENT TO LIONS CLUBS.** The outgoing District Governor's office shall send a statement of the financial condition of the District to Lions Clubs International and to each Lions Club in the District within sixty (60) days after the close of the fiscal year.

Section 8. **AUDIT OR REVIEW OF BOOKS.** The district governor's cabinet shall provide for an annual or more frequent audit or review of the books and accounts of the cabinet secretary and cabinet treasurer (or secretary/treasurer) prior to the first Cabinet Meeting.

Section 9. **COMPENSATION.** No officer shall receive any compensation for any service rendered to this district in his/her official capacity with the exception of the cabinet secretary, cabinet treasurer (or secretary treasurer) whose compensation, if any, shall be fixed by the district cabinet.

Section 10. **FISCAL YEAR.** The fiscal year of this district shall be from July 1 st to June 30th.

Section 11. **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 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.

Section 12. **REQUEST FOR CLUB DISPUTE RESOLUTION AND FILING FEE.** Lions Clubs International Standard Club Constitution and By Law provides, under Article X Club Dispute Resolution Procedure, Section 2. **REQUEST FOR DISPUTE RESOLUTION AND FILING FEE.** Any party to the dispute may file a written request with the district governor (a "complaint") asking that dispute resolution take place. All requests for dispute resolution must be filed with the district governor within thirty (30) days after the member knew or should have known of the occurrence of the event upon which the





## DISTRICT N-1 CONSTITUTION AND BY-LAWS

### Rule 5. Replacement of delegates and alternate delegates.

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

### Rule 6.

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

### Rule 7.

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

### Rule 8. Voting.

- (a) Voting will take place at a predetermined location and time, to secure a ballot card, the delegate shall present his/her credential certificate to voting personnel for verification. Once verified, the delegate shall be issued a ballot.
- (b) The voter shall indicate his/her vote by placing a mark in the appropriate location by the name of the candidate of his/her choice. The mark must be placed in the proper location to constitute a valid vote. Any ballot containing votes for more than the specified number of offices to be filled in any section shall be declared invalid to that particular section.

## DISTRICT N-1 CONSTITUTION AND BY-LAWS

### Rule 8. Voting.

- (c) 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.
- (d) 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 N-1 CONSTITUTION AND BY-LAWS

### 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, the region chairpersons, zone chairpersons and the secretary and treasurer or secretary-treasurer and all past international presidents, past international directors and past district governors **who are members in good standing of a chartered Lions club in good standing within the district** for the purpose of recommending a Lion for appointment by the International Board of Directors.

**Rule 2.** Written invitations to this meeting shall be sent as soon as possible so that the meeting is held within the required **fifteen (15)** days of receipt of notification. The immediate past district governor, as the meeting's chairperson, shall have the authority to select the meeting site, date and time. However, he/she shall use his/her best efforts to select a centrally located meeting venue, and schedule the meeting at a convenient date and time within the required **fifteen (15)** days.

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

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

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

**Rule 6.** Voting.

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

## DISTRICT N-1 CONSTITUTION AND BY-LAWS

**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.

#### SUMMARY OF RULES

#### SPECIAL MEETING TO RECOMMEND

#### A LION FOR APPOINTMENT AS DISTRICT GOVERNOR

1. The international office has advised the district to convene a special meeting to recommend a member for appointment as district governor.

2. The immediate past district governor prepares invitations for the special meeting. Invitations are to be sent to the immediate past district governor, first and second vice district governors, the region chairpersons, zone chairpersons and the secretary and treasurer or secretary-treasurer and all past international presidents, past international directors and past district governors who are members in good standing of a chartered Lions club in the district. The invitations should state the date, time and location for the meeting.

3. The chairperson maintains an attendance roster at the meeting.

4. Nominations are made from the floor. Each nominee may speak for five (5) minutes, and his/her seconder may speak for an additional three (3) minutes.

5. Voting begins immediately after nominations close. Voting is by written ballot unless a majority of attendees select another voting method.

6. A majority of votes cast by those present and voting is necessary to be recommended. If no one candidate secures a simple majority vote, voting continues as outlined in the rules of procedure.

7. The chairperson forwards the meeting results at the conclusion of the meeting

DISTRICT N-1 CONSTITUTION AND BY-LAWS

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 of the existing cabinet as provided for in the International Constitution and By-Laws 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.

Rule 2. In filling said vacancy, it shall be the duty of the district governor, or if not available, most recently serving past district governor who is available, to send out written invitations to attend said meeting and it shall also be his/her responsibility to preside as chairperson of the meeting. The district governor, as the meeting's chairperson, shall have the authority to select the meeting site, date and time. However, he/she shall use his/her best efforts to select a centrally located meeting venue, and schedule the meeting at a convenient date and time.

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

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

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

Rule 6. Voting.

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

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

DISTRICT N-1 CONSTITUTION AND BY-LAWS

EXHIBIT D

Nominating Committee Checklist
District Governor Candidate

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

Name of Candidate: \_\_\_\_\_

Name of Candidate's Lions Club: \_\_\_\_\_

Date of Nominating Committee Meeting: \_\_\_\_\_

Date of Election: \_\_\_\_\_

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

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

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

Club President: Year Served \_\_\_\_\_

Club Board of Directors Two (2) Years Served \_\_\_\_\_

District Cabinet (check one)
Zone or Region Chairperson Year Served \_\_\_\_\_

Cabinet Secretary and /or Treasurer Year Served \_\_\_\_\_

One (1) additional year as a member of district cabinet
Position held: \_\_\_\_\_ Year Served \_\_\_\_\_

With none of the above being accomplished concurrently.

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

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

Nominating Committee Chairperson Date

Nominating Committee Member Date

DISTRICT N-1 CONSTITUTION and BY-LAWS

EXHIBIT E

Nominating Committee Checklist  
First Vice District Governor Candidate

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

Name of Candidate: \_\_\_\_\_

Name of Candidate's Lions Club: \_\_\_\_\_

Date of Nominating Committee Meeting: \_\_\_\_\_

Date of Election: \_\_\_\_\_

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

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

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

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

With none of the above being accomplished concurrently.

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

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

\_\_\_\_\_  
Nominating Committee Chairperson Date

\_\_\_\_\_  
Nominating Committee Member Date

DISTRICT N-1 CONSTITUTION and BY-LAWS

EXHIBIT F

Nominating Committee Checklist  
Second Vice District Governor Candidate

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

Name of Candidate: \_\_\_\_\_

Name of Candidate's Lions Club: \_\_\_\_\_

Date of Nominating Committee Meeting: \_\_\_\_\_

Date of Election: \_\_\_\_\_

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

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

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

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

With none of the above being accomplished concurrently.

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

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

\_\_\_\_\_  
Nominating Committee Chairperson Date

\_\_\_\_\_  
Nominating Committee Member Date

**DISTRICT N-1 CONSTITUTION and BY-LAWS**

**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 place an appropriate symbol<sup>16</sup> 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	X
	Candidate B	

**Sample 2: Ballot where there is only one candidate.**

Instructions: Clearly indicate your vote by place an appropriate symbol<sup>17</sup> in the box next to the name of the candidate you are casting your vote for.

Position	Name	Yes	No
District Governor			

**Sample 3: Ballot where there are three or more candidates.**

(Note: there are a few different options when there is more than one candidate. If time permits, you may have the voter indicate their selection next to the candidate they wish to vote for. If no candidate receives a majority of the votes, then the candidate with the lowest amount of votes is dropped off the ballot and another vote is taken (The ballot would look like Sample #1 above). This process would continue until a candidate receives the required number of votes. As most districts do not have the time to conduct such a lengthy process, the option of Preferential Voting allows the voter to complete one ballot. Following is an example of a Preferential Voting Ballot):

<sup>16</sup> Please note that the district should indicate the appropriate mark symbol to use such as an X, O, or approved stamp provided to all voters.

<sup>17</sup> Please note that the district should indicate the appropriate mark symbol to use such as an X, O, or approved stamp provided to all voters. In addition, a candidate must receive a majority of affirmative votes to move forward. If there is a tie between a yes and no vote, the candidate would not have received the required number of votes to be elected and it would result in an vacancy.

**DISTRICT N-1 CONSTITUTION and BY-LAWS**

Instructions. Indicate your preference by clearly marking next to each candidate's name a number (1, 2, 3 or 4) indicating your preference in the order in which you would elect the candidate (i.e., 1, representing highest preference, 2 – next preference, etc).

Position	Name	Preference/ Rank
Second Vice District Governor		
	Candidate A	4
	Candidate B	2
	Candidate C	1
	Candidate D	3

**Rules for Preferential Voting:**

1. On the preferential ballot - for each office to be filled the voter is asked to indicate the order in which he prefers all the candidates, placing the numeral 1 beside his first preference, the numeral 2 beside his second preference, and so on for every possible choice.

2. In counting the votes for a given office, the ballots are arranged in piles according to the indicated first preferences – one pile for each candidate.

3. The number of ballots in each pile is then recorded for the tellers' report. These piles remain identified with the names of the same candidates throughout the counting procedure until all but one are eliminated as described below.

4. If more than half of the ballots show one candidate indicated as first choice, that choice has a majority in the ordinary sense and the candidate is elected. But if there is no such majority, candidates are eliminated one by one, beginning with the least popular, until one prevails, as follows

- a. The ballots in the thinnest pile – that is, those containing the name designated as first choice by the fewest number of voters – are redistributed into the other piles according to the names marked as second choice on these ballots.
  - b. The number of ballots in each remaining pile after this distribution is again recorded.
  - c. If more than half of the ballots are now in one pile, that candidate is elected. If not, the next least popular candidate is similarly eliminated, by taking the thinnest remaining pile and redistributing its ballots
  - d. according to their second choices into the other piles, except that, if the name eliminated in the last distribution is indicated as second choice on a ballot, that ballot is placed accordingly to its third choice.
- Again the number of ballots in each existing pile is recorded, and if necessary, the process is repeated – by redistributing each time the ballots in the thinnest remaining pile, according to the marked second choice or most-preferred choice among those not yet eliminated – until one pile contains more than half of the ballots, the result being thereby determined.

e. The tellers' report consists of a table listing all candidates, with the number of ballots that were in each pile after each successive distribution.

5. If a ballot having one or more names not marked with any numeral comes up for placement at any stage of the counting and all of its marked names have been eliminated, it should not be placed in any pile, but should be set aside.

6. If at any point two or more candidates are tied for the least popular position, the ballots in their piles are redistributed in a single step, all of the tied names being treated as eliminated.

7. In the event of a tie in the winning position – which would imply that the elimination process is continued until the ballots are reduced to two or more equal piles – the election should be resolved in favor of the candidate that was strongest in terms of first choice (by referring to the record of the first distribution).

EXHIBIT H

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 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.....

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 act ion 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