

# Lions Clubs International



## District N-1 Constitution and By-Laws

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### Lions 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 acts on my part.

To remember that in building up my 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 my fellow man or woman, 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 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 my fellow man or woman 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.

## **Lions Clubs International Objects**

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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 men and women 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.

# **DISTRICT N-1 CONSTITUTION**

## **ARTICLE I NAME**

### **Section 1:**

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

## **ARTICLE II OBJECTS**

### **Section 1:**

To provide an administrative structure with which to advance the Purpose and Objects of Lions Clubs International in this District.

## **ARTICLE III MEMBERSHIP**

### **Section 1:**

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 DISTRICT ORGANIZATION CABINET & OFFICERS**

### **Section 1:**

a) 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 and the Cabinet Secretary-Treasurer, who shall be the officers of the District. In addition, the Cabinet shall include, as members, 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.

b) 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 Secretary, Cabinet Treasurer or Cabinet Secretary-Treasurer, and the District Committee Chairs.

c) The first and second Vice District Governors shall be elected at the annual convention of the District.

d) The Region Chairs (if utilized by the District Governor Elect) shall be elected at the annual convention of the District.

e) The Zone Chairs shall be elected, or appointed, at the annual convention of the District.

## **ARTICLE V DISTRICT CONVENTION**

### **Section 1:**

An annual convention of the District shall be held each year at least sixty (60) days prior to the International Convention, at a place selected, and at a time and date fixed by the District Cabinet. A meeting of the registered delegates of the District in attendance at the annual convention of the Multiple District, of which this District shall be a part, may constitute the annual convention of the District.

### **Section 2:**

Each Chartered Club in good standing in Lions International and the District shall be represented by one or more delegates at the annual District Convention and shall be entitled in each annual convention to one (1) voting 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. The major fraction referred to in this section shall be five (5) members or more. 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. Delinquent dues may be paid and good standing acquired at

any time prior to the close of credential certification as such closing time shall be established by the rules of the respective convention. This section is in accordance with the Lions International By-Laws Article IX, Section 3.

**Section 3:**

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:**

For the purposes of Article V – 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) dues, fees and taxes paid in full; and
  - (2) No unpaid balances outstanding ninety (90) days or more.

**ARTICLE VII  
AMENDMENTS**

**Section 1:**

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.

**Section 2:**

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 3:**

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

**ARTICLE VIII  
SUPREMACY**

**Section 1:**

This The Standard Form Constitution and Bylaws shall govern the district unless otherwise amended so as not to conflict with the Multiple District and International Constitution and Bylaws 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 bylaws and the multiple district constitution and bylaws then the multiple district constitution and bylaws shall govern. Whenever there may exist a conflict or a contradiction between the provisions set out in the district constitution and bylaws and the International Constitution and Bylaws then the International Constitution and Bylaws shall govern.

**ARTICLE IX  
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

**DATES of AMENDMENTS and SIGNATURE**

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

# **DISTRICT N-1 BY-LAWS**

## **ARTICLE 1**

### **DISTRICT NOMINATIONS, ELECTIONS AND APPOINTMENTS**

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

**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.

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 first or second vice district governor:
  - (i) As officer of a Lions club for a full term or major portion thereof; and
  - (ii) As a member of the district cabinet for a full term or major portion thereof.
  - (iii) With none of the above being accomplished concurrently.

**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.

**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.

**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 II DUTIES**

**Section 1:**

The District Governor under the general supervision of the International Board of Directors, shall represent the Association in his/her District and shall conduct his/her duties in accordance with the Lions International By-Laws, Article X, Section 2 (a).

**Section 2:**

The first Vice-District Governor shall conduct his/her duties in accordance with the Lions International By-Laws, Article X, Section 2 (b).

**Section 2:1:**

The second Vice Governor shall conduct his/her duties in accordance with the Lions International By-Laws, Article X, Section 2 (c).

**Section 3:**

The Cabinet Secretary-Treasurer shall conduct his/her duties in accordance with the Lions International By-Laws, Article X, Section 2 (f).

**Section 4:**

The Region Chair (if utilized by the District Governor) shall conduct his/her duties in accordance with the Lions International By-Laws, Article X, Section 2 (d).

**Section 5:**

The Zone Chair shall conduct his/her duties in accordance with the Lions International By-Law, Article X, Section 2 (e).

**Section 6:**

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 7:**

The District Governor's Cabinet shall:

a) Assist the District Governor in the performance of his/her duties and in formulation of administrative plans and policies affecting the welfare of Lionism within the District.

b) Receive from Zone Chairs and Region Chairs (if utilized by the District Governor) reports and recommendations from the Clubs and Zones.

**Section 8:**

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 9:**

The District Governor's Honorary Committee, composed of Past District Governors, shall act under the direction of the District Governor in the promotion of harmony throughout the District. The Chair of this Committee shall attend meetings of the Cabinet.

**Section 10:**

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.

**Section 11:**

No salary or honorarium shall be paid to any officer of the District.

## **ARTICLE III DISTRICT MEETINGS**

### **Section 1:**

#### **a) District Cabinet Meetings**

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-Treasurer. 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-Treasurer 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-Treasurer.

#### **c) Quorum**

The attendance of a majority of the members of Cabinet registered for a meeting shall constitute a quorum for any meeting.

### **Section 2:**

#### **a) Regions and Zones**

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. All such Regions and Zones shall be subject to necessary changes by the District Governor for the best interests of the Association and the District.

#### **b) Region Meetings**

Meetings of representatives of all Clubs in a Region with the Region Chair 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.

**ARTICLE IV  
ADMINISTRATION FUND**

**Section 1: Dues**

To provide revenue to defray the administrative expenses of the District, an annual District Administration Fund Per Capita dues, 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 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 Secretary-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**

The Annual Convention of the District may honor 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: Finance Committee**

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

### **Section 7: 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-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 covered by Lions Clubs International and as detailed in the N-1 Policy Manual under FINANCES.

### **Section 8: Balanced Budget**

The District Governor and the Cabinet shall not incur obligations in any fiscal year, which will affect an unbalanced budget in said fiscal year. Any amendments to the budget shall be presented and voted on at a Cabinet meeting or Sub-District Convention.

## **Section 9: Financial Statements**

The Cabinet Secretary-Treasurer shall present financial statements at each Cabinet Meeting and a complete financial report to be completed prior to the succeeding District Governor's Organizational meeting.

## **Section 10: Permissible 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 Lions Clubs International Rules of Audit will apply, except as specified in the N-1 Policy Manual.

## **Section 11: First and Second Vice Governors 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 12: 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 Rules of Audit of Lions Clubs International and the N-1 Policy Manual.

## **Section 13: CST Bonding**

The Cabinet Secretary-Treasurer shall be sufficiently bonded by such surety company as shall be approved by the District Governor and the cost of bonding shall be an administrative expense.

## **Section 14: 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. No two signing officers shall reside in the same household. The signing officers shall include the District Governor, Cabinet Secretary-Treasurer and a third Lion recommended by the Executive.

## **Section 15: 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 each Lions Club in the District within sixty (60) days after the close of the fiscal year.



**Section 16: Auditor’s Report**

The District Auditor shall provide a Financial Audited statement for the prior fiscal year to the first cabinet meeting.

**ARTICLE V  
DISTRICT CONVENTION COMMITTEE**

**Section 1:**

The District Governor-Elect may receive invitations in writing from Clubs desiring to host the annual convention. 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 one (1) year prior to the convening date of the convention.

**Section 2:**

The Officers of the District Cabinet shall be the officers of the annual District Convention.

**Section 3:**

A Convention Sergeant-at-arms and Assistant Sergeant-at-arms may be appointed by the District Governor.

**Section 4:**

The Credentials Committee of the District Convention shall be composed of the District Governor, the Cabinet Secretary-Treasurer as Chair and two other non-officers of the District appointed by the District Governor. The Credentials Committee shall have the power and perform the duties set forth in Robert's Rules of Order, Newly Revised.

**Section 5:**

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 and International Convention. There shall be at least three members on each such committee. These committees shall perform such duties as the District Governor shall assign.

**Section 6:**

The District Cabinet shall have the power to change at any time, for good reason, the convention site chosen by the District Governor-Elect and neither the District Governor nor the District, nor any officer or member of the District Cabinet, shall incur any liability thereby to any Club or Club Members in the District.

**Section 7:**

Within sixty (60) days after the close of each District Convention, the Cabinet Secretary-Treasurer shall transmit one copy of the complete proceedings to the International Office and have said minutes posted on the District Website. A copy shall be furnished to all Clubs in the District.

**Section 8:**

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.

The Convention Committee shall submit a District Convention budget to the District Cabinet for approval at the prior District Convention.

Liabilities not included in the budget may not be incurred by the Convention Committee without prior approval of the District Cabinet.

All funds granted, collected shall be disbursed in accordance with the approved convention budget and policies approved and authority granted by the District Cabinet.

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-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 VI**  
**RULES AND PROCEDURE FOR CONVENTION AND MEETINGS**

**Section 1:**

The District Governor, in conjunction with the Cabinet Secretary-Treasurer, shall arrange the Order of Business for the District Convention, and the same shall be the order of the day for all sessions.

**Section 2:**

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 VII - FISCAL YEAR**

**Section 1:**

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

**ARTICLE VIII – AMENDMENTS**

**Section 1:**

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

**Section 2:**

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

**Section 3:**

Each amendment shall take effect at the close of the Convention at which adopted, unless otherwise specified in the amendment.

**ARTICLE IX  
ADOPTION AND SIGNATURE**

These By-Laws were adopted on April 28, 2007 in Sussex.  
These By-Laws will become effective on July 6, 2007.

Signed \_\_\_\_\_  
District Governor Tim Hoban                      District Governor Boyd Sangster

**DATE of AMENDMENTS and SIGNATURE**

- April 20, 2008      Signature \_\_\_\_\_ Cabinet Secretary-Treasurer
- April 19, 2009      Signature \_\_\_\_\_ Cabinet Secretary-Treasurer
- April 18, 2010      Signature \_\_\_\_\_ Cabinet Secretary-Treasurer
- April 21, 2013      Signature \_\_\_\_\_ Cabinet Secretary-Treasurer
- April 27, 2014      Signature \_\_\_\_\_ Cabinet Secretary-Treasurer
- April 19, 2015      Signature \_\_\_\_\_ Cabinet Secretary-Treasurer
- April 17, 2016      Signature \_\_\_\_\_ Cabinet Secretary-Treasurer