

# District N-1

## Notices of Motion

March 2017

**Item # I.** Whereas the Standard District Constitution and By Laws was adopted as District N-1 Supreme document April 17, 2016 and whereas many of the Articles and sections are mandatory without edit and whereas the District N-1 Constitution and By Laws as amended April 17, 2016 is in contradiction of some of these mandatory articles and/or sections are duplicated in whole or in part under the same or different Articles and/or Sections, we propose the combination of the District N-1 Constitution and By Laws as amended April 17, 2016 into the Standard District Constitution and By Laws to one accurately indexed District N-1 Constitution and By Laws, as amended April 8, 2017. To accomplish this combination, the following housekeeping items will be required:

### Constitution

1. District N-1 Constitution and By Laws as amended April 17, 2016 Article II – Name change from Objects to Purposes (Consistent with LCI LA4 - Standard District Constitution and By Laws)
2. Renumber District N-1 Constitution and By Laws as amended April 17, 2016 Article IV – District Organization to (new)Article VI Officers and District Cabinet (Consistent with LCI LA4 - Standard District Constitution and By Laws)
3. Renumber District N-1 Constitution and By Laws as amended April 17, 2016 Article V – District convention to (new) Article VII (Consistent with LCI LA4 - Standard District Constitution and By Laws)
4. Re-number District N-1 Constitution and By Laws as amended April 17, 2016 Article VIII Supremacy to Article V Supremacy (Consistent with LCI LA4 - Standard District Constitution and By Laws)
5. Article IX District N-1 Constitution and By Laws as amended April 17, 2016 renumbered to Article X Adoption and Signature (LCI LA4 - Standard District Constitution and By Laws)

### BY-LAWS

1. District N-1 Constitution and By Laws as amended April 17, 2016 Article 1 District Nominations, Election, and Appointments be renumbered to Article II District Nominations, Election, and Appointments
2. District N-1 Constitution and By Laws as amended April 17, 2016 Article II Duties – all Sections be renumbered and renamed to Article III – Duties of District Officers /Cabinet
  - (i) Section 1 renumbered and renamed to Article III, Section 1– District Governor
  - (ii) Section 2 renumbered and renamed to Article III, Section 2– First Vice District Governor
  - (iii) Section 2.1 renumbered and renamed to Article III, Section 3– Second Vice District Governor
  - (iv) Section 3 renumbered and renamed to Article III, Section 4– Cabinet Secretary/Treasurer
  - (v) Section 4 renumbered and renamed to Article III, Section 5– Region Chairperson
  - (vi) Section 5 renumbered and renamed to Article III, Section 6– Zone Chairperson
  - (vii) Section 6 renumbered and renamed to Article III, Section 7– District Cabinet
  - (viii) Section 10 renumbered and renamed to Article III, Section 8– Sergeant at Arms
3. District N-1 Constitution and By Laws as amended April 17, 2016 Article III District Meetings renumbered to Article V Meetings
4. District N-1 Constitution and By Laws as amended April 17, 2016 Article IV-Administration Fund renumbered to Article VIII District Administration
5. District N-1 Constitution and By Laws as amended April 17, 2016 Article II Section 8 renumbered and renamed to Article IV District Committees, Section 1– District Governor’s Advisory Committee
6. District N-1 Constitution and By Laws as amended April 17, 2016 Article II Section 9 renumbered and renamed to Article IV, Section 2– District Governor’s Honorary Committee
7. District N-1 Constitution and By Laws as amended April 17, 2016 Section 2 renumbered and renamed to Article V, - Meetings Section 4 – Regions and Zones
8. District N-1 Constitution and By Laws as amended April 17, 2016 Article V- District Convention Committee – all sections renumbered and renamed to Article VI - District Convention
  - (i) Section 2 renumbered to Article VI – District Convention Section 4
  - (ii) Section 3 renumbered to Article VI – District Convention Section 5
  - (iii) Section 4 renumbered to Article VI – District Convention Section 7
  - (iv) Section 5 renumbered to Article VI – District Convention Section 9

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- (v) Section 6 renumbered to Article VI – District Convention Section 2
- (vi) Section 7 renumbered to Article VI – District Convention Section 6
- 9. District N-1 Constitution and By Laws as amended April 17, 2016 Article VI – Rules ....District Convention, Section 1 renamed and renumbered to Article VI – District Convention Section 8
- 10. District N-1 Constitution and By Laws as amended April 17, 2016 Article VI – Rules ....District Convention, Section 2 renamed and renumbered to Article V- Meetings, Section 5
- 11. District N-1 Constitution and By Laws as amended April 17, 2016 all References to Rules of Audit updated to current language District Governor’s Reimbursement Policy
- 12. District N-1 Constitution and By Laws as amended April 17, 2016 Article IV Administration Fund – Sections 1,2,3,4 renamed and renumbered to Article VIII District Administrative Funds - Sections 1,2,3,4
- 13. District N-1 Constitution and By Laws as amended April 17, 2016 Article IV Administration Fund Section 5 – District Governor renamed and renumbered to Article VIII District Administrative Funds Section 5 – District Governor Expenses – International Convention
- 14. District N-1 Constitution and By Laws as amended April 17, 2016 Article IV Administration Fund -Sections renamed and renumbered to Article IX Miscellaneous
  - (i) Administration Fund Section 8 Balanced Budget renamed and renumbered to Article IX Miscellaneous -. Section 1. Financial Obligations
  - (ii) Administration Fund Section 13 Cabinet Secretary-Treasurer Bonding renumbered to Article IX Miscellaneous Section 2. Cabinet Secretary-Treasurer Bond
  - (iii) Administration Fund Section 6 Finance Committee renumbered to Article IX Miscellaneous Section 3 Finance Committee
  - (iv) Administration Fund Section 7 District Budget renumbered to Article IX Miscellaneous Section 4 District Budget
  - (v) Administration Fund Section 9 Financial Statements renumbered to Article IX Miscellaneous. Section 5. Financial Statements
  - (vi) Administration Fund Section 14 Signing Authority renumbered to Article IX Miscellaneous. Section 6. Signing Authority
  - (vii) Administration Fund Section 15 Financial Statements to Lions Clubs renumbered to Article IX Miscellaneous. Section 7. Financial Statements to Lions Clubs
  - (viii) Article IV Administration Fund Sec 16 Auditor’s Report renamed and renumbered to Article IX Miscellaneous. Section 8 Audit or Review of Books

**1. MOTION:** TO provide clarity and accuracy of documentation, **BE IT RESOLVED** that the District N-1 Constitution and By Laws as amended April 17, 2016 be consolidated into the Lions Clubs International Standard District Constitution and By Laws to one detailed indexed District N-1 Constitution and By Laws, as amended April 8, 2017 with corresponding footnotes, appendices and exhibits. To provide the desired clarity, the above housekeeping items are required to align the documents. I move the adoption of the above process

**Item # II** **Whereas** the District has already adopted Lions Clubs International Standard District Constitution and By Laws was adopted as the supreme document, any Article and/or Section that was silent in District N-1 Constitution and By-Laws as amended April 17, 2016 – specifically those following, would apply under Article V Supremacy unless amended in District N-1 Constitution and By-Laws as amended April 17, 2016. The following Articles and Sections name and number convention follows the supreme document and Table of Contents incorporates the District specific information itemized and aligned to Lions Clubs International Standard District Constitution and By Laws amended July 1, 2016. Constitution –\_Additions (and Mandatory Articles where District N-1 Constitution and By-Laws, amended April 17, 2016 documents were silent)

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

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6. Article IX District N-1 Constitution and By Laws as amended April 17, 2016 renamed to Article IX Amendments (LCI LA4 - Standard District Constitution and By Laws ) (Mandatory)
7. Article VII, Section 4. Special Convention

**By-Laws Additions (Mandatory and other Articles where District N-1 Constitution and By-Laws, amended April 17, 2016 documents were silent)**

1. New Article I - Nominations and Endorsement Second Vice President and International Director Nominees including the mandatory sections
2. Article III Section 7 items ( c ) designates depository(s) for said funds
3. Article III Section 7 items ( d ) Select , set and approve Surety Bond for Cabinet Treasurer
4. Article V Section 1 item (d) Vote added
5. Article V Meetings - New Section 2 **ALTERNATIVE MEETING FORMATS**. added
6. Article V Section 3 **BUSINESS TRANSACTED BY MAIL** added
7. Article VI – District Convention, Section 9 Order of Convention Business added
8. Article VI – District Convention, added mandatory content and footnotes
9. Article VII Sections 1,2,3 – Convention Fund,

**2. MOTION. WHEREAS** the above Articles and Sections have been duly noted, **AND** the following Articles and sections require further amendment to accurately reflect the mandatory provisions and the provisions of District. **BE IT RESOLVED** that to provide the necessary timeline, Constitution Article VII – Section 1 be amended as follows - Article VII – Section 1: **TIME AND PLACE. 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. 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>

**Item # III. Whereas** there is a change in Officers of the District before the final annual Financial statements are presented, to clarify the distribution stream

**3. MOTION: BE IT RESOLVED that By Laws Article IX Miscellaneous** Section 5: **Financial Statements** be amended to include both the new current and immediate past officers as follows: The Cabinet Treasurer shall present financial statements at each Cabinet Meeting and a complete financial report of the year shall be prepared and distributed to new current and immediate past officers prior to the succeeding District Governor's Organizational meeting.

**Item # IV.. Whereas** there is a change in naming convention from Lions Clubs International and **Whereas** Multiple District N Summer meeting is not restricted to the month of August

**4. MOTION: BE IT RESOLVED** that all references, in Constitution, By Laws, and Policy, to "Rules of Audit" be amended to be consistent with LCI terminology –" Reimbursement Policy" and to August be amended to "Summer".

**Item # V. Whereas** further clarification to set up and standardize policy or definition to define and document deadlines, or revision to enhance accountability and to document it, is needed to authorize the expenditures under **Policy Manual Item # 1 - Finances**

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- 5. MOTION:** As there is little or no official function for the Cabinet Secretary-Treasurer or the Cabinet Secretary or Cabinet Treasurer requiring attendance at the Multiple District Convention **BE IT RESOLVED that Policy Item 1. Finances D) PERMISSIBLE EXPENSES FOR CABINET SECRETARY AND CABINET TREASURER** be amended as follows: 2. Mileage, tolls, ferries, accommodation, meals (no liquor) and hospitality books for CS and CT to attend the Sub-District Convention ~~and the Multiple District Convention~~, which are above the coverage allowed by Lions International.
- 6. MOTION: BE IT RESOLVED that Policy Item 1 Finances. F) EXPENSES FOR ZONE AND REGION CHAIRS.** 1. Expenses for Zone Chairs, and Region Chairs, if utilized, will be as budgeted by Cabinet. Any Zone or Region Chair not accomplishing his/her duties as prescribed will not be reimbursed, or only partially reimbursed, as determined by the District Governor, ~~and the Cabinet Secretary –Treasurer–~~ and the Zone Liaison, if utilized,.
- 7. MOTION: BE IT RESOLVED that Policy Item 2 EXPENSE CLAIM FORM.** be amended by adding to and forming part of # 2 as follows:..... Claims must be submitted monthly, by the 20th of the following month (i.e. July claims re due by August 20th). If claims are received more than 60 days or later after the deadline, they will not be considered or allowed
- 8. MOTION: BE IT RESOLVED that Policy Item 2 EXPENSE CLAIM FORM part # 5.** be amended as follows: Hotels will be reimbursed only up to the lowest approved Convention rates.

**Item # VI. Whereas** the structure and timing of Award Presentation was amended in April 2016 from April Annual Meeting to the Saturday evening just preceding the Fall Cabinet Meeting, and **whereas** the maximum amount is set per N-1 By-Laws Article VIII, Section 4, a process be implemented to accurately account for current year Award expenditures and accrue the balance of the remaining for use by the Immediate Past District governor at his Award Event as follows:

**9. MOTION: BE IT RESOLVED** that Policy manual APPENDIX E. Other Awards These awards may be presented at the discretion of the District Governor, provided that the total cost of all awards doesn't exceed the \$2,000 limit provided for in the N-1 By-Laws under Article IV, Section 4. and will be amended to include the following:

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

Account	Current Year	Budget	Expenditures	Balance at end of year
IPDG Awards	-\$1750	\$0000	\$000	-\$1750 (Financial Position)
Awards	\$2000	\$2000	\$250	\$2000(Statement Revenue & Expenses)

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

**Item # VII. Whereas** at the present time we have no criteria in our policy manual to cover the Environmental Photo contest and **Whereas** the Environmental Photo program is ending or changing with the close of the International Convention in Chicago no further action is required at this time. **Whereas** at the present time we have no criteria in our policy manual to cover the Lions International Essay contest and with rules by Lions Clubs International criteria will be added as follows:.

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**10. MOTION: BE IT RESOLVED** that APPENDIX O- *Lions International Essay Contest* – be added to the Policy manual as follows:

### APPENDIX O

#### ***Lions International Essay Contest***

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

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

Eligible birthdates, Annual Theme, Rules and Essay entry form is published annually at <http://members.lionsclubs.org/EN/serve/contests/essay-contest.php>.

The Essay Contest awards structure shall be as follows:

1 <sup>st</sup> Prize	\$100.00 plus certificate
2 <sup>nd</sup> Prize	\$ 50.00 plus certificate
3 <sup>rd</sup> Prize	\$ 25.00 plus certificate

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

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**Item # VIII. Whereas** the 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 request is based. A copy of the complaint shall be sent to the respondent(s). A complaint filed under this procedure must be accompanied by a US\$50.00 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 at the time the complaint is filed. Each district (single or sub-) may determine whether a higher filing fee will be charged for filing a complaint under this procedure. Any such higher filing fee must be approved by majority vote of the district cabinet in advance of charging any fee for filing a complaint under this procedure and any such fee shall not exceed US\$250.00, or its equivalent in the respective national currency, payable to the district (single or sub-). The entire filing fee will be retained by the district (single or sub-) as an administrative fee and shall not be refunded to any party unless a refund procedure is approved by the district cabinet. 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, District N-1 establishes the following Policy:

**11. MOTION: BE IT RESOLVED** that in accordance with Lions Clubs International Standard Club Constitution and By Law Article X Club Dispute Resolution Procedure, Section 2. **REQUEST FOR DISPUTE RESOLUTION AND FILING FEE.** Any complaint filed under this procedure must be accompanied by a US\$50.00 filing fee or its equivalent in the respective national currency, payable by each complainant to the district, which shall be submitted to the district governor at the time the complaint is filed. The entire filing fee will be retained by the district as an administrative fee and shall not be refunded to any party. All expenses incurred relative to this dispute resolution procedure shall be paid on an equal basis by the parties to the dispute, and will be submitted to the District Governor for authorization who will submit for payment.

### BALLOT # 1

**Whereas** there is a change in the Officers of the District at the beginning of each fiscal year, July 1, **AND** whereas this change in officers invalidates the existing signatory by position, to implement a process to authorize signatories for the next fiscal year, to set up and define electronic banking access and to set the process for the timely transfer of the District Financial resources with a Bank Resolution and to establish a separation of duties with good internal financial controls

**MOTION: RESOLVED that By Laws Article IX Miscellaneous** Section 6 Signing Authority. be amended as follows: 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, EXHIBIT H, 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 or be from the same club. The signing officers shall include the District Governor, Cabinet Treasurer and a third Lion recommended by the Executive.

### Exhibit H Constitution and By Laws

#### 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 Only 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, \_\_\_\_\_ for a period of one (1) year as permitted under the bylaws of **Lions District N-1** and. IN WITNESS WHEREOF, the undersigned has hereunto set his/her hand effective this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Lions District N-1 Cabinet Secretary

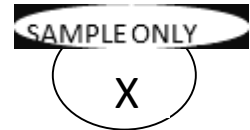
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Office(s)...../ Name of Officer(s)...../ Date of Birth ...../  
 Address of  
 Officer...../  
 Telephone  
 of Officer ...../  
 Email of  
 Officer...../  
 Occupation of  
 Officer...../

**INSTRUCTIONS:** Select your preference by placing an **X** in the YES column, if in agreement OR an X in the NO column, if not in agreement



<b>BALLOT # 1</b>	
<p><b>Whereas</b> there is a change in the Officers of the District at the beginning of each fiscal year, July 1, <b>AND</b> whereas this change in officers invalidates the existing signatory by position, to implement a process to authorize signatories for the next fiscal year, to set up and define electronic banking access and to set the process for the timely transfer of the District Financial resources with a Bank Resolution and to establish a separation of duties with good internal financial controls</p> <p style="text-align: center;"><i>Resolution/amendment</i></p> <p><b>MOTION: RESOLVED that By Laws Article IX Miscellaneous</b> Section 6 Signing Authority. be amended as follows: 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, EXHIBIT H, 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 or be from the same club. The signing officers shall include the District Governor, Cabinet Treasurer and a third Lion recommended by the Executive.</p> <p><b>Exhibit H Constitution and By Laws Sample Resolution</b></p> <p><b>A Bank Resolution, duly motioned and approved at the Lions District N-1 Annual Meeting</b> has determined it to be in the best interest of the <b>Lions District N-1</b> to establish a banking account with _____. (Canadian Bank)NOW, THEREFORE, BE IT: RESOLVED: That the <b>Lions District N-1</b> 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 <b>Lions District N-1</b> as specified hereto. Electronic access to said accounts is limited to Deposit Only or View Only or Limited Access Only. <b>FURTHER RESOLVED:</b> 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 <b>Lions District N-1 Annual Meeting</b> held on _____, and that said resolution is in full force and effect On July 1, _____ for a period of one (1) year as permitted under the bylaws of <b>Lions District N-1</b> and. IN WITNESS WHEREOF, the undersigned has hereunto set his/her hand effective this _____ day of _____, 20____.</p> <p style="text-align: right;">_____ Lions District N-1 Cabinet Secretary</p> <p>Office(s./ Name of Officer(s)..... / Date of Birth ...../ Address of Office./ Telephone of Office...../ Email of Officer../ Occupation of Officer/</p>	
<i>Question to vote on</i>	
<p><b>YES</b></p>	<p><b>NO</b></p>



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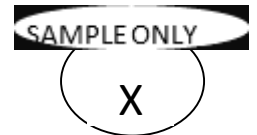
**BALLOT # 2**

**Whereas** the change in the Election /Appointment of Zone Chairs to an Appointment removed the right of the Lions to have the opportunity to decide their representation in their Zones, the following Articles are amended to return the right to vote in the Zones at least five (5) days prior to the District Annual Meeting of delegates as follows:

**MOTION: Be it resolved that Constitution Article VI, Section (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. **AND**

**Be it resolved that ByLaw Article II, 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 at least five (5) days prior to the District Annual Meeting of delegates. If none elected, the district governor shall appoint.

INSTRUCTIONS: Select your preference by placing an **X** in the YES column, if in agreement OR an X in the NO column, if not in agreement



<b>BALLOT # 2</b>	
<p><b>Whereas</b> the change in the Election /Appointment of Zone Chairs to an Appointment removed the right of the Lions to have the opportunity to decide their representation in their Zones, the following Articles are amended to return the right to vote in the Zones at least five (5) days prior to the District Annual Meeting of delegates as follows:</p>	
<i>Resolution/amendment</i>	
<p><b>Resolved That</b> Constitution Article VI, Section 3 (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. <b>AND</b></p> <p><b>Resolved That ByLaw Article II, Section (8)APPOINTMENT / ELECTION OF REGION/ ZONE CHAIRPERSON.</b> 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 at least five (5) days prior to the District Annual Meeting of delegates. If none elected, the district governor shall appoint.</p>	
<i>Question to vote on</i>	
<b>YES</b>	<b>NO</b>



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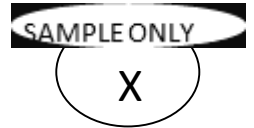
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**BALLOT # 3**

Whereas District N-1 serves as a governing body under the Lions Clubs international Constitution and By Laws, Policy and the Ethical Standards that demands the highest standard of service, community projects and outreach, and best practices in Public Relations and Lions Resource administration for New Brunswick, Prince Edward Island and three border clubs in Maine, USA. and Whereas best practice recommend separation of duties, Resolved, In the interest of the health of the District and to provide separation of officers, the District Governor and the Cabinet Secretary-Treasurer (Cabinet Secretary and/ or Cabinet Treasurer) may not come from the same club or the same household.

**INSTRUCTIONS:** Select your preference by placing an **X** in the YES column, if in agreement OR an **X** in the NO column, if not in agreement



<b>BALLOT # 3</b>	
Whereas District N-1 serves as a governing body under the Lions Clubs international Constitution and By Laws, Policy and the Ethical Standards that demands the highest standard of service, community projects and outreach, and best practices in Public Relations and Lions Resource administration for New Brunswick, Prince Edward Island and three border clubs in Maine, USA. and Whereas best practice recommend separation of duties:	
<i>Resolution/amendment</i>	
<b>Resolve,</b> In the interest of the health of the District, to enhance accountability and to provide separation of officers, the District Governor and the Cabinet Secretary-Treasurer (Cabinet Secretary and/ or Cabinet Treasurer) may not come from the same club or the same household.	
<i>Question to vote on</i>	
<b>YES</b>	<b>NO</b>

**BALLOT # 4**

**Whereas** District N-1 has used the combined position of Cabinet Secretary-Treasurer and since we became District N-1 in July 2007, the Convention Report and Minutes of the Annual Meeting have been prepared and submitted before the September Cabinet meeting. The Financial Report, however, has not met acceptable completion dates. The Audit has met the deadline approximately 4 time out of 10 and 2 of those times the same CST was used; 4 times out of 10 the incoming administration has not received the books until October or November and 5 or 6 times the audited documents have not been available till February. As stewards for these financial resources, we have a responsibility to see these funds are accounted for in a timely manner. It is an awesome time consuming job for a person, a volunteer, to adequately prepare all the information the Lions Clubs are entitled to as well as the day to day administration responsibility of the Cabinet Secretary. Whereas Financial accountability is required to ensure good financial health and is needed to make informed decisions. Preparing invoices and statements, paying bills, doing collections for 77 – 80 clubs is quite a responsibility on its own. **Resolve** Constitution Article VI Section 1 – Officers splits The Cabinet Secretary –Treasurer becomes 2 positions – Cabinet Secretary and Cabinet Treasurer. and Article VI-Section 3 – Cabinet Secretary to be appointed by District Governor by the time they take office, (c )none of whom shall be from the same household or from the same club as the DG or each other, each with their separate duties. **Further Resolve** By Law Article III, Section 4 Cabinet Secretary – Treasurer to will be renamed and renumbered to **Article III, Section 4.1 Cabinet Secretary** using mandatory descriptive duties related respective of positions

- 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.

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- 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.
- (d) ) 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

**Further Resolve** All Articles designating Cabinet Secretary- Treasurer changed to the applicable position either Cabinet Secretary and/or Cabinet Treasurer. . **Further Resolve** Policy Item 1. Finances D) PERMISSIBLE EXPENSES FOR CABINET SECRETARY-TREASURER be amended to D) PERMISSIBLE EXPENSES FOR CABINET SECRETARY AND CABINET TREASURER

**SAMPLE ONLY**

**INSTRUCTIONS:** Select your preference by placing an **X** in the YES column, if in agreement OR an X in the NO column, if not in agreement



### BALLOT # 4

**Whereas** District N-1 has used the combined position of Cabinet Secretary-Treasurer and since we became District N-1 in July 2007, the Convention Report and Minutes of the Annual Meeting have been prepared and submitted before the September Cabinet meeting. The Statement of Financial Position, with Revenue and Expenses does not meet minimum standards and deadlines with many of their submissions



*Resolution/amendment*

**Resolve** Constitution Article VI Section 1 – Officers, splits The Cabinet Secretary –Treasurer becomes 2 positions – Cabinet Secretary and Cabinet Treasurer, none of whom shall be from the same household or from the same club as the DG or each other, each with their separate duties. **Further Resolve** Constitution Article VI-Section 3 – Cabinet Secretary to be appointed by District Governor by the time they take office. **Further Resolve** By Law Article III, Section 4 Cabinet Secretary – Treasurer to will be renamed and renumbered to Article III, Section 4.1 Cabinet Secretary. **Section 4.1 CABINET SECRETARY.** He/ she shall act under the supervision of the district governor. His/her specific responsibilities shall be to:

- (e) Further the Purposes of this association;
- (f) Perform such duties as are implied by the title of said office, including but not by way of limitation, the following:
  - 6) 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.
  - 7) 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.
  - 8) Make reports to the cabinet as the district governor or cabinet may require.
  - 9) 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.
  - 10) 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.
- (g) Perform such other functions and acts as may be required of each by directives of the International Board of Directors.
- (h) ) 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

**Further Resolve** All Articles designating Cabinet Secretary - Treasurer changed to the applicable position either Cabinet Secretary and/or Cabinet Treasurer. **Further Resolve** Policy Item 1. Finances D) PERMISSIBLE EXPENSES FOR CABINET SECRETARY-TREASURER be amended to D) PERMISSIBLE EXPENSES FOR CABINET SECRETARY AND CABINET TREASURER

*Question to vote on*

YES	NO
	

# District N-1

## Notices of Motion

March 2017

### BALLOT # 5

**Whereas** District N-1 has used the combined position of Cabinet Secretary-Treasurer and since we became District N-1 in July 2007, the Convention Report and Minutes of the Annual Meeting have been prepared and submitted before the September Cabinet meeting. The Financial Report, however, has not met acceptable completion dates. The Audit has met the deadline approximately 4 time out of 10 and 2 of those times the same CST was used; 4 times out of 10 the incoming administration has not received the books until October or November and 5 or 6 times the audited documents have not been available till February. As stewards for these financial resources, we have a responsibility to see these funds are accounted for in a timely manner. It is an awesome time consuming job for a person, a volunteer, to adequately prepare all the information the Lions Clubs are entitled to as well as the day to day administration responsibility of the Cabinet Secretary. Whereas Financial accountability is required to ensure good financial health and is needed to make informed decisions. Preparing invoices and statements, paying bills, doing collections for 77 – 80 clubs is quite a responsibility on its own. **Resolve** Constitution Article VI Section 1 – Officers splits The Cabinet Secretary –Treasurer becomes 2 positions – Cabinet Secretary and Cabinet Treasurer. and Article VI-Section 3 – 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 )none of whom shall be from the same household or from the same club as the DG or each other, each with their separate duties. **Further Resolve** By Law Article III, Section 4 Cabinet Secretary – Treasurer to will be renamed and renumbered to **Article III, Article III, Section 4.2 Cabinet Treasurer** using mandatory descriptive duties related respective of positions.

**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 subdistrict, 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 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. 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.

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

(b) 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

**Further RESOLVED** That **APPENDIX P - . Application and Annual Review Checklist**– be added to the Policy manual:

### APPENDIX P

#### ***CABINET TREASURER - Application and Annual Review Checklist***

**Application:** Provide Name, Club, Positions held, Occupation (former if retired) and attach your Curriculum Vitae or Resume based on the Responsibilities& Performance Goals

**Purpose** - To prepare and provide District N – 1 with accurately presented financial records, budgeting comparisons and directive assistance and direction in financial strategic planning activities

**Selection Criteria** - Elected at Annual Meeting, from a pool of qualified Candidates as selected by the Finance Committee in consultation with the Auditor, by vote of District N-1 voting delegates or in the absence of qualified applicants, by a 1 year appointment of the Finance committee

**Term** - Three (3) years, renewable each year after mandatory review of checklist

# District N-1

## Notices of Motion

March 2017

**Supervised By** – District Governor and District Cabinet

**Evaluation** - An annual review by Finance Committee of Checklist and the duties as defined under By laws Article III Section 4.2

**Position Requirements** - Financial background and bookkeeping procedure

### **Responsibilities & Performance Goals**

- Review issues and requests as directed by the District governor and District Cabinet
- Regularly monitors expenditures and revenues and prepares comparative statements.
- Provides background in financial strategic planning activities.
- Attend Cabinet Meetings held at least 4 times annually, to present current statements, and District Governor Team and Committee meetings as requested
- Monitor expense claims for compliance to Policy
- Meet deadlines
- Ensures that District N-1 has the tools for effective planning processes in place that provides appropriate alignment of financial resources with strategic directions.
- Provide direction and knowledge to the District Governor and District N -1 members on all matters pertaining to financial operating procedure according to the laws of Canada, of Lions Clubs International and District N-1.
- Oversees short and long term investments as well as Restricted or reserved funds.
- Recommend to and serve on the Finance Committee including but not limited to District N-1 's annual budget.
- Assesses District N-1's financial requirements on a continuous basis and recommend strategies and measures to increase District N-1's overall level of resources to the Cabinet and the Lions of District N-1 that will sustain current and future programs and educational needs.
- Monitors annual financial results of operations and report to the District governor and District Cabinet and the Lions of District N-1 on any matters of significance.
- Responds to all matters related to any Committee's financial mandate as may be referred to it by the District Governor, and to act according to the nature of the referral.
- Initiates any reviews, studies, initiatives etc. necessary to carry out the financial mandate of the Committees.
- Promotes transparency and accountability in all financial and planning activities of District N-1.
- Following adoption of the Budget, the Treasurer shall regularly monitor expenditures and revenues of the District so as to ensure correctness of expenses and revenues, proper allocation to the respective applicable revenue and expense categories and be respective of budgetary items.

### **Mandatory Checklist**

1. **Club Billings by July 30<sup>th</sup>** \_\_\_\_\_
2. **Lions Club International paid by August 31<sup>st</sup>** \_\_\_\_\_
3. **Multiple District N dues paid August 31<sup>st</sup>** \_\_\_\_\_
4. **Attend District Governor Organizational Meeting** \_\_\_\_\_
5. **Statement prepared and presented- 1<sup>st</sup> Cabinet Meeting** \_\_\_\_\_
6. **Statement prepared and presented- 2<sup>nd</sup> Cabinet Meeting** \_\_\_\_\_
7. **Lions Club International paid by January 31<sup>st</sup>** \_\_\_\_\_
8. **Multiple District N dues paid January 31<sup>st</sup>** \_\_\_\_\_
9. **Statement prepared and presented- 3<sup>rd</sup> Cabinet Meeting** \_\_\_\_\_
10. **Statement prepared and presented- Annual Meeting** \_\_\_\_\_
11. **Checkbook and bank account to incoming Treasurer\*\*** \_\_\_\_\_

# District N-1

## Notices of Motion

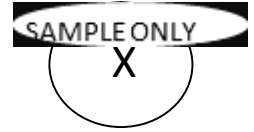
March 2017

**12. Final Treasurers Statement distributed by July 31<sup>st</sup>**

**13. Records to Auditor by August 15<sup>th</sup>**

\_\_\_\_\_  
\_\_\_\_\_

**\*\* Final Expenses of the District are to be dated June 30<sup>th</sup> or accrued as of June 30<sup>th</sup> . View access may be retained by prior year treasurer until August 15<sup>th</sup>**



**INSTRUCTIONS:** Select your preference by placing an **X** in the YES column, if in agreement OR an X in the NO column, if not in agreement

### BALLOT # 5

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*Resolution/amendment*

**Resolve** Constitution Article VI Section 1 – Officers splits The Cabinet Secretary –Treasurer becomes 2 positions – Cabinet Secretary and Cabinet Treasurer. and Article VI-Section 3 – .

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 )none of whom shall be from the same household or from the same club as the DG or each other, each with their separate duties. **Further Resolve** By Law Article III, Section 4 Cabinet Secretary – Treasurer to will be renamed and renumbered to **Article III, Article III, Section 4.2 Cabinet Treasurer** using mandatory descriptive duties related respective of positions.

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

- (c) Further the Purposes of this association;
- (d) Perform such duties as are implied by the title of said office, including but not by way of limitation, the following:
  - 4) Make reports to the cabinet as the district governor or cabinet may require.
  - 5) Collect and receipt for all dues and taxes levied on members and clubs in the subdistrict, deposit the same in such bank or banks as the district governor shall determine and disburse the same by order of district governor.
  - 6) 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.
  - 7) Keep accurate books and records of account, and 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. 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.
  - 8) 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.
  - 9) 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.
- (c) Perform such other functions and acts as may be required of each by directives of the International Board of Directors.
- (d) 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

Further **RESOLVED** That APPENDIX P - . Application and Annual Review Checklist– be added to the Policy manual

*Question to vote on*

YES	NO

District N-1

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Notices of Motion

March 2017