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District 5M-8
Lions Clubs International

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**THE INTERNATIONAL ASSOCIATION OF LIONS CLUBS
DISTRICT 5M-8 BYLAWS**

**ARTICLE I
DUTIES OF THE OFFICERS**

Section 1. **DISTRICT GOVERNOR.** The district governor shall act under the general supervision of the Lions Clubs International Board of Directors as the representatives of Lions Clubs International in this district and shall have general supervision over all Lions clubs therein. In addition, the district governor shall:

- (A) Further the Purposes and Objects of Lions Clubs International;
- (B) Supervise organization of new Lions clubs;
- (C) Promote cordial relations among the chartered Lions clubs;
- (D) Preside over all cabinet, convention and other district meetings;
- (E) Endeavor to visit each Lions club at least once while in office;
- (F) Exercise such supervision and authority over cabinet officers and district committee appointees as is provided in this constitution, including, but not by way of limitation, the following:
 - (a) Supervise the collection of all per-capita taxes by the cabinet secretary, designate a depository(s) for said funds and authorize the payment there from of all legitimate expenses pertaining to the administration of the affairs of the district;
 - (b) Secure, set the amount of, and approve the surety company issuing, the surety bond for the cabinet secretary-treasurer, or cabinet secretary and cabinet treasurer;
 - (c) Secure, semiannually or more frequently, district financial reports from the cabinet secretary-treasurer or cabinet treasurer.
 - (d) Set up a definite schedule of dates, times and places of cabinet meetings to be held during the fiscal year:
 - (I) Submit a current, itemized statement of total district receipts and expenditures to the annual district convention;
 - (II) Submit such other reports and perform such other duties as may be required by the Lions Clubs International Board of Directors;
 - (III) Deliver, forthwith, at the termination of the term of office, all district accounts, funds and records to the successor in office;
 - (IV) Promote the Lions Clubs International Foundation and all service activities of the association.

Section 2. **FIRST VICE DISTRICT GOVERNOR.**

The first vice district governor, subject to the supervision and direction of the district governor, shall be chief administrative assistant to the district governor. His/her specific responsibilities shall be to:

- (A) Further the purposes of this association;
- (B) Play an active role in membership development including extension of new clubs and leadership development within the district;
- (C) Become familiar with the duties of the district governor so in the event of a vacancy in the office of district governor he/she will be better prepared to assume the duties and responsibilities of said office;
- (D) Perform such administrative duties as may be assigned by the district governor;
- (E) Perform such other functions and acts as may be required for him/her by the International Board of Directors and other directives;
- (F) Actively participate in all cabinet meetings and conduct all meetings in the absence of the district governor;
- (G) Participate in council of governors meetings as appropriate;
- (H) Participate in the preparation of the district budget;
- (I) Engage actively in all matters to be continued during the next year;
- (J) At the request of the district governor, supervise appropriate district committees and participate in the review of strengths and weaknesses of the district;

Section 3. **SECOND VICE DISTRICT GOVERNOR.**

The second vice district governor is subject to the supervision and direction of the district governor. His/her specific responsibilities shall be to:

- (A) Further the purposes of this association;
- (B) Actively participate and inspire other district officers to administer and promote effective membership growth and new club organization;
- (C) Perform such duties as assigned by the district governor, including assisting the district retention chairperson;
- (D) Perform such other functions and act as required by the policy of the association;
- (E) Actively participate in all cabinet meetings and conduct all meetings in the absence of the district governor and the first vice district governor;
- (F) Participate in the preparation of the district budget;
- (G) Actively engage in all matters to be continued during the following year;

- (H) At the request of the district governor, supervise appropriate district committees and participate in the review of strengths and weaknesses of the district.

Section 4. **CABINET SECRETARY.** Under the supervision and direction of the district governor, the cabinet secretary shall:

- (A) Keep an accurate record of the proceedings of all meetings of the cabinet, and within thirty (30) days after the cabinet meeting, forward copies of the same to all members of the cabinet, and the office of Lions Clubs International;
- (B) Take and keep minutes of the district convention and furnish copies of the same to Lions Clubs International, the district governor and the secretary of each Lions club in the district by e-mail or if necessary, by mail;
- (C) Assist the district governor and the cabinet in conducting the business of the district and perform such other duties as are specified or implied in these Constitution and By-Laws, or as may be assigned to the cabinet secretary from time to time by the district governor or the cabinet;
- (D) Sign all documents issued by the district governor, and;
- (E) Make an annual report to the cabinet at its meeting immediately preceding the annual district convention, and such other reports at such other times as the district governor or cabinet may require.

Section 5. **CABINET TREASURER.** Under the supervision and direction of the district governor, the cabinet treasurer shall:

- (A) Collect and receipt for all per-capita taxes levied hereunder on members and Lions clubs in the district, deposit the same in such bank or banks as the district governor shall determine and disburse the same by order of the district governor;
- (B) Remit and pay over to the Lions multiple district executive secretary any per-capita taxes collected for Multiple District 5M, by District 5M-8, and secure a proper receipt therefore;
- (C) Shall maintain an accurate general ledger, using accepted accounting practices, with a line item for all district funds. The cabinet treasurer, at the termination of the fiscal year, shall deliver forthwith, the ledger, and all accounts, funds, and records, to the district governor for transfer to the newly elected district governor upon taking office. Further, the cabinet treasurer shall permit inspection of the general ledger, records, and accounts by the district governor, any cabinet member, any Lions club, or any authorized representative of the same at any reasonable time for any proper purpose. Under the direction of the district governor or the cabinet, the cabinet treasurer shall furnish any such books and records as requested to any auditor appointed by the district governor, and;
- (D) Secure bond for the faithful performance of duties of the district cabinet treasurer in such sum and with such sureties as may be required by the district governor, with concurrence of the Lions District 5M-8 Cabinet.

Section 6. **REGION CHAIRMAN.** If appointed. Shall:

- (A) Attend the regular and special meetings of the cabinet;
- (B) Assist the district governor in promoting Lionism in the region by performing such duties as may be delegated to the region chairman, if appointed, from time to time by the district governor;
- (C) Recommend qualified Lions in the region for appointment as zone chairman;
- (D) Endeavor to have every Lions club in the region operating under a duly adopted club constitution and bylaws;
- (E) Promote representation at Lions Clubs International and district conventions by at least the full quota of delegates to which Lions clubs in the region are entitled;
- (F) Supervise and assist the zone chairman of the region in the performance of their official duties and cooperate with them in arranging and holding zone meetings and District Governor's Advisory Committee meetings.

Section 7. **NONPERFORMANCE.** In the event the region chairman, if appointed, for any reason cannot or does not, in the judgment of the district governor, perform the duties of this office, or in the event the office is for any reason vacated, the district governor may appoint a successor to serve for the unexpired term.

Section 8. **ZONE CHAIRMAN.** Under the control and supervision of the district governor and the region chairman, if appointed, the zone chairman shall:

- (A) 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 and the region chairman, if appointed;
- (B) Endeavor to have every Lions club within the zone operating under a duly adopted Lions club constitution and bylaws;
- (C) Arrange, with the cooperation of the region chairman, if appointed, regularly scheduled zone meetings;
- (D) Encourage interclub meetings and social activities;
- (E) Promote attendance at charter nights of newly organized Lions clubs;
- (F) Promote representation at Lions Clubs International and district conventions by at least the full quota of delegates to which Lions clubs in the zone are entitled.

Section 9. **NONPERFORMANCE.** In the event the zone chairman for any reason cannot or, in the judgment of the district governor, does not perform the duties of the office, or in the event the office is for any reason vacated, the district governor shall appoint a successor to serve for the unexpired term.

Section 10. **DISTRICT GOVERNOR'S CABINET.** The district governor's cabinet shall:

- (A) Assist the district governor in the performance of the district governor's duties and in the formulation of administrative plans and policies affecting the welfare of Lionism within the district;
- (B) Serve in an advisory and administrative capacity only, and;
- (C) Receive, from the region chairman, if appointed, reports and recommendations which concern the Lions clubs and zones.

Section 11. **PROTOCOL CHAIRMAN.** The protocol chairman shall provide assistance on proper protocol to the District Convention Committee, Lions club Charter Night Committees, and any club function committee that may ask for help with proper protocol.

ARTICLE II **DISTRICT COMMITTEES**

Section 1. **DISTRICT GOVERNOR'S ADVISORY COMMITTEE.** In each zone, the zone chairman and the presidents and secretaries of all the Lions clubs in the zone shall compose a District Governor's Advisory Committee. This committee shall assist the chairman in an advisory capacity; procure recommendations affecting the welfare of Lionism and the Lions clubs in the zone, and; relay the same through the zone chairman to the district governor and the cabinet. With the zone chairman as chairman, this committee shall hold a first meeting within ninety days after the adjournment of the preceding international Lions convention, a second meeting in the month of November, and a third meeting in the month of February or March.

Section 2. **DISTRICT GOVERNOR'S HONORARY COMMITTEE.** The district governor may appoint a District Governor's Honorary Committee composed of past international officers who are members in good standing of Lions clubs within the district. This committee shall meet when and as called upon by the district governor.

Section 3. **SERGEANT-AT-ARMS COMMITTEE** - The Sergeant-At-Arms Committee shall maintain order and decorum at the respective conventions and meetings and perform other duties as are incident to the office under Robert's Rules of Order Newly Revised.

Section 4. **CONVENTION COMMITTEES.**

- (A) **District 5M-8 Convention Committee.** All past district governors who are members in good standing of a Lions club within the boundary of district 5M-8 shall constitute The Convention Committee with the immediate past district governor as its chairperson. This committee will conduct the annual District 5M-8 Convention only if no host club(s) will conduct the convention.

- (B) **District convention operating committees.** The district governor shall appoint, by written notification received at least sixty (60) days prior to the District 5M-8 Convention, a Nominating Committee, an Elections Committee, a Resolutions Committee, a Constitution and By-Laws Committee and a Rules Committee. Each committee shall have not more than five (5) members, but not less than three (3) members, each of whom shall be a member in good standing, of a Lions club in good standing. Each member shall be from a different Lions club. The names and addresses of Lions so appointed shall be sent to all Lions clubs in District 5M-8 at least thirty (30) days prior to the convening day of the District 5M-8 Convention.
- (C) **Resolutions.** All non-operating resolutions must be submitted by the opening business session of the District 5M-8 Convention. All non-operating resolutions shall be carried as addendum to the district 5M-8 Constitution and By-Laws for one year. Operating resolutions which have been adopted by the convention shall be referred to the Constitution and By-Laws Committee. This committee shall draft these into proposed amendments to the Constitution or By-Laws, if appropriate, and shall submit them for consideration at the next annual District 5M-8 Convention.
- (D) **District Credentials Committee.** The Credentials Committee of the district convention shall be composed of the district governor, as chairperson, the cabinet secretary-treasurer, or cabinet secretary, and two other Lions that are not officers of the district cabinet. The Credentials Committee shall have the powers and perform the duties set forth in Robert's Rules of Order Newly Revised.

Section 5. **QUALIFICATIONS** - The qualifications for Lions appointed as to the committees set forth in article V, section 1 of the district 5M-8 constitution shall be as follows:

- (A) Must have served as an officer of a Lions club for one (1) year.

ARTICLE III **DISTRICT CONVENTION**

Section 1. **ANNUAL CONVENTION.** An annual convention of the district shall be held each year prior to the international convention at a place selected by a previous annual convention of the district, and at a time and date fixed by the district governor. 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. **CONVENTION SITE INVITATIONS.** The district governor shall receive invitations in writing from places desiring to entertain the annual convention. All invitations must include the official bid application, complete in its entirety, require and shall be delivered to the district governor no later than one hundred and thirty (130) days prior to the convening date of the convention at which they are to be voted upon. Procedure to be followed in investigation of the bids and in presentation of same, to conventions, as well as action to be taken by a convention in the event no bids are acceptable to, or received by the district governor, shall be determined by the district governor.

Section 3. **CREDENTIALS PROCEDURE.** The District 5M-8 cabinet secretary shall prepare a credentials log book with a separate page for each Lions club in District 5M-8. Each page shall list the name of the Lions club and a signature line for each delegate that the Lions club in allowed. There shall also be a signature line for each past district governor in good standing in the Lions club. Each prospective delegate must sign the proper page in the credentials log book before a credential card is issued.

Section 4. **ORDER OF BUSINESS.** The district governor, with concurrence of the Host Convention Committee, shall arrange the order of business for the district convention, and the same shall be the order of the day for all sessions.

Section 5. **CONVENTION DELEGATES.** Each chartered Lions club in good standing in Lions Clubs International and the district shall be represented by one or more delegates at the annual district convention and shall be entitled in each such convention to one voting delegate and one alternate for each ten (10) members, or major fraction thereof, of said Lions club as shown by the records of the Lions Clubs 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 or more members. Each certified delegate present in person may cast one vote only for each office to be filled, and one vote only on each issue to be voted on by the members of said convention. Unless otherwise specified herein, the affirmative vote of the majority of the delegates voting on any question shall be the act of the convention.

Section 6. **PAST DISTRICT GOVERNORS DELEGATES.** Past district governors who reside in the district and are Lions in good standing in a Lions club of District 5M-8 in good standing, shall be considered certified delegates at the annual district convention and shall be in addition to, not included in, their Lions club's quota of delegates.

Section 7. **CONVENTION 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 8. **CONVENTION SITE CHANGE.** The district governor, shall retain and have power to change, at any time, for good reason, the convention site chosen by a previous district convention, and neither the district governor nor the district, nor any member of the district cabinet, shall incur any liability thereby to any Lions club member in the district.

Section 9. **CONVENTION REPORT.** Within Sixty (60) days after the close of the convention, an official report of the convention proceedings shall be mailed to Lions Clubs International by the cabinet secretary.

Section 10. **CONVENTION FEES.** Such fees as the District Convention Committee shall set, may be collected, under procedures set by the district cabinet, from each delegate, alternate and guest, attending the district convention to defray the actual cost of convention meals and entertainment.

Section 11. **CONVENTION PROFIT.** - In addition to the reimbursement of all legitimate and reasonable expenses, the host club, or clubs, shall receive one thousand and five hundred dollars (\$1,500.00) for hosting the 5M-8 convention.

Section 12. **CONVENTION PINS.** The cost of district 5M-8 convention pins shall be a convention expense. District 5M-8 convention pins shall be distributed at the District 5M-8 Convention only.

ARTICLE IV
DISTRICT ADMINISTRATIVE FUND

Section 1. **SEMIANNUAL PER CAPITA TAX.** To provide revenue to defray the administrative expenses of Lions District 5M-8, a semiannual per capita tax is hereby levied upon each member of each Lions club in Lions District 5M-8. The semiannual per capita tax shall be determined as follows:

- (A) To the Multiple District 5M administrative fund, as determined by the Multiple District 5M By-Laws;
- (B) To the Multiple District 5M campaign fund, as determined by the Multiple District 5M By-Laws;
- (C) To the Multiple District 5M geographical area assistance fund, as determined by the Multiple District 5M By-Laws;
- (D) To the Multiple District 5M annual convention fund, as determined by the Multiple District 5M By-Laws;
- (E) \$2.75 to the District 5M-8 administrative fund;
- (F) \$0.50 to the District 5M-8 convention fund, and;
- (G) actual cost to District 5M-8 of bonding for clubs and club officers.

The per capita tax shall be collected and paid by each Lions club on July 1 of each year to cover the semiannual period of July 1 to December 31 and on January 1 to cover the semiannual period of January 1 to June 30; such billings shall be based upon the membership of each Lions club as shown by its membership report of June and December, respectively. Said payment shall be made to the cabinet secretary-treasurer, or cabinet treasurer, by each Lions club, except newly chartered and reorganized Lions clubs, which shall collect and pay said per capita tax on a prorated 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 tax shall be disbursed for administrative expenses of the district in accordance with the annual budget. Any administrative expenses not included in the annual budget must be approved by the Lions District 5M-8 cabinet.

Section 2. **DISTRICT GOVERNOR EXPENSE REIMBURSEMENT.** The district governor shall be reimbursed for actual expenses related to the position of district governor which are not reimbursed from Lions Clubs International or Multiple District 5M or by means of other contributions from individuals or clubs, and shall include all expenses related to the Lioness clubs of District 5M-8. Payment shall be made after presentation of an expense statement. The maximum amount paid each fiscal year shall be six thousand five hundred dollars (\$6,500.00). The district governor shall not be allowed any other expense reimbursement from any District 5M-8 funds, unless expenses are extraordinary and have been approved by the cabinet before the expenditure is made.

Section 3. **FIRST VICE DISTRICT GOVERNOR EXPENSE REIMBURSEMENT.** The first vice district governor shall be allowed expenses to the USA/Canada Forum, limited to 3 days meals and 4 nights lodging, plus travel, 4 Council of Governors meetings, with 3 Council of Governors meetings limited to 2 days meals and 2 nights lodging, plus travel and the Council of Governors meeting at the Multiple District 5M convention limited to 3 days meals and 3 nights lodging plus travel, and the Lions District 5M-8 forum, limited to travel and 1 day meals. All expenses shall be limited to District 5M-8 rules of audit plus registration fees.

Section 4. FIRST VICE DISTRICT GOVERNOR ELECT EXPENSE

REIMBURSEMENT. The first vice district governor-elect shall be allowed expenses to the Multiple District 5M convention limited to 3 days meals and 3 nights lodging plus travel. All expenses shall be limited to District 5M-8 rules of audit plus registration fees.

Section 5. CABINET COMMITTEE EXPENSE REIMBURSEMENT.

- (A) Expense reimbursement to Lions District 5M-8 Youth Outreach chairmen shall be made from the Lions District 5M-8 Youth Outreach dedicated fund. If no funds are available from the District 5M-8 Youth Outreach dedicated fund, than expense reimbursement shall be made from the Lions District 5M-8 administrative fund. Expense reimbursement shall be subject to section 1 of this article.
- (B) Expense reimbursement to Lions District 5M-8 diabetes, awareness and screening clinics chairmen shall be made from the Lions District 5M-8 diabetes dedicated fund. If no funds are available from the District 5M-8 diabetes dedicated fund, than expense reimbursement shall be made from the Lions District 5M-8 administrative fund. Expense reimbursement shall be subject to section 1 of this article.
- (C) Expense reimbursement to Lions District 5M-8 Lions Clubs International Foundation chairmen shall be made from the Lions District 5M-8 L.C.I.F. dedicated fund. If no funds are available from the District 5M-8 L.C.I.F. dedicated Fund, than expense reimbursement shall be made from the Lions District 5M-8 administrative fund. Expense reimbursement shall be subject to section 1 of this article.
- (D) Expense reimbursement to Lions District 5M-8 Leader Dog promotion and assistance chairmen shall be made from the Lions District 5M-8 Leader Dog dedicated fund. If no funds are available from the District 5M-8 Leader Dog dedicated fund, than expense reimbursement shall be made from the Lions District 5M-8 administrative fund. Expense reimbursement shall be subject to section 1 of this article.

Section 6. CABINET MEMBER EXPENSE REIMBURSEMENT. Members of the District 5M-8 Cabinet may be reimbursed for their official activities as members of the cabinet under Lions District 5M-8 rules of audit. Such reimbursement shall be based on available funds and may not always equal one hundred percent of any claims filed. Allowable reimbursement shall apply to all members of the cabinet.

- (A) Each cabinet member may claim two full days under Lions District 5M-8 rules of audit for attendance at the District 5M-8 convention. In any event, no cabinet member may claim reimbursement, if the member's expense is reimbursed by the member's club or a multiple district committee.
- (B) Expense claims by members of the District 5M-8 Cabinet not covered under Lions District 5M-8 rules of audit (Article VII) must be approved by the Lions District 5M-8 Cabinet before the expenditure is made.
- (C) District 5M-8 Cabinet members must submit quarterly expense claims. A 30 day grace period for the first three quarters of the fiscal year and a 15 day grace period for the fourth quarter of the fiscal year is allowed.

(D) No reimbursement shall be paid for housing unless the member is registered at a convention hotel/motel.

Section 7. **CONVENTION PER CAPITA TAX.** Each Lions club in the district shall pay an annual per capita tax of one dollar (\$1.00). Such per capita tax to be billed and paid in the same manner as district dues. These monies to be placed in the District 5M-8 convention fund. This fund is to be used only to promote and cover expenses of the District 5M-8 convention. The total amount in the District 5M-8 convention fund shall not exceed five thousand dollars (\$5,000.00). Amounts more than five thousand dollars (\$5,000.00) received from a convention must be used to promote and cover expenses of a District 5M-8 convention within five years of the convention that funds were received.

Section 8. **DESIGNATED FUND DISBURSEMENT.** All funds contributed for use by specific District 5M-8 project committees, including interest thereon, shall only be used for the purpose intended by the contributor(s). Expenses of the chairmen of the Youth Outreach Committee, Diabetes Awareness committee, Lions Clubs International Foundation committee, Leader Dog committee, and Youth Exchange committee will be allowed from the respective funds. No funds may be transferred or expended for any purpose other than that for which the contribution was made without the specific permission of the club(s) or person(s) making the contribution.

Section 9. **DISTRICT 5M-8 MINI FORUM.** The total amount in the District 5M-8 mini forum fund shall not exceed seven hundred dollars (\$700.00). Amounts more than seven hundred dollars (\$700.00) shall be used to promote and cover expenses of the next District 5M-8 mini forum.

Section 10. **LIONS MULTIPLE DISTRICT 5M PINS.** Lions Multiple District 5M pins shall be an allowed Lions District 5M-8 expense, pending sale of the pins.

Section 11. **DEFICIT SPENDING.** The district governor and the cabinet shall not incur obligations in any fiscal year which will affect an unbalanced budget or deficit in said fiscal year.

Section 12. **TREASURER BONDING.** The cabinet secretary-treasurer, or cabinet secretary and cabinet treasurer, shall be bonded in such amounts and with such surety company as shall be approved by the district governor, with concurrence of the Lions District 5M-8 Cabinet and the cost of same shall be an administrative expense of the district.

Section 13. **REVIEW AND TAX RESPONSIBILITY.** The immediate past district governor shall provide for the annual review of the books and accounts of the district cabinet secretary-treasurer, or cabinet treasurer of the immediate past fiscal year. The immediate past district governor shall be responsible for filing all state and federal tax forms of the immediate past fiscal year. A statement of the financial condition of the district shall be sent to Lions Clubs International and e-mailed to each Lions club in the district within ten (10) days after the second cabinet meeting of the fiscal year by the district governor then in office.

Section 14. **ANNUAL REVIEW.** The annual district financial review shall be conducted by an accountant qualified in the field of public accounting in Minnesota. A preliminary financial report shall be available to the cabinet at the first cabinet meeting of the new year following the close of the international convention.

ARTICLE V
DISTRICT NOMINATIONS AND ELECTIONS

Section 1. **CANDIDATE FILING.** Any member of a Lions club in the district seeking the office of district governor, first vice district governor or second vice district governor shall file intent to so run in writing addressed to the district governor, who shall forward the same to the nominating committee no later than January 1 prior to the convening date of the District 5M-8 convention at which voting on the election is to take place, and furnish therewith evidence of compliance with the qualifications for said office set out in article IV, section 2, 3 and 4 of the District 5M-8 Constitution. The nominating committee shall place in nominations 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.

ARTICLE VI
CANDIDATES FOR OFFICE OF INTERNATIONAL DIRECTOR/SECOND VICE PRESIDENT

Section 1. **INTERNATIONAL REQUIREMENTS.** Subject to the provisions of the Lions Clubs International Constitution and Bylaws, any member of a Lions club in the district seeking endorsement as a candidate for the office of international director or second vice president shall:

- (A) Candidate's notice of intention, deliver (by mail or in person) written notice of intention to seek such endorsement to the district governor, the cabinet secretary and addressed to the council secretary-treasurer of Multiple District 5M on or before January 1 preceding the annual Multiple District 5M convention.
- (B) Qualifications, deliver with said notice of intention evidence of fulfillment of the qualifications for such office set forth in the Lions Clubs International Constitution and By-laws.
- (C) Choice of office, The delegates, in the event there are qualified candidates for both the office of second international vice president and international director, shall determine by secret ballot which office shall be considered for endorsement.

Section 2. **PROCEDURE.**

- (A) Transmittal of notice of intention, each notice of intention so delivered shall be transmitted forthwith by the district governor to the nominating committee of the District 5M-8 convention.
- (B) Nominating committee. The Nominating Committee 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 Lions Clubs International Constitution and By-Laws, and shall place in nominations at the District 5M-8 convention the name of each such prospective candidate who has fulfilled said procedural and constitutional requirements.

Section 3. **NOMINATIONS.** In convention, each nominee for endorsement 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. **VOTING.** The vote on the question of endorsement shall be by secret ballot. The nominee receiving a majority of the votes cast shall be declared endorsed as the candidate of District 5M-8.

Section 5. **ENDORSEMENT.** Endorsement can be extended to only one candidate for international office, other than the office of district governor, and in every case the delegates shall have the right to deny endorsement to any candidate.

Section 6. **CERTIFICATION.** Each candidate for an international office, except that of district governor, shall secure the endorsement of a convention of District 5M-8 pursuant to the Constitutions and by-Laws of Lions Clubs International.

Section 7. **BALLOT FORMAT.** Each ballot shall be printed and shall list, in the order as determined by the Elections Committee, the name or names of the candidate or candidates for office in Lions Clubs International, and shall signify each candidacy “for second vice president,” or “for director” as the case may be. The ballot shall contain a space for the delegates to vote not to endorse any candidate. The candidate receiving the largest number of votes, provided he or she receives a majority of the total votes cast, shall be declared endorsed.

Section 8. **FURTHER BALLOTS.** When only two candidates are listed on the ballot, in the case of a tie, the balloting shall continue until one candidate is elected, or it is shown that a majority of the total votes cast cannot be gained by either candidate. When three or more candidates are listed on the ballot and it is determined after the first ballot that no candidate has received a majority of the votes cast there shall be further ballots taken.

Section 9. **DROPPING CANDIDATES.** After the first and on each subsequent ballot the candidate or the no candidate receiving the least number of votes shall be deleted from the next ballot. The remaining candidates shall be voted upon until such time as one candidate shall have received a majority of the total votes cast, and be declared endorsed. In case of a tie on first ballot, a second ballot shall be taken. In case of a tie on the second ballot, the Elections Committee shall prepare lots and the candidates receiving the tie votes shall cast lots before the Elections Committee within one (1) hour after the election shall have been declared a tie. If any such candidate shall fail to appear within said hour, a member of the Elections Committee shall cast a lot for him or her. The candidate to whom the lot shall fall shall be declared elected. The type of lot to be cast shall be determined by the Elections Committee.

ARTICLE VII
LIONS DISTRICT 5M-8 RULES OF AUDIT

Section 1. Eligible Lions of the Lions District 5M-8 Cabinet may be reimbursed for expenses limited to the following:

- (A) Mileage at sixty five percent (65%) of the IRS federal business rate.
- (B) Lodging at fifty dollars (\$50.00) per day.
- (C) Meals at fourteen dollars (\$14.00) per day.
- (D) Telephone calls and postage limited to actual cost.

Expenses not included in this article must be approved by the cabinet before payment is made.

Section 2. Eligible Lions of District 5M-8 receiving lodging reimbursement from Lions Clubs International or Multiple District 5M less than (b) of this article may be paid the difference of the amount received and what is allowed in (b) of this article.

ARTICLE VIII
RULES OF PROCEDURE

Section 1. **ROBERT'S RULES OF ORDER, NEWLY REVISED.** Except as otherwise specifically proved in these By-Laws, or in the rules of procedure adopted for a meeting, all questions of order and procedure in any District 5M-8 meeting or convention, any meeting of the District 5M-8 cabinet, a region, zone or member Lions club or any group or committee of any one of them shall be determined by Robert's Rules of Order Newly Revised.

ARTICLE IX
FISCAL YEAR

Section 1. The fiscal year of this district shall be from July 1 to June 30.

ARTICLE X
AMENDMENTS

Section 1. **FORMAT.** Amendments to these By-Laws shall be submitted in writing, in a proper form which shall include a rationale for the amendment, a reference to the article and section affected, and an exact statement of any wording to be replaced or added.

Section 2. **FILING.** Such submitted amendment, to be acted on at the next District 5M-8 convention, must be in the hands of the chairman of the Constitution and By-Laws committee by November 1 preceding the annual convention of District 5M-8.

Section 3. **COMMITTEE FUNCTIONS.**

- (A) Review - The Constitution and By-Laws committee shall review all the proposed amendments to these By-Laws at a meeting held in November preceding the annual convention of District 5M-8.

- (B) Action and Transmittal - All proposals which meet the criteria set forth in sections 1 and 2 of this article, shall be communicated in writing to the District 5M-8 cabinet secretary before December 1 preceding the annual District 5M-8 convention. The Constitution and By-Laws committee shall report each correctly proposed amendment, with or without recommendation, to the delegates to the District 5M-8 convention.

Section 4. **NOTIFICATION.** The District 5M-8 cabinet secretary shall submit a copy of the proposed amendment(s) in writing, by email or if necessary, by mail at least 30 days prior to the opening business session of the annual District 5M-8 convention, to each Lions club.

Section 5. **ADOPTION.** Amendments proposed according to the provisions of section 1 and 2 of this article shall be deemed adopted, when approved by an affirmative vote of the majority of the certified delegates at the District 5M-8 convention, present in person, qualified, and voting. Such amendments(s) shall take effect at the close of the District 5M-8 convention at which they are adopted.

Section 6. **HOUSEKEEPING CHANGES.** The District 5M-8 Constitution and By-Laws committee shall be authorized to make “housekeeping” changes within these by-laws which neither alter the meaning nor intent of the changed section. Changes made by the action of the Constitution and By-Laws committee, pursuant to this section, shall be presented to the delegates at the next annual convention of District 5M-8.

ARTICLE XI **CONSISTENCY**

Section 1. These By-Laws shall be consistent with the Constitution and By-Laws of Lions Clubs International and Multiple District 5M. If any part hereof is found not to be consistent with such Constitution and By-Laws, only the inconsistent part shall be voided and superseded by such overriding Constitution and By-Laws, and such inconsistency shall not affect the validity of this constitution as a whole.