

# LIONS CLUBS INTERNATIONAL

## DISTRICT 37N

# BYLAWS

Revised July/August 2010

APPROVED BY DELEGATE VOTING AT  
DISTRICT CONVENTION OCTOBER 2010

## Table of Contents

### District 37N By-laws

Article I DISTRICT NOMINATIONS AND ELECTIONS.....	3
Article II DUTIES.....	4
SECTION 1. District Governor .....	4
SECTION 2. Vice District Governors.....	5
SECTION 3. Cabinet Secretary or Secretary-Treasurer.....	6
SECTION 4. Cabinet Treasurer or Secretary-Treasurer.....	6
SECTION 5. Region Chairperson.....	6
SECTION 6. Zone Chairperson.....	7
SECTION 7. District Governor’s Cabinet.....	8
SECTION 8. District Governor’s Advisory Committee.....	8
SECTION 9. District Governor’s Honorary Committee.....	8
SECTION 10. Sergeant-at-Arms.....	8
Article III DISTRICT ADMINISTRATION.....	8
Article IV COMMITTEES.....	9
Article V DISTRICT PROJECTS.....	10
Article VI RULES FOR CONVENTION PROCEDURES.....	10
Article VII MEETINGS AND NOTICES.....	11
Article VIII NOMINATION AND ENDORSEMENT FOR AN INTERNATIONAL DIRECTOR OR VICE PRESIDENT NOMINEES .....	11
Article IX DISTRICT CONVENTION AND CONVENTION FUND.....	12
Article X FISCAL YEAR .....	14
Article XI AMENDMENTS.....	15
Article XII EFFECTIVE DATE .....	15

# BYLAWS

## ARTICLE I DISTRICT NOMINATIONS AND ELECTIONS

### SECTION 1.

Each District Governor shall appoint, by written notification received at least sixty (60) days prior to the District Convention, a Nominating Committee of not more than five (5) members, each of whom shall be members in good standing of different Lions Clubs which are in good standing in the District and such members shall not at the time of their appointment hold any District or International Office. In addition to the above, a Chairperson is to be appointed and the Clubs notified of the Chairperson appointed and Clubs in good standing may then submit nominations to such Chairperson or District Governor for the consideration of the Nomination Committee

### SECTION 2.

Any qualified member of a Club in the District seeking the office of District Governor or 1<sup>st</sup> or 2<sup>nd</sup> Vice District Governor shall file his intention to so run in writing with the Nomination Committee at least thirty (30) days prior to the commencement of the District Convention and furnish therewith evidence of his compliance with the qualification of 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 received and/or so qualified, then, but then only, nominations for the office may be made from the floor. Each qualified candidate for the office of Governor, First Vice Governor or Second Vice Governor 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 to promote that person's candidacy

### SECTION 3.

The election shall be by secret written ballot, even if there shall be only one nominee, for each position. The candidate receiving the majority of votes cast shall be declared elected. In case of a tie on any ballots, balloting shall continue on the tied candidates until one is elected.

### SECTION 4.

The Cabinet Secretary or Secretary-Treasurer shall notify in writing, the Multiple District Secretary-Treasurer of the intent of the District to hold a Convention to elect a District Governor and a 1<sup>st</sup> and 2<sup>nd</sup> Vice District Governor at least sixty (60) days prior to the commencement of the Multiple District Convention to be held during the same fiscal year.

## SECTION 5.

The Cabinet Secretary or Secretary-Treasurer shall notify in writing the Multiple District Secretary-Treasurer of the names of the District Governor-Elect and the 1<sup>st</sup> and 2<sup>nd</sup> Vice District Governors-Elect at least thirty (30) days prior to the commencement of the Multiple District Convention.

## SECTION 6.

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. The District Governor, Immediate Past District Governor, 1<sup>st</sup> and 2<sup>nd</sup> Vice District Governors, the Region Chairperson, Zone Chairperson, and the Secretary and Treasurer or Secretary-Treasurer and members of the District Governor's Honorary Committee shall convene at a date, time and place called and determined by the Immediate Past District Governor to pick a replacement for recommendation to the International Board of Directors.

# ARTICLE II

## DUTIES

### SECTION 1.

**DISTRICT GOVERNOR:** The District Governor shall act under the general supervision of the International Board of Directors as the representative of Lions Club International in this District.

In addition, he shall be the chief administrative officer of this District and shall have direct supervision over the Vice District Governors, Region Chairperson, the Zone Chairpersons, the Cabinet Secretary and Cabinet Treasurer (or Secretary-Treasurer) and such other cabinet members as may be provided for in this Constitution and By-Laws. His specific responsibilities shall be to:

- a. Further the purposes and objectives 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. Establish such Cabinet Committees as shall in his opinion further the purposes and objectives of or shall be required by Lions Club International in the District and appoint and for good cause remove from office, a Chairperson for each committee.
- 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:

- i) Designate a depository for all District funds and authorize the payment there from of all legitimate expenses pertaining to the administration of the affairs of the District.
  - ii) Secure, set the amount of and approve the Surety Company issuing the surety bond for the Cabinet Treasurer or Secretary-Treasurer, in the event that he is to be bonded.
  - iii) Secure, semi-annual or more frequently, District financial reports from the Cabinet Treasurer or Secretary-Treasurer.
  - iv) Provide for an annual or more frequent examination of the books and accounts of the Cabinet Treasurer or Secretary-Treasurer and set up a definite schedule of dates, time and places of Cabinet meetings to be held during the fiscal year.
- g. Submit a current itemized statement of total District receipts and expenditures to the annual District Convention.
- h. Submit such other reports and perform such other duties as may be required by the International Board of Directors.
- i. Deliver, forthwith, at the termination of his term of office, all District accounts, funds and records to his successor in office

## SECTION 2. VICE DISTRICT GOVERNORS:

The Vice District Governors, subject to the supervision and direction of the District Governor, shall be Chief Administrative Assistant to the District Governor. His specific responsibilities shall be to:

- a. Further the purpose and objects of Lions Clubs International.
- b. Familiarize himself with the duties of the District Governor so in the event of a vacancy in the office of District Governor he will be better prepared to assume the duties and responsibility of the office.
- c. Perform such administrative duties as may be assigned to him by the District Governor or District Cabinet.
- d. Perform such other functions or acts as may be required of him by the International Board of Directors through the Vice District Governor's Manual and other directives.
- e. Actively participate in all cabinet and council meetings and conduct all meetings in absence of the District Governor.
- f. Participate in the preparation of the District budget.
- g. Be actively engaged in all matter to be continued during the next year.
- h. Participate in the review of the strengths and weakness of the clubs in the District.
- i. At the request of the District Governor supervise appropriate District Committees.

### SECTION 3. CABINET SECRETARY OR SECRETARY-TREASURER.

Under the supervision and direction of the District Governor, the Cabinet Secretary or Secretary-Treasurer shall:

- a. 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, the Multiple District Secretary-Treasurer, 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 Multiple District Secretary-Treasurer, the District Governor, and the Secretary of each Club in the District.
- 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 this Constitution and By-Laws, or as may be assigned to him or her from time to time by the District Governor or the Cabinet.
- d. Sign all notices and documents issued by the Cabinet.
- e. Make an annual report to the Cabinet at its meeting immediately preceding or held in conjunction with its District Convention, and such other reports at such other times as the District Governor or Cabinet may require.

### SECTION 4. CABINET TREASURER OR SECRETARY-TREASURER:

Under the supervision and direction of the District Governor, the Cabinet Treasurer or Secretary-Treasurer shall:

- a. Collect and receipt all funds due to 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. Keep accurate books and records of accounts 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 shall furnish any such books and records as request to any examiner appointed by the District Governor.
- c. Secure a bond for the faithful performance of his duties in such sum and with such surety as may be required by the District Governor.

### SECTION 5. REGION CHAIRPERSON.

The Region Chairperson, (if the position is utilized during the District Governor's term) subject to the supervision and direction of the District Governor, shall be the Chief Administrative Officer in his region. His specific responsibilities shall be to:

- a. Further the purposes and objects of this Association.
- b. Supervise the activities of the Zone Chairpersons in his region and such District Committee Chairperson as may be assigned to him by the District Governor.
- c. Play an active role in organizing new Clubs and in strengthening weak Clubs.

- d. Visit a regular meeting of each Club in his region at least once during his term of office, reporting his findings to the District Governor.
- e. Visit a regular Board of Directors Meeting of each Club in his Region at least once during his term of office, reporting his findings to the District Governor.
- f. Endeavour to have every Club in his Region operating under a duly adopted Club Constitution and By-Laws.
- g. Promote representation at International and District Conventions by at least the full quota of delegates to which each Club in his Region are entitled.
- h. Carry out such official visitations to Club meetings and charter nights as shall be assigned to him by the District Governor.
- i. Perform such other functions and acts as may be required of him by the International Board of Directors through the Region Chairperson's Manual and other directives.

In the event the Region Chairperson for any reason cannot or does not, in the judgement of the District Governor, perform the duties of his 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 6. ZONE CHAIRPERSON:

The Zone Chairperson, subject to the supervision and direction of the District Governor and/or Region Chairperson, shall be the Chief Administrative Officer in his zone. His specific responsibilities shall be to:

- a. Further the purposes and objects of this Association.
- b. Serve as Chairperson of the District Governor's Advisory Committee in his Zone and as Chairperson to call regular meetings of said committee.
- c. 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 Region Chairperson.
- d. Play an active role in organizing new Clubs and keep informed on the activities and well being of all Clubs in his Zone.
- e. Represent each Club in his Zone in any problem with District, Multiple District or Lions Clubs International.
- f. Supervise the progress of District, Multiple District, and Lions Clubs International in his Zone.
- g. Endeavour to have every Club within his Zone operating under a duly adopted Club Constitution and By-Laws.
- h. Promote representation at International and District Conventions by at least the full quota of delegates to which Clubs in his Zone are entitled.
- i. Visit a regular meeting of each Club in his Zone once or more during his term of office, reporting his findings to the Region Chairperson and District Governor particularly with respect to weakness he may have discovered.
- j. Perform such other functions and acts as may be required of him by the International Board of Directors through the Zone Chairperson's Manual and other directives.

In the event the Zone Chairperson for any reason cannot or does not, in the judgement of the District Governor, perform the duties of his 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 7. DISTRICT GOVERNOR'S CABINET:**

The District Governor's Cabinet shall:

- a. Assist the District Governor in the performance of his duties and in the formation of administrative plans and policies affecting the welfare of Lionism within the District.
- b. Serve in an advisory and administrative capacity only.
- c. Receive from the Region and Zone Chairperson, reports and recommendations that concern the Clubs and Zones.

**SECTION 8. DISTRICT GOVERNOR'S ADVISORY COMMITTEE:**

Under the direction of the District Governor, shall assist the Zone Chairperson in an advisory capacity; procure recommendations affecting the welfare of Lionism and the Clubs in the Zone, and relay the same through the Zone Chairperson to the District Governor and his Cabinet.

**SECTION 9. DISTRICT GOVERNOR'S HONORARY COMMITTEE:**

It shall act under the direction of the District Governor in the promotion of harmony throughout the District. The Chairperson of this Committee shall attend meetings of the Cabinet when requested by the District Governor.

**SECTION 10. SERGEANT-AT-ARMS:**

The Sergeant-At-Arms shall maintain order and decorum at the respective Conventions and meetings and perform such other duties as are incident to his office under Robert's Rules of Order newly revised.

**ARTICLE III**

**DISTRICT ADMINISTRATION**

**SECTION 1**

Expenses of the 1<sup>st</sup> Vice District Governor in connection with his attending one (1) constitutional area forum in North America shall be considered a District administrative expense. Reimbursement for such expense shall be made on the same basis as outlined in



the Rules of Audit of Lions Clubs International or as specified in the current District budget up to the amount of \$1000.00 U.S.

Expenses of the one adult companion of the incoming District Governor in connection with his attending the International Convention held offshore of the continental USA shall be considered a District administrative expense. Reimbursement for such expense shall be made on the same basis as outlined in the Rules of Audit of Lions Clubs International or as specified in the current District budget up to the amount of \$500.00 U.S.

## SECTION 2

The Governor and Cabinet shall not incur obligations in any fiscal year which will result in an unbalanced budget or deficit in such fiscal year.

The District Governor shall provide for an annual or more frequent examination of the books and accounts of the Cabinet Treasurer or Secretary-Treasurer, and a statement of the financial condition of the District shall be sent to Lions Clubs International and each Club in the District within sixty (60) days after the close of the fiscal year by the District Governor then in office.

The Cabinet Treasurer or Secretary-Treasurer and the alternate cheque signing officer referred to in SECTION 4 of this ARTICLE V may be bonded in such amount and with such Surety Company as shall be approved by the District Governor and the cost of same shall be a District administrative expense.

## SECTION 3. SIGNING AUTHORITY.

Cheques issued on behalf of the District may be signed by two of the three authorized signers. Usually these three will be the District Governor, the Treasurer and one other Cabinet member as selected by the District Governor.

# ARTICLE IV

## COMMITTEES

### SECTION 1.

The Credentials Committee of the District Convention shall be composed of the District Governor, as Chairperson, the Cabinet Secretary or Secretary-Treasurer and two (2) other nonofficers of the District appointed by the District Governor. The Credentials Committee shall have the powers and perform its duties according to Rules set forth in Robert's Rules of Order newly revised.

## SECTION 2.

The District Governor shall appoint, designate the Chairperson of, and fill any vacancies occurring in the following District Convention Committees: Resolutions, Elections, Constitution and By- Laws, Rules and International Convention. Each Region shall have at least one representative on each Committee established by the District Governor. These committees shall perform such duties as the District Governor shall designate.

## ARTICLE V

### DISTRICT PROJECTS

The Cabinet Secretary or Secretary-Treasurer shall notify in writing, all Clubs affected by a proposed project involving participation by more than two (2) Clubs. Such notification shall contain the purpose of the proposed project, the anticipated results, and all available details.

The notification shall be forwarded to all Clubs affected at least thirty (30) days prior to a meeting to be convened to discuss the merits of the proposal. No proposal shall proceed unless it receives District approval.

## ARTICLE VI

### RULES FOR CONVENTION PROCEDURES

#### SECTION 1.

The District Governor 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 in this Constitution and By-Laws, or in the Rules of Procedure adopted for a meeting, all questions on order and procedure in any District Cabinet, Region, Zone or Member Club or of any group or committee of any one of them shall be determined by Robert's Rules of Order newly revised.

## ARTICLE VII

### MEETINGS AND NOTICES

#### SECTION 1.

Any meeting of Cabinet and any committee meeting, Region meeting or Zone meeting may be held, on the direction of the Chairperson of the meeting, either wholly or in part by video-conferencing, teleconferencing, email or other media.

#### SECTION 2.

Any notice to be given under the Constitution or Bylaws may be given by mail, FAX or e-mail. A notice sent by mail is deemed to be given on the date of the postmark for the mail. A notice sent by FAX or e-mail is deemed to have been given on the date of transmission.

## ARTICLE VIII

### NOMINATION AND ENDORSEMENT INTERNATIONAL DIRECTOR AND SECOND VICE PRESIDENT NOMINEES

#### SECTION 1.

Subject to the provision of the International Constitution & By-Laws, and the Constitution and By-Laws of Multiple District 37, any member of a Lions Club in the District seeking endorsement of a District Convention as a candidate for the office of International Director or Vice President shall:

- a. Deliver (by mail, electronically, or in person) written notice of intention to seek such endorsement to the District Governor and, if this District is a sub-District of a Multiple District, to the Multiple District Council Secretary-Treasurer, no less than ninety (90) days prior to the convening date of the respective Convention at which such question of endorsement is to be voted upon.
- b. Deliver with said notice of intention, evidence of fulfilment of the qualifications for such office set forth in the International Constitution and By-Laws.

#### SECTION 2.

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

### SECTION 3.

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

### SECTION 4.

The vote on the question of endorsement shall be by secret written ballot, unless there shall be only one nominee seeking the same, in which event a voice vote may be taken. The nominee receiving a majority of the votes cast shall be declared endorsed (elected) as the candidate of the Convention District. In the event of a tie vote, or failure of one nominee to receive the required majority on any ballot, balloting shall continue with respect to the two (2) nominees only who received the largest number of votes on the previous ballot, until one receives the required majority of the votes cast.

### SECTION 5.

Certification of endorsement by the respective Convention shall be made in writing to the International Office and to the Multiple District office by the District officials designated, and in accordance with the requirement therefore set forth in the International Constitution and By- Laws and the Constitution and By-Laws of the Multiple District 37.

### SECTION 6.

No endorsement of candidacy of any member of a Lions Club in this District shall be valid unless and until the provisions of this Article VI have been met.

## ARTICLE IX

### DISTRICT CONVENTION AND CONVENTION FUND

#### SECTION 1.

- a. The account records of the District shall include and identify a fund to be known as the District Convention Fund and a further fund to be known as The District Convention Surplus Fund.
- b. The District Convention Fund shall consist of monies received from the District dues, as stipulated in SECTION 1(a). The District convention fund shall be used exclusively for defraying expenses of District Conventions and shall be expended only by District checks drawn and signed by those authorized
- c. The District Convention Surplus Fund shall consist of any and all unexpended portions of the District Convention Fund that shall not have been disbursed

during the District Governor's fiscal year, as well as any surplus funds received from the Host Club or Clubs of a District Convention.

- d. In any fiscal year, any balance remaining in the Convention Fund after payment of all Convention Administration expenses in that year shall remain in said Convention Fund and become available for future convention expenses and be treated as income in any fiscal year in which expended or otherwise budgeted for payment of such expenses. In the event that as of the 2nd day of January of each year, the District Convention Fund shall exceed \$5000 U.S., the excess over the \$5000 U.S. shall be permanently transferred from the District Convention Fund to the District Administrative Fund.
- e. Monies of the District Convention Fund and the District Convention Surplus Fund may, for banking purposes, be segregated from or combined with the District Administrative Fund.
- f. Such fee as the District Cabinet shall set may be collected under procedures set by the District Governor, from each delegate, alternate, and guest attend the District Convention to defray the actual cost of convention expenses, meals and entertainment.
- g. A host club or clubs of a District Convention shall submit, for approval by the Cabinet, a budget for its Convention. Unless the District Cabinet shall approve the budget of the Host Club or Clubs of a District Convention and shall agree to subsidize the same, each District Convention shall be budgeted to be self-supporting. Upon approval of such budget, The District Cabinet may advance to the Host Club of a District Convention by way of a loan or a grant from the District Convention and/or the District Convention Surplus Fund, such amounts as the Cabinet shall consider to be advisable for the promotion or subsidization of the District Convention, as the case may be.
- h. A host club or clubs shall provide the Governor with a complete accounting of expenditures, receipts, billings, invoices and other documents, together with a complete financial statement covering all aspects of the District Convention, within thirty (30) days following the close of the Convention)
- i. A Host Club, or Clubs, of a District Convention shall be responsible for any deficit resulting from such Convention, and shall pay any such deficit from Club administration funds. In the event of a deficit, the District Cabinet may, after reviewing the financial statement provided in accordance with the (j), reimburse all or part of the deficit to the Host Club or Clubs.
- j. If a profit is realized, that money shall also be provided to the Governor, and after a review of the accounting and financial statement, the profit may be shared on a 50/50 basis between the District Convention Fund and the host club/clubs. If a deficit occurs, the District Cabinet may, after reviewing the financial statement provided in accordance with SECTION 6, reimburse all or part of the deficit to the host club or clubs.

## SECTION 2.

A club or clubs acting as host for a District Convention shall not use the operation of the Convention as a club fund raising project.

### SECTION 3.

No Lions club or individual shall sell, provide, circulate, or otherwise distribute raffle tickets, draw entries, activities of chance or any merchandise whatsoever at a District Convention without the written authority of the District Governor.

### SECTION 4.

The Governor shall provide for an annual or more frequent examination of the District Convention Surplus Account and shall give a financial report of said account to the annual Convention.

### SECTION 5. VICE COUNCIL CHAIRPERSON

A Lions Club in good standing within the District may nominate one (1) Past District Governor or sitting District Governor for election as the District Candidate for Vice Council Chairperson. Written notice of the nomination must be submitted to the Cabinet Secretary at least thirty (30) days prior to the commencement of the District Convention. The Secretary shall notify Governor of the nomination. The Governor shall ensure that the nominee is qualified in accordance with Multiple District 37 policy. The Governor shall place in nomination at the District Convention all qualified candidates.

- a. Each qualified nominee for Vice Council Chairperson candidate shall be allotted a total of two (2) minutes during the official convention agenda to promote that persons' candidacy. If no nominations are received by the District Governor by the deadline, then, and only then nominations may be made from the floor of the Convention.
- b. Even if there is only one (1) such nomination from the floor of the Convention for the position of Vice Council Chairperson, a secret written ballot will be required.
- c. The Cabinet Secretary shall forward the name of the District Candidate for Vice Council Chairperson to the Multiple District Secretary Treasurer at least sixty (60) days prior to the commencement of the Multiple District Convention.

## ARTICLE X

### FISCAL YEAR

#### SECTION 1.

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

ARTICLE XI  
AMENDMENTS

SECTION 1.

These By-Laws may be amended only at a District Convention, by resolution reported by the Convention Committee on Constitution and By-Laws and adopted by a majority of the votes cast. The By-Laws shall be updated annually to automatically reflect the changes approved at the immediately preceding Convention of the International Association of Lions Clubs.

SECTION 2.

No amendments shall be 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 shall be voted 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.

SECTION 4.

Should any provision of the District 37N By-Laws, contravene that of the Multiple District and/or International Constitution and By-Laws or policies of this association, the latter would be controlling. While such changes would govern the District, a housekeeping amendment approved by the District is recommended.

ARTICLE XII  
EFFECTIVE DATE

These By-Laws shall take effect at the close of the District Convention at which the same is adopted by the affirmative vote of the majority of the votes cast.