

# **Lions District 5M-7 By-Laws**

As Revised January 16<sup>th</sup> 2010

## **ARTICLE I**

### **District Nominations and Elections**

**SECTION 1.** The District Governor shall appoint, and they shall receive notification of their appointment at least thirty days prior to the Convention of the District, a nomination committee of not less than three members who shall be a member of a different regularly chartered Lions Club within the district and who shall not at the time of their appointment hold any District, Multiple District or International office.

**SECTION 2.** The names and addresses of these committee members shall be sent to all Clubs in the District at least thirty (30) days prior to the convention.

**SECTION 3.** Any member of a Club in the District seeking the office of District Governor or Vice-Governor shall file his intention to so run in writing with the Nominating Committee prior to the day of its report to the convention, and furnish therewith evidence of compliance with the qualifications for said office set out in the International Constitution and By-Laws. The Nominating Committee shall place in nomination at the District Convention the names of all candidates so qualified. If none are so received and/or so qualified, then, but then only, nominations for the office may be made from the floor. Each candidate shall be allowed one nominating speech of no more than five (5) minutes duration and one seconding speech of no more than three (3) minutes duration.

**SECTION 4.** Election of the District Governor and 1<sup>st</sup> & 2<sup>nd</sup> Vice-Governors shall be by secret written ballot even in the case of only one (1) candidate for the office. In the case of two (2) candidates for the office, voting shall be by secret ballot and the candidate receiving the largest number of votes shall be declared elected. In the event of three (3) or more candidates, and it shall be seen after the first balloting that none has a majority of the total vote, there shall be further ballots take: the name of the candidate polling the least number of votes in each further balloting shall then be dropped, the remaining candidates being voted on again, until such time as one candidate shall have received a majority of the total vote, and be accordingly declared elected.

**SECTION 5.** In the event of a vacancy occurring in the office of District Governor, the vacancy shall be filled in accordance with the provision of the International Constitution.

## **ARTICLE II**

### **Duties of Officers and Agencies**

**SECTION 1.** The District Governor shall preside at all meetings of the Cabinet and as Chief Executive of the District shall supervise the work and activities of his District and shall perform such other duties as pertain to that office and as are set forth in the International Constitution and By-Laws. In the event of the absence of the District Governor or Vice-

Governors at a Cabinet meeting the District Governor's Cabinet shall appoint one of its members to perform the duties of the District Governor at the meeting. The District Governor shall have authority to dismiss any, Zone Chair or any other officer appointed by them, for good and sufficient reason.

**SECTION 2.** The Cabinet Secretary / Treasurer, under the supervision and direction of the District Governor and his Cabinet, shall keep an accurate record of the proceedings of all meetings of the Cabinet and shall within fifteen (15) days after each meeting forward copies of the minutes of the same to all members of the Cabinet, he shall also keep an accurate record of the proceedings of the District meeting held during the Multiple District Convention and Midwinter Convention. He shall assist the District Governor and Cabinet in conduction the business of the District, and shall perform such duties as are specified or implied in the Constitution and By-Laws of the District, and shall perform such duties as are specified or implied in the Constitution and By-Laws of this organization, or as may be assigned to them from time to time by the Governor. He shall sign all notices and documents issued by the District, keep the accounts, receive all monies paid to the District, and shall make an annual report to the Cabinet at the meeting of the Cabinet immediately preceding the Multiple District Convention and at such other times as the Cabinet may require. He shall deposit all monies received by them in such bank or banks as may be designated by the Cabinet and shall disburse the same by order of said Cabinet. He shall turn over to the Multiple District Council the Multiple District Convention Administrative Fund collected in the District, keeping same until he has received the proper order from said Council. His accounts, books and records shall at all times be open to the inspection of the Cabinet, the District Governor and any auditors named by the Cabinet. He shall give bond for the faithful performance of his duties, in such sum and with such sureties as may be required by the District Governor's Cabinet or Multiple 5M Governor's Council.

**SECTION 3.** The Vice Governors shall be a member of the District Governor's Cabinet and shall attend the regular and special meetings and deliberations of the Cabinet. They shall attend bowling, softball tournaments, banquets, anniversary, celebrations, and special functions such as meetings in observance of District Governor Week, honoring Key Members, Monarchs, etc.; installing of officers, inducting of new members, Ladies Nights, outings and similar functions. The official actions of the Vice Governors shall be under the supervision of the District Governor. In the event the Vice Governors for any reason cannot or does not efficiently and in the best interest of Lionism perform the duties of 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 4.** The Zone Chair shall be a member of the District Governor's Cabinet and Chair of the District Governor's Advisory Committee of his Zone. The Zone Chair shall hold regularly scheduled Advisory Committee meetings, as provided in Article V, Section 10 of this Constitution, above. He shall preside over these meetings and shall make a report of

Same within five days to the Vice Governors, his District Governor and the office of Lions International. It shall be his duty to promote the efficient operation of the Clubs in his Zone. He may arrange, with the cooperation of the Vice Governors, meetings to which all Lions in his Zone are invited and he shall be the presiding officer at these meetings. He shall encourage the Clubs in his Zone to hold interclub meetings and such other social activities as golf, bowling and softball tournaments, banquets, anniversary celebrations, special functions such as meetings in observance of District Governor Week, honoring Key Members, Monarchs, etc.; installing of officers, inducting of new members, Ladies Nights, outings and similar functions. He shall promote attendance at the annual District, Multiple District and International Conventions and shall endeavor to have his Clubs represented at each of these conventions by at least the full quota of delegates to which they are entitled. The official actions of the Zone Chair shall be under the supervision of the Vice Governors and of his District Governor. In the event the Zone Chair for any reason cannot or does not efficiently and in the best interest of Lionism 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 to assist the District Governor in the promotion of Lionism in the District by performing such other duties as may be delegated to them from time to time by the District Governor and the District Governor's Cabinet. They may recommend to the District Governor qualified Lions in the District for appointment as Zone Chair. It shall be their duty to see that every Club in the District is efficiently operating under the Lions International Club Standard Constitution and By-Laws. It shall be their duty to promote the annual District, Multiple District and International Conventions among the Clubs in the District, and they shall endeavor to have them represented at each of these Conventions by at least the full quotas of delegates to which they are entitled. They shall assist the Zone Chairs of the District in the performance of their official duties and he shall cooperate with the Zone Chairs in arranging Zone meetings to which all Lions in the Zone are invited. They may attend same when called upon to do so. They shall further cooperate with the Zone Chairs in promoting attendance at Charter Nights of newly organized Clubs. In order further to develop good fellowship among Lions in the District, they shall cooperate with his Zone Chairs in promoting such social activities as golf,

**SECTION 5.** The District Governor's Cabinet is the deliberative and assisting body to the District Governor in the formulation of administrative plans and policies affecting the welfare of Lionism with the District. It shall serve in an advisory and administrative capacity only. Through the Vice Governors, it shall receive reports and recommendations which emanate from and concern the Clubs and Zones in the respective Regions of the District. It shall supervise the collection of all stipulated taxes pertaining to this organization by the Cabinet Secretary/Treasurer and it shall designate a depository for monies collected from such taxes. When deemed necessary, it shall recommend to the Multiple District Council changes pertaining to the amount of taxes collected within the District for District and Multiple District functions. It shall authorize the payment out of the funds of the District of all legitimate expenses pertaining to the administration of the affairs of the District. It shall set the amount of corporate surety bond for the Cabinet Secretary/Treasurer and shall approve the surety company with which he shall be bonded. It shall demand of and receive from the Cabinet Secretary/Treasurer reports as frequently as deemed necessary.

It shall make provisions for an audit, at the end of the fiscal year, of books and accounts of the Cabinet Secretary / Treasurer and copies of this audit shall be mailed to the Vice Governors, the District Governor and the office of Lions International. It shall receive such other reports from the Cabinet Secretary / Treasurer as are found necessary from time to time. At the first meeting of this Cabinet there shall be agreed upon a schedule of Cabinet meetings to be held during the year and so far as possible, definite dates and places of such meetings.

**SECTION 6.** The District Governor's Advisory Committees, which serve in advisory and administrative capacity, are composed of the Zone Chair, Club President, Club Membership Chair and Club Secretaries of the Clubs in his Zone; there are thus as many such committees as there are Zones in the District. At their meetings the committees shall receive from Clubs, from the District Governor, from the Vice District Governors and from the International Office recommendations affecting the welfare of Lionism and the Clubs in their Zone; they shall consider these recommendations in the light of the needs and problems of the Clubs in their Zone; they make recommendations on any matter affecting the interests of Lionism to District, Multiple District and International Office. They shall assist the Zone Chair in every way possible in the performance of his duties and they shall hold at least three, and preferably, four meetings during the year.

**SECTION 7.** The District Governor's Honorary Committee is charged primarily with the promotion of harmony throughout the District. In this connection, the members of this Committee shall be known as "Ambassadors of Good Will". The Chair of this Committee shall attend meetings of the District Governor's Cabinet. The official actions of this Committee or of its individual members shall be under the supervision of the District Governor.

**SECTION 8.** The Vice-Governors shall assist the District Governor in the performance of duties, subject to the supervision and direction of the District Governor. The 1<sup>st</sup> & 2nd Vice-Governor's specific responsibilities shall be to:

- A. Familiarize themselves with the duties of the District Governor so they are capable of discharging the duties of this office if called upon by the District to do so.
- B. The District Governor may assign assistants in such administrative duties as needed.
- C. The District Governor may request working on special projects as needed.
- D. Perform such assignments as shall be given from time to time by the District Governor.

As an elected representative of your District and Lions International, you need to become familiar with the proper attire and image expected of you. You should read and become familiar with the International Constitution and By-Laws and those of your District. You need to work with the Lions in your District and / or Multiple District to promote harmony. When you are out and about as Vice-Governors, you need to be ready. You will be called upon to induct officers, install new members, give invocations or give speeches often without any advance notification. As Vice-Governors, you are the second highest-ranking officers in

your District. You need to support the District Governor and help them carry the District and International programs to the Clubs. You need to encourage attendance at upcoming Zone, Region, District, Multiple District and International events. You should be familiar with your District projects and programs.

### **ARTICLE III**

#### **Convention Committees, Committees**

**SECTION 1.** The Credentials Committee for the District Convention shall be composed of the Cabinet Secretary / Treasurer and the District Governor. It shall be their duty to issue voting credentials to properly accredited Lions and to report the credential statistics to the convention when called for.

**SECTION 2.** In addition to such other Convention Committees as may be deemed necessary, the District Governor shall appoint the following Convention Committees with each Committee having at least three members; Rules, Resolutions and Constitution and By-Laws.

### **ARTICLE IV**

#### **Obligations, Procedures and makeup of District Convention committee**

**SECTION 1.** The Convention Committee shall arrange the agenda and programs of the District 5M-7, District Convention with input from the District Governor. However the plans and agenda for all District Business Sessions shall be the complete responsibility of the District Governor.

The Convention Committee will consist of the (7) seven most recent 5M-7 Past District Governors living in District 5M-7. In addition (2) two 5M-7 Past District Governors or Past International Directors living and having served in District 5M-7 will be appointed by the District Governor, along with (2) two Lion members in good standing of a club in good standing in District 5M-7. These Lions must have served at least one full term as Zone Chair in District 5M-7 at the time of the appointment.

The committee at its first meeting will elect a Secretary and Treasurer to serve that term. The Past District Governor two years removed will preside as chairperson. However if that Past Governor is not available the committee will elect a chair from its members. The Governor would then appoint (1) one additional member to the committee. This Committee will have a membership of (11) eleven members.

**SECTION 2.** The Immediate Past District Governor shall preside at the opening session of the Midwinter Convention, holding the Chair until the present District Governor is introduced for chairing the Convention.

**SECTION 3.** Robert's Rules of Order shall govern all parliamentary procedure at the sessions of the Convention, except as otherwise may be provided in the Rules of Procedure adopted by the Convention.

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**SECTION 4.** It shall be the responsibility of the Cabinet Secretary to see that all resolutions passed by delegates at the Midwinter Convention be typed and transmitted to the Chair of the Multiple 5M Governors Council for consideration at the succeeding Governor's Council meeting.

**ARTICLE V**  
Fiscal Year

**SECTION 1.** The fiscal year of District 5M-7 shall be from 1 July through 30 June of each year.

**ARTICLE VI**  
Amendments

**SECTION 1.** Amendments to these By-Laws shall be submitted in writing to the District Governor and in his hands at least forty five (45) days prior to the opening session of the District Convention, or forty five (45) days prior to the opening session of the Multiple 5M Convention. A copy of the proposed amendments shall be submitted in writing to each Club in District 5M-7 at least thirty (30) days prior to the opening business session of the applicable Convention. The Governor may comment on each proposed amendment and its effect on the District when he submits the proposed amendments to each Club in the District.

**SECTION 2.** Amendments proposed according to the provisions of Section 1, above, shall be deemed adopted and thereafter a part of these By-Laws when approved by an affirmative vote of a majority vote of the delegates registered in District 5M-7, present in person, qualified and voting at a District 5M-7 Midwinter Convention or a Multiple District 5M Convention.