

LIONS CLUBS INTERNATIONAL

DISTRICT 306 C 1 SRI LANKA



CONSTITUTION AND BY-LAWS

Lions Clubs International

OBJECTS

TO CREATE and foster a spirit of understanding among the peoples of the world.

TO PROMOTE the principles of good government and good citizenship.

TO TAKE an active interest in the civic, cultural, social and moral welfare of the community.

TO UNITE the clubs in the bonds of friendship, good fellowship and mutual understanding.

TO PROVIDE a forum for the open discussion of all matters of public interest; provided, however, that partisan politics and sectarian religion shall not be debated by club members.

TO ENCOURAGE service-minded people to serve their community without personal financial reward, and to encourage efficiency and promote high ethical standards in commerce, industry, professions, public works and private endeavors.

Mission Statement

TO CREATE AND FOSTER a spirit of understanding among all people for humanitarian needs by providing voluntary services through community involvement and international cooperation.

THE INTERNATIONAL ASSOCIATION OF LIONS CLUBS

DISTRICT 306 C 1 SRI LANKA

CONSTITUTION AND BY-LAWS

ARTICLE 1

NAME

This Organization shall be known as District 306C 1 (hereinafter referred to as "The District", and shall be a Sub-District of the Multiple District 306, Sri Lanka, of the International Association of Lions Clubs (hereinafter referred to as "Lions Clubs International".)

ARTICLE II

OBJECT

To provide an administrative structure with which to advance the Purposes of Lions Clubs International in their District.

ARTICLE III

MEMBERSHIP

Section I

The Members of this organization shall be all Lions Clubs duly organized and chartered by Lions Clubs International within the territory of the District as hereinafter defined.

Section II

Colombo City Colombo Central Electorate,

Comprises the Municipal Wards of Fort (area south of Fort Railway Station and West of Canal), Wekanda, Hunupitiya and Suduwella.

Colombo City Borella Electorate.

Comprises the Municipal Wards of Dematagoda, Wanathamulla (area East of Baseline Road) Borella North (area East of Baseline Road) and Borella South (area east of Baseline Road) and Cinnamon Gardens.

Rest of Colombo District Portion North of the Divisional Secretary Division of Kotikawatte Mulleriyawa South of Colombo Avissawella Low Level Road.

Portion of the Divisional Secretary Division of Kaduwela, South of Colombo Avissawella Low Level Road and North of the High Level Road.

Portion of the Divisional Secretary Division of Homagama, South of Colombo Avissawella Low Level Road and North of the High Level Road.

Portion of the Divisional Secretary Division of Hanwella, South of Colombo Avissawella Low Level Road and North of the High Level Road up to Meepe and North of Meepe Waga Welikanne Thummodera Labugama Road and Railway.

Kegalle District - Portion East of the Avissawella Karawanella Ruwanwella Galigomuwa Highway and South of Galigomuwa Kegalle Mawanella Highway.

All of Kandy, Matale, Polonnaruwa and Trincomalee Districts.

ARTICLE IV

DISTRICT ORGANIZATION

Section I Cabinet & Officers

The District shall have a District Cabinet composed of the District Governor, the Immediate Past District Governor, the Vice District Governor, the Cabinet Secretary, the Cabinet Treasurer, Region Chairpersons and Zone Chairpersons. The District Governor may also appoint Programme Coordinators and Region Coordinators as members of the Cabinet. Provided, however, each District Governor shall have the authority to determine whether the position of Region Chairperson will be utilized during his/her term. If not so utilized, the position of Region Chairperson shall remain vacant during the said District Governor's term. The members of the District Cabinet shall be the Officers of the District. Each such officer shall be a member in good standing of a Lions Club in good standing in the District.

Section II

The District Governor and the Vice District Governor shall be elected in accordance with the qualifications required under the International Constitution and the procedure hereinafter provided, at the Annual Convention of the District, The District Governor and the Vice District Governor shall serve for a term of one year only, which term shall commence with the close of the International Convention held in the year of his election, if so held, but if not, then on July 1 next following his/her election and shall terminate with the close of the International Convention held in the calendar year next following the calendar year of his/her election, if so held, but if not on June 30 of the calendar year next following the calendar year of his/her election. The District Governor shall appoint by the time he/she takes office the Cabinet Secretary, the Cabinet Treasurer, a Region Chairperson for each Region if the position is utilized during the District Governor's term, and a Zone Chairperson for each Zone and such other District Cabinet Officers as may be required, in accordance with the directions in the District Governor's Manual,

Section III

No Governor so elected shall succeed himself/herself.

Section IV

Any vacancy in any District Office shall be filled by the District Governor for the unexpired term thereof; except that of the District Governor and the Vice District Governor which shall be done in the manner hereinafter provided. If any Region Chairperson or Zone Chairperson shall cease to be a Member of a Club in the Region or Zone, as the case may be, to which he/she was appointed, his/her term of office shall thereupon cease and the District Governor shall appoint a successor to fill the said office.

Section V

No salary shall be paid to any Officer of the District.

ARTICLE V

DISTRICT CONVENTION

Section I

Time and Place. An annual Convention of the District shall be held in each year no less than thirty (30) days prior to the

opening of the International Convention at a place selected by a previous Annual District Convention and at a date and time 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 II

Club Delegate Formula. Each Chartered Club in good standing in Lions Clubs International and the District shall be entitled in each annual Convention of the District to one Delegate and one Alternate for each ten members, who have been enrolled for at least one year and a day in the Club or major fraction thereof, of the said Club as shown by the records of the International Office on the first day of the month last preceding that month during which the Convention is held. The District Governor shall from the International Office obtain this information in writing and the delegate count shall be based on this information. The major fraction referred to herein shall be five (5) or more members. The Past District Governors of the District who are members in good standing of Clubs in good standing of the District shall be entitled to full delegate status independent of the Club delegate quota. Each certified Delegate present in person may cast one vote only for each question submitted to the said Convention. Unless otherwise specified herein, the affirmative vote of a majority of the Delegates voting on any question shall be the act of the Convention. Delinquent dues may be paid and good standing acquired at any time prior to the close of credential certification, as such closing time shall be established by the Rules of the Convention. If for some reason or other the accredited Delegate cannot be present in person, then and only then can the Alternate vote. He/she shall however forward a letter from the Club President or Secretary stating the inability of the accredited Delegate to be present, addressed to the District Governor, when he/she would be permitted to cast his/her vote for each office to be filled at the time allocated for Alternates to vote.

Section III

The attendance in person of a majority of the Delegates registered at a convention shall constitute a quorum at any session of the Convention.

ARTICLE VI

AMENDMENTS

Section I

Amending Procedure. This Constitution may be amended only at a District Convention, by resolution of the Constitution and By-Laws Committee and adopted by the affirmative vote of two thirds (2/3) of the votes cast.

Section II

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

Section III

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

BY-LAWS

ARTICLE I

Section I

The District Governor shall receive invitations in writing from places (Clubs) desiring to entertain the succeeding year(s) Annual Convention. All invitations shall set forth such information as the District Governor shall from time to time require and shall be delivered to him/her no less than thirty (30) days prior to the convening date of the Convention at which they are to be voted upon. Procedure to be followed in investigation of bids and of presentation of same to the Convention, as well as action to be taken by the Convention in the event no bids are acceptable to or so received by the District Governor shall be determined by the District Governor.

Section II

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 Club or Club member in the District.

Section III

The members of the District Cabinet shall be the Officers of the Annual District Convention. However, the District Governor shall be empowered to co-opt Lions in good standing of Clubs in good standing to form the Convention Steering Committee.

Section IV

A Convention Sergeant-At-Arms and Assistant Sergeant-at-Arms shall be appointed by the District Governor.

Section V

Within sixty (60) days after the close of the District Convention, the Cabinet Secretary or such other officer appointed by the District Governor shall transmit one copy of the complete proceedings to the International office. Upon written request from any Club in the District a copy of same shall be furnished to said Club.

Section VI

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

Section VII

Order of Convention Business. 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 VIII

Rules Of Procedures. Except as otherwise specifically provided in this Constitution & By-Laws or in the Rules of Procedure adopted for a meeting, all questions of Order and Procedure in any District meeting or Convention, any meeting of the District Cabinet, a Region, Zone or member Club or of any group or committee of any one of them, shall be determined by Robert's Rules of Order newly revised,

Section IX

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

Section X

In lieu of or in addition to a District Convention registration fee, an annual per capita District Convention Fund Tax as determined at the Annual Convention of the District, may be levied upon each member of each Club in the District and shall be collected and paid in advance by each Club, except newly chartered and re-organized Clubs, in two semi-annual payments on September 10 and March 10 with billings of said Tax to be based upon the roster of each Club as of the first days of September 1 and March 1 respectively. This tax shall be collected from the Clubs by, and be remitted to, the Cabinet Treasurer who shall deposit the moneys so collected in a special account in a Bank chosen by the District Governor and his Cabinet. The fund so collected shall be used exclusively for defraying expenses of District Conventions and shall be expended only by District Cheques drawn and signed by the Cabinet Treasurer and counter signed by the District Governor, Provided that the District Cabinet may authorize an officer of the District to countersign cheques if the District Governor is unable to do so due to illness or such other cause. Any Club which is chartered or re-organized in a current fiscal year shall collect and pay said Convention per capita tax for said fiscal year on a pro-rata basis from the first day of the second month following the date of its organization or re-organization, as the case may be.

ARTICLE II

District Cabinet Meetings

Section I

(a) Regular

A Regular Meeting of the Cabinet shall be held in each quarter of the fiscal year, the first to be held within thirty (30) days after the adjournment of the preceding International Convention. Ten (10) days

written notice of meetings setting forth a date, time and place determined by the District Governor shall be given to each member by the Cabinet Secretary.

- (b) **Special**
Special Meetings of the Cabinet may be called by the District Governor at his/her discretion, and shall be called upon written request made to the District Governor or the Cabinet Secretary by a majority of the members of the Cabinet. Not less than five (5) nor more than Twenty (20) days written (including Letters, Electronic Mail, Fax or Telegraphics) notice of Special Meetings setting forth the purposes and the date, time and place determined by the District Governor, shall be given to each member by the Cabinet Secretary.
- (c) **Quorum & Vote**
The attendance of a majority of the members of the Cabinet shall constitute a quorum for any meeting. In all such meetings the voting privilege shall extend to the District Governor, the Immediate Past District Governor, the Vice District Governor, the Region Chairperson, Zone Chairperson, Cabinet Secretary, Cabinet Treasurer and such other District Cabinet Officers as have been appointed.

Section II Regions & Zones

- (a) The District Governor shall divide the District into Regions of not more than sixteen (16) and not less than ten (10) Lions Clubs, and each Region into Zones of not more than eight (8) and not less than four (4) Lions Clubs, giving due regard to the geographical locations of the Clubs. All such Regions and Zones shall be subject to change by the District Governor when in his/her discretion, he/she shall deem the same necessary in the best interests of Lions Clubs International.
- (b) Regional Meetings of representatives of all Clubs in a Region, with the Region Chairperson presiding, shall be held during the fiscal year, at times and places fixed by the Region Chairperson of the respective Region, if the position of Region Chairperson is utilized during the District Governor's term.
- (c) **Zone Meetings**
Meetings of representatives of all Clubs in a Zone, with the Zone Chairperson presiding, shall be held during the fiscal year at times and places fixed by the Zone Chairperson of the respective Zones.

Section III **District Committees**

(a) District Governor's Advisory Committee

In each Zone, the Zone Chairperson and the Presidents and Secretaries of the Clubs in the Zone shall constitute a District Governor's Advisory Committee, with the Zone Chairperson as Chairperson. At a date, time and place called by the Zone Chairperson this Committee shall hold a first meeting within ninety (90) days after the adjournment of the preceding International Convention, a second meeting in the month of November, a third meeting in the month of February or March and a fourth meeting approximately thirty days prior to the District Convention.

It 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 / her cabinet.

(b) District Governor's Honorary Committee

The District Governor may appoint a District Governor's Honorary Committee composed of Past International Officers, and Past District Governors of the District, who are members in good standing of Clubs within the District. This Committee shall meet when and as called upon by the District Governor.

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.

(c) District Governor's Long Range Planning Committee

The District Governor may appoint a Long Range Planning Committee, composed of not less than five Past District Governor's, the Immediate Past District Governor, the District Governor, the Vice District Governor, the Cabinet Secretary, the Cabinet Treasurer, Region Chairpersons and any other Lions from the District.

This Committee shall perform a purely advisory function to the District Cabinet. The District Governor shall appoint a senior Past District Governor as Chairperson of this Committee.

(d) District Cabinet Committees.

The District Governor may establish and appoint such other committees and / or Chairpersons as he / she deems necessary and appropriate for the efficient operations of the District. Such committee Chairpersons shall be deemed non voting members of the District cabinet.

ARTICLE III

District Nominations, Elections and Appointments

Section I

The District Governor shall appoint, by written notification received by such appointees, at least Sixty (60) days prior to the District Convention, a Nominating Committee consisting of a Chairperson and not more than five (5) members, each of whom shall be a member in good standing of a different Lions Club in good standing in the District and shall not at the time of such appointment hold any District or International Office. The names and addresses of Lions so appointed shall be sent to all Clubs in the District. If any member of the Nominating Committee so appointed ceases to hold office, whether by reason of death, resignation or otherwise, the District Governor may appoint a successor with the requisite qualifications and fill such vacancy.

Section II

Any member of a Club in the District if otherwise qualified as hereinafter provided for, seeking the office of District Governor or Vice District Governor shall file his intention to so run in writing substantially in the form set out in the schedule to these By-Laws, with the Nominating Committee on or before a date and time fixed by such Committee at least forty-five (45) days prior to the day of its report to the Convention, and furnish evidence of his compliance with the qualifications of said office set out herein. The Nominating Committee shall thereupon forward to all Clubs in the District the names of the Candidates so duly qualified at least thirty (30) days prior to the convening date of the Annual Convention of the District and place in nomination at the District Convention the names of all candidates so qualified. If none are so received and/or so qualified, then and then only nominations for office may be made from the floor. Each

Candidate shall be allowed one nominating speech of not more than five (5) minutes duration and one seconding speech of not more than three (3) minutes duration.

Section III

A candidate for the office of District Governor shall:

- (a) Be an Active Member in good standing of a chartered Lions Club in good standing in his/her District.
- (b) Secure the endorsement of his/her Club or a majority of the Clubs in his/her District.
- (c) Currently be serving as the Vice District Governor within the District from which he/she is to be elected.
- (d) Only in the event the current Vice District Governor does not stand for election as District Governor, or if a vacancy in the position of Vice District Governor exists at the time of the District Convention, any Club Member who fulfills the qualifications for the office of Vice District Governor as set forth in these By-Laws and who is currently serving or who has served one (1) additional year as a member of the District Cabinet shall fulfill the requirements of Subsection (c) of this Section.

Section IV

A candidate for the office of Vice District Governor shall :

- (a) Be an Active Member in good standing of a chartered Lions Club in good standing in his/her District.
- (b) Secure the endorsement of his/her Club or a majority of the Clubs in his/her District.
- (c) Have served or will have served at the time he/she takes office as Vice District Governor;
 - (i) As President of a Lions Club for a full term or major portion thereof, and a member of the Board of Directors of a Lions Club for no less than two (2) additional years; and
 - (ii) As Zone Chairperson or Region Chairperson or Cabinet Secretary or Cabinet Treasurer for a full term or major portion thereof.
 - (iii) With none of the above being accomplished concurrently.

Section V

- (a) The endorsement shall be given by a majority of members of the Club present at a duly constituted meeting of the Club.
- (b) The notice convening the meeting shall state that the matter of the endorsement is to be taken up at such meeting of the Club.

Section VI

No candidate can run for both District Governor's and Vice District Governor's office concurrently.

Section VII

BALLOT. The election shall be by secret written ballot. When two or more candidates are placed in nomination, the candidate receiving the simple majority of the votes cast shall be elected. If, on the first ballot, and subsequent ballots, no candidate receives a majority, the candidate or tied candidates receiving the lowest number of votes shall be eliminated and balloting shall continue until one candidate receives a majority. In case of a tie on any ballot, balloting shall continue on the tied candidates until one is elected.

Section VIII

In the event of a vacancy in the office of District Governor, the same shall be filled in accordance with the provisions of the International Constitution and by laws.

Section IX

In event of a vacancy arising in the office of Vice District Governor, the District Governor shall convene a meeting of the members of the existing cabinet as provided for in the International Constitution and By-Laws and all past International officers who are members in good standing of a chartered Lions Club in good standing in the District. It shall be the duty of the attendees at this meeting to appoint a qualified club member as Vice District Governor for the remainder of the term. In filling said vacancy, it shall be the duty of the District Governor or if not available, the most recent past District Governor who is available to send out invitations to attend said meeting and it shall also be his / her responsibility to preside as Chairperson of the meeting. The Chairperson shall convey the results to the international office within Seven (7) days together with

evidence of invitations sent and meeting attendance. Each Lion who is entitled to receive an invitation to attend and is present at said meeting shall be entitled to cast one vote for the Lion of his / her choice.

Section X

Region/Zone Chairperson Qualifications.

Each region and zone chairperson shall:

- (a) Be an active member in good standing in his/her respective region or zone; and
- (b) Have served or will have served at the time of taking office as region or zone chairperson as president of a Lions club for a full term or major portion thereof, and a member of the board of directors of a Lions club for no less than two (2) additional years.

Section XI

Region / Zone Chairperson Vacancy If any Region Chairperson or Zone Chairperson shall cease to be a member of a club in the region or zone, as the case may be, to which he / she was appointed. his / her term of office shall thereon cease and the District Governor shall appoint a successor to fill said office. Provided, however, the District Governor, in his / her discretion may determine not to use the position of region chairperson for the remainder of the term.

ARTICLE IV

DUTIES

Section I District Governor

Under the general supervision of the International Board of Directors he/she shall represent the Lions Clubs International in his/her District. In addition he/she shall be the chief administrative officer of the District and shall have direct supervision over the Vice District Governor, the Region Chairpersons, the Zone Chairpersons, the Cabinet Secretary, the Cabinet Treasurer, and such other Cabinet Officers as may have been appointed and perform such functions and duties as have been provided for in this Constitution and By-Laws, His/her specific responsibilities shall be to:

- (a) Further the purposes of Lions Clubs International.

- (b) Supervise the organization of new Lions Clubs.
- (c) Promote the Lions Clubs International Foundation and all service activities of Lions Clubs International.
- (d) Preside, when present, over Cabinet, Convention and other District meetings. During any period he / she is unable to so preside, the Presiding Officer at any such meeting shall be the Vice District Governor, but if he / she is not available the District Officer chosen by the attending members shall preside.
- (e) Promote harmony among the chartered Lions Clubs.
- (f) Endeavor to visit each Club at least once during his/her term of office,
- (g) Exercise such supervision and authority over Cabinet Officers and District Committee appointees as are provided for in this Constitution.
- (h) Submit a current itemised statement of total District receipts and expenditures to his/her District Convention or Annual Meeting of his/her District at a Multiple District Convention.
- (i) Deliver forthwith at the termination of his/her term of office, all District Accounts and Records to his successor in office.
- (j) Report all known violations to Lions Clubs International of the use of the Association's name and emblem.
- (k) Perform such other functions and acts as shall be required of him/her by the International Board of Directors through the District Governor's Manual and other directives.

Section II Vice District Governor

The 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 Lions Clubs International.
- (b) Familiarize himself/herself 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.

- (c) Perform such administrative duties as may be assigned to him/her by the District Governor.
- (d) Perform such other functions and acts as may be required of him/her 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 the absence of the District Governor.
- (f) Participate in the preparation of the District Budget.
- (g) Be actively engaged in all matters to be continued during the next year.
- (h) Participate in the review of the strengths and weaknesses of the Clubs of the District, and particularly, identify existing and potential weak clubs within the District, establish plans to strengthen them and submit the plans to the international headquarters by the end of the Vice District Governor's term ; and
- (i) At the request of the District Governor supervise appropriate District Committees.
- (j) Will chair the District MERL team.

Section III 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 Lions Clubs International.
- (b) Perform such duties as are implied by the title of said Office, including but not by way of limitation, the following:
 - (i) Keep an accurate record of the proceedings of all meetings of the Cabinet and within fifteen (15) days after each meeting forward copies of same to all members of the Cabinet and the office of Lions Clubs International.
 - (ii) Take and keep minutes of the District Convention, liaising closely with the Secretary of the Convention Steering Committee and

- furnish copies of same to Lions Clubs International, the District Governor and Club Secretaries if requested by Secretaries of Clubs.
- (iii) Make reports to the Cabinet as the District Governor or Cabinet may require,
 - (iv) Perform such other functions and acts as may be required by the International Board of Directors through the Cabinet Secretary's Manual and other directives.

Section IV **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 Lions Clubs International.
- (b) Perform such duties as are implied by the title of said office, including but not by way of limitation, the following:
 - (i) Collect and receipt for all per capita taxes levied on members and 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.
 - (ii) Remit and pay over to the Multiple Council Treasurer the Multiple District per capita tax collected in the District and secure a proper receipt.
 - (iii) Remit and pay over to the International Office the semi-annual per capita tax inclusive of the semi-annual International Convention Fund Tax collected from Clubs in the District.
 - (iv) Keep accurate books and records of accounts, and permit inspection of same by the District Governor, any Cabinet member and any Club 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.
 - (v) Perform such additional assignments as shall be given to him/her from time to time by the District Governor,
 - (vi) Perform such other functions and acts as may be required by the International Board of Directors through the Cabinet Treasurer's Manual and other directives,

Section V **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 the Region. His/her specific responsibilities shall be to :

- (a) Further the purposes of Lions Clubs International.
- (b) Supervise the activities of the Zone Chairpersons in his / her Region and of such District Chairpersons as may be assigned to him / her 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 / her Region at least once during his / her term of office, reporting his / her findings to the District Governor.
- (e) Visit a regular Board of Directors Meeting of each Club in his / her Region at least once during his / her term of office, reporting his / her findings to the District Governor.
- (f) Endeavor to have every Club in his / her Region operating under a duly adopted Club Constitution & By-Laws.
- (g) Promote representation at District, Multiple District and International Conventions by at least the full quota of Delegates to which Clubs of his / her Region are entitled.
- (h) Carry out such official visitations to Club meetings and charter nights as shall be assigned to him/her by the District Governor,
- (i) Perform such additional assignments as shall be given to him/her from time to time by the District Governor.
- (j) Perform such other functions and acts as may be required of him/her 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 judgment of the District Governor, perform the duties of his/her 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 VI **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/her Zone. His/her specific responsibilities shall be to ;

- (a) Further the purposes of Lions Clubs International.
- (b) Serve as Chairperson of the District Governor's Advisory Committee in his/her Zone, and as such Chairperson to call regular meetings of the 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, to the District Governor and the 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/her Zone,
- (e) Represent each Club in his/her Zone in any problems with the District, Multiple District or Lions Clubs International.
- (f) Supervise the progress of District, Multiple District, and Lions Clubs International projects in his/her Zone and report same to the District Governor,
- (g) Endeavour to have every Club in his/her Zone operating under a duly adopted Constitution & By-Laws.
- (h) Promote representation at District, Multiple District, and International Conventions by at least the full quota of Delegates to which Clubs of his/her Zone are entitled.
- (i) Visit a regular meeting of each Club of his/her Zone once or more during his/ her term of office, reporting his / her findings to the Region Chairperson, particularly with respect to weaknesses he/she may have discovered with copy to District Governor.
- (j) Perform such other functions and acts as may be required of him / her by the International Board of Directors through the Zone Chairpersons Manual and other directives. In the event the Zone Chairperson for any reason cannot, or in the judgment of the District Governor does not perform

the duties of his/her office or in the event the office is for any reason vacated, the District Governor shall appoint a successor to serve the unexpired term.

ARTICLE V

District Governor's Cabinet

Section I

The District Governor's Cabinet shall:

- (a) Assist the District Governor in the performance of his/her duties and in the formulation of administrative plans and policies affecting the welfare of Lionism within the District.
- (b) Receive, from the Region Chairpersons or other assigned District Cabinet Members, reports and recommendations which concern the clubs and zones.
- (c) Supervise the collection of all per capita taxes by the Cabinet Treasurer, designate a depository(s) for said funds and authorize the payment of all legitimate expenses pertaining to the administration of the affairs of the district.
- (d) Secure, set the amount of and approve the surety company issuing, the surety bond for the Cabinet Treasurer.
- (e) Secure, semi-annually or more frequently, sub-district financial reports from the Cabinet Secretary and Cabinet Treasurer.
- (f) Provide for an audit of the books and accounts of the Cabinet Secretary, Cabinet Treasurer, and with the District Governor's approval, set up definite schedule of dates, times and places of cabinet meetings to be held during the fiscal year.

Section II Sergeant-at-Arms

The Sergeant-at-Arms shall maintain order and decorum at the Conventions and meetings and perform such other duties as are incidental to his/her office under Robert's Rules of Order newly revised:

ARTICLE VI

District Administration Fund

Section I

- (a) Apart from the International dues, to provide revenue to defray the non -Convention administrative expenses, an annual per capita non Convention Administration Fund Tax as shall be determined at the Annual Convention of the District, shall be levied upon each member of each Club in the District. It shall be collected and paid in advance by each Club in two (2) semi annual payments on September 10 each year to cover the semi annual period July 1 to December 31st, and on March 10 of each year, to cover the semi annual period January I to June 30 with billings of the same to be based upon the roster of each Club as of July 1 and January 1 respectively. Said Tax shall be paid to the Cabinet Treasurer by each Club, except newly chartered and re-organized Clubs, which shall collect and pay said per capita tax on a pro-rata basis from the first day of the second month following the date of their organization or re-organization, as the case may be. Said per capita tax shall be disbursed only for non Convention administrative expenses of the District and only upon approval by the District Governor's cabinet. Disbursement therefrom shall be by cheques drawn and signed by the Cabinet Treasurer and countersigned by the District Governor. Provided that the District Cabinet may authorize an officer of the District to countersign on cheques if the District Governor is unable to do so due to illness or such other cause.
- (b) An entrance fee of as may be determined by resolution adopted at an Annual Convention of the District may be levied from all new members of all Clubs in the District and such fees shall be collected by such Club and paid to the Cabinet Treasurer,

Section II

Expenses of District Governor Elect in connection with his / her attending the International Convention shall be considered a District Administrative expense. Reimbursement for such expenses shall be made on the same basis as outlined in the Rules of Audit of Lions Clubs International,

Section III

The District Governor and his / her Cabinet shall not incur obligations in any fiscal year which will effect an unbalanced budget or deficit in such fiscal year.

Section IV

The District Governor's cabinet shall provide for an annual or more frequent audit of the books and accounts of the Cabinet Treasurer, and such other officers appointed by the District Governor during his/her term of office, and a statement of the financial condition of the District shall be sent to Lions Clubs International and each Club in the District at the close of the fiscal year by the cabinet then in office and an audited statement of accounts shall be presented at the Annual District Convention immediately following.

Section V

An annual per capita Multiple Convention Fund Tax as determined at the Annual Multiple District Convention, shall be levied upon each member of each Club of the District and shall be collected and paid to the Cabinet Treasurer on or before March 10 of each fiscal year.

Section VI

In any fiscal year, any balance remaining in the Convention Fund after payment of all Convention Administrative 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.

Section VII

Such fee as the District Governor shall set may be collected under procedures set by the District Governor, from each delegate, alternate and guest attending the District Convention to defray the actual cost of Convention meals and entertainment.

Section VIII

The District Governor shall provide for an annual or more frequent audit of the District Convention Fund and shall give an annual financial report of said fund at the Annual Convention immediately following.

ARTICLE VII

DISTRICT PROPERTY

Section I

- (a) The District shall have the power and authority to acquire in any manner whatsoever and hold, possess and own or give on lease, hire, mortgage, pledge, sell or otherwise alienate or dispose off movable or immovable property and such power and authority shall be vested in a Board of Trustees which shall be constituted as hereinafter provided.
- (b) The District shall have the power and authority to receive and accept gifts or donations in cash or kind from local or foreign sources.

Section II

- (a) The Board of Trustees of the District shall be composed of the District Governor, Immediate Past District Governor, the Vice District Governor, the Cabinet Secretary and the Cabinet Treasurer, all ex-officio with perpetual succession.
- (b) In the event of any of the Trustees ceasing to hold office whether by reason of death, resignation or otherwise, the successor in office of such Trustee shall succeed as Trustee.
- (c) In the event of any of the said Trustees being unwilling to function or unable to function as such, the remaining Trustees shall constitute the Board of Trustees for the time being during such fiscal year.

Section III

- (a) The Chairperson of the Board of Trustees shall be the District Governor and the Cabinet Secretary and Cabinet Treasurer shall be its Secretary and Treasurer respectively.
- (b) The Board of Trustees shall have the power and authority to make such rules and regulations for the conduct of their affairs and to give effect to the purposes of the District.

ARTICLE VIII

Nomination & Endorsement International Director and Second Vice -President

Nominees

Section I

Subject to the provisions of the International Constitution & By-Laws any member of a Lions Club in the District seeking endorsement of a Convention as Candidate for the office of International Director or Second Vice-President shall:

- (a) Deliver (by mail or in person) written notice of intention to seek such endorsement to the District Governor and if this is a Sub-District of a multiple District to the multiple District Council Secretary, Treasure no less than 30 days prior to the convening date of the District Convention at which such question of endorsement is to be voted upon.
- (b) Deliver with said notice of intention evidence of fulfillment of the qualifications for such office set forth in the International Constitution and By Laws.

Section II

Nomination. Each notice of intention so delivered shall be transmitted forthwith by the District Governor 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 and constitutional requirements.

Section III

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

Section IV

Vote. 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 and District. In the event of a tie vote, or failure of one nominee to receive the required majority, on any ballot, balloting shall continue until one receives the required majority of the votes cast.

Section V

Certification of Endorsement. Certification of Endorsement by the respective Convention shall be made in writing to the international office by the District officials designed (and if the District is a sub District in the Multiple District Council of Governors) in accordance with the requirements set forth, in the International Constitution and By- Laws.

Section VI

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

Article IX

DISTRICT DISPUTE RESOLUTION

All disputes relative to membership, club boundaries, or interpretation, breach of, or application of the district constitution and by-laws, or any policy or procedure adopted from time to time by the district cabinet, or any other matter that cannot be satisfactorily resolved through other means, arising between any clubs in the district, or any club(s) and the district administration, shall be settled by the following form of dispute resolution.

Any party to the dispute may file a written request with the district governor asking that dispute resolution take place. All requests for dispute resolution must be filed with the district governor within thirty (30) days after the party filing the request knew or should have known of the occurrence of the event upon which the request is based. Within fifteen days, the district governor with the approval of the district Cabinet, shall appoint a panel of three (3) conciliators to hear the dispute. The conciliators shall be Lion leaders, preferably past district governors from within the district, who are currently members in good standing of clubs in good standing, other than a club which is a party to the dispute, in the district in which the dispute arises. Each party to the dispute will name one conciliator to the panel, and the conciliators will name a third conciliator who will

also serve as chairperson. In the event the conciliators cannot agree on the appointment of the third conciliator, the district governor shall appoint the conciliator/chairperson. The district governor's decision relative to the appointment of the conciliator/chairperson shall be final and binding.

Upon being selected, the conciliators shall arrange a meeting of the parties for the purpose of conciliating the dispute. The meeting shall be scheduled within thirty (30) days of the appointment of the conciliators. The objective of the conciliators shall be to find a prompt and amicable resolution to the dispute. If such conciliation efforts are unsuccessful, the conciliators shall have the authority to issue their decision relative to the dispute. The conciliators shall issue their decision no later than thirty (30) days after the date on which the initial meeting of the parties was held, and the decision shall be final and binding on all parties. All decisions of the conciliators are subject to the authority of the International Board of Directors.

ARTICLE X

Amendments

Section I

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 of the registered Delegates voting at such meeting.

Section II

No amendment shall be so reported or voted upon unless the same shall have been furnished in writing to each Club not less than thirty (30) days prior to the convening date of the Annual Convention with notice that the same will be voted upon at said Convention.

Section III

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

ARTICLE XI

Fiscal Year

The Fiscal Year of this District shall be from July 1 to June 30.

LIONS CODE OF ETHICS

TO SHOW my faith in the worthiness of my vocation by industrious application to the end that I may merit a reputation for quality of service.

TO SEEK success and to demand all fair remuneration or profit as my just due, but to accept no profit or success at the price of my own self respect lost because of unfair advantage taken or because of questionable acts on my part.

TO REMEMBER that in building up my business it is not necessary to tear down another's; to be loyal to my clients or customers and true to myself.

WHENEVER a doubt arises as to the right or ethics of my position or action towards my fellow men, to resolve such doubt against myself.

TO HOLD friendship as an end and not a means. To hold that true friendship exists not on account of the service performed by one to another, but that true friendship demands nothing but accepts service in the spirit in which it is given.

ALWAYS to bear in mind my obligations as a citizen to my nation, my state and my community, and to give them unswerving loyalty in word, act and deed. To give them freely of my time, labour, and means.

TO AID my fellow men by giving my sympathy to those in distress, my aid to the weak, and my substance to the needy.

TO BE CAREFUL with my criticism and liberal with my praise. To build up and not destroy.

SCHEDULE

(ARTICLE III SECTION II OF BY-LAWS)
NOMINATION FOR OFFICE OF DISTRICT
GOVERNOR (YEAR) / VICE DISTRICT GOVERNOR
(YEAR)

Part A

1. Full name of Candidate :
2. Address :
3. Candidate's Lions Club :
4. Qualifications (Vide By-Laws - Article III Section III/IV)

I certify that the particulars given above are true and correct.

Date Signature of Candidate

I certify that Lion is an active member of the Lions Club of and is in good standing, and my Club is in good standing in the District.

Date Signature of Secretary of Club

Part B

Section I

(To be completed only where the candidate's Club endorses his Nomination.)

I certify that the candidature of Lion for the office of District Governor/ Vice District Governor has been duly endorsed by my Club.

Date Signature of Secretary of Club

Section II

(To be completed only where the Candidate secures the endorsement of the majority of Clubs in the District.)

I certify that I have secured the endorsement of the following Clubs in my District for my Candidature for the office of District Governor / Vice District Governor as per attached Certificates (Part B Section 1) from the respective Club Secretaries.

Date Signature of Candidate