

***The International Association of Lions Clubs District 201C2  
Constitution***

*As adopted at the District Convention 29 October 2022*

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# **Lions Clubs International District 201C2 Constitution**

## **ARTICLE 1 - NAME**

This Organisation (hereinafter referred to as “the District”) shall be known as Lions Clubs International District 201C2 Incorporated, of the International Association of Lions Clubs (which Association is hereinafter referred to as “the Association”).

## **ARTICLE 2 - PURPOSES**

The purposes of this District shall be:

- (a) To provide an administrative structure with which to advance the Purposes of Lions Clubs International in this District.
- (b) To create and foster a spirit of understanding among the peoples of the world.
- (c) To promote the principles of good government and good citizenship.
- (d) To take an active interest in the civic, cultural, social and moral welfare of the community.
- (e) To unite the members in the bonds of friendship, good fellowship and mutual understanding.
- (f) 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.
- (g) 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 endeavours

## **ARTICLE 3 – MEMBERSHIP**

The members of the District shall be all the Lions Clubs in this District chartered by the Association.

## **ARTICLE 4 – BOUNDARIES**

- 4.1 The boundaries of the District shall be as approved by the Association from time to time.
- 4.2 The District shall be divided by the District Governor of the day into such Regions and Zones as the District Governor may determine in accordance with the provisions of the Constitution of the Association.

## **ARTICLE 5 - EMBLEM, COLOURS, SLOGAN AND MOTTO**

- 5.1 The emblem of this Association and each chartered Club shall be of a design as follows:



- 5.2 Use of the name, goodwill, emblem and other logos of the Association shall be according to the guidelines established from time to time in the By-laws.
- 5.3 The colours of this Association and of each chartered Club shall be purple and gold.
- 5.4 The Slogan of the Association shall be: Liberty, Intelligence, Our Nation’s Safety.
- 5.5 Its motto shall be – We Serve.

## **ARTICLE 6 – SUPREMACY**

### **6.1 Conflict -District and Standard District Constitution and By Laws**

The Standard Form District Constitution and By-Laws shall govern the District unless otherwise amended by this District Constitution so as not to conflict with the Multiple District and International Constitution and By- Laws and policies of Lions Clubs International.

### **6.2 Conflict -District and Multiple District Constitution and By Laws**

Whenever there may exist a conflict or a contradiction between the provisions set out in the District Constitution and By-Laws and policies of the Multiple District Constitution & By- Laws then the Multiple District Constitution and By-Laws shall govern.

### **6.3 Conflict -District and International Constitution and By Laws**

Whenever there may exist a conflict or a contradiction between the provisions set out in the District Constitution and By-Laws and the International Constitution and By-Laws, then the International Constitution and By-Laws shall govern.

### **6.4 Precedence**

The provisions of the Constitution and By-Laws of the Association shall take precedence over the provisions of this Constitution, and the provisions of this Constitution shall take precedence over the provisions of the Constitution and By-Laws of Lions Clubs within the District.

## **ARTICLE 7 - OFFICERS AND DISTRICT CABINET**

### **7.1 Officers**

The Officers of this District shall be

- the District Governor,
- the Immediate Past District Governor,
- the First Vice District Governor
- the Second Vice District Governor
- the Region Chairpersons (if the position is utilised during the District Governor's term),
- the Zone Chairpersons,
- the Cabinet Secretary,
- the Cabinet Treasurer and
- the Constitution and By-Laws Officer.

Each such officer shall be a member in good standing of a Lions Club in good standing in the District.

### **7.2 District Cabinet**

The District shall have a District Cabinet composed of the

- District Governor,
- the Immediate Past District Governor,
- the First Vice District Governor
- the Second Vice District Governor
- the District Governor Elect (from date of election)
- the Region Chairpersons (if the position is utilised during the District Governor's term),

- the Zone Chairpersons,
- a Cabinet Secretary
- a Cabinet Treasurer
- a Constitutional and By-Laws Officer, and
- other such Club members as appointed by the District Governor.

In addition, the global membership team district coordinator, global leadership team district coordinator, global service team district coordinator and LCIF district coordinator shall be non-voting members of the district cabinet.

Each such cabinet member shall be a member in good standing of a Lions club in good standing in the district. In the event a Leo or Leo-Lion is appointed to the position of Leo/Leo-Lion cabinet liaison, the position would serve as a non-voting advisor to the cabinet.

The Second Vice District Governor Elect will become a member of the Cabinet following election to the position.

### **7.3 Election/Appointment of District Cabinet**

The District Governor and First and Second Vice District Governors shall be elected at the annual Convention of the District. The District Governor shall appoint by the time he/she takes office, a Cabinet Secretary and a Cabinet Treasurer, the Constitution and By-Laws Chairperson, one Region Chairperson for each Region (if the position is utilised during the District Governor's term), and one Zone Chairperson for each Zone in the District and such other Club members as may be included in the District cabinet.

### **7.4 Region Chairpersons**

The District Governor will have the authority whether the positions of Region Chairpersons will be utilised. If not so utilised the positions of Region Chairpersons shall remain vacant during the District Governors term.

### **7.5 Removal**

Members of the District Cabinet other than the District Governor, First Vice District Governor and Second Vice District Governor, may be removed from office for cause by the affirmative vote of two-thirds (2/3) of the entire number of the District Cabinet.

*FOR CAUSE: may be any reason as determined by the District Governor in accordance with Joske's Law and Procedure at Meetings in Australia as revised from time to time.*

### **7.6 Removal of District Governor**

The District Governor may be removed by two-thirds (2/3) vote of the entire International Board of Directors in accordance with the Constitution of the International Constitution.

### **7.7 Vacancies**

If any vacancy occurs in any office, except that of the District Governor, First and Second Vice District Governors or the Immediate Past District Governor, the District Governor may (subject to these Constitution and By-Laws) appoint another Lion who is qualified to be an officer to fill such office for the unexpired term.

### **7.8 Cessation of Appointment**

Should a Region Chairperson or Zone Chairperson cease to be a member of a Club in the Region or Zone, as the case may be to which the Officer was appointed, that term of office shall cease and the District Governor shall appoint a successor to fill that position.

## **7.9 Natural Justice**

Before removing any such Officer, the District Governor shall comply with the laws of Natural Justice.

## **7.10 No Salary**

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

## **7.11 Cabinet Secretary Reimbursement**

The Cabinet Secretary shall be reimbursed for any approved expenses.

## **7.12 Newsletter**

The Cabinet may publish a magazine, newsletter or such other publication as it may deem desirable to assist the objects of the District.

## **7.13 Cabinet Meetings**

A regular meeting of the District Cabinet shall be held in each quarter of the financial year. The first such meeting shall be held within sixty (60) days after the adjournment of the preceding Convention of the Association. At least thirty (30) days written notice of such regular meetings setting forth a date, time and place determined by Cabinet or in default by the District Governor, shall be given to each Officer by the Cabinet Secretary or by some other person appointed by the District Governor for that purpose.

## **7.14 Special Meetings**

Special meetings of the District Cabinet may be called at the discretion of the District Governor and may also be called by a written request made to the District Governor or the Cabinet Secretary by at least ten (10) members of the District Cabinet setting out the purpose for calling the meeting. The District Governor shall determine the date, time and place of the special meeting which shall take place within twenty-one (21) days of the date from which the request was received. At least five (5) days written, electronic, telephone or personal notice of the special meeting setting forth the purpose, date, time and place shall be given to each Officer by the Cabinet Secretary or some other person appointed by the District Governor for that purpose, provided however, that the requirement for five (5) days' notice may be reduced or waived by a majority of not less than  $\frac{3}{4}$  of the Officers voting on holding such special meeting.

## **7.15 Quorum**

The attendance of a majority of the members shall constitute a quorum for any meeting of the District Cabinet.

## **7.16 Voting**

Every member of the District Cabinet including the District Governor shall be entitled to vote on any matter. The District Governor shall in addition have a casting vote but may use the same only to maintain the status quo.

## **7.17 Regions and Zones**

The District Governor shall divide the District into Regions of no more than sixteen (16) and no fewer than nine (9) Lions Clubs in each such Region. The Zones shall be no more than eight (8) and no fewer than three (3) Lions Clubs in each Zone (unless exemption is given by the Association) giving due regard to the geographical location of the Clubs. The District Governor shall make such division on taking office, which shall be subject to change at the sole discretion of the District Governor having due regard to the best interest of the District.

## **7.18 Region Meetings**

Where Region Chairpersons have been appointed meetings of representatives of all the Clubs in a Region, with the Region Chairperson as Chairperson of the meeting, may be held after



consultation with the District Governor at a time and place determined by the Region Chairperson within the respective region. The Zone Chairpersons for Zones in that region, the Presidents and Secretaries of all Lions Clubs in that region shall be entitled to attend and vote at all such Region meetings.

#### **7.19 Zone Meetings**

In each Zone the Zone Chairperson and the Presidents and Secretaries together with the Club Membership Chairperson of all Clubs in the Zone shall comprise a District Governor's Advisory Committee with the Zone Chairpersons as Chairperson of the meeting.

This Committee shall meet at such time, date and place as shall be determined by the Zone Chairperson in consultation with the District Governor but always in accordance with the current policy established by the Association and the District. Such meetings shall be known as Zone Meetings.

#### **7.20 Procedural Requirements**

Rules of procedure, the agenda and all other matters relating to Region or Zone Meetings shall be determined by the Region or Zone Chairperson in consultation with the District Governor or in default by the Chairperson of the meeting who may permit persons other than those mentioned in the previous clauses to attend such meetings.

#### **7.21 District Governors Honorary Committee**

The District Governor may appoint a District Governors Honorary Committee composed of Past District Governors who are members in good standing of Clubs within the District. This Committee shall meet as and when convened by the District Governor.

#### **7.22 Nominating Committee**

The District Governor shall appoint a Nominating Committee consisting of not less than three (3) and not more than five (5) Lions, each of whom shall be a member in good standing of a different Lions Club in the District and shall not, during the duration of their appointment, hold any District or International office, other than the Constitution and By Laws Chairperson. The Constitution and By-Laws Chairperson shall be the Chairperson of the committee.

#### **7.23 Credentials Committee**

The District Governor shall appoint a Credentials Committee comprising the District Governor, the Cabinet Secretary, the Cabinet Treasurer and two other non-officers of the District.

### **ARTICLE 8 - DUTIES AND POWERS OF OFFICERS**

#### **8.1 Duties and Powers**

The duties and powers of all Officers in this District shall be in accordance with Constitution and By-Laws of the Association., and with the By-Laws of the District and as conferred by the *South Australia Association Incorporations Act, 1985*, as amended from time to time.

#### **8.2 District Governor Not Available**

If the District Governor is not available or unable to carry out the duties pursuant to the By- Laws of the Association, then the First Vice District Governor shall fulfil those duties until such time as the District Governor is again able to carry out such duties.

### **ARTICLE 9 - FINANCES**

#### **9.1 Fees**

Each Club shall pay to the Cabinet Treasurer, to defray District Administrative costs, such fee per member per annum as shall be determined by the delegates at a District Convention.

## **9.2 Due for Payment**

The amount shall be due and payable in two (2) semi-annual payments as follows:

- (a) One half thereof on the tenth day of August of each year to cover the period from July 1 to December 31; and
- (b) One half thereof on the tenth day of February of each year to cover the period from January 1 to June 30.

## **9.3 Fee Base**

The fee shall be based on the membership of each Club as at the 1 July and 1 January respectively. Should a member of a Club die during the month July or January, a semi-annual billing in respect to that deceased member shall be waived.

## **9.4 Fee Increase**

Where a District Convention has determined prior to the 31 December in any financial year that the fee per member shall be increased for the financial year, the amount of the increase shall become due and payable on the following 10 February in addition to the semi-annual payment.

## **9.5 New Clubs**

Newly formed Clubs will be liable for fees from 1 July or 1 January, which first occurs after the date appearing on the Charter.

## **9.6 Re-organised Clubs**

Re-organised Clubs will be liable for fees after 1 July or 1 January which first occurs after the date of re-organisation.

## **9.7 Late Payment Levy**

A levy of ten percent (10%) may be added to the District Dues if accounts are not paid by the stipulated date. Such action is to be taken on a recommendation by the Cabinet Treasurer for discussion and, if appropriate a decision by the District Cabinet.

## **9.8 District Fund**

District Fees shall become and remain a District Fund and subject to this Constitution shall be dispersed only for District Administration Expenses approved by District Cabinet.

## **9.9 Surplus Convention Funds**

Any Surplus Funds held by the Convention Organising Committee at the conclusion of a District Convention shall be returned to the Cabinet Treasurer and shall be credited to the District Convention Fund. Any deficit shall be dealt with as the District Cabinet shall determine.

## **9.10 Cabinet Authority**

That further amounts as District Cabinet may from time to time determine shall be paid from the membership fees collected into any other Administration Fund established by the District Cabinet or by a District Convention.

## **9.11 Audit Requirement**

- 9.11.1 Prior to August in each year there shall be an Audit of all books and accounts of the District.
- 9.11.2 The Cabinet shall appoint an Auditor who must be a registered Company Auditor or a member of The Australian Society of Accountants or of The Institute of Chartered Accountants.
- 9.11.3 The Cabinet Treasurer shall present to each District Convention a copy of the audited accounts of the District for the previous year. This report shall form part of the business papers of the Convention.

9.11.4 The books and accounts must be available at all times to the District Governor and the Auditor appointed by the District Cabinet.

#### **9.12 Multiple District Fees**

All fees payable from time to time to the Multiple District by any Club within the District shall be collected by the Cabinet Treasurer and forwarded to the M.D.201 Council Office.

#### **9.13 Activities Funds**

Funds raised as a result of Activities undertaken by Lions Clubs within the District and received by the District shall, unless raised for a specific purpose which was advised at the commencement of the Activity, be distributed in such amounts as determined by a District Convention or by the District Cabinet and shall not be used for Administrative purposes.

#### **9.14 End of Year Balance**

Any balance of District Funds at the close of any financial year shall be used at the discretion of the incoming District Cabinet.

#### **9.15 Cabinet Treasurer Duties**

9.15.1 The Cabinet Treasurer shall carry out such duties relating to finance and accounts as the District Governor may determine, and as determined by the District By-Laws.

9.15.2 The Cabinet Treasurer shall be reimbursed for any approved expenses.

#### **9.16 Fidelity**

An Insurance Policy to provide Fidelity Funding for the Cabinet Secretary and Cabinet Treasurer shall be effected at the expense of the District.

#### **9.17 Financial Year Definition**

The Financial Year of the District shall commence on 1 July and end on 30 June each year.

#### **9.18 Cheques**

All cheques and other negotiable instruments drawn by the District shall be signed, endorsed or otherwise executed by two (2) members of the Cabinet nominated by the Cabinet for such purpose or failing such nomination by the Cabinet Treasurer and either the District Governor or the Cabinet Secretary.

### **ARTICLE 10 - ELECTION OF DISTRICT REPRESENTATIVES**

#### **10.1 District Representative Elections**

In the case of any Foundation, Trust or continuous project conducted jointly with another District or Districts, any representatives of this District shall be elected at a prior Convention.

#### **10.2 Vacancies**

In the event of any representative being unable to continue or ceasing to be a member in good standing in a Lions Club in good standing, the District Governor shall fill the vacancy for the remainder of the term of appointment or until the date of commencement of the next following District Convention which ever date arises first.

#### **10.3 Eligibility**

No member shall be entitled to be elected as a District Representative pursuant to this Article unless such member:

- (a) Is an active member in good standing of a Lions Club in good standing in the District.
- (b) Is nominated by a Lions Club in the District and such nomination is certified in writing by the President or Secretary of the nominating Lions Club and that such nomination, together with the nominees written consent, is delivered to the Cabinet Secretary at least sixty (60)

days prior to the date fixed for the opening of the District Convention.

#### **10.4 No Nomination**

Should no proper nomination have been made, or should the only qualified nominee die or withdraw prior to the time of the matter being dealt with at the Convention, then nominations shall be sought from the floor from the Delegates at the Convention.

#### **10.5 Duties**

Applicants for these positions must comply with the term and conditions of the Position Statement and Person Profile available from the Cabinet Secretary.

#### **10.6 Notice to Clubs**

The Cabinet Secretary shall give written advice of the members nominated, to each Club in the District at least thirty (30) days prior to the opening of the District Convention.

#### **10.7 Speeches**

At any District Convention where an election pursuant to this Article is to be held, a nominating speech shall be made by the candidate/s. The nominating speech shall not exceed four (4) minutes and a warning signal shall be given thirty (30) seconds before such time elapses.

#### **10.8 No Contest**

Where only one eligible candidate is nominated in accordance with the provisions of this Article the Delegates at such Convention shall have the right to vote on a single nomination.

#### **10.9 Method of Voting**

Voting for District Representatives shall take place consistent with Article 1 of the By- Laws.

#### **10.10 Reporting Requirements**

- (a) Any representative(s) elected or appointed by this District to any Foundation, Trust or continuing project conducted jointly with another District or Districts shall be required to submit a written report to be issued to the Delegates at the Annual District Convention.
- (b) Further, a written up to date report shall be prepared by the representative(s) and be presented to the members of District Cabinet at each Cabinet Meeting.
- (c) Reports should outline all major activities of the Foundation, Trust or Project, in which they are involved, since the previous report. The report should cover all matters likely to be of interest to Lions members in relation to that Foundation, Trust or Project.

#### **10.11 Confidentiality**

Where there are matters of a confidential matter that are not suitable to be distributed, the representative(s) will brief the District Governor fully on a regular basis.

#### **10.12 Results of Elections to Clubs**

The results for any election for District Representative(s) on any Foundation, Trust or Project shall be distributed to all Clubs in the District, by the Cabinet Secretary, within thirty (30) days of the completion of the District Convention at which the elections are conducted.

### **ARTICLE 11 - DISTRICT CONVENTIONS**

#### **11.1 Time and Place**

##### **(a) District Convention**

An annual Convention of the District shall be held in each year at a place selected by the delegates of a previous annual Convention of the District and at a date and time fixed by the District Governor. A 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.

(b) Requirement

The District shall hold a Convention each financial year which shall be the Annual General Meeting of the District, to be held no later than the third weekend in November.

(c) Annual General Meeting

The District shall hold only one (1) General Meeting in each year and that shall be the District Convention.

**11.2 Quorum**

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

**11.3 Host Club**

The Host Club/s, Zone/s and Clubs within a City or Town where a Convention is to be held shall be determined by the Convention which is the second annual Convention before the Convention in respect of which the application for decision is being made. Provided, however, that the Convention may determine to hold a Convention conjointly with the Convention of one or more other Districts (hereinafter called a "Combined Districts Convention"). The Host club/s, Zone/s and Clubs within a City or Town who individually or jointly nominate to host a Convention must all be in good standing.

**11.4 More than one Nomination**

Where more than one nomination is received, then voting for the Host Club/s, Zone/s and Clubs within a City or Town or for a Combined Districts Convention shall take place consistent with Article 1 of the By-Laws.

**11.5 Location**

There is no restriction to holding the location of the District Convention outside the geographic location of the District unless otherwise restricted by amendment of the District Constitution and By-Laws.

**11.6 No Nomination**

If no nomination is submitted at the Convention in accordance with Section 11.3 or if the Convention does not accept any nomination duly made, then the District Governor (in office at the time when the decision would normally be made) shall determine either the Host Club or city, town or towns where the Convention shall be held or shall determine that a Combined Convention be held.

**11.7 Date and Venue for District Convention**

The date, premises and other phases (including budgetary matters) of a Convention, other than a Combined Convention, shall be determined by the District Governor in office at the time when the Host Club and city, town or towns where the Convention is to be held is determined or when any decision relating to such Convention is required to be made. Such decisions may be altered by the District Governor for the time being.

**11.8 Convention Organising Committee**

The District Governor shall appoint a District Convention Organising Committee and may appoint any other Convention or Convention related Committees.

The District Governor may appoint a Chairman of all such Committees and designate the duties of such Chairman and may remove or replace any person so appointed.

## **11.9 Convention Delegates**

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 (1) delegate and one (1) alternate for each ten (10) members, who have been enrolled for at least one year and a day in the Club or major fraction thereof, of 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 major fraction referred to in this section shall be five (5) or more members.

Each certified delegate present in person shall be entitled to cast one (1) vote only for each Office to be filled by, and one (1) vote only on each question submitted to, the respective 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.

All eligible Delegates must be members in good standing of a Club in good standing in this District.

Delinquent dues may be paid and good standing acquired up to fifteen (15) days prior to the close of credential certification, and such closing time shall be established by the rules of the Convention.<sup>1</sup>

## **11.10 Past District Governor Voting Rights**

Each Past District Governor who is a member of a Club within the District shall be a Delegate of the Convention with full rights as such independent of any ordinary Club quota of that Past District Governor's Club.

## **11.11 Returning Officer**

The Constitution and By-Laws Chairperson shall be the Returning Officer for the Convention. The Returning Officer shall be responsible for overseeing elections that take place at the Convention.

## **11.12 Election Results Notification**

The results of any election for District Governor and First and Second Vice District Governors shall be distributed to all Clubs in the District, by the Cabinet Secretary, within thirty (30) days of the completion of the District Convention at which the elections are conducted.

# **ARTICLE 12 – COMBINED AND COMBINED DISTRICTS CONVENTIONS**

## **12.1 Combined Conventions**

In the event that the Convention determines to hold a Combined Districts Convention, Article 11, sections 7 and 8 shall not apply to such Combined Conventions.

## **12.2 Combined Districts Convention Steering Committee**

There shall be a Combined Convention Steering Committee, having a like number of members from each of the C1 and C2 Districts. The members shall be appointed by the District Governors who will hold office at the time that it is determined that a Combined Convention shall be held. The said District Governors shall be on the committee and shall appoint the chairperson of the committee.

## **12.3 Time, Date and Place- Combined Districts Convention**

The date, premises, time, program and all other arrangements of the Combined Districts Convention, shall be determined by the steering committee, provided however, that the District Governors, in office at the time of the combined Convention, shall determine, and preside over, all aspects of the Convention program.

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<sup>1</sup> NOTE: It is not required for a member to be enrolled in a Club for a year and a day to qualify as an eligible delegate.

## **12.4 Host Club/s, Zones and Clubs within a City or Town – Combined Convention**

Any person or Club/s, Zones and Clubs within a City or Town proposing that a Combined Convention be held (hereinafter called “Proposer”) and any Club/s, Zones and Clubs within a City or Town desiring to be a Host Club of a Convention shall make application in writing to the Cabinet Secretary at least sixty (60) days prior to the date fixed for the Convention at which the decision will be made.

- (a) Each such application will set out the particulars of the proposal including the suggested date and the Proposers or Club/s, Zones and Clubs within a City or Town reasons for considering the same to be suitable.
- (b) Each Club/s, Zones and Clubs within a City or Town nominating and each Proposer shall present at the Convention a speech, by one of its officers or members, or other presentation not exceeding five (5) minutes indicating the proposal.
- (c) The composition of the Steering Committee shall be determined by the District Governors who will be in office when the combined convention is held. The said District Governors shall be on the committee and they shall appoint the chairperson of the committee.

## **ARTICLE 13 – DISTRICT CONVENTION EXPENSES**

### **13.1 Authority to Incur**

The Convention Organising Committee, subject to directions from the District Governor or the District Cabinet, shall be authorised to incur such expenses as are incidental to the running of the Convention.

### **13.2 Hospitality Fee**

A Hospitality Fee, the amount of which shall be recommended by the Convention Organising Committee and approved by the District Governor and District Cabinet, shall be collected from each person who applies to attend each Convention. This fee will be collected by the Convention Organising Committee and used to meet Hospitality expenses exclusively.

The Convention Organising Committee may make such refunds of Hospitality Fees as it shall think fair and proper subject to any direction from the District Governor.

### **13.3 Administration Fee**

The District Cabinet may set an Administration fee for the District Convention, as may be proposed by the Convention Organising Committee. The fee may be altered as circumstances dictate.<sup>2</sup>

### **13.4 Accounts**

The Convention Organising Committee shall submit to the District Governor Audited Statements of the Convention, such Audit having been made by an Auditor qualified as set out in clause Article 9, section 11 hereof.

The Convention Organising Committee at the time of submitting such Audited Statements shall also submit a statement accounting for all expenditure of all monies allocated to it itemising the amount expended and the purposes for which they were expended.

The Convention accounts shall be presented to the District Cabinet for adoption at the next available Cabinet meeting following the closure of the Convention.

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<sup>2</sup> *The Administration fee may be proposed by the Convention Organising Committee prior to the first Cabinet meeting of Lions year. This fee may be altered by the District Cabinet as circumstances dictate.*

## **ARTICLE 14 – CONVENTION MOTIONS.**

### **14.1 Motions**

Subject to Late Notices of Motion and Formal Motions, the only Motions to be considered at a Convention shall be those which have been vetted by the Constitution and By-Laws Chairperson.

14.1.1 These Motions must have been submitted in writing to the Cabinet Secretary not less than sixty (60) days prior to the date of the opening of the Convention by a Club within the District and which has been signed by the Clubs President or Secretary, or,

14.1.2 Have been submitted by the District Cabinet no less than sixty (60) days prior to the date of the opening of the Convention.

### **14.2 District Projects**

Any Motion relating to a District Project must contain full organisational details of the project and the financial responsibilities of the Clubs within the District which decide to participate in the project, or where the details of a District Project are being amended, such Motions must contain sufficient information to identify the effect of the amendment on the organisational details of the project and the financial responsibilities of the participating Clubs.

### **14.3 Explanatory Notes**

Further to Section 14.1 of this Article, all Convention Motions must be accompanied by an explanatory note and/or preamble setting out the reasons for the Motion.

### **14.4 Notice to Clubs**

The Cabinet Secretary shall advise all Clubs within the District of all Motions to be placed before the Convention, and any information submitted on a Motion relating to a District Project, at least thirty (30) days prior to the opening of the Convention.

### **14.5 Late Notices of Motion**

Notwithstanding any of the provisions of this Article 14, a Motion, except any Motions concerning the adoption of a project or fundraising activity of any nature, may be considered by the Convention as a Late Notice of Motion provided that: -

- (a) It arises as a result of a debate or action taken at the Convention relating to a Motion received in time, or,
- (b) It arises as a result of a recommendation contained in an official forum report to the Convention on a matter pertaining to a topic scheduled for discussion at that forum, or,
- (c) It arises out of a happening or event occurring between the due date for lodgement of Motions and the commencement of the Convention, and is approved by the District Governor as a proper matter for inclusion in the agenda of the Convention as a Late Notice of Motion, and,
- (d) At least two thirds of the Delegates present and voting support the admission of such a Motion to the Convention Programme or agenda, and,
- (e) The Late Notice of Motion is supported by a written submission signed by the President on behalf of the President's Club, or by the District Governor.

### **14.6 Voting**

A vote on any question can be cast only by a Delegate present, which for the purposes of this clause include Alternate Delegates acting as Delegates:

### **14.7 Right to Speak**

A District Officer (being a member of the District Governor's Cabinet, who is not a delegate), shall be entitled to move or second or speak to a motion or an amendment but shall not be entitled



to vote.

#### **14.8 Formal Motions**

Section 14.1 (Motions), section 14.4 (Notice to Clubs) and section 14.5 (Late Notices of Motion) shall not apply to Motions of a Formal Nature.

#### **14.9 Effect**

Any Motion carried at a Convention should take effect at the close of the Convention unless otherwise specified in that Motion.

#### **14.10 Recording of Proceedings**

As far as is reasonably practical, the proceedings of the Convention shall be electronically recorded and the recordings retained for a period of three (3) years after each Convention.

In the event that no electronic device is available the proceedings should be taped or recorded by other means.

#### **14.11 Distribution of Results**

A copy of the complete proceedings of the Convention shall be supplied to the District Governor in accordance with the provisions of the Constitution of the Association and to each District Officer in office at the time of holding the Convention and to each Club in the District.

#### **14.12 Distribution of Motions Results**

The results of all Motions, other than Formal Motions, presented to the Convention shall be distributed to all Clubs within the District by the Cabinet Secretary within thirty (30) days of the completion of the District Convention giving details of whether the Motion was Carried, Lost or of any Amendments.

### **ARTICLE 15 – DISTRICT DISPUTE RESOLUTION PROCEDURES**

15.1 All disputes or claims arising from provisions of the District Constitution and By-Laws or any policy or procedure adopted from time to time by the district (single or sub-) cabinet, or any other internal Lions district (single or sub-) matters that cannot be satisfactorily resolved through other means, arising between any clubs in the district (single or sub-), or any club(s) and the district (single or sub-) administration, shall be resolved in accordance with the Dispute Resolution Procedures established by the International Board of Directors.

### **ARTICLE 16 - SUSPENSION OR CANCELLATION OF CLUB CHARTER**

#### **16.1 Suspension**

Where the Charter of any Club within the District is cancelled by the Association, the property of the Club including all monies standing to its credit at any bank and all other funds shall forthwith vest in the District Governor who may on behalf of this District receive all property, monies and funds and give all necessary receipts and discharges to any person or persons or Corporation for the time being holding such property, monies or funds.

The District may, if approved by District Cabinet satisfy any liabilities of such Club and dispose of a net asset of the Club, if any, for the benefit of the District and the area in which the Club is situated subject nevertheless, to the law for the time being in force in the State or Territory in which the Club is situated.

#### **16.2 Status Quo**

In accordance with the provisions of the Constitution of the Association, when any Chartered Club within the District is placed in Status Quo by the Association for any period, the District Governor may instruct that Club's bankers to suspend all operations on the Club's Bank account(s) and during such period no monies may be withdrawn from the Club's account(s) without the written consent of the District Governor.

### **16.3 Dissolution**

Upon the dissolution of this District, either by the agreement of the District in accordance with a resolution carried at a District Convention by a two thirds majority of Delegates voting thereon, or by the decision of the Association, the property and assets of the District shall vest in such other Lions Clubs or Lions Districts and in such proportions as such resolution may provide, or the Association (or in default the Council of the Multiple District in which the District is situated) shall determine, provided that all such funds shall be applied to charitable purposes within the meaning of the law of the State or Territory in which the majority of the Clubs in the District are located or to another Lions Club or Clubs or Lions District constituted principally within that State or Territory. Funds held by the dissolved District for a particular purpose shall be applied to a purpose as close as is practical to that purpose.

## **ARTICLE 17 - AMENDMENTS**

### **17.1 Voting**

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.

### **17.2 Notice**

Article 14 shall apply to any notice of any motion to amend this Constitution.

### **17.3 Automatic Update**

Should any amendment to the International Constitution and By-Laws of the Association be adopted at an International Convention and such amendment 'be at variance with, or otherwise effect, the provisions of these By-Laws', then:

- (a) such amendment shall be brought to the attention of the District Governor and Cabinet as soon as practical after the rising of such International Convention and
- (b) the District Governor and Cabinet shall take all steps necessary to submit to the next following District Convention a Notice of Motion seeking an amendment to these Constitution and By-Laws in conformity with the amendment adopted at the International Convention.

### **17.4 Notification to Clubs**

No amendment shall be so reported or voted upon unless the same shall have been published by regular post or electronic means 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.

### **17.5 Effective Date**

Each amendment, other than those referred to in Section 3 of this Article, shall take effect at the close of the Convention at which adopted unless otherwise specified in the amendment.

## **ARTICLE 18 - INTERPRETATION**

### **18.1 Interpretation**

Unless otherwise provided by this Constitution and By- Laws, or by any rules adopted for the conduct of a meeting, all questions of order and procedure with respect to any meeting of the District Cabinet, or the District Convention shall be determined in accordance with "Joske's Law and Procedure at Meetings in Australia", as revised from time to time.

## **ARTICLE 19 - BY-LAWS AND POLICY MINUTES**

- 19.1 Subject to the Constitution of the Association and its By-Laws and to this Constitution, the District Convention shall have the power to make such By-Laws as it shall deem necessary with respect to the conduct and administration of the District with the power to amend or repeal the

same from time to time.

192 Article 14 shall apply to any motion to amend or repeal a By-Law in the Constitution.

193 Subject to the Constitution of the Association and its By-Laws and to this Constitution the District Cabinet shall have the power to make such Policy Minutes as it shall deem necessary with respect to the conduct and administration of the District and for the purpose of carrying out its duties. It may repeal or amend such Policy Minutes at any time. A copy of the Policy Minutes made or amendments to such shall be sent to all Clubs.

## **ARTICLE 20 - POWER TO DISTRIBUTE FUNDS**

20.1 The income and property of the District however derived, shall be applied solely towards the promotion of the Object of the District and no portion thereof shall be paid or transferred directly or indirectly by the way of a dividend, bonus or otherwise however by way of profit to any Club or Clubs of the District or to Lions members or to relatives of such members, provided that nothing herein shall prevent the payment in good faith of an honorarium to any Officer or servant of the District or to any Lions members in return for any services actually rendered to the District or the payment of interest on any monies borrowed by the District from a Club or Lions member (not exceeding the rate for the time being paid on a term deposit of ten thousand dollars (\$10,000) for one month by the District's bank) or repayment of the out of pocket expenses of any Officer of the District.

## **ARTICLE 21 - DISTRICT FARES EQUALISATION SCHEME**

21.1 Each Club in the District shall pay from its Administration Account, into the District Fares Equalisation Fund, Two Dollars (\$2.00) per annum per member, based upon its membership as at 1 July each year. Such contribution shall be collected with the District Dues Account forwarded to each Club in July each year, commencing in 2003.

21.2 The refund under the Fares Equalisation Scheme shall be an amount determined annually at the District Cabinet Meeting held immediately prior to the 201C2 District Convention for Club Delegates attending, with exception of Delegates who are eligible for Hospitality, Accommodation, and Travel expenses otherwise met by District or Lions Clubs International, up to a maximum of Five Hundred Dollars (\$500.00). The rate of reimbursement shall be determined at the same rate as applied by the Multiple District for attendance by relevant delegates at the Multiple District Convention.

21.3 This subsidy would apply providing that the distance that travelled to a 201C2 District Convention by delegates is One Thousand (1,000) kilometres or more, measured in a straight line from the Delegates Club's hometown to the Convention site and that it be paid direct to each Delegates Club in order for the funds to be dispersed at their discretion.

21.4 Should a maximum residual amount of Ten Thousand Dollars (\$10,000.00) be retained in the fund immediately prior to the commencement of any administration period, the collection of funds for that period would be waived.

## **ARTICLE 22 - DISTRICT PROJECTS**

### **22.1 Nomination of District Projects**

All nominations for District Projects shall be submitted to a Convention as a Notice of Motion vide Article 14 of this Constitution.

### **22.2 Motion for District Projects**

Any motion relating to a District Project must contain full organizational details of the project and the financial responsibilities of the Clubs within the District which decide to participate in the project, or where the details of a District Project are being amended, such motions must contain sufficient information to identify the effect of the amendment on the organizational details of the

project and the financial responsibilities of the participating Clubs.

### **22.3 Duration of the Project / Review Period**

All Motions for such projects shall include a Nominated Period (Duration) or Review period of the Project.

### **22.4 Joint Projects with non-Lions Organisations**

Any notice of motion relating to a District Project, which is a joint project between Lions Clubs of this District and a non-Lions organisation, shall be accompanied by a suitably drafted “Memorandum of Understanding”, agreed upon by all parties involved in the project.

Such a Memorandum of Understanding shall address ALL of the following areas of responsibilities by all parties involved in the project:

- (a) Any financial responsibilities or commitments relating to travel, accommodation, meals and salaries for non-Lions members.
- (b) The identification of fiscal responsibilities (accounting and budgeting) relating to the project.
- (c) Any insurance liabilities relating to equipment, travel, 3rd party indemnity, and work cover for the non-lions’ members.
- (d) The supply and maintenance of specialized or specific equipment necessary for the project.
- (e) The identification and recruiting of legally qualified assistants, either as volunteers or other, to support the running of the project.

The identification of specific duties, or areas of responsibility, that will be undertaken by the various parties.

***The International Association of Lions Clubs District 201C2***  
***By Laws***

*As adopted at the District Convention 29 October 2022*

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# **ARTICLE 1 - NOMINATIONS AND ENDORSEMENT OF THIRD VICE PRESIDENT AND INTERNATIONAL DIRECTOR NOMINEES**

## **1.1 Endorsement Procedure**

Subject to the provisions of the International Constitution and By-Laws, any member of a Lions club in the district seeking endorsements of a district convention as a candidate for the office of international director or third 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 treasurer 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.

## **1.2 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.

## **1.3 Seconding Speech**

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

## **1.4 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.

## **1.5 Certification of Endorsement**

Certification of endorsement by the respective convention shall be made in writing to the international office by the district officials designated (and if the district is a sub-district in the multiple district to the multiple district council of governors) in accordance with the requirements set forth, in the International Constitution and By-Laws.

## **1.6 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 have been met.

# **ARTICLE 2 – DISTRICT NOMINATIONS, ELECTIONS AND APPOINTMENTS**

## **2.1 Nominating Committee**

The District Governor shall appoint by written notification received at least sixty (60) days prior to the District Convention a Nominating Committee of not less than three (3) and no 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 through the duration of their appointment hold any District or International Office either by election or appointment, other than the Constitution and By Laws Chairperson.



## **2.2 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 each of whom shall be a Member in good standing of a different Lions Club in good standing in the District, and shall not through the duration of their appointment hold any District or International Office either by election or appointment, other than the Constitution and By Laws Chairperson.

## **2.3 Elections Committee**

The Elections Committee of the District Convention shall comprise of not less than three (3) and not more than five (5) Lions appointed by the District Governor, each of whom shall be a Member in good standing of a different Lions Club in good standing in the District. The Constitution and By-Laws Chairperson shall be the Chairperson of the committee.

## **2.4 Method of Voting**

The election shall be by secret written ballot, with the candidate or candidates required to secure a majority of the votes cast by the delegates present and voting in order to be declared elected; for purpose of such election, a majority is defined as a number more than one-half of the total valid votes cast excluding blanks and abstentions. 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.

## **2.5 Qualifications**

No member shall be entitled to be elected as either District Governor or First Vice District Governor and Second Vice District Governor unless:

- a) That member is qualified in accordance with the provision of the Constitution of the Association.
- b) That member is nominated by the members Club, and such nomination is certified in writing by the President or Secretary of that Club (or is endorsed by the majority of the Lions Clubs in the District and such endorsement is certified in writing by the President or Secretary of all such Clubs) and such certification or endorsement (as the case may be) together with the nominees written consent is delivered to the Cabinet Secretary at least sixty (60) days prior to the date fixed for the opening of the District Convention, or such member is nominated from the floor of the District Convention in accordance with clause 2.8.
- c) The District Nominating Committee shall have confirmed the eligibility of the nomination.

## **2.6 Notice**

The Cabinet Secretary shall give written advice of all members nominated under this Article to each Club in the District and to the Secretary MD201 Council at least thirty (30) days prior to opening of the District Convention.

## **2.7 Speeches**

At any Convention where an election is to be held a nominating speech on behalf of each candidate shall be made by a delegate to the Convention selected by the candidate. The nominating speech shall not exceed three (3) minutes for each candidate and a warning signal shall be given thirty (30) seconds before such time elapses. A candidates speech shall be limited to five (5) minutes and a warning signal shall be given thirty (30) seconds before such time elapses.

## **2.8 No Nomination**

Should no proper nomination have been made under clause 2.5 or should the only qualified nominee die or withdraw prior to the time of the matter being dealt with at the District Convention then:

- (a) Nominations shall be sought from the floor from the Delegates at the Convention.
- (b) Such nominations must be made at a time designated on the programme for that purpose on behalf of members suitably qualified and who shall have signified their willingness to stand for an election.

## **2.9 Contest**

Where only one eligible candidate is nominated in accordance with the provisions of this Article then the following provisions shall apply:

- a) The District Governor shall invite the candidate to address the Convention.
- b) Such candidate may elect to be introduced to the meeting by a delegate.
- c) If the candidate and/or the delegate as the case may be addresses the meeting, the speeches shall be made in accordance with the time limits set out in clause 2.7.
- d) A secret ballot shall be held on the question of whether a candidate is to be declared elected.

## **2.10 Lost Ballot**

If such ballot is lost then:

- a) If nominations have not previously been called from the floor in accordance with clause 2.8 then nominations shall be called from the floor in accordance with clause 2.8.
- b) If nominations have previously been called from the floor in accordance with clause 2.8 then the position shall be filled in the same manner as if no nominations had been received.

## **2.11 Tied Vote**

In the event of the result of an election for District Governor or First Vice District Governor and Second Vice District Governor being of an equal number of votes, the District Governor will order a recount of the votes cast. If after the recount, the votes for the candidates remain equal, the result shall be resolved by the drawing of lots as determined by the District Governor.

## **2.12 Results of Elections**

The results of any election for District Governor and First Vice District Governor and Second Vice District Governor shall be distributed to all clubs in the District, by the Cabinet Secretary within thirty (30) days of the completion of the District Convention at which the elections are conducted.

## **2.13 Region and Zone Chairperson qualifications**

Each zone chairperson shall:

- a) Be an active member in good standing in his/her respective region or zone; and
- b) Have served at the time of taking office as region or zone chairperson as a member of the board of directors of a Lions Club for no less than two (2) years.

## **2.14 Region or Zone Chairperson qualifications**

If any region 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 3 - DISTRICT GOVERNOR VACANCY**

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. The immediate past district governor, first and second vice district governors, past district governors, past international directors and past international presidents in the district shall convene at a date, time and place called and determined by the immediate past district governor to select a replacement for recommendation to the International Board of Directors.

It shall be the duty of the immediate past district governor, if he/she is not available, the most recent past district governor who is available, to send out invitations fifteen (15) days in advance of the meeting to attend said meeting.

In order for a Lion to be eligible and qualified to be selected to fill a vacancy in the office of district governor, he/she must:

- a) Be an Active Member in good standing of a chartered Lions club in good standing in his/her single or sub-district.
- b) Secure the endorsement of his or her club or a majority of the clubs in his/her single district.
- c) Have served or will have served at the time he/she takes office as district governor:
  - i) As officer of a Lions club for a full term or major portion thereof; and
  - ii) As a member of the district cabinet for two (2) full terms or major portion thereof.
  - iii) With none of the above being accomplished concurrently.

It is encouraged that the first vice district governor fulfill his/her full term of office and other qualified Lions be considered for filling a vacancy in the office of district governor.

## **ARTICLE 4 - FIRST AND SECOND VICE DISTRICT GOVERNORS AND OTHER VACANCIES**

Any vacancy in office except that of District Governor and First and Second Vice District Governors shall be filled by appointment from the District Governor for the unexpired term. In event of a vacancy arising in the office of First or Second Vice District Governor, the District Governor shall convene a meeting of the members of the immediate past district governor, first vice district governor and second vice district governor 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 First or Second 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.

In order for a Lion to be eligible and qualified to be selected to fill a vacancy in the office of First or Second Vice District Governor, he/she must:

- a) Be an Active Member in good standing of a chartered Lions club in good standing in his/her single or sub-District.
- b) Secure the endorsement of his or her club or a majority of the clubs in his/her single district.
- c) Have served or will have served at the time he/she takes office as First or Second Vice District Governor:
  - i. As officer of a Lions club for a full term or major portion thereof; and
  - ii. As a member of the District Cabinet for a full term or major portion thereof.
  - iii. With none of the above being accomplished concurrently.
  - iv. Has not completed a full term or major portion thereof as district governor.

## **ARTICLE 5 – DUTIES OF DISTRICT OFFICERS/CABINET**

### **5.1 District Governor**

Under the general supervision of the International Board of Directors, he/she shall represent the Association in his/her District. In addition, he/she shall be the chief administrative officer in his/her District and shall have direct supervision over the First and Second Vice District Governor, Region Chairpersons, the Zone

Chairpersons, the Cabinet Secretary, Cabinet Treasurer and such other Cabinet members as may be provided for in this District Constitution and By-Laws. His/her specific responsibilities shall be to:

- a) Serve as the Global Action Team district chairperson to administer and promote membership growth, new club development, leadership development and humanitarian service to clubs throughout the district.
  - (1) Ensure the selection of a qualified Lion leader for the positions of GST district coordinator, GMT district coordinator and GLT district coordinator.
  - (2) Ensure regular meetings to discuss and advance initiatives established by the District Global Action Team.
  - (3) Collaborate with the multiple district's Global Action Team
- b) Promote the Lions Clubs International Foundation and all service activities of the association.
- c) 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 first or second vice district governor, but if he/she is not available, the district officer chosen by the attending members shall preside.
- d) Promote harmony among the chartered Lions clubs.
- e) Exercise such supervision and authority over cabinet officers and district committee appointees as is provided in this district constitution.
- f) Ensure that each Lions club in the district be visited by district governor or other district officer once every year to facilitate successful administration of the club, and that the visiting officer submit a visitation report to the International Headquarters for each visit.
- g) Submit a current itemized statement of total district receipts and expenditures to his/her district convention or annual meeting of his/her district at a multiple district convention.
- h) Deliver, in a timely manner, at the conclusion of his/her term in office, the general and/or financial accounts, funds and records of the district to his/her successor in office.
- i) Report to Lions Clubs International all known violations of the use of the association's name and emblem.
- j) 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.

## **5.2 First Vice District Governor**

The first Vice District Governor, subject to the supervision and direction of the District Governor shall be the chief administrative assistant and representative of the district governor. His/her specific responsibilities shall be, but not limited, to:

- a) Further the purposes of this association.
- b) Perform such administrative duties assigned by the district governor.
- c) Perform such other functions and acts required by the International Board of Directors.
- d) Participate in the cabinet meetings, and conduct meetings in the absence of the district governor, and participate in council meetings as appropriate.
- e) Assist the district governor in the review of the strengths and weaknesses of the clubs in the district, identifying the existing and potential weak clubs and establishing plans to strengthen them.
- f) Conduct club visitation as the representative of the district governor when requested by the district governor.
- g) Work with the District Convention Committee and assist the committee to plan and conduct the annual district convention and assist the district governor to organize and promote other events within the district.
- h) At the request of the district governor, supervise other district committees.
- i) Participate in the planning of the next year including the district budget.
- j) Familiarize himself/herself with the duties of the district governor so that, in the event of a vacancy in the office of the district governor, he/she would be better prepared to assume the duties and

responsibilities of said office as the acting district governor until the vacancy is filled according to these by-laws and rules of procedure adopted by the International Board of Directors.

- k) Conduct a district quality assessment and collaborate with the district officers, specifically members of the district's Global Action Team, and other committee chairpersons, during his/her term as first vice district governor to develop a plan for membership growth, leadership development, operational improvement and the fulfillment of humanitarian services to be presented and approved by the district cabinet during his/her term as district governor.

### **5.3 Second Vice District Governor**

The Second Vice District Governor, subject to the supervision and direction of the District Governor, shall be an assistant in the administration of the District, and representative of the District Governor. His/her specific responsibilities shall be, but not limited, to:

- a) Further the purposes of this association.
- b) Perform such administrative duties assigned by the district governor.
- c) Perform such other functions and acts required by the International Board of Directors.
- d) Participate in the cabinet meetings, and conduct meetings in the absence of the district governor and first vice district governor, and participate in council meetings as appropriate.
- e) Familiarize himself/herself with the health and status of the clubs in the district, review the monthly financial report and assist the district governor and the first vice district governor in identifying and strengthening the existing and potential weak clubs.
- f) Conduct club visitation, as the representative of the district governor, when requested by the district governor.
- g) Assist the district governor and first vice district governor in planning and conducting the annual district convention.
- h) Work with the District LCIF Coordinator and assist the committee to achieve the goals of the year through regular distribution of LCIF information and materials to increase understanding and support of LCIF.
- i) Work with the District Information Technology Committee and assist the committee to promote the use of the association's web site and the Internet among the clubs and members to obtain information, file reports, purchase club supplies, etc.
- j) At the request of the district governor, supervise other district committees.
- k) Assist the district governor, first vice district governor, and the cabinet in planning of the next year, including the district budget.
- l) Familiarize himself/herself with the duties of the district governor so that, in the event of a vacancy in the offices of district governor and first vice district governor, he/she would be better prepared to assume the duties and responsibilities of said offices as the acting district governor or acting vice district governor until the vacancies are filled according to these by-laws and rules of procedure adopted by the International Board of Directors.

### **5.4 Cabinet Secretary-Treasurer.**

He/she shall act under the supervision of the District Governor. His/her specific responsibilities shall be to:

- a) Further the Purposes of this association;
- b) Perform such duties as are implied by the title of said office, including but not by way of limitation, the following:
  - 1. Keep an accurate record of the proceedings of all meetings of the cabinet, and within fifteen (15) days after each meeting forward copies of the same to all members of the cabinet, and the office of Lions Clubs International.
  - 2. Take and keep minutes of the sub-district convention and furnish copies of the same to Lions Clubs International, the district governor and the secretary of each club in the sub-district.
  - 3. Make reports to the cabinet as the district governor or cabinet may require.

4. Collect and receipt for all dues and taxes levied on members and clubs in the sub-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.
  5. Remit and pay over to the multiple district council secretary-treasurer the multiple district dues and taxes, if any, collected in the sub-district, and secure a proper receipt.
  6. Keep accurate books and records of account, and minutes of all cabinet and sub-district meetings, and permit inspection of the same by the district governor, any cabinet member and any club (or any authorized agent of any of them) at any reasonable time for any proper purpose. Upon direction of the district governor or the cabinet, he/she shall furnish any such books and records as requested to any auditor appointed by the district governor.
  7. Secure bond for the faithful performance of his/her duties in such sum and with such sureties as may be required by the district governor.
  8. Deliver, in a timely manner, at the conclusion of his/her term in office, the general and/or financial accounts, funds and records of the district to his/her successor in office.
- c) Perform such other functions and acts as may be required of each by directives of the International Board of Directors.

If separate offices of cabinet secretary and cabinet treasurer are adopted, the duties listed in (b) are to be attributed to each of the offices according to the nature of such duties.

### **5.5 Global Service Team (GST) Chairperson**

The GST district coordinator is a member of the District Global Action Team. His/her responsibilities include:

- a) Encourage clubs to implement service projects that are aligned with global LCI initiatives, including the LCI Service Framework.
- b) Work with clubs to raise the visibility of Lions service impact in local communities.
- c) Collaborate with GMT and GLT district coordinators and the Global Action Team district chairperson (district governor) to further initiatives focused on leadership development, membership retention and growth, and expanding humanitarian service.
- d) Work with region, zone, and club service chairpersons to help clubs reach their service goals, ensure regular reporting in MyLCI, and encourage utilization of LCI tools (such as the App) to increase engagement in service projects.
- e) Support local community service projects that create a sense of belonging and pride to the Lions and Leos in the district.
- f) Promote service projects that attract multi-generational participants, including the integration and leadership development of Leos.
- g) Act as the advocacy champion for the district to implement activities including but not limited to community awareness/education, legislative/public policy, events and partnerships” and re-lettering the remaining items.
- h) In collaboration with the LCIF district coordinator, maximize LCIF resource utilization and fundraising and monitor LCIF grants given to the district.
- i) (Gather club and district feedback related to service challenges, opportunities, and successes and share information gathered with multiple district coordinator to troubleshoot/remove barriers impeding the successful implementation of service programs.

### **5.6 Global Membership Team (GMT) Chairperson**

The GMT district coordinator is a member of the District Global Action Team. His/her responsibilities include:

- a) Collaborate with the GLT and GST district coordinators and the Global Action Team district chairperson (district governor) to further initiatives focused on leadership development, membership growth and expanding humanitarian service.
- b) Develop and execute an annual district membership development plan.

- c) Collaborate with region, zone, and club membership chairpersons to identify communities without a club or where additional clubs can be chartered.
- d) Motivate clubs to invite new members, inspire positive club membership experiences, and ensure clubs are aware of available membership programs and resources.
- e) Monitor club membership reports. Recognize clubs that are increasing membership and support clubs that are losing members.
- f) Work with clubs in danger of cancellation by ensuring payments are submitted on time.
- g) Include diverse populations to participate in Global Action Team Initiatives.
- h) Respond promptly to prospective member leads provided by the GMT multiple district coordinator or LCI, track recruitment and provide status report of the lead.
- i) Complete requirements and submit applications to receive district funding from LCI for membership development activities.
- j) Confirm new members are provided an effective member orientation at the club level, in collaboration with the GLT district coordinator and the club officers.
- k) Provide retention strategies to clubs in collaboration with GLT and GST district coordinators.

### **5.7 Global Leadership Team (GLT) Chairperson**

The GLT district coordinator is a member of the District Global Action Team. His/her responsibilities include:

- a) Collaborate with your GMT and GST district coordinators and Global Action Team district chairperson (district governor) to further initiatives focused on leadership development, membership growth and expanding humanitarian service.
- b) Develop and execute an annual district leadership development plan.
- c) Communicate regularly with region/zone chairpersons and club vice presidents to ensure they are aware of leadership development programs and resources available.
- d) Provide ongoing motivation to region/zone chairpersons and club vice presidents to achieve leadership development goals.
- e) Promote leadership development opportunities that encourages participation all levels of the association.
- f) Collaborate with GMT and GST district coordinators to provide retention strategies to clubs.
- g) Include diverse populations to participate in Global Action Team initiatives.
- h) Identify potential and new leaders to participate in service, membership and leadership development opportunities.
- i) Organize and facilitate instructor-led and web-based training in coordination with LCI.
- j) Confirm new members are provided an effective member orientation at the club level, in collaboration with the GMT district coordinator and club officers.
- k) Complete requirements and submit applications to receive district funding from LCI for leadership development activities.

### **5.8 Region Chairperson**

(if the position is utilised during the District Governor's term).

The Region Chairperson subject to the supervision and direction of the District Governor, shall be the chief administrative officer in his/her Region. The Region Chairperson is a member of the District Global Action Team. His/her specific responsibilities should be to:

- a) Further the Purposes of this association.
- b) Supervise the activities of the zone chairpersons in his/her region and such district committee chairpersons as may be assigned to him/her by the district governor.
- c) In coordination with the District GMT Coordinator, 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 and the GMT district coordinator, the GLT district coordinator and the GST district coordinator, as appropriate.

- 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 and the GMT district coordinator, the GLT district coordinator and the GST district coordinator as appropriate.
- f) Endeavor to have every club in his/her region operating under a duly adopted club constitution and bylaws.
- g) Promote the Club Quality Initiative to the clubs within the region.
- h) In coordination with the District GLT Coordinator, play an active role in supporting leadership initiatives by informing Lions with the zone about leadership development opportunities at the zone, district or multiple district.
- i) In coordination with the GST district coordinator, play an active role in promoting global service initiatives by informing Lions within the zone about service opportunities in the region, district or multiple district.
- j) Promote representation at international and district (sub- and multiple) conventions by at least the full quota of delegates to which clubs in his/her region are entitled.
- k) Carry out such official visitations to club meetings and charter nights as shall be assigned to him/her by the district governor.
- l) Perform such additional assignments as shall be given to him/her from time to time by the district governor.

In addition, the Region Chairperson shall perform such other functions and acts as may be required by the International Board of Directors through a Region Chairperson's manual and other directives.

## **5.9 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 this association.
- b) Serve as chairperson of the District Governor's Advisory Committee in his/her zone and as such chairperson to call regular meetings of said committee.
- c) Endeavor to include the GMT district coordinator, the GLT district coordinator and the GST district coordinator as special guests to a District Governor's Advisory Committee meeting to discuss needs related to membership, leadership development and service and how these teams may assist the clubs within the zone.
- d) 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. Copies should also be sent to the GMT district coordinator, the GLT district coordinator, the GST district coordinator and region chairperson when appropriate.
- e) Promote the Club Quality Initiative to the clubs within the zone.
- f) In coordination with the GMT district coordinator, play an active role in organizing new clubs and keep informed of the activities and well-being of all clubs in his/her zone.
- g) In coordination with the GLT district coordinator, play an active role in supporting leadership initiatives by informing Lions within the zone about leadership development opportunities at the zone, district or multiple district.
- h) In coordination with the GST district coordinator, play an active role in promoting global service initiatives by informing Lions within the zone about service opportunities in the zone, district or multiple district.
- i) Represent each club in his/her zone in any problems with district, multiple district council chairperson or Lions Clubs International.
- j) Supervise the progress of district, multiple district, and Lions Clubs International projects in his/her zone.
- k) Endeavor to have every club within his/her zone operating under a duly adopted club constitution and by-laws.



- l) Promote representation at international and district (sub- and multiple) conventions by at least the full quota of delegates to which clubs in his/her zone are entitled.
- m) Visit a regular meeting of each club in 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 (copy to district governor).
- n) Perform such other functions and acts as may be required of him/her by directives of the International Board of Directors.

## **ARTICLE 6 – CONVENTIONS**

### **6.1 Official Call**

The District Governor shall issue an official call for the annual District convention not less than sixty (60) days prior to the date fixed for holding the same, stating the place, day and hour thereof.

### **6.2 Site Change**

The District Cabinet shall retain and have, power to change at any time, for good reason, the Convention site chosen and neither the District Officers of the District nor any Member of the District Cabinet, shall incur any liability thereby to any Club or Club Member in the District. Notice of this site change shall be furnished in writing to each Club in the District no less than thirty (30) days prior to the convening date of the annual Convention.

### **6.3 The Officers**

The Officers of the District shall be the Officers of the Annual District Convention.

### **6.4 Official Report**

Within fifteen (15) days after the close of each single and sub-District Convention, the Cabinet Secretary shall transmit one copy of the complete proceedings to the International Office. Upon written request from any Club in the respective District a copy shall be furnished to that Club.

### **6.5 Order of 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.

## **ARTICLE 7 - ELECTIONEERING**

### **7.1 Requirements**

All candidates from the District seeking election to, or who have been nominated for election to the position of District Governor, First Vice District Governor, Second Vice District Governor or District Representative shall comply with the following conditions:

- a) Electioneering material shall be limited to one sheet and the size shall not exceed A4 size (210mm x 297mm), but it may be printed on or both sides thereof, and shall be on a form authorised by the District Cabinet and shall contain a statement of facts on the candidate's history, family, professional or business background and such other information as is required and may contain a statement by the candidate on his or her policies for his or her term of office.
- b) The brochure may be printed in colour or black and white to be interpreted in their normal usage.
- c) The electioneering material may include a current photograph of the candidate and a report by the candidate's nominating Club.
- d) This electioneering material shall be submitted in advance to the Constitution and By Laws Chairperson and the District Governor for certification as to the correctness or otherwise of the material contained in the statement of facts mentioned in paragraph (a) hereof, and if such statement is certified to be incorrect, it shall not be published or distributed until such District

Governor or Constitution and By Laws Chairperson have certified that it has been corrected and is correct.

- e) The electioneering material as defined in paragraphs (a) and (c) above may be distributed by the candidate himself, but only once, and in any event no later than fourteen (14) days prior to the date of the subject election to each Club Secretary and/or Club President and/or District Officer and/or District Chairperson within the District, except that one copy of such said electioneering material may also be inserted prior to the District Convention in the satchel handed to each Lion attending such Convention. However otherwise than as above, no electioneering material shall be distributed or handed out or published at Conventions.
- f) No organised functions, receptions, giveaways or other similar promotions in support of a candidate shall be permitted.
- g) No electioneering material shall be published or distributed by individual Lions or Clubs or District in the name of the individual Lions or Club or District endorsing, sponsoring or support any candidate for election to the position of District Governor, First Vice District Governor, Second Vice District Governor or District Representative.
- h) Except as is constitutionally permitted no candidate nominated for election to position of District Governor, First Vice District Governor, Second Vice District Governor or District Representative shall be projected at the District Convention at which such election is to be held.

## **ARTICLE 8 – DISTRICT FINANCES**

### **8.1 Bank Accounts**

The District Cabinet shall establish bank accounts in the name of Lions Clubs International District 201C2 at a bank and branch to be determined at the first Cabinet meeting of the District Governor for that year.

### **8.2 Payments**

The Cabinet Treasurer shall submit a list of all payments already made and due to the following Cabinet meeting for ratification.

### **8.3 Investments**

The Cabinet Treasurer, after consultation with the District Governor, shall be empowered to invest any surplus funds in a premium interest account with the District bankers.

### **8.4 Auditor**

Cabinet shall appoint an Auditor, duly qualified in accordance with the provisions of the District 201C2 Constitution, at the first Cabinet meeting each year.

### **8.5 Dues**

#### *8.5.1 District Dues*

The members' dues for District 201C2 shall be increased to an annual contribution of \$31.00 per member as from January 1 2019, and that with effect from July 1 2019 and annually thereafter, the annual contribution payable per member shall be a sum equal to the annual contribution payable in respect of the immediately preceding year adjusted by the annual Consumer Price Index (All Groups as at March each year) Australia or a minimum of 2% whichever is the greatest, rounded to the nearest ten cents.

#### *8.5.2 Voluntary Contribution*

Clubs will be asked to make a voluntary contribution of \$2.00 per member per annum towards the operational costs of conducting District and Multiple District Projects, and a further voluntary contribution of \$2.00 per member per annum towards LCIF and ALF. This may be funded from a Clubs Activities account.

## **8.6 District Officers Reimbursement Fund**

### *8.6.1 Contribution*

The contribution to the fund shall be three dollars (\$3.00) per member. The District Governor should use that part of the fund determined by the subscription of two dollars (\$2.00) per member to assist those District Officers required to travel excessive distances in carrying out their duties.

### *8.6.2 District Governor's Reimbursement*

The District Governor shall be reimbursed for travelling and accommodation expenses necessarily incurred by them and partner on invited attendance at Club Handover functions, such reimbursement to be in accordance with the District policy prescribed in Policy Minute 8, but shall be limited to that part of the fund determined by the subscription of one dollar (\$1.00) per member.

### *8.6.3 District Officers Reimbursement*

The District Governor shall be empowered to allocate the balance of the fund to various District Officers as he or she sees fit

### *8.6.4 Increased Costs*

At the discretion of the District Governor and Cabinet, the District Officers Reimbursement Fund may be increased as necessary from the Activities Account to the limit of the interest earned by that Account, to cover costs incurred by District Chairpersons in their duties.

## **ARTICLE 9 – MULTIPLE DISTRICT CONVENTIONS**

### **9.1 District Hospitality Function**

The District shall host a hospitality function for members of the District who attend the Multiple District Convention. The costing of this function will be determined by the District Cabinet at the meeting held immediately prior to the Multiple District Convention.

## **ARTICLE 10 - AMENDMENTS**

### **10.1 Amendment only at District Convention**

These by-Laws may be amended only at a District Convention, by resolution reported by the Constitution and by-Laws and adopted by a majority of the votes cast.

### **10.2 Lions Clubs International**

Should any amendment to the International Constitution and by-Laws of the International Association of Lions Clubs be adopted at an International Convention and such amendment be at variance with, or otherwise effect, the provisions of these By-Laws, then:

- a) such amendment shall be brought to the attention of the District Governor and Cabinet as soon as practical after the rising of such International Convention and
- b) the District Governor and Cabinet shall take all steps necessary to submit to the next following District Convention a Notice of Motion seeking an amendment to these By-Laws in conformity with the amendment adopted at the International Convention.

## **EXHIBITS – ATTACHMENTS TO DISTRICT 201C2 BY-LAWS**

### **EXHIBIT A - DISTRICT 201C2 CONVENTION**

#### **Rule 1 - Convention Business**

The District Governor shall arrange the order of business for the District Convention.

#### **Rule 2 - Governing authority, Joske's Law and Procedure at Meetings in Australia**

Except as otherwise provided in the Lions Club International Constitution and By-Laws, the District 201C2 Constitution and By-Laws, National custom and practices or the Joske's Law and Procedure at Meetings in Australia (as revised) shall govern all questions of order and procedure.

#### **Rule 3 - Credentials Committee.**

- (a) The credentials committee shall be composed by the District Governor, as Chairperson, provided, however, the District Governor may designate any other committee member as Chairperson.
- (b) The credentials committees primary responsibility shall be to verify Club delegate credentials. In carrying out this responsibility, the credentials committee shall have the powers and shall perform the duties as established by national custom and practice or as set forth in Joske's Law and Procedure at Meetings in Australia, revised from time to time.
- (c) The number of certified delegates shall be announced to the Convention upon close of certification and prior to the commencing of voting.

#### **Rule 4 - Nominations Committee**

##### *(a) Appointment*

At least sixty (60) days prior to the convening of the Convention, the District Governor, unless otherwise provided, shall appoint a nominations committee. It shall be the committee's responsibility to review the qualifications of each nominate candidate within thirty (30) days prior to the election and rule on the eligibility of the same.

##### *(b) Candidate withdrawal*

Candidates may withdraw from the contest at any time prior to the issuance of the final report of the nominations committee.

#### **Rule 5 - Replacement of delegates and alternate delegates**

- (a) To replace a delegate and/or alternate delegate already certified, the replacement must provide a certificate signed by two officers of the Club, certifying that the replacement is eligible as an alternate.
- (b) On the day of voting, a duly certified alternate delegate shall be allowed to obtain a ballot and vote in lieu of a duly certified delegate from the same Lions Club by presenting his/her copy of his/her alternate credential certificate together with the copy of the certified delegate's credential certificate to the voting personnel at which time the voting personnel will make the necessary notation on the credential records marking that a substitution has been made on the respective Club's delegate entitlement. Alternate delegates who were not certified cannot replace a certified or uncertified delegate

#### **Rule 6 - Nominations Speeches**

Nominations for the offices of District Governor, First and Second Vice District Governor and such other offices to be filled by the Convention shall be limited to nominating/ seconding speeches not to exceed 3 (three) for each nominee.

#### **Rule 7 - Elections Committee**

- (a) Prior to the Convention, the District Governor shall appoint an elections committee. Each duly nominated candidate shall also be entitled to designate one (1) observer through their Club. The observers may oversee election procedures only, but may not participate directly in the committee's

decision making.

- (b) The elections committee shall be responsible for preparation of election materials, vote tabulation, and resolving questions concerning the validity of individual ballots. The committee's decision shall be final and binding.
- (c) The elections committee shall prepare a comprehensive report of the election results containing the following components:
  - date, time and place of election,
  - specific voting results by candidate,
  - signature of each committee member and observer.

The District Governor, council Chairperson and all candidates shall be provided a copy of the committee's report.

### **Rule 8 - Voting**

- (a) Voting will take place at a predetermined location and time, to secure a ballot card, the delegate shall present their credential certificate to the voting personnel for verification.
- (b) Once verified, the delegate shall be issued with a ballot paper.
- (c) The voter shall indicate his/her vote by placing a mark in the appropriate location by the name of the candidate of his/her choice. The mark must be placed in the proper location to constitute a valid vote. Any ballot containing votes for more than the specified number of offices to be filled in any section shall be declared invalid to that particular section.
- (d) A majority vote shall be necessary to elect the District Governor, First Vice District Governor and the Second Vice District Governor. A majority is defined as a number more than one-half of the total valid votes cast excluding blanks and abstentions. If a majority vote is not received in the election of the District Governor, first Vice District Governor and the second Vice District Governor, a vacancy shall occur and be filled in accordance with the provisions of the International By Laws.
- (e) A majority vote shall be necessary to elect all other candidates. In the event any one candidate shall fail to receive the required number of votes to be elected, additional balloting shall take place as outlined in this section until such time as one candidate secures a majority vote.

## **EXHIBIT B - RULES OF PROCEDURE - SPECIAL MEETING TO RECOMMEND A LION FOR APPOINTMENT AS DISTRICT GOVERNOR**

### **Rule 1 – Vacancy in the office of District Governor**

In the event a vacancy arises in the office of District Governor, it shall be the duty of the Immediate Past District Governor, or if not available, the most recent past District Governor who is available, upon notification from the international office, to convene a meeting of the

- Immediate Past District Governor;
- First and Second Vice District Governors;
- all Past International Presidents,
- all Past International Directors and
- all Past District Governors

who are members in good standing of a chartered Lions Club in good standing within the District for the purpose of recommending a Lion for appointment by the International Board of Directors.

### **Rule 2 – Invitations**

Written invitations to this meeting shall be sent not less than fifteen (15) days in advance of the meeting. ~~as~~ The Immediate Past District Governor, as the meeting's Chairperson, shall have the authority to select the meeting site, date and time. However, they shall use their best efforts to select a centrally located meeting venue.

### **Rule 3 - Attendance**

The Chairperson shall maintain a written attendance roster.

### **Rule 4 - Nomination**

Each Lion who is entitled to attend the meeting may make one nomination of his/her choice from the floor.

### **Rule 5 - Speeches**

Each such nominee shall be entitled to one seconding speech, only, in his/her behalf of not more than three (3) minutes in duration, and may speak personally for five (5) additional minutes. When each nominee has had an opportunity to present his/her remarks, the Chairperson shall declare the nominations closed. No additional nominations shall be accepted after the close of nominations.

### **Rule 6 - Voting**

- (a) Voting will occur immediately after the close of nominations.
- (b) Voting will be by written ballot.
- (c) The member shall indicate his/her vote by writing the name of his/her choice on the ballot. Any ballot containing votes for more than one nominee shall be declared invalid.
- (d) A majority vote shall be necessary to recommend a member for appointment as District Governor. In the event any one candidate shall fail to receive the required number of votes to be selected, additional balloting shall take place as outlined in this Rule 6 until such time as one candidate secures a simple majority vote.

### **Rule 7 – Written Report**

At the conclusion of the meeting, but in no event more than seven (7) days after the conclusion of the meeting, the Chairperson will forward a written report of the voting results to the international office together with evidence of invitations sent and attendance at the meeting.

### **Rule 8 – International Board of Directors**

The International Board of Directors, pursuant to the International Association By-Laws shall consider, but is not bound by, any recommendation resolved at the special meeting. The International Board of Directors

reserves the right to appoint the recommended or any Club member as District Governor for the (remainder of the) term.

# **EXHIBIT C - RULES OF PROCEDURE - SPECIAL MEETING TO RECOMMEND A LION FOR APPOINTMENT AS FIRST OR SECOND VICE DISTRICT GOVERNOR**

## **Rule 1 – Vacancy in the role of First or Second Vice District Governor**

In the event a vacancy arises in the office of First or Second Vice District Governor, the District Governor shall convene a meeting of the members as provided for in Article 6 of these By Laws 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 first or second Vice District Governor for the remainder of the term.

## **Rule 2 - Invitations**

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 act as Chairperson, to send out written invitations no less than fifteen (15) days in advance of the meeting to attend said meeting and it shall also be their responsibility to preside as Chairperson of the meeting. The District Governor, as the meeting's Chairperson, shall have the authority to select the meeting site, date and time. However, he/she shall use his/her best efforts to select a centrally located meeting venue, and schedule the meeting at a convenient date and time.

## **Rule 3 – Attendance Roster**

The District Governor shall maintain a written attendance roster.

## **Rule 4 - Nomination**

Each Lion who is entitled to attend the meeting may make one nomination of his/her choice from the floor.

## **Rule 5- Speeches**

Each such nominee shall be entitled to one seconding speech, only, in his/her behalf of not more than three (3) minutes in duration, and may speak personally for five (5) additional minutes. When each nominee has had an opportunity to present his/her remarks, the Chairperson shall declare the nominations closed. No additional nominations shall be accepted after the close of nominations.

## **Rule 6 - Voting**

- (a) Voting will occur immediately after the close of nominations.
- (b) Voting will be by written ballot
- (c) The member shall indicate their vote by writing the name of his/her choice on the ballot. Any ballot containing votes for more than one nominee shall be declared invalid.
- (d) A majority vote shall be necessary to recommend a member for appointment as District Governor. In the event any one candidate shall fail to receive the required number of votes to be selected, additional balloting shall take place as outlined in this Rule 6 until such time as one candidate secures a simple majority vote.

## **Rule 7 – Written Report**

At the conclusion of the meeting, but in no event more than seven (7) days after the conclusion of the meeting, the Chairperson will forward a written report of the voting results to the international office together with evidence of invitations sent and attendance at the meeting.





# EXHIBIT E - NOMINATING COMMITTEE CHECKLIST - FIRST VICE DISTRICT GOVERNOR CANDIDATE

This checklist must be completed for each candidate and submitted to the Elections Committee.

Name of Candidate \_\_\_\_\_  
 Name of Candidates Lions Club \_\_\_\_\_  
 Date of Nominating Committee Meeting \_\_\_\_\_  
 Date of Election \_\_\_\_\_

**Candidate has submitted sufficient evidence showing that they have met the following requirements.**

- Candidate is an active member in good standing of a chartered Lions Club in Good Standing\* in their District.
- Candidate endorsed by their Lions Club or a majority of the Lions Clubs in the District.
- Candidate is currently serving as the Second Vice District Governor within this District

**In the event the current Second Vice District Governor does not stand for election as First Vice District Governor, or if vacancy in the position of Second Vice District Governor exists at the time of the District Convention, the candidate fulfills the qualifications for the office of Second Vice District Governor.**

<u>Club Service</u>		<u>Years served</u>
<input type="checkbox"/>	Club President	1 year of service _____
<input type="checkbox"/>	Club Board of Directors	2 years of service _____

**AND**

<u>District Service (check one)</u>		<u>Year served</u>
<input type="checkbox"/>	Zone Chair	_____
<input type="checkbox"/>	Cabinet Secretary	_____
<input type="checkbox"/>	Cabinet Treasurer	_____
<u>One additional year as a member of District Cabinet</u>		
<input type="checkbox"/>	<u>Position held</u>	<u>Year served</u>
	_____	_____

**with none of these being served concurrently.**

*\*Please note that if the Club has any outstanding dues, the candidate should be notified and provided up until fifteen (15) days prior to the election to ensure that their Club pay outstanding dues.*

I have reviewed this checklist and certify that the candidate listed above has met the requirements for First Vice District Governor in accordance with the International By-Laws, Article IX, Section 6(b).

_____	_____
District Nominating Committee Chairperson	Date
_____	_____
District Nominating Committee Member	District Nominating Committee Member
_____	_____
District Nominating Committee Member	District Nominating Committee Member



**EXHIBIT G - STANDARD BALLOT FOR DISTRICT GOVERNOR, FIRST VICE DISTRICT AND SECOND VICE DISTRICT GOVERNOR ELECTIONS**

*Sample 1: Ballot where there are two or more candidates.*

Instructions: Clearly indicate your vote by placing an appropriate symbol next to the name of the candidate you are casting your vote for.

<u>Position</u>	<u>Name</u>	<u>Vote</u>
First Vice District Governor		
	Candidate A	
	Candidate B	
	.....	

*Sample 2: Ballot where there is only one candidate.*

<u>Position</u>	<u>Name</u>	<u>Vote</u>
District Governor		
	Candidate A	
	No candidate	

*Sample 3: Ballot where there are three or more candidates:*

(Note: there are a few different options when there is more than one candidate. If time permits, you may have the voter indicate their selection next to the candidate they wish to vote for. If no candidate receives a majority of the votes, then the candidate with the lowest amount of votes is dropped off the ballot and another vote is taken (The ballot would look like Sample #1 above). This process would continue until a candidate receives the required number of votes. As most Districts do not have the time to conduct such a lengthy process, the option of Preferential Voting allows the voter to complete one ballot. Following is an example of a Preferential Voting Ballot):

***Please note that the District should indicate the appropriate symbol to use or approved stamp provided to all voters. In addition, a candidate must receive a majority of affirmative votes to move forward. If there is a tie between a yes and no vote, the candidate would not have received the required number of votes to be elected and it would result in a vacancy.***

Instructions. Indicate your preference by clearly marking next to each candidate's name a number (1, 2, 3 or 4) indicating your preference in the order in which you would elect the candidate (i.e., 1, representing highest preference, 2 – next preference, etc).

<u>Position</u>	<u>Name</u>	<u>Vote</u>
First Vice District Governor		
	Candidate A	
	Candidate B	
	Candidate C	
	Candidate D	

*Rules for Preferential Voting:*

1. On the preferential ballot - for each office to be filled the voter is asked to indicate the order in which he prefers all the candidates, placing the numeral 1 beside his first preference, the numeral 2 beside his second preference, and so on for every possible choice.
2. In counting the votes for a given office, the ballots are arranged in piles according to the indicated first preferences – one pile for each candidate.
3. The number of ballots in each pile is then recorded for the tellers' report. These piles remain identified with the names of the same candidates throughout the counting procedure until all but one are eliminated as described below.
4. If more than half of the ballots show one candidate indicated as first choice, that choice has a majority in the ordinary sense and the candidate is elected. But if there is no such majority, candidates are eliminated one by one, beginning with the least popular, until one prevails, as follows:
  - a) The ballots in the thinnest pile – that is, those containing the name designated as first choice by the fewest number of voters – are redistributed into the other piles according to the names marked as second choice on these ballots
  - b) The number of ballots in each remaining pile after this distribution is again recorded.
  - c) If more than half of the ballots are now in one pile, that candidate is elected. If not, the next least popular candidate is similarly eliminated, by taking the thinnest remaining pile and redistributing its ballots according to their second choices into the other piles, except that, if the name eliminated in the last distribution is indicated as second choice on a ballot, that ballot is placed accordingly to its third choice.
  - d) Again the number of ballots in each existing pile is recorded, and if necessary, the process is repeated – by redistributing each time the ballots in the thinnest remaining pile, according to the marked second choice or most-preferred choice among those not yet eliminated – until one pile contains more than half of the ballots, the result being thereby determined.
  - e) The tellers' report consists of a table listing all candidates, with the number of ballots that were in each pile after each successive distribution.
5. If a ballot having one or more names not marked with any numeral comes up for placement at any stage of the counting and all of its marked names have been eliminated, it should not be placed in any pile, but should be set aside.
6. If at any point two or more candidates are tied for the least popular position, the ballots in their piles are redistributed in a single step, all of the tied names being treated as eliminated.
7. In the event of a tie in the winning position – which would imply that the elimination process is continued until the ballots are reduced to two or more equal piles – the election should be resolved in favour of the candidate that was strongest in terms of first choice (by referring to the record of the first distribution).