

Lions District 5M2

By-Laws



ARTICLE I

NOMINATION AND ENDORSEMENT THIRD VICE PRESIDENT AND INTERNATIONAL DIRECTOR NOMINEES

SECTION 1. ENDORSEMENT PROCEDURE. Subject to the provisions of the International Constitution and By-Laws, any member of a Lions Club in the District seeking endorsement of a District Convention as a candidate for the office of International Director or Third Vice-President shall:

- a. Deliver written Notice of Intention to seek such endorsement to the District Governor and 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.

SECTION 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 prospective candidate who has fulfilled said procedural and constitutional requirements.

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

SECTION 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 the majority of votes cast shall be declared endorsed (elected) as the candidate of the convention and district. In the event of a tie vote, or failure of one nominee to receive the required majority on any ballot, balloting shall continue until one receives the required majority of the votes cast.

SECTION 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), and in accordance with the requirements set forth in the International Constitution and By-Laws.

SECTION 6. VALIDITY. No 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 II:

DISTRICT NOMINATIONS AND ELECTIONS AND APPOINTMENTS

SECTION 1. NOMINATING COMMITTEE. Each District Governor shall appoint by written notification received at least sixty (60) days prior to the Midwinter 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 Cabinet or International office either by election or appointment. The names and addresses of the Lions so appointed shall be sent to all clubs in the District at least thirty (30) days prior to the convening day of the Midwinter Convention.

SECTION 2. DISTRICT GOVERNOR ELECTION PROCEDURES. Any qualified member of a club in the District seeking the office of District Governor shall file intention to so run, in writing, with the Nominating Committee prior to the day of its report to the Convention and furnish evidence of compliance with the qualifications for said office set out in the International Constitution and By-Laws. The Nominating Committee shall place in nomination at the Midwinter Convention the name(s) of all candidate(s) so qualified. If none are received and/or so qualified, then, but then only, nominations for the office may be made from the floor. Each candidate shall be allowed one nominating speech of no more than five minutes duration and one seconding speech of no more than three minutes duration.

SECTION 3. FIRST AND SECOND VICE DISTRICT GOVERNOR ELECTION PROCEDURES. Any member of a club in the District seeking the office of First or Second Vice District Governor shall file his/her intention to so run, in writing, with the

Nominating Committee at least thirty (30) days prior to the election and furnish evidence of his/her compliance with the qualifications for said office set out in the International Constitution and By-Laws. The Nominating Committee shall place in nomination at the District Convention the names of all candidates so qualified. If none are so received and/or so qualified, then, but then only, nominations for the office may be made from the floor. Each candidate shall be allowed one nominating speech of no more than five (5) minutes duration, and one seconding speech of no more than three (3) minutes duration.

SECTION 4. BALLOT. The election shall be by a 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.

SECTION 5. 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:

1. As officer of a Lions Club for a full term or major portion thereof; and
2. As a member of the District Cabinet for two (2) full terms or major portion thereof.
3. 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.

SECTION 6. 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 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.

1. As officer of a Lions Club for a full term or major portion thereof; and
2. As a member of the District Cabinet for a full term or major portion thereof.
3. With none of the above being accomplished concurrently.

SECTION 7. REGION/ZONE CHAIRPERSON QUALIFICATIONS. Each Region and Zone Chairperson shall:

- a. Be an active member in good standing in his/her respective Region or Zone; and
- b. Have served or will have served at the time of taking office as Region or Zone Chairperson as President of a Lions Club for a full term or major portion thereof, and a member of the Board of Directors of a Lions Club for no less than two (2) additional years.
- c. Have not previously served a full term or a major portion thereof as district governor.
- d. Zone and region chairpersons may serve no more than three (3) cumulative years in said position.

SECTION 8. APPOINTMENT/ELECTION OF REGION/ ZONE

CHAIRPERSON. The District Governor shall appoint, by the time he/she takes office, one Region Chairperson for each Region (if the position is utilized during the District Governor's term), and one Zone Chairperson for each Zone, in the District.

SECTION 9. REGION/ZONE CHAIRPERSON VACANCY. If any Region Chairperson or Zone Chairperson shall cease to be a member of a club in the Region or Zone, as the case may be, to which he/she was appointed, his/her term of office shall thereon cease, and the District Governor shall appoint a successor to fill said office. Provided, however, the District Governor, in his/her discretion may determine not to use the position of Region Chairperson for the remainder of the term.

ARTICLE III

DUTIES OF DISTRICT OFFICERS/CABINET

SECTION 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-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.

SECTION 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.

SECTION 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.

SECTION 4. CABINET SECRETARY. Under the supervision and direction of the District Governor, the Cabinet Secretary shall:

- b. Further the Purposes of this Association.
- c. 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 District Convention and furnish copies of the same to Lions Clubs International, the District Governor, the members of the cabinet, and the secretary of each Club in the District.
 - 3. Make reports to the cabinet as the District Governor or cabinet may require.
 - 4. Assist the District Governor and the Cabinet in conducting the business of the District and perform such other duties as are specified or implied in this

Constitution and By-Laws, or as may be directed from time to time by the District Governor or Cabinet.

5. Sign notices and documents issued by the District through the Cabinet Secretary's office.
6. Make an annual report to the Cabinet at its meeting immediately preceding the annual Multiple District Convention, and such other reports at such other times as the District Governor or Cabinet may require.
7. Deliver, in a timely manner, at the conclusion of his/her term in office, the records of the District to his/her successor in office.

SECTION 5. CABINET TREASURER. Under the supervision and direction of the District Governor, the Cabinet Treasurer shall:

- a. Collect and receipt for all per capita taxes levied hereunder on members and clubs in the District, deposit the same in such bank or banks as the District Governor shall determine and disburse the same by order of the District Governor.
- b. Remit and pay over to the Multiple District Council Secretary Treasurer the Multiple District Convention Fund Per Capita Tax, if any, collected in the District, and secure a proper receipt.
- c. Keep accurate books and records of account, and permit inspection of the same by the District Governor, and any Cabinet member, and any club (or authorized agent of any of them) at any reasonable time for any proper purpose. Upon direction of the District Governor or the Cabinet, the Cabinet Treasurer shall furnish any such books and records as requested to any auditor appointed by the District Governor.
- d. Secure bond for the faithful performance of duties in such sum and with such sureties as may be required by the District Governor.
- e. 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.

SECTION 6. GLOBAL SERVICE TEAM (GST) DISTRICT COORDINATOR. 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.
- 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.

SECTION 7. GLOBAL MEMBERSHIP TEAM (GMT) DISTRICT

COORDINATOR. 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.

SECTION 8. GLOBAL LEADERSHIP TEAM (GLT) DISTRICT

COORDINATOR. 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.

SECTION 9. LCIF DISTRICT COORDINATOR. The LCIF district coordinator is nominated by the LCIF multiple district coordinator, in consultation with the district governor, and appointed by the LCIF chairperson, to serve for a three-year term. This position serves as an ambassador for Lions Clubs International Foundation and reports directly to LCIF multiple district coordinator while working closely with district leadership. His/her responsibilities include:

- a. Be familiar with LCIF initiatives and educate Lions within the district on the various grants and projects supported by LCIF. Assist district governors with grant applications to LCIF, as needed.
- b. Promote foundation initiatives in district publications, during district events and to the public at large.
- c. Ensure that local LCIF-funded projects receive proper promotion and follow grant-criteria guidelines.
- d. Encourage all Lions to contribute to LCIF and promote individual and club recognition programs as incentives to donate to LCIF.

- e. Identify potential major gift donors, local foundations, corporations, and businesses with the potential to support LCIF and, and when appropriate, be involved in the gift-request process.
- f. Assist with the submission of LCIF funds, MJF applications, and other donation information when necessary.
- g. Encourage clubs to select a Lion to serve as the club LCIF coordinator (which may be the immediate past club president). Host an annual training for club LCIF coordinators. Communicate with each LCIF club coordinator quarterly.
- h. In collaboration with the district governor and the LCIF multiple district coordinator, develop and execute a plan with agreed upon goals. Communicate monthly with the LCIF multiple district coordinator to discuss progress and challenges.

SECTION 10. REGION CHAIRPERSON (if the position is utilized 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 the Region operating under a duly adopted Club Constitution and By-Laws
- 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 within the Region about leadership development opportunities at the Region, 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 Region 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 the 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. Attend the regular and special meetings of the Cabinet.
- m. Recommend qualified Lions in the Region for appointment as Zone Chairperson.
- n. Assist the District Governor in promoting Lionism in the Region by performing such duties as may be delegated 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 Chairpersons' Manual and other directives.

In the event the Region Chairperson for any reason cannot or does not, in the judgment of the District Governor, perform the duties of the office, or in the event the office is for any reason vacated, the District Governor shall appoint a successor to serve for the unexpired term.

SECTION 11. ZONE CHAIRPERSON. The Zone Chairperson, subject to supervision and direction of the District Governor and/or Region Chairperson, shall be the chief administrative officer in his/her zone. The Zone Chairperson is a member of the District Global Action Team. 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 (Zone 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 and 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 the 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 the 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. Encourage inter-club meetings and social activities.
- o. Perform such other functions and acts as may be required of him/her by directives of the International Board of Directors.
- p. Arrange regularly scheduled Zone meetings.

In the event the Zone Chairperson for any reason cannot or, in the judgment of the District Governor, does not perform the duties of the office, or in the event the office is for any reason vacated, the District Governor shall appoint a successor to serve for the unexpired term.

SECTION 12. DISTRICT GOVERNOR'S CABINET. The District Governor's Cabinet shall:

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

SECTION 13. THE SERGEANT-AT-ARMS. The Sergeant-at-Arms shall maintain order and decorum at the respective Conventions and meetings and perform such other duties as are incident to the office under ROBERT'S RULES OF ORDER NEWLY REVISED.

ARTICLE IV

DISTRICT COMMITTEES

SECTION 1. DISTRICT GOVERNOR'S ADVISORY COMMITTEE. In each Zone, the Zone Chairperson and the Presidents, First Vice Presidents, and Secretaries of the Clubs in the Zone shall compose a District Governor's Advisory Committee, with the Zone Chairperson as Chairperson. At a date, time, and place called by the Zone Chairperson this Committee shall hold a first meeting by September 15th; a second meeting in the month of November; a third meeting in the month of February or March or April. The club service chairpersons, club marketing communications chairpersons, and club membership chairpersons should attend when information is shared that relate to their position. It shall assist the Zone Chairpersons in an advisory capacity, procure recommendations affecting the welfare of Lionism and the clubs in the Zone, and relay the same through the Zone Chairperson to the District Governor and his/her Cabinet.

SECTION 2. DISTRICT GLOBAL ACTION TEAM. Chaired by the District Governor and includes the GMT District Coordinator, GST District Coordinator and GLT District Coordinator. Develops and initiates a coordinated plan to help clubs expand humanitarian service, achieve membership growth, and develop future leaders. Meets regularly to discuss the progress of the plan and initiatives that may support the plan. Collaborates with members of the multiple district's Global Action Team to learn about initiatives and best practices. Shares activities, achievements, and challenges with members of the multiple district Global Action Team. Attends the District Governor Advisory Committee meeting and other Zone, Region, District, or Multiple District meetings that feature service, membership, or leadership initiatives to share ideas and gain knowledge that may be applied to club practices.

SECTION 3. DISTRICT GOVERNOR'S HONORARY COMMITTEE. The District Governor may appoint a District Governor's Honorary Committee. The membership of this Committee shall consist of all Past International Officers, Past International Directors, and Past District Governors. The Immediate Past District Governor may be the Chairperson of the Committee. The Committee shall meet when and as called upon by its Chairperson or the District Governor. It shall act under the direction of the District Governor in the promotion of harmony throughout the District. The Chairperson of this Committee shall attend meetings of the Cabinet when requested by the District Governor.

SECTION 4. DISTRICT CABINET COMMITTEES. The District Governor may establish and appoint such other committees and/or chairpersons as he/she deems necessary and appropriate for the efficient operations of the District.

SECTION 4. MD5M MAJOR COMMITTEES. The District Governor in accordance with Multiple District 5M Constitution, Article IX, shall appoint members to the Multiple District Major Committees.

SECTION 5. SCHOOL OF INSTRUCTION. The District Governor Elect shall provide for all new club Officers a school of instruction during April or May. The Global Leadership Team Coordinator shall act as Chairperson thereof.

ARTICLE V

MEETINGS

SECTION 1. DISTRICT CABINET MEETINGS.

- a. **REGULAR.** A regular meeting of the cabinet shall be held in each quarter of the fiscal year, with the first of which should be held within sixty (60) days after the adjournment of the preceding International Convention. Ten (10) days written notice of meetings setting forth a date, time and place determined by the District Governor shall be given to each member by the cabinet secretary.
- b. **SPECIAL.** Special meetings of the cabinet may be called by the District Governor at his/her discretion; and shall be called upon written request made to the District Governor or the cabinet secretary by a majority of the members of the cabinet. No fewer than five (5) nor more than twenty (20) days written notice of special meetings, setting forth the purposes and a date, time and place determined by the District Governor, shall be given to each member by the cabinet secretary.
- c. **QUORUM.** The attendance of a majority of the officers of this District shall constitute a quorum for any cabinet meeting.
- d. **VOTE.** The voting privilege shall extend to all members of the District Cabinet.

SECTION 2. ALTERNATIVE MEETING FORMATS. Regular and/or special meetings of the District Cabinet may be held through the use of alternative meeting formats, such as teleconference and/or web conference as determined by the District Governor.

SECTION 3. COMMUNICATION. Communication among the District, its Cabinet members and the Member Clubs and individual Lion members shall be by one of the following methods: When written notice is specified, the use of the United States Postal Service or Electronic mail shall be considered legal and proper notification.

Publications, including, but not limited to the District 5M-2 Constitution and by-laws, shall be considered to be readily available to the District Cabinet and its member Lions Clubs, if posted on the District's official website. The website shall contain prominent links to enable all district Lions to download and print these documents as needed. Cabinet and club reports required to be sent to Lions Clubs International shall be sent using the method(s) designated by Lions Clubs International at the time the report is due.

SECTION 4 REGIONS AND ZONES.

- a. **ORGANIZATIONAL.** The District Governor shall divide the District into Regions and each such Region into Zones giving due regard to the geographical locations of the clubs. All such Regions and Zones shall be subject to change by the District Governor as is deemed necessary for the best interest of Lionism and the individual Lions Clubs.
- b. **REGION MEETINGS.** Meetings of representatives of all clubs in a Region, with the Region Chairperson presiding, may be held during the fiscal year at times and places fixed by the Region Chairperson of the respective. Region.
- c. **ZONE MEETINGS.** Meetings of representatives of all clubs in a Zone, with the Zone Chairperson presiding, shall be held during the fiscal year at times and places fixed by the Zone Chairperson of the respective Zone.

ARTICLE VI

DISTRICT CONVENTION

SECTION 1. HOSTING. The Mid-Winter Convention shall be hosted by one (1) Zone of the Zones in district 5M-2 on a sequential rotating basis. The Zone hosting the Mid-Winter Convention shall, no later than thirty (30) days prior to the Convention, present the District Governor all information that the Governor deems necessary including but not limited to the location of the Convention that the Zone is hosting. All clubs in the Zone hosting the Convention shall have representation on and shall participate in the planning of and the carrying out of the activities of the Convention.

SECTION 2. OFFICIAL CALL. The district governor shall issue an official printed call by printed or electronic means to all clubs 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.

SECTION 3. SITE CHANGE. The district cabinet shall retain, and have, power to change at any time, for good reason, the convention site previously chosen by a previous district convention, 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.

SECTION 4. OFFICERS. The members of the District Cabinet shall be the officers of the Annual District Convention.

SECTION 5. SERGEANT-AT-ARMS. A convention sergeant-at-arms and such assistant sergeant-at-arms as deemed necessary shall be appointed by the district governor.

SECTION 6. 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 said club.

SECTION 7. 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. The non-officers shall not, through the duration of the appointment hold any District or International office either by election or appointment. The Credentials Committee shall have the powers and perform the duties set forth in ROBERT'S RULES OF ORDER NEWLY REVISED.

SECTION 8. 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.

SECTION 9. DISTRICT CONVENTION COMMITTEES. The District Governor shall appoint, designate the Chairperson of, and fill any vacancies occurring in the following District Convention Committees: Rules, Nominations and Elections, Constitution and By-Laws, and Resolutions. Each Region, if any, shall have at least one representative on each such committee. These committees shall perform such duties as the District Governor shall designate.

SECTION 10. QUESTIONS OF ORDER. Except as otherwise specifically provided in this Constitution and By-Laws, or in the Rules of Procedure adopted for a meeting, all questions of Order and Procedure in any district meeting or Convention, any meeting of

the District Cabinet, a Region, Zone, or member club or of any group or committee of any one of them shall be determined by Robert's Rules of Order Newly Revised.

ARTICLE VII

FINANCES

SECTION 1. DISTRICT REVENUE. To provide revenue to defray the expense of District 5M-2 and the Multiple District, an annual district administrative fund tax of fifteen dollars and fifteen cents (\$15.15) for each member shall be levied upon every club in the District, and shall be paid in advance by each club, except new and reorganized clubs, in two semiannual payments as follows: seven dollars and eight cents (\$7.08) on July first of each year to cover the semi-annual period of July 1 through December 31st, and seven dollars and seven cents (\$7.07) on January 1st of each year to cover the semi-annual period of January 1 through June 30. Such billings shall be based on the roster of each club as of the first day of July and the first day of January, respectively. This tax shall be collected from the clubs in the Sub-district by the Cabinet Treasurer and the Cabinet Treasurer shall place all said monies in an account and remit monies to the Multiple District Council Treasurer. The annual tax of fifteen dollars and fifteen cents (\$15.15) shall be apportioned as follows:

- a. District 5M2 Funds (\$8.60)
 1. \$5.70: District 5M2 Administrative Fund
 2. \$1.40: District 5M2 Convention Fund
 3. \$1.00: District Governor's International Convention Fund.
 4. \$0.50: District Governor Elect's Spouse/Adult Companion International Convention Fund.
- b. Multiple District MD5M Funds (\$6.55)
 1. \$4.84: Multiple District 5M Administrative Fund.
 2. \$0.25: MD5M Campaign Fund (for the election of a candidate for International Director or Second Vice-President from this Multiple District).
 3. \$0.46: MD5M Geographical Assistance Fund (The purpose of the Geographical Area Assistance Fund is for growth of Lionism by promoting

increased membership and retention, starting new clubs, and providing for leadership development, and is allocated to each district in MD5M based on the area of the District).

4. \$0.50: MD5M Convention Fund.
 5. \$0.25: MD5M MERLO Training Fund (Membership, Extension, Retention, Leadership and Orientation).
 6. \$0.25: MD5M International Parade Band Reserve Fund
- c. Additional Per Club Fees (\$39.97)
1. \$6.50: 5M2 Club Bond
 2. \$25.00: 5M2 District Pins 10@\$2.50
 3. \$8.47: MD5M Excess Liability Insurance (\$1,000,000)

SECTION 2. REMAINING FUNDS. In any fiscal year, any balance remaining in the district administrative fund after payment of all district administrative expenses in that year shall remain in said district administrative fund and become available for future district administrative expenses and be treated as income in any fiscal year in which expended or otherwise budgeted for payment of such expenses.

ARTICLE VIII MISCELLANEOUS

SECTION 1. DISTRICT GOVERNOR EXPENSES – INTERNATIONAL CONVENTION. Expenses of the district governor in connection with his/her attending the international convention shall be considered a district administrative expense. Reimbursement for such expenses shall be made by the district on the same basis as outlined in the General Reimbursement Policy of Lions Clubs International.

SECTION 2. FINANCIAL OBLIGATIONS. The district governor and his/her cabinet shall not incur obligations in any fiscal year which will effect an unbalanced budget or deficit in said fiscal year. Section

3. CABINET SECRETARY-TREASURER BOND. The cabinet secretary-treasurer and authorized signatories shall be bonded in such amount and with such surety company as LA-4 Revised June 25, 2020 Page 29 shall be approved by the district governor's cabinet and the cost of same shall be an administrative expense.

SECTION 4. AUDIT OR REVIEW OF BOOKS. The district governor's cabinet shall provide for an annual or more frequent audit or review of the books and accounts of the cabinet secretary and cabinet treasurer (or secretary or treasurer).

SECTION 5. COMPENSATION. No officer shall receive any compensation for any service rendered to this district in his/her official capacity with the exception of the cabinet secretary cabinet treasurer (or secretary treasurer) whose compensation, if any, shall be fixed by the district cabinet.

ARTICLE IX AMENDMENTS

SECTION 1. AMENDING PROCEDURE. These By-Laws may be amended only at a Midwinter Convention by amendments reported by the Convention Committee on Constitution and By-Laws and adopted by the affirmative vote of a majority of the votes cast.

SECTION 2. AUTOMATIC UPDATE. When amendments to the International Constitution and By-Laws are passed at the International Convention, any amendments that would have an effect on this District Constitution and By-Laws shall automatically be updated in this district constitution and by-laws at the close of the convention.

SECTION 2. NOTICE. No amendment shall be so reported or voted upon unless the same shall have been furnished in writing, to each club and to the Chairperson of the Constitution and By-Laws Committee no less than thirty (30) days prior to the convening date of the annual Midwinter Convention with notice that the same will be voted upon at said convention.

SECTION 3. CLERICAL CHANGES. The 5M2 Constitution and By-Laws Committee shall be authorized to make changes within this Constitution in grammar, word usage, punctuation, and formatting which neither alters the meaning nor intent of the changed section. Changes made by the action of the Constitution and By-Laws Committee, pursuant to this section, shall be presented to the delegates at the next District Convention.

SECTION 4. EFFECTIVE DATE. Each amendment shall take effect at the close of the convention at which adopted unless otherwise specified in the Amendment.

SECTION 5. DISTRIBUTION. Within ninety (90) days of adjournment of the 5M-2 Midwinter Convention the Secretary of each Club within the District shall receive a copy of all amendments approved at the Midwinter Convention