

LIONS CLUBS INTERNATIONAL



“WE SERVE”

DISTRICT 133 - IRELAND

CONSTITUTION & BY-LAWS

DISTRICT IRELAND CONSTITUTION & BY-LAWS

The Lions Clubs of District 133 Ireland hereby adopt this Constitution and By-Laws.

Section 1 - Interpretation

This Constitution shall be read, construed and operated in the general context and spirit of the Constitution and By-Laws of Lions Clubs International and shall be binding upon the whole of the membership. All disputes and differences arising from, incidental to or consequent upon any ambiguities or uncertainties herein or omissions here from or otherwise concerning matters dealt with in this Constitution shall be resolved by the District Governor. Any such decision shall stand and have full force and effect while the said District Governor remains in office unless meanwhile constitutionally amended at a District Convention. If any such decision shall be so amended any interim acts, deeds or omissions consequent upon such decision shall be deemed nevertheless to have been valid and effective until constitutionally amended as foresaid.

Section 2 - Meanings of words/phrases used in this text

- Lions Clubs International - The International Association of Lions Clubs.
- District - District 133 Ireland of Lions Clubs International
- This organisation - Lions District 133 Ireland.
- Fiscal Year - 1st July to 30th June both dates inclusive.
- District Convention - Annual Convention of District 133 Ireland
- Cabinet - District Governor's Administrative Committee.
- Lions Club - A Chartered Lions Club in the District in good standing with Lions Clubs International.

Section 3 - Communication

The use of e-mail for the transmission of official business within the District is an accepted form of communication.

ARTICLE I - Name

This organization shall be known as Lions District 133 Ireland hereinafter referred to as “District.”

ARTICLE II - Objects

The objects of District 133 Ireland are:

- (a) the prevention or relief of poverty or economic hardship;
- (b) the advancement of education; and
- (c) any other purpose that is of benefit to the community including
 - (i) the advancement of community welfare including the relief of those in need by reason of youth, age, ill-health, or disability.
 - (ii) the promotion of civic responsibility or voluntary work.
 - (iii) the protection of health, including the prevention or relief of sickness, disease or human suffering.

Purposes –

Section 1:

The purposes of this Constitution shall be:

- (a) To provide the District with an efficient organisation and a proper administrative structure with which to advance the Purposes of Lions Clubs International in this district consistent with the Constitution and By-Laws of Lions Clubs International as amended from time to time
- (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

Section 2:

The Constitution of Lions Clubs International shall take precedence over the Constitution of District 133 Ireland which in turn shall take precedence over the Constitution of Clubs within the District.

ARTICLE III - Membership

Section 1:

The members of this organization shall be all Lions clubs in this District chartered by Lions Clubs International.

The boundary lines of this District shall be the island of Ireland.

Section 2:

The District shall consist of such number of Regions and Zones as have been or shall be determined by the District Governor. The boundaries of the District shall be those currently applying or as shall in the future be determined by the District Convention and approved by the Board of Lions Clubs International.

ARTICLE IV – Emblem, Colours, Slogan and Motto

Section 1: EMBLEM.

The emblem of this association and each chartered club shall be of a design as follows:



Section 2: USE OF NAME AND EMBLEM.

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.

Section 3: COLOURS.

The colours of this association and of each chartered club shall be blue and yellow.

Section 4: SLOGAN.

Its Slogan shall be: Liberty, Intelligence, Our Nation's Safety.

Section 5: MOTTO.

Its Motto shall be: "We Serve".

ARTICLE V – Supremacy

This District Constitution and By-Laws shall govern the District unless otherwise amended so as not to conflict with the International Constitution & By-Laws and policies of Lions Clubs International. 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.

ARTICLE VI - Officers and District Cabinet

Section 1:

The Officers of the District shall be the District Governor (who shall be the presiding officer), the Immediate Past District Governor, the First Vice District Governor, the Second Vice District Governor, the District Secretary, the District Treasurer, the Region Chairpersons (if this position is utilized during the District Governor's term of office), the Zone Chairpersons and any other officers appointed by the District Governor to Cabinet during his/her term of office. Each such officer shall be a member in good standing of a Lions Club in good standing in the District.

Section 2:

The District Governor and the First and Second Vice District Governors shall be elected at a District Convention as provided for in the Constitution and By-Laws of Lions Clubs International and this Constitution.

Section 3:

The District Governor shall have appointed by the time he/she officially takes office:

- (a) A District Secretary and a District Treasurer,
- (b) A Region Chairperson (if utilized by the District Governor during his/her term of office) in each Region of the District,
- (c) A Zone Chairperson in each Zone in the District and
- (d) Such other District Officers as are considered necessary.

Section 4:

The District shall have a District Cabinet composed of the District Governor, the Immediate Past District Governor, the first and second Vice District Governors, the Region Chairpersons (if the position is utilized during the District Governor's term), the Zone Chairpersons, a District Secretary and a District Treasurer, and such other club members as may be included in this section as amended in accordance with the amendment procedures contained herein. Each such member shall be a member in good standing of a Lions Club in good standing in the District.

Section 5:

Any officer who ceases to be a member in good standing shall forthwith cease to hold such office and, if appropriate, the District Governor shall appoint another person in his/her stead.

Section 6:

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

Section 7:

Appropriate reimbursement to meet expenditure incurred in carrying out their duties may be paid to District Officers provided such expenses have been authorised previously by the District Cabinet or by the District Governor acting on its behalf.

Section 8: 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. The District Governor shall have the authority to remove and replace any District Officer appointed by him/her.

ARTICLE VII - District Governor`s Cabinet

Section 1:

The power and responsibility for the administration and general good government of the District and its part in the advancement of the Objects and Ethics of Lionism shall be vested in the District Governor. He/she shall be assisted by a Cabinet which shall serve in an advisory and administrative capacity only.

Section 2:

The Cabinet shall consist of the District Governor, the Immediate Past District Governor, the First Vice District Governor, the Second Vice District Governor, the District Secretary, the District Treasurer, the Region Chairpersons (if utilized), the Zone Chairpersons and such other officers as may be appointed by the District Governor, all of whom shall be eligible to vote.

Section 3:

50% or twenty members of the Cabinet, whichever is less, shall constitute a quorum.

Section 4:

The District Governor shall hold a meeting of the Cabinet convened by at least ten days notice in writing, on at least three occasions during his/her term of office and the first of such meetings shall be held within thirty days after the close of the annual International Convention. He/she shall hold special meetings of the Cabinet, convened by such notice as aforesaid, upon receiving a request in writing so to do from a majority of the members of the Cabinet. Every such convening notice shall be accompanied by an informative agenda in respect of the meeting so convened.

Section 5:

In the event of a vacancy in the Cabinet or in any office, except that of District Governor, First Vice District Governor or Second Vice District Governor the District Governor shall have the power to fill such vacancy for the remainder of his/her term of office.

ARTICLE VIII - District Organisation

Section 1:

The District Governor shall divide the District into as many Regions as he/she shall see fit, each Region containing not more than 16 Clubs, due regard being given to the geographical location of the Clubs. These Regions may be altered by the District Governor if he/she considers such alteration necessary in the best interests of Lionism.

Section 2:

The District Governor shall divide each Region into as many Zones as he/she shall see fit, each Zone containing not more than 8 Clubs, due regard being given to the geographical location of Clubs. These Zones may be altered by the District Governor if he/she considers such alteration necessary in the best interests of Lionism.

Section 3:

Sections 1 and 2 of this article apply to the start of any fiscal year. Should any Region or Zone exceed the number of Clubs specified, owing to extension within the fiscal year, re-allocation of Clubs within the Region or Zones will be at the discretion of the District Governor.

Section 4:

Meetings of the District Governor's Advisory Committee (Zone Meetings) shall be held in each Zone at such intervals and locations as the Zone Chairperson shall decide. At least 3 such meetings shall be held during the fiscal year. Each Club shall be represented at such meetings by the President and Secretary at least and if the President and/or the Secretary should be unable to attend, the President shall appoint a substitute member or substitute Club Members to represent the Club.

Section 5:

The Region Chairperson shall attend a business meeting of each Club within his/her Region at least once during the fiscal year of his/her term of office

Section 6:

The Zone Chairperson shall attend a business meeting of each Club in his/her Zone at least once during the fiscal year of his/her term of office.

ARTICLE IX - District Governor's Honorary Committee

Section 1:

A District Governor's Honorary Committee chosen from Past District Governors may be appointed and would be chaired by the Immediate Past District Governor.

Section 2:

The District Governor's Honorary Committee shall meet at such intervals, places and times and for such business as the District Governor shall decide.

ARTICLE X - District Finance

Section 1:

The revenue to pay the administrative expenses of the District shall be provided by funds remitted to the District Treasurer by each Club in the District. A District subscription to be paid by every member of every Club in the District shall be decided upon at every Annual District Convention and shall be paid by two equal instalments on the first day of August and the first day of February in each year. The amounts payable by each Club shall be ascertained by reference to the membership of each Club on June 30th and December 31st in each year as recorded by the International HQ, Oak Brook from Monthly Membership Reports except that no Club shall be liable to pay any sum in respect of the District subscription for the period of three months following the date of its organisation or re-organisation, and subsequently only the unexpired proportion between expiration of three calendar months and the following 30th June or 31st December whichever is applicable based upon the membership report made after it has been organised or re-organised for three calendar months.

Any member who has not attained the age of 30 as at 1st July in any year and who is enrolled in an educational institution shall be deemed a Student and (a) shall be required to pay the District subscription at 50% of the level applicable to full members and (b) shall not be required the levies referred to in Section 3 of this Article.

Section 2:

A discount per member will be given for each semi-annual payment received by the District Treasurer by specified dates in each Lions year.

Every Lions Club in the District with the exception of Campus Clubs shall pay to the District funds an annual youth levy to be applied in the promotion of youth activities, including, if operated, the District Ireland Youth Camp. The amount of this Youth Levy shall be decided upon by District Convention and shall be reviewed at least every three years.

The Sterling equivalent of Euro rates of District Dues, Youth Payment, District Disaster Fund and any other payments that may be approved by Convention shall be determined by the exchange rates displayed in the Lions Clubs International Website for the first month of the half year in which they are due for payment i.e. July and January.

Section 3:

Every Lions Club in the District shall contribute to a District Disaster Fund and a District Humanitarian Funds and such other District Funds as may be determined by District Convention. The level of contribution to each fund shall be determined by District Convention from time to time.

The District Governor, with the prior agreement of the District Finance Committee in all cases, shall have the responsibility for approval of grants from these funds to enable the District to respond promptly to disasters (local or international) in the case of the Disaster Fund, and humanitarian need (local or international) in the case of the Humanitarian Fund and in relation to any other funds the purpose for which they were established.

Section 4:

The revenue raised by the District dues or other subscriptions shall be passed to the District funds. All payments from District funds whether by cheque or electronically, shall be authorised by two persons from the panel of designated signatories. This panel will consist of a minimum of five persons including the District Governor, District Secretary, District Treasurer but if any two of these offices should be held by the same person, such person may sign in one capacity only. The remaining members are appointed by the Cabinet at their first meeting of the year. Additions and deletions to the panel may be made by the Cabinet at subsequent meetings.

Section 5:

The District Treasurer shall arrange for an audit of the District Accounts for the year ended 30th June by a qualified person, and shall produce unaudited accounts for the half year ended 31st December. Both sets of accounts shall be presented to Cabinet and District Convention for approval and sent electronically to every Club in the District at least 21 days before District Convention in that year.

Section 6:

The District Governor may call for an audit and report upon the District accounts at any time.

ARTICLE XI - Fiscal Year

The Fiscal Year of this District shall run from the 1st July to the 30th June inclusive of each year.

ARTICLE XII - Club Member Fees & Annual Dues

The entrance fee, if any, and annual subscriptions shall be determined by individual Clubs and shall be adequate to cover their administrative costs including International and District dues.

ARTICLE XIII - Inspection of Club Records

Section 1:

The District Governor, District Secretary, District Treasurer and Region Chairperson shall be entitled to inspect the Books of Account and Minute Books of any Club within their District or Region respectively and to attend Regular Meetings, Board Meetings and Committee Meetings of such Clubs similarly.

Section 2:

Each Club in the District shall provide a copy of their audited Club Accounts to the District Treasurer for the fiscal year before the 31st October of the following fiscal year.

ARTICLE XIV - Club Fundraising

No Club shall raise or attempt to raise or cause to be raised any funds, subscriptions, or donations in cash or kind within the boundary of any other Club without the prior approval in writing of that Club.

ARTICLE XV - District Governor's Newsletter

The District Governor will keep the Clubs informed on a monthly basis of the District's affairs through the District Governor's Newsletter or District Magazine.

ARTICLE XVI - District Convention

Section 1:

A District Convention shall be held annually at which the District Governor's Report and financial and other reports are presented. Nominations for the offices of District Governor, First Vice District Governor and Second Vice District Governor shall also be presented and election procedures, as defined in Convention Standing Orders, shall be followed. The Convention Standing Orders are published in the District Convention Report booklet, which is issued to members of the Lions family attending Convention.

Section 2:

The District Governor shall arrange the business programme of the District Convention and the same shall be the order of the day for all such business sessions.

Section 3:

The District Governor shall appoint, not less than ninety days prior to the District Convention, a Nominations & Resolutions Officer with a committee as he/she shall deem advisable.

Section 4:

The District Governor/ Secretary shall issue an official call for the Annual District Convention at least ninety days prior to the date fixed for holding same and such official call shall be circulated to all Clubs through their respective Secretaries. This Convention Call shall include the name and address of the District Nominations & Resolutions Officer and the closing dates for receipt of nominations and motions. The District Governor, may at his/her discretion, include in addition such other information as he/she considers desirable.

Section 5:

The District Governor shall, through the District Nominations & Resolutions Officer, receive all motions proposed to be deliberated upon by the District Convention. Motions for discussion at the District Convention shall be circulated under arrangements to be made by the District Governor to all Clubs at least six weeks prior to the District Convention.

Section 6:

The District Governor shall, through the District Nominations & Resolutions Officer, receive by an appointed date all nominations for the offices of District Governor, First Vice District Governor and Second Vice District Governor. Nominations shall be circulated under arrangements to be made by the District Governor to all Clubs at least six weeks prior to the date of the District Convention.

Section 7:

The District Governor shall, through the District Nominations & Resolutions Officer, receive nominations on Application Forms available from the District Nominations & Resolutions Officer by the appointed date from Clubs desiring to act as District Convention Host Club. The Cabinet shall investigate such applications in all aspects relevant to the requirements of the District Convention and certify whether the applicant Club can meet the same. Applications so approved shall be circulated to all Clubs by the District Secretary at least six weeks prior to the District Convention. If no application is received pursuant to the previous paragraph of this section and within the prescribed time limit, such application(s) may be presented to the District Convention from the floor, preferably on fourteen days notice to the District Secretary. If there should be no such application whatever at a District Convention it shall be the duty of the next succeeding Cabinet to arrange a venue of the affected Convention at such place within the District and by such means and in such manner as it shall decide.

Section 8:

It shall be good and sufficient reason for the Cabinet not to accept a Motion if it is of the opinion that;

- (a) it would be a waste of time or otherwise inconvenience the proceedings of the forthcoming District Convention.
- (b) the substance of such motion has been voted upon at either of the two immediate preceding District Conventions.
- (c) it has consequences of a financial nature about which the proposer has not submitted adequate illustrative detail of the effect the motion would have if passed.

Section 9:

The Nominations & Resolutions Officer shall have the power to re-draft any Motion if, in his/her opinion, such re-drafting is necessary in the interests of clarity or for other proper reason.

Section 10:

In the event of non-acceptance or re-drafting in accordance with the preceding Sections there shall be liaison between the Nominations & Resolutions Officer and the Club submitting the Motion as soon as it is practicable and having regard to time limits already established under Section 5 above.

Section 11:

Motions adopted at the District Convention shall be notified to each Club in the District, separately, as soon as practicable by means of special memoranda, which shall be retained by the Club Secretary and passed to his/her successor. In addition, copies of all such Motions shall be included in the Appendix of all copies of this Constitution for record purposes.

Section 12:

Each Club in good standing in the District represented at the District Convention shall be entitled to one voting Delegate and one Alternate for each ten members **who have been enrolled for at least one year and a day**, or major fraction thereof, of the said Club as shown by the records of the International Office on the first day of the month last preceding the month during which the Convention is held.

Additionally, any Past District Governor who is a member of a Club in the District, independent of the Club Delegate quotas specified in the International By-Laws, Article IX, Section 3, shall be entitled to voting Delegate status. In his/her absence from the Convention floor **an Alternate may not be used**.

Section 13:

The District Governor shall appoint a Sergeant at Arms for the Convention.

Section 14:

Subject to Section 2 of this Article, the Cabinet shall be responsible for the arrangement of the programme for the Convention. Such programme shall include the entertainment, which is to be provided by the Host Club for those attending the Convention.

Section 15:

Within fifteen days after the close of each District Convention, the District Secretary shall transmit the result of the District Elections to the International Office. Within sixty days after the close of the District Convention, the District Secretary shall transmit one copy of the minutes thereof to the International Office and one copy to the District Governor. Upon written request from any Club in the District, a copy shall be furnished to said Club.

Section 16:

The District Governor shall supervise all phases of the District Convention.

ARTICLE XVII - District Convention Finances

Section 1:

The whole of the administration expenses of the District Convention including the cost of hiring halls, decorations therein and miscellaneous expenses incidental to running the business side of a Convention shall be borne out of District funds. An estimate of such expenses shall be submitted to the District Cabinet by the Host Club and approved by the Cabinet in writing prior to any expenditure being incurred. The Cabinet may place a limit on any such expenditure if it thinks fit.

Section 2:

The Host Club shall submit to the District Cabinet for approval the proposed charges for the various social activities held in conjunction with the District Convention.

Section 3:

The Host Club shall, within a reasonable time after the date of the District Convention, submit to the District Treasurer for his/her approval full accounts of the income and expenditure incurred in relation to all aspects of the District Convention and subsequently shall supply the District Treasurer with such information as he/she shall require to enable him/her to confirm to the District Cabinet that such accounts are correct.

Section 4:

The Host Club may retain any surplus funds accruing from the District Convention up to a maximum of €500 (or Sterling equivalent) and any surplus above that amount shall be passed to the District Treasurer.

ARTICLE XVIII - The Lions Clubs District 133 Ireland Charitable Trust

Section 1:

The District shall operate The Lions Clubs District 133 Ireland Charitable Trust for the purpose of carrying out fundraising for the objects of the District and Clubs of District 133 Ireland established in the Republic of Ireland and shall operate The Lions Clubs District 133 Ireland Charitable Trust (N.I) for the purpose of carrying out fundraising for the objects of the District and Clubs of District 133 Ireland established in Northern Ireland. In order to comply with differing legal jurisdictions, two separate Trusts are required, one for Clubs established in Northern Ireland, and one for Clubs established in The Republic of Ireland.

Section 2:

Each Club shall establish a Lions Club District 133 Ireland (Name of Lions Club) Charitable Trust for the purpose of carrying out fundraising for the charitable objects of that specific Club.

Section 3:

The purposes of the Charitable Trusts are as follows –

1. To carry out fundraising activities solely for the benefit of the objects of the District and its Clubs as set out at ARTICLE II above;
2. To register the District and each Club as a Charity in the relevant jurisdiction in compliance with the requirements of the relevant Charities Acts.
3. To facilitate every Lions Club Trust in the District to register as a Charity in its own name to ensure transparency for fundraising purposes...

ARTICLE XIX - District Dispute Resolution Procedure

A. Disputes Subject to Procedure

All disputes relative to membership, club boundaries, or interpretation, breach of, or application of the district (single or sub-) 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 settled by the following dispute resolution procedure. Except as otherwise provided herein, any time limits specified in this procedure may be shortened or extended by the district governor, or, in the event the complaint is directed against the district governor, the immediate past district governor, conciliators or the International Board of Directors (or its designee) upon a showing of good cause. All parties to any dispute subject to this procedure shall not pursue administrative or judicial actions during this dispute resolution process.

B. Complaints and Filing Fee

Any Lions club in good standing within the association (the “complainant”) may file a written request with the district governor or, in the event the complaint is directed against the district governor, the immediate past district governor (a “complaint”), with a copy to the Legal Division, asking that dispute resolution take place under this procedure. The complaint must be filed within thirty (30) days after the complainant(s) knew or should have known of the occurrence of the event upon which the complaint is based. The complainant(s) must submit minutes signed by the club secretary certifying that a resolution in support of filing the complaint has been adopted by a majority of the entire membership of the club. A copy of the complaint shall be sent to the respondent(s). A complaint filed under this procedure must be accompanied by a US\$750.00 filing fee, or its equivalent in the respective national currency, payable by each complainant to the district (single or sub-) which shall be submitted to the district governor or, in the event the complaint is directed against the district governor, the immediate past district governor, at the time the complaint is filed. In the event the complaint is settled or withdrawn prior to a final decision by the conciliators, US\$100.00 shall be retained by the district (single or sub-) as an administrative fee and US\$325.00 shall be refunded to the complainant and US\$325.00 shall be paid to the respondent (which shall be shared on an equal basis if there is more than one respondent). In the event the selected conciliators find the complaint to have merit and the complaint is upheld, US\$100.00 shall be retained by the district (single or sub-) as an Administrative fee and US\$650.00 shall be refunded to the complainant. In the event the selected conciliators deny the complaint for any reason, US\$100.00 shall be retained by the district (single or sub-) as an administrative fee and US\$650.00 shall be paid to the respondent (which shall be shared on an equal basis if there is more than one respondent). In the event the complaint is not settled, withdrawn, upheld or denied within the time frames established by this procedure (unless an extension has been granted for good cause), then the entire fee will be automatically retained by the district (single or sub-) as an administrative fee and shall not be refunded to any party. All expenses incurred relative to this dispute resolution procedure are the responsibility of the district (single or sub-), unless established district (single or sub-) policy provides that all expenses incurred relative to this dispute resolution procedure shall be paid on an equal basis by the parties to the dispute.

C. Response to Complaint

The respondent(s) to the complaint may file a written response to the complaint with the district governor or, in the event the complaint is directed against the district governor, the immediate past district governor, with a copy to the Legal Division, within ten (10) days of receiving notice of the complaint. A copy of the response shall be sent to the complainant(s).

D. Confidentiality

Once a complaint has been filed, communications between the complainant(s), respondent(s), district governor or, in the event the complaint is directed against the district governor, the immediate past district governor, and conciliators should be kept confidential to the extent possible.

E. Selection of Conciliators

Within fifteen (15) days of filing the complaint, each party to the dispute shall select one (1) neutral conciliator and the selected conciliators shall select one (1) neutral conciliator, who will serve as chairperson. The selected conciliators' decision relative to the selection of the conciliator/chairperson shall be final and binding. All of the selected conciliators shall be Lion leaders, preferably past district governors, who are currently members in good standing of clubs in good standing in the district (single or sub-) in which the dispute arises, other than a club which is a party to the dispute, and shall be impartial on the matter in dispute and without loyalties to any party to the dispute. Upon completion of the selection process, the conciliators shall be deemed appointed with all authority appropriate and necessary to resolve or decide the dispute in accordance with this procedure. In the event the selected conciliators cannot agree on the selection of the conciliator/chairperson within the time frame noted above, then the selected conciliators shall be automatically deemed to have resigned for administrative reasons and the parties must select new conciliators ("the second team of selected conciliators") who shall then select one (1) neutral conciliator/chairperson in accordance with the selection procedures and requirements described above. In the event the second team of selected conciliators cannot agree on the selection of the conciliator/chairperson from within the district (single or sub-) in which the dispute arises, the selected conciliators may select one (1) neutral conciliator/chairperson who is a member of a club in good standing outside the respective district (single or sub-). In the event the second team of selected conciliators cannot agree on the selection of the conciliator/chairperson from within or outside the district (single or sub-) in which the dispute arises, then the past international director who most recently served on the International Board of Directors from within the district (single or sub-) in which the dispute arises or from an adjacent district (single or sub-), whichever is closest in proximity, shall be appointed as conciliator/ chairperson. The time limits in this Section E may not be shortened or extended by the district governor or, in the event the complaint is directed against the district governor, the immediate past district governor, or the conciliators.

F. Conciliation Meeting & Decision of Conciliators

Upon being appointed, the conciliators shall arrange a meeting of the parties for the purpose of conciliating the dispute. The meeting shall be scheduled within thirty (30) days of the appointment of the conciliators. The objective of the conciliators shall be to find a prompt and amicable resolution to the dispute. If such conciliation efforts are unsuccessful, the conciliators shall have the authority to issue their decision relative to the dispute. The conciliators shall issue their decision in writing no later than thirty (30) days after the date on which the initial meeting of the parties was held, and the decision shall be final and binding on all parties. The written decision shall be signed by all the conciliators, with the dissent of any conciliator properly noted, and a copy of the written decision shall be provided to all parties, the district governor or, in the event the complaint is directed against the district governor, the immediate past district governor,

and, to the Legal Division of Lions Clubs International. The decision of the conciliators must be consistent with any applicable provisions of the International, Multiple District and District Constitutions and By-Laws and policies of the International Board of Directors, and is subject to the authority of and further review by the International Board of Directors at the sole discretion of the International Board of Directors or its designee. Failure to comply with the final and binding decision of the conciliators constitutes conduct unbecoming a Lion and is subject to loss of membership privileges and/or charter cancellation.

ARTICLE XX – Amendments

Section 1:

This constitution can be amended only by a Motion at a District Convention adopted by an affirmative vote of not less than two-thirds (2/3) of Delegates or Alternates duly registered, qualified and voting. Each amendment shall take effect at the close of the Convention at which adopted unless otherwise specified in the amendment.

Section 2:

When amendments to the International Constitution and By-Laws are passed at the International Convention, any amendments that have an effect on this District Constitution and By-Laws shall automatically be updated in this District Constitution and By-Laws.

Section 3:

No amendment shall be so reported or voted upon unless the same shall have been advised by post or electronic means to each club, no less than thirty (30) days prior to the date of the annual convention that the same will be voted upon at said convention.

BY-LAWS

ARTICLE I

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

Section 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.

Section 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 II

Election & Continuity of District Governor, First Vice District Governor and Second Vice District Governor

Section 1:

Delegates attending the District Convention shall elect a District Governor, a First Vice District Governor and a Second Vice District Governor provided that there shall be available for election a candidate or candidates (for any or all such offices) duly qualified under the Constitution & By-Laws of Lions Clubs International at the relevant date.

Section 2:

- (a) If any such District shall fail to so elect a qualified District Governor or if the District Governor Elect of any such District shall die or refuse or be found by the International Board of Directors to be unable by reason of illness or other disability to take such office prior to the day his/her term would otherwise begin, or if a vacancy will exist as a result of a District Governor election protest or legal action, then in any such event such District may have a District Governor appointed by the International Board of Directors in the time and manner and for the term set forth in the International Constitution & By-Laws
- (b) Only in the event that neither the current First Vice District Governor or the current Second Vice District Governor stands for election as District Governor, or if vacancies in the positions of First Vice District Governor and Second Vice District Governor exist at the time of the District Convention, any Club member who fulfils the qualifications for the office of Second Vice District Governor as set forth in the International By-Laws Article IX, Section 6(c) and who is currently serving or who has served one additional year as a member of the District Cabinet, shall fulfil the requirements of the International Constitution & By-Laws.
- (c) In the event a vacancy occurs in the office of District Governor under International By-Laws Article IX, Section 6(d), the First Vice District Governor shall act as District Governor and shall perform the duties of and have the same authority as the District Governor until such time as the said vacancy is filled by the International Board of Directors for the remainder of the term as provided for in the International By-Laws Article IX, Section 6(e).
- (d) In the event a vacancy occurs in the office of First Vice District Governor, the Second Vice District Governor shall be deemed to be elected as First Vice District Governor. In the event a vacancy also occurs in the office of Second Vice District Governor the District Secretary, acting on the authority of the District Governor, shall write to each Club in the District seeking the nomination of candidates who meet the requirements of the International By-Laws Article IX, Section 6(c).

 - (i) In the event that only one nomination is received such candidate shall be declared elected.
 - (ii) In the event that more than one nomination is received a special meeting of the District Cabinet shall be convened and a secret ballot conducted with the First Vice District Governor &/or Second Vice District Governor candidate required to secure a simple majority of the affirmative votes cast by members of the Cabinet present and voting in order to be declared elected.
 - (iii) In the event of three or more nominations being involved in a ballot, which does not result in an overall majority being obtained, the nomination receiving the lowest number of votes cast shall be withdrawn. A fresh ballot will then take place on the remaining nominations in the same manner until an overall majority decision has been reached.
 - (iv) In the event that no nominations are received, the District Governor shall refer the matter to the International Board of Directors for resolution.

Section 3:

The District Governor, being an elected officer of the International Association of Lions Clubs, may be removed from office for cause by the affirmative vote of two thirds of the entire number of members of the International Board of Directors. (International Constitution Article V, Section 9)

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 and 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) Administer and promote membership growth and new club development.
- (b) Administer and promote leadership development at the club and district levels.
- (c) Promote the Lions Clubs International Foundation and all service activities of the association.
- (d) Preside, when present, over cabinet, convention and other district meetings. During any period he/she is unable to so preside, the presiding officer at any such meeting shall be the first or second vice district governor, but if he/she is not available, the district officer chosen by the attending members shall preside.
- (e) Promote harmony among the chartered Lions clubs.
- (f) Exercise such supervision and authority over cabinet officers and district committee appointees as is provided in this district constitution.
- (g) 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.
- (h) 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.
- (i) 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.
- (j) Report to Lions Clubs International all known violations of the use of the association's name and emblem.
- (k) Perform such other functions and acts as shall be required of him/her by the International Board of Directors through the District Governor's Manual and other directives.

Section 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 no limited, to:

- (a). Further the purposes of this association.
- (b). Perform such administrative duties assigned by the district governor.
- ©) 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). Serve as the District Governor Team liaison between the District Global Membership Team, working as an active member of the District Global Membership Team along with the District Governor, Second Vice District Governor and other Global Membership Team members to establish and implement a district-wide plan for membership growth.
- (h). Work with the District Governor, Second Vice District Governor, and the Global Leadership Team to develop and implement a district-wide plan for leadership development.
- (i). 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.
- (j). At the request of the district governor, supervise other district committees.
- (k). Participate in the 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 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.

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 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
- (g) Assist the district governor and first vice district governor in planning and conducting the annual district convention.
- (h) Serve as the District Governor Team liaison between the District Global Leadership Team, working as an active member of the District Global Leadership Team along with the District Governor, First Vice District Governor and other Global Leadership Team members to establish and implement a district-wide leadership development plan.
- (i) Work with the District Governor, First Vice District Governor, and the Global Membership Team to develop and implement a district-wide plan for membership growth.
- (j) 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.
- (k) 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.
- (l) At the request of the district governor, supervise other district committees.
- (m) Assist the district governor, first vice district governor, and the cabinet in planning of the next year, including the district budget.
- (n) 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-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 five (5) 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 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. 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.

6. 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.
- (d) 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.

Section 5: 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. 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, District GMT Coordinator and district GLT Coordinator.
- (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, district GMT Coordinator and district GLT Coordinator.
- (f) Endeavour 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 zone and work in concert with the District GMT Coordinator, the District GLT Coordinator and the District Governor Team to implement the program within the zone.
- (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) 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.
- (j) Carry out such official visitations to club meetings and charter nights as shall be assigned to him/her by the district governor.
- (k) 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.

Section 6: ZONE CHAIRPERSON

The zone chairperson, subject to the supervision and direction of the district governor and/or region chairperson, shall be the chief administrative officer in his/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) Endeavour to include the District GMT Coordinator and the GLT Coordinator and the District Governor Team as special guests to a District Governor's Advisory Committee meeting to discuss needs related to membership and leadership development and how these teams and the District Governor Team may assist with membership and leadership development 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, District GMT Coordinator and District GLT Coordinator and region chairperson.
- (e) Promote the Club Quality Initiative to the clubs within the zone and work in concert with the District GMT Coordinator, the District GLT Coordinator and the District Governor Team to implement the program within the zone.
- (f) In coordination with the District GMT Coordinator, please an active role in organizing new clubs and keep informed on the activities and well-being of all clubs in his/her zone.
- (g) In coordination with the District GLT 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) Represent each club in his/her zone in any problems with district, multiple district council chairperson or Lions Clubs International.
- (i) Supervise the progress of district, multiple district, and Lions Clubs International projects in his/her zone.
- (j) Endeavour to have every club within his/her zone operating under a duly adopted club constitution and by-laws.
- (k) 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.
- (l) 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).
- (m) Perform such other functions and acts as may be required of him/her by directives of the International Board of Directors.

Section 7: 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 Lionism within the sub-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 d 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 8: SERGEANT-AT-ARMS.

The Sergeant-at- Arms shall maintain order and decorum at the respective conventions and meetings and perform such other duties as are incident to his/her office under Robert’s Rules of Order, Newly Revised.