

# **CONSTITUTION and BY-LAWS**

**of**

## **LIONS DISTRICT 17-A**

**MULTIPLE DISTRICT 17  
STATE OF KANSAS**



**ADOPTED APRIL 12, 2014  
ADOPTED AS AMENDED, APRIL 2024  
ADOPTED AS AMENDED, APRIL 11, 2026**



**YELLOW SHADED AREA**

*Mandatory provisions pursuant to the International Constitution and By-Laws  
and board policy*

**GREY SHADED AREA**

*Revised provisions & annotations*

**NONE**

*Permissive provisions*

# Lions Clubs International

## **PURPOSES**

**TO ORGANIZE**, *charter and supervise service clubs to be known as Lions Clubs.*

**TO COORDINATE** *the activities and standardize the administration of Lions Clubs.*

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

**TO PROMOTE** *the principles of good government and good citizenship.*

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

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

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

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

## **VISION STATEMENT**

**TO BE** *the global leader in community and humanitarian service.*

## **MISSION STATEMENT**

**TO EMPOWER** *Lions Clubs, volunteers and partners to improve health and well-being, strengthen communities, and support those in need through humanitarian service and grants that impact lives globally, and encourage peace and international understanding.*



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1 **District 17-A**  
2 **The International Association of Lions Clubs**  
3 **Constitution and By-Laws**

4 **CONSTITUTION**

5 **ARTICLE I**  
6 **Name**

7 This organization shall be known as Lions District 17-A, hereinafter referred to as “the District.”

8 **ARTICLE II**  
9 **Purposes**

10 The purposes of the District shall be to

11 A. provide an administrative structure with which to advance the Purposes of Lions Clubs International, hereinafter  
12 referred to as “the Association,” in the District,

13 B. create and foster a spirit of understanding among the peoples of the world,

14 C. promote the principles of good government and good citizenship resulting in membership growth in the District,

15 D. take an active interest in the civic, cultural, social and moral welfare of the community,

16 E. unite the members in the bonds of friendship, good fellowship and mutual understanding,

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

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

21 **ARTICLE III**  
22 **MEMBERSHIP**

23 **Section 1: MEMBERS.**

24 The members of this organization shall be all Lions Clubs in the District, duly chartered by and in good standing with the  
25 Association.

26 **Section 2: BOUNDARIES.**

27 The boundary lines of the District shall be defined as the District boundaries as established by Multiple District 17  
28 (hereinafter referred to as “MD-17”).

29 **ARTICLE IV**  
30 **Emblem, Colors, Slogan and Motto**

31 **Section 1: EMBLEM.**

32 The emblem of the District and of each chartered club within the District shall be of a design as follows:



34 **Section 2: USE OF NAME AND EMBLEM.**

35 The use of the name, goodwill, Emblem and other logos of the District shall be in accordance with guidelines established  
36 from time to time in the By-Laws of the Association or the policies of the International Board of Directors.

1 **Section 3: COLORS.**

2 The colors of the District and of each chartered club within the District shall be purple and gold.

3 **Section 4: SLOGAN**

4 The slogan of the District and of each chartered club within the District shall be "Liberty, Intelligence, Our Nation's  
5 Safety."

6 **Section 5: MOTTO**

7 The motto of the District and of each chartered club within the District shall be "We Serve."

8 **ARTICLE V**  
9 **Supremacy**

10 The *Standard Form District Constitution and By-Laws* shall govern the District unless otherwise amended so as not to  
11 conflict with the International Constitutions and By-Laws and policies of the Association and the Constitution and By-Laws  
12 of MD-17. Whenever there may exist a conflict or a contradiction between the provisions set out in this District Constitution  
13 and By-Laws and the Multiple District Constitution and By-Laws, the MD-17 Constitution and By-Laws shall govern.  
14 Whenever there may exist a conflict or a contradiction between the provisions set out in this District Constitution and By-  
15 Laws and the International Constitution and By-Laws, the International Constitution and By-Laws shall govern.

16 **ARTICLE VI**  
17 **Officers and District Cabinet**

18 **Section 1: OFFICERS.**

19 The officers of the District shall be the District Governor, as Chairperson, the First and Second Vice District Governors,  
20 none of whom shall be from the same club, the Immediate Past District Governor, the First and Second Vice District  
21 Governors, the Region Chairpersons (if the position is utilized during the District Governor's term), the Zone Chairpersons  
22 and a Cabinet Secretary-Treasurer or a Cabinet Secretary and a Cabinet Treasurer. Each such officer shall be a member in  
23 good standing of a Lions Club in good standing in the District.<sup>1</sup>

24 **Section 2: DISTRICT CABINET.**

25 The District shall have a District Cabinet composed of the District Governor, as Chairperson, the First and Second Vice  
26 District Governors, none of whom shall be from the same club, the Immediate Past District Governor, ~~the First and Second~~  
27 ~~Vice District Governors,~~ the Region Chairpersons (if the position is utilized during the District Governor's term), the Zone  
28 Chairpersons, a Cabinet Secretary-Treasurer or a Cabinet Secretary and a Cabinet Treasurer, and such other club members as  
29 may be included in this Section as amended in accordance with the amendment procedures contained herein. In addition, the  
30 Global Membership Team District Coordinator, Global Leadership Team District Coordinator, Global Service Team District  
31 Coordinator, Global Extension Team District Coordinator, District Marketing Coordinator, and District LCIF Coordinator  
32 may be voting members of the District Cabinet. Each such District Cabinet member shall be a member of a Lions Club in  
33 good standing in the District. In the event a Leo or Leo-Lion is appointed to the position of Leo/Lion Cabinet Liaison, the  
34 position would serve as a non-voting advisor to the Cabinet.

35 **Section 3: ELECTION/APPOINTMENT OF DISTRICT CABINET.**

36 The District Governor and First and Second Vice District Governors shall be elected at the Annual Convention of the  
37 District. The District Governor shall appoint, or the District shall elect by the time he or she takes office, the Cabinet  
38 Secretary-Treasurer or a Cabinet Secretary and a Cabinet Treasurer, one Region Chairperson for each Region (if the position  
39 is utilized during the District Governor's term), and one Zone Chairperson for each Zone in the District, Sergeant-at-Arms,  
40 such other club members as may be included in the District Cabinet, and committee chairpersons.

41 **Section 4: REMOVAL.**

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

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<sup>1</sup> The officers listed in this section are the minimum officers required for a District Cabinet. Should the District add additional officers, they may through amendment of this section.

<sup>2</sup> The District Governor may be removed by two-thirds (2/3) vote of the entire International Board of Directors in accordance with Article V Section IX of the International Constitution.

<sup>3</sup> For cause may be any reason as determined by the District Cabinet in accordance with *Robert's Rules of Order, Newly Revised*.

ARTICLE VII
District Convention

Section 1: TIME AND PLACE.

An Annual Convention of the District shall be held in each year to conclude no less than thirty (30) days prior to the convening of the International Convention and at a date and time fixed by the District Governor. A meeting of the registered delegates of the District in attendance at the Annual Convention of MD-17 may constitute the Annual Convention of the District.

Section 2: CLUB DELEGATE FORMULA

Each chartered club in good standing in the Association, MD-17, and the District shall be entitled in each Annual Convention of the District to one (1) delegate and one (1) alternate for each ten (10) members, who have been enrolled for at least one year and a day in the club or major fraction thereof, of said club as shown by the records of the International office on the first day of the month last preceding that month during which the convention is held. The major fraction referred to in this section shall be five (5) or more members. Each certified delegate present in person shall be entitled to cast one (1) vote only for each office to be filled by, and one (1) vote only on each question submitted to, the respective convention. Unless otherwise specified herein, the affirmative vote of a majority of the delegates voting on any question shall be the act of the convention. All eligible delegates must be members in good standing of a club in good standing in the District. Delinquent dues may be paid and good standing acquired up to fifteen (15) days prior to the close of credential certification as such closing time shall be established by the rules of the respective convention.

Section 3: PDG DELEGATES.

Full delegate status shall be granted to each Past District Governor who is a member in good standing of a Lions Club in good standing in the District independent of the club's delegate quota.

Section 4: QUORUM.

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

Section 5: SPECIAL CONVENTION.

A Special Convention of the clubs of the District may be called by a two-thirds vote of the District Cabinet at such time and place as they shall determine, provided that such Special Convention shall conclude no less than 30 days prior to the convening date of the International Convention and that such Special Convention shall not be convened for the election of the District Governor, First Vice District Governor or Second Vice District Governor. Written notice of the Special Convention setting forth the time, place and purpose thereof, shall be provided to each club in the District by the District Cabinet Secretary, no less than 30 days prior to the convening date of the Special Convention.

ARTICLE VIII
District Dispute Resolution Procedure

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

ARTICLE IX
Amendments

Section 1: AMENDING PROCEDURE.

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

Section 2: NOTICE.

No amendment shall be so reported or voted upon unless the same shall have been published by regular post or electronic means to each club no less than thirty (30) days prior to the convening date of the Annual Convention with notice that the same will be voted upon at said convention.

Section 3: EFFECTIVE DATE.

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

4 It is not required for a member to be enrolled in a club for a year and a day in order to qualify as an eligible delegate.

5 The District may amend this provision to allow for a Past District Governor to vote apart from a club delegate quota. Pursuant to Article IX Section III of the International By-Laws, "FURTHER PROVIDED, that the District may, by express provision in its Constitution and By-Laws, grant full delegate status to each Past District Governor who is a member of a club in the District independent of the club delegate quotas hereinabove specified."

1 **Section 4: AUTOMATIC UPDATE.**

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

5 **ARTICLE X**  
6 **Severability**

7 If any Article, Section, or portion of a Section in, or future amendment to this Constitution is found to be invalid under  
8 the policies of the Lions Clubs International Board of Directors or under the rule of law as determined by any court or  
9 administrative agency of competent jurisdiction, it shall be regarded as stricken while the remainder of this Constitution shall  
10 continue to be in full force and effect.

**District 17-A  
The International Association of Lions Clubs  
Constitution and By-Laws**

**BY-LAWS**

**ARTICLE I**

**Nominations and Endorsement**

**Third Vice President and International Director Nominees**

**Section 1: ENDORSEMENT PROCEDURE.**

Subject to the provisions of the Constitution and By-Laws of Lions Clubs International (hereinafter referred to as “the Association), any member of a Lions Club in the District (hereinafter referred to as “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 to the Multiple District Council of Governors (hereinafter referred to as “the State 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 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 to the State Council 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 the District shall be valid unless and until the provisions of this Article have been met.

**ARTICLE II**

**District Nominations, Elections and Appointments**

**Section 1: NOMINATING COMMITTEE.**

The District Governor shall appoint by written notification received at least sixty (60) days prior to the District Convention, a Nominating Committee of not less than three (3) and no more than five (5) members, each of whom shall be a member in good standing of a different Lions Club in good standing in the District, and shall not through the duration of their appointment hold any District or International office either by election or appointment.

1 **Section 2: DISTRICT GOVERNOR ELECTION PROCEDURES.**

2 Any qualified member of a club in the District seeking the office of District Governor shall file his or her intention to so  
3 run in writing with the Nominating Committee prior to the day of its report to the convention, and furnish evidence of his or  
4 her compliance with the qualifications for said office set out in the International Constitution and By-Laws. The Nominating  
5 Committee shall place in nomination at the District Convention the name(s) of all candidate(s) so qualified.<sup>6</sup> If none is so  
6 received and/or so qualified, then, but then only, nominations for the office may be made from the floor. Each candidate  
7 shall be allowed one nominating speech of no more than five (5) minutes duration, and one seconding speech of no more than  
8 three (3) minutes duration.

9 **Section 3: FIRST AND SECOND VICE DISTRICT GOVERNOR ELECTION PROCEDURES.**

10 Any member of a club in the District seeking the office of First or Second Vice District Governor shall file his or her  
11 intention to so run in writing with the Nominating Committee at least thirty (30) days prior to the election, and furnish  
12 evidence of his or her compliance with the qualifications for said office set out in the International Constitution and By-Laws.  
13 The Nominating Committee shall place in nomination at the District Convention the names of all candidates so qualified.<sup>7</sup> If  
14 none is so received and/or so qualified, then, but then only, nominations for the office may be made from the floor. Each  
15 candidate shall be allowed one nominating speech of no more than five (5) minutes duration, and one seconding speech of no  
16 more than three (3) minutes duration.

17 **Section 4: BALLOT.**

18 The election shall be by secret written ballot, with the candidate or candidates required to secure a majority of the votes  
19 cast by the delegates present and voting in order to be declared elected, for purpose of such election, a majority is defined as a  
20 number more than one-half of the total valid votes cast excluding blanks and abstentions. If, on the first ballot, and  
21 subsequent ballots, no candidate receives a majority, the candidate or tied candidates receiving the lowest number of votes  
22 shall be eliminated and balloting shall continue until one candidate receives a majority. In case of a tie on any ballot,  
23 balloting shall continue on the tied candidates until one is elected.<sup>8</sup>

24 **Section 5. DISTRICT GOVERNOR VACANCY.**

25 A. In the event of a vacancy in the office of District Governor, the same shall be filled in accordance with the provisions  
26 of the International Constitution and By-Laws. The Immediate Past District Governor, First and Second Vice District  
27 Governors, Past District Governors, Past International Directors and Past International Presidents in the District shall  
28 convene at a date, time and place called and determined by the Immediate Past District Governor to select a replacement for  
29 recommendation to the International Board of Directors.<sup>9</sup>

30 B. It shall be the duty of the Immediate Past District Governor, or if he or she is not available, the most recent Past  
31 District Governor who is available, to send out invitations fifteen (15) days in advance of the meeting to attend said meeting.

32 C. In order for a Lion to be eligible and qualified to be selected to fill a vacancy in the office of District Governor, he or  
33 she must

- 34 1. be an Active Member in good standing of a chartered Lions Club in good standing in the District,
- 35 2. secure the endorsement of his or her club or a majority of the clubs in the District,
- 36 3. have served or will have served at the time they take office as District Governor:
  - 37 a. as officer of a Lions Club for a full term or major portion thereof, and
  - 38 b. as a member of the District cabinet for two (2) full terms or major portion thereof.
  - 39 c. with none of the above being accomplished concurrently.
- 40 4. has not completed more than a full term as a District Governor.

41 D. The First Vice District Governor is encouraged to fulfill his or her full term of office and other qualified Lions be  
42 considered for filling a vacancy in the office of District Governor.

43 **Section 6. FIRST AND SECOND VICE DISTRICT GOVERNORS AND OTHER VACANCIES**

44 A. Any vacancy in office except that of District Governor and First and Second Vice District Governors shall be filled by  
45 appointment from the District Governor for the unexpired term. In event of a vacancy arising in the office of First or Second  
46 Vice District Governor, the District Governor shall convene a meeting of the Immediate Past District Governor, First Vice  
47 District Governor, Second Vice District Governor and all Past International officers who are members in good standing of a  
48 chartered Lions Club in good standing in the District. It shall be the duty of the attendees at this meeting to appoint a  
49 qualified club member as First or Second Vice District Governor for the remainder of the term.

50 B. It shall be the duty of the attendees at this meeting to appoint a qualified club member as First or Second Vice District  
51 Governor for the remainder of the term. In filling said vacancy, it shall be the duty of the District Governor, or if not  
52 available, the most recent Past District Governor who is available, to send out invitations fifteen days (15) in advance of the

<sup>6</sup> Refer to the District Governor Nominating Committee Checklist (See Exhibit "D").

<sup>7</sup> Refer to First and Second Vice District Governor Candidate Nominating Checklist (See Exhibits "E" and "F").

<sup>8</sup> Recommended ballot form for District Governor, First Vice District Governor and Second Vice District Governor is included herein as Exhibit "G".

<sup>9</sup> See Exhibit "B".

meeting to attend said meeting and it shall also be his or 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 or her choice.

C. Eligibility and qualifications. To be eligible to fill a vacancy in the office of First or Second Vice District Governor, a Lion must

1. be an Active Member in good standing of a chartered Lions Club in good standing in the District, and
2. secure the endorsement of his or her club or a majority of the clubs in the District,
3. have served or will have served at the time he or she takes office as First or Second Vice District Governor
  - (a) as officer of a Lions Club for a full term or major portion thereof,
  - (b) as a member of the District Cabinet for a full term or major portion thereof,
  - (c) with none of the above being accomplished concurrently, and
4. have not completed a full term or major portion thereof as District Governor.

#### Section 7: REGION/ZONE CHAIRPERSON QUALIFICATIONS.

A. Each Region and Zone Chairperson shall

1. be an active member in good standing in his or her respective Region or Zone, and
2. 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.<sup>10</sup>
3. have not previously served a full term or a major portion thereof as District Governor

B. 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 or 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 or she was appointed, his or 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 or her discretion may determine not to use the position of Region Chairperson or Zone Chairperson for the remainder of the term.

### ARTICLE III

#### Duties of District Officers and District Cabinet

##### Section 1: DISTRICT GOVERNOR.

Under the general supervision of the International Board of Directors, he or she shall represent the Association in the District. In addition, he or she shall be the chief administrative officer in the District and shall have direct supervision over the First and Second Vice District Governors, Region Chairpersons, the Zone Chairpersons, the Cabinet Secretary/Treasurer or Cabinet Secretary and Cabinet Treasurer and such other Cabinet members as may be provided for in this District Constitution and By-Laws. His or her specific responsibilities shall be to:

- A. further the purposes of the Association, resulting in membership growth in the District,
- B. oversee the District leadership team members to implement current District action plans focused on and working towards the successful achievement of District goals:
  1. charter new Lions Clubs,
  2. ensure effective club operation,
  3. achieve net membership growth,
  4. provide leadership development and skills training at the club and District level,
  5. encourage clubs to conduct and report meaningful humanitarian service, and
  6. support and promote the Lions Clubs International Foundation and encourage club and member contributions to the Lions Clubs International Foundation.
- C. serve as the Global Action Team (hereinafter referred to as "GAT) District Chairperson to administer and promote membership growth, new club development, leadership development and humanitarian service to clubs throughout the District,
- D. oversee the administrative operation of the District:
  1. effectively manage District events to meet member needs,
  2. exercise such supervision and authority over Cabinet officers and District committee appointees as is provided in this District Constitution,

<sup>10</sup> The District may change the qualifications to be more or less than what is stated here.

3. deliver, in a timely manner, at the conclusion of his or her term in office, the general and/or financial accounts, funds and records of the District to his or her successor in office,

4. submit a current itemized statement of total District receipts and expenditures to his or her District Convention or annual meeting of his or her District at a Multiple District Convention,

5. report to Lions Clubs International all known violations of the use of the Association's name and Emblem,

E. guide clubs to operate in accordance with the International Constitution and By-Laws, support activities that improve member retention and remain in good standing with the Association:

1. ensure that each Lions Club in the District be visited in-person (or virtually if necessary) by the District Governor, a District Cabinet member, or a Lion appointed by the District Governor no less than once every year to facilitate successful administration of the club,

2. monitor, with the assistance of the Zone Chairpersons and Region Chairpersons (when present), the viability of each club in the District to ensure each club remains in good standing, meets the needs of its members and supports the Objectives of the Association,

3. promote harmony and resolve conflicts among and within the chartered Lions Clubs using appropriate methods,

F. preside, when present, over the District Convention and Cabinet and other meetings, and

G. perform such other functions and acts as shall be required of him or her by the International Board of Directors.

## 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 or her specific responsibilities shall be, but not limited, to:

A. furthering the purposes of the Association, resulting in membership growth in the District,

B. working actively towards the success of the current District plan,

C. reviewing, with the District Governor and Second Vice District Governor, strengths and weaknesses of the District, refine and further developing a draft of the ongoing District plan focused on and working towards the successful achievement of District goals,

D. identifying and preparing a highly effective team for subsequent years to develop and implement action plans for District goals:

1. understanding the actions needed to accomplish District plans,

2. knowing the roles and responsibilities, resources, and Lions qualified to serve in roles,

3. ensuring team members are adequately trained to perform in their specific roles, and

4. working closely with club leadership to identify future District leaders.

E. performing such duties and other directives as may be assigned by the District Governor or by the policy of the International Board of Directors,

F. supervising other District committees at the request of the District Governor,

G. participating actively in all Cabinet meetings, and conducting meetings in the absence of the District Governor,

H. becoming familiar with the duties of the District Governor so in the event of a vacancy in the office of District Governor he or she will be better prepared to assume the duties and responsibilities of said office,

I. participating in State Council meetings as appropriate,

J. participating in the preparation of the District budget,

K. conducting club visitations as the representative of the District Governor when requested to do so by the District Governor, and

L. working with the District Governor and the District Convention Committee to assist and plan the annual District Convention and assisting the District Governor to organize and promote other events within the District.

## 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 or her specific responsibilities shall be, but not limited, to:

A. furthering the purposes of the Association, resulting in membership growth in the District,

B. working actively towards the success of the current district plan,

C. serving as District Liaison (at the direction of the District Governor) to Region and Zone Chairpersons working towards successful Zone operations in support of club health,

D. becoming familiar with the strengths and weaknesses of the clubs in the District and the resources that support club development,

E. preparing for the role as District Governor by:

1. becoming familiar with the duties of the District Governor,

2. assessing and developing leadership skills,

3. understanding District structure, the Constitution and By-Laws, and other resources available,
4. being aware of club health indicators and assess club strengths and weaknesses,
5. understanding the programs offered by the Lions Clubs International Foundation (LCIF),
6. preparing to conduct effective club visitations,

F. conducting club visitation, as the representative of the District Governor, when requested by the District Governor,

G. performing such duties and other directives as may be assigned by the District Governor or by the policy of the International Board of Directors,

H. assisting the District Governor and First Vice District Governor in planning and conducting the annual District Convention,

I. supervising appropriate District committees at the request of the District Governor,

J. participating actively in all Cabinet meetings and conducting all meetings in the absence of the District Governor and the First Vice District Governor, and

K. participating in the preparation of the District budget.

#### Section 4: CABINET SECRETARY-TREASURER.

The Cabinet Secretary-Treasurer shall act under the supervision of the District Governor. His or her specific responsibilities shall be to:

A. further the Purposes of the Association,

B. perform such duties as are implied by the title of said office, including but not by way of limitation, the following:

1. keeping an accurate record of the proceedings of all meetings of the District Cabinet, and within five (5) days after each meeting forwarding copies of the same to all members of the District Cabinet, and the office of Lions Clubs International.

2. taking and keeping minutes of the District Convention and furnishing copies of the same to Lions Clubs International, the District Governor and the secretary of each club in the District.

3. making reports to the District Cabinet as the District Governor or District Cabinet may require.

4. collecting and issuing receipts for all dues levied on members and clubs in the District, depositing the same in such bank or banks as the District Governor shall determine and disbursing the same by order of the District Governor.

5. remitting and paying over to the State Council Secretary-Treasurer the MD=17 dues and taxes if any, collected in the District, and securing a proper receipt.

6. keeping accurate books and records of accounts, and minutes of all Cabinet and District meetings, and permitting inspection of the same by the District Governor, any District Cabinet member and any club (or any authorized agent of any of them) at any reasonable time for any proper purpose. Upon direction of the District Governor or the District Cabinet, he or she shall furnish any such books and records as requested to any auditor appointed by the District Governor.

7. securing bond for the faithful performance of his or her duties in such sum and with such sureties as may be required by the District Governor.

8. delivering, in a timely manner, at the conclusion of his or her term in office, the general and/or financial accounts, funds and records of the District to his or her successor in office.

9. performing such other functions and acts as may be required of each by directives of the International Board of Directors.

C. 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: GLOBAL SERVICE TEAM (GST) DISTRICT COORDINATOR.

Under the supervision of the District Governor, the GST District Coordinator is a member of the District GAT. His or her responsibilities shall be to:

A. encourage clubs to implement service projects that are aligned with global initiatives of LCI, including the LCI Service Framework,

B. work with clubs to raise the visibility of Lions service impact in local communities,

C. collaborate with the GAT District Chairperson (District Governor) and the GMT and GLT District Coordinators 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 MyLion, and encourage utilization of other tools provided by LCI (such as the App) to increase engagement in service projects,

1 E support local community service projects that create a sense of belonging and pride to the Lions and Leos in the  
2 District,

3 F. promote service projects that attract multi-generational participants, including the integration and leadership  
4 development of Leos,

5 G. maximize, in collaboration with the LCIF District Coordinator, LCIF resource utilization and fundraising and  
6 monitor LCIF grants given to the District, and

7 H. gather club and District feedback related to service challenges, opportunities, and successes and share such  
8 information so gathered with the Multiple District Coordinator to troubleshoot/remove barriers impeding the successful  
9 implementation of service programs.

### 10 **Section 6: GLOBAL MEMBERSHIP TEAM (GMT) DISTRICT COORDINATOR.**

11 The GMT District Coordinator is a member of the District GAT. His or her responsibilities shall be to:

12 A. collaborate with the GAT District Chairperson (District Governor) and the GLT and GST District Coordinators to  
13 further initiatives focused on leadership development, membership retention and growth, and expanding humanitarian  
14 service,

15 B. develop and execute an annual District membership development plan,

16 C. collaborate with Region, Zone, and Club Membership Chairpersons to identify communities without a club or  
17 where additional clubs can be chartered,

18 D. motivate clubs to invite new members, inspire positive club membership experiences, and ensure clubs are aware  
19 of available membership programs and resources,

20 E. monitor club membership reports, recognize clubs that are increasing membership and support clubs that are  
21 losing members,

22 F. work with clubs in danger of cancellation by ensuring payments are submitted on time,

23 G. include diverse populations to participate in GAT initiatives,

24 H. respond promptly to prospective member leads provided by the GMT Multiple District Coordinator or LCI, track  
25 recruitment and provide status report of the lead,

26 I. complete requirements and submit applications to receive District funding from LCI for membership development  
27 activities,

28 J. confirm, in collaboration with the GLT District Coordinator and the club officers, that new members are provided  
29 effective member orientation at the club level, and

30 K. provide retention strategies to clubs in collaboration with GLT and GST District Coordinators.

### 31 **Section 7: GLOBAL LEADERSHIP TEAM (GLT) DISTRICT COORDINATOR.**

32 The GLT District Coordinator shall be a member of the District GAT. His or her responsibilities shall be to:

33 A. collaborate with the GAT District Chairperson (District Governor) and the GMT and GST District Coordinators  
34 to further initiatives focused on leadership development, membership retention and growth, and expanding humanitarian  
35 service,

36 B. develop and execute an annual District leadership development plan,

37 C. communicate regularly with Region/Zone Chairpersons and club Vice Presidents to ensure they are aware of  
38 leadership development programs and resources available,

39 D. provide ongoing motivation to Region/Zone Chairpersons and club Vice Presidents to achieve leadership  
40 development goals,

41 E. promote leadership development opportunities that encourages participation all levels of the Association,

42 F. collaborate with GMT and GST District Coordinators to provide retention strategies to clubs,

43 G. include diverse populations to participate in GAT initiatives,

44 H. identify potential and new leaders to participate in service, membership and leadership development  
45 opportunities,

46 I. organize and facilitate instructor-led and web-based training in coordination with LCI,

47 J. confirm, in collaboration with the GMT District Coordinator and club officers, that new members are provided  
48 effective member orientation at the club level, and

49 K. complete requirements and submit applications to receive District funding from LCI for leadership development  
50 activities.

### 51 **Section 8: LIONS CLUBS INTERNATIONAL FOUNDATION (LCIF DISTRICT COORDINATOR.**

52 The LCIF District Coordinator is nominated by the Multiple District LCIF Coordinator, in consultation with the District  
53 Governor, and appointed by the LCIF Chairperson to serve for a three-year term. The LCIF District Coordinator shall serve  
54 as an ambassador for the LCIF and report directly to LCIF Multiple District Coordinator while working closely with District  
55 leadership. His or her responsibilities shall be to:

- 1 A. be familiar with LCIF initiatives and educate Lions within the District on the various grants and projects  
 2 supported by LCIF and assist the District Governor with grant applications to LCIF, as needed,  
 3 B. promote foundation initiatives in district publications, during district events and to the public at large,  
 4 C. ensure that local LCIF-funded projects receive proper promotion and follow grant-criteria guidelines,  
 5 D. encourage all Lions to contribute to LCIF and promote individual and club recognition programs as incentives to  
 6 donate to LCIF,  
 7 E. identify potential major gift donors, local foundations, corporations, and businesses with the potential to support  
 8 LCIF and, and when appropriate, be involved in the gift-request process,  
 9 F. assist with the submission of LCIF funds, MJF applications, and other donation information when necessary,  
 10 G. encourage clubs to select a Club LCIF Coordinator (which may be the Immediate Past Club President), conduct  
 11 annual training for club LCIF Coordinators, and communicate with each LCIF Club Coordinator quarterly, and  
 12 H. develop and execute a plan with agreed-upon goals in collaboration with the District Governor and the LCIF  
 13 Multiple District Coordinator, with agreed upon goals, and communicate monthly with the LCIF Multiple District  
 14 Coordinator to discuss progress and challenges.

15 **Section 9: REGION CHAIRPERSON (if the position is utilized during the District Governor's term).**

16 The Region Chairperson, subject to the supervision and direction of the District Governor, shall be the chief  
 17 administrative officer in his or her Region. The Region Chairperson is a member of the GAT. His or her specific  
 18 responsibilities shall be to:

- 19 A. further the Purposes of this association,  
 20 B. supervise the activities of the Zone Chairpersons in his or her Region and such district committee chairpersons as  
 21 may be assigned to him/her by the District Governor,  
 22 C. play an active role, in collaboration with the District GMT Coordinator, in organizing new clubs and in  
 23 strengthening weak clubs,  
 24 D. visit a regular meeting of each club in his or her Region at least once during his or her term of office, reporting  
 25 his or her findings to the District Governor, and the GMT District Coordinator, the GMT District Coordinator, the GLT  
 26 District Coordinator and the GST District Coordinator as appropriate,  
 27 E. visit a regular Board of Directors meeting of each club in his or her Region at least once during his or her term of  
 28 office, reporting his or her findings to the District Governor, and the GMT District Coordinator, the GLT District  
 29 Coordinator and the GST District Coordinator as appropriate,  
 30 F. endeavor to have every club in his or her Region operating under a duly adopted club constitution and bylaws,  
 31 G. promote the Club Quality Initiative to the clubs within the Region,  
 32 H. play an active role, in coordination with the District GLT Coordinator, in supporting leadership initiatives by  
 33 informing Lions within the Zone about leadership development opportunities at the Zone, District, or Multiple District  
 34 level,  
 35 I. in coordination with the GST District Coordinator, play an active role in promoting global service initiatives by  
 36 informing Lions within the Zone about service opportunities in the Region, District or Multiple District,  
 37 J. promote representation at International, Multiple- and District Conventions by at least the full quota of delegates  
 38 to which clubs in his or her Region are entitled,  
 39 K. carry out such official visitations to club meetings and charter nights as shall be assigned to him/her by the  
 40 District Governor,  
 41 L. perform such additional assignments as shall be given to him/her from time to time by the District Governor, and  
 42 M. perform such other functions and acts as may be required by the International Board of Directors through a  
 43 Region Chairperson's manual and other directives.

44 **Section 10: ZONE CHAIRPERSON.**

45 The Zone Chairperson, subject to the supervision and direction of the District Governor and/or Region Chairperson, shall  
 46 be the chief administrative officer in his or her Zone. The Zone Chairperson is a member of the District GAT. His or her  
 47 specific responsibilities shall be to:

- 48 A. further the Purposes of this Association,  
 49 B. serve as Chairperson of the District Governor's Advisory Committee in his or her Zone and as such Chairperson  
 50 to call regular meetings of said committee,  
 51 C. endeavor to include the District GMT Coordinator, the GLT Coordinator, the GST Coordinator, and the District  
 52 Governor Team as special guests to a District Governor's Advisory Committee meeting to discuss needs related to  
 53 membership and leadership development and how these teams and the District Governor Team may assist with  
 54 membership and leadership development within the Zone,  
 55 D. make a report of each District Governor's Advisory Committee meeting and send copies within five (5) days  
 56 thereafter to the District Governor, District GMT Coordinator, District GLT Coordinator, District GST Coordinator and  
 57 Region Chairperson,

1 E. promote the Club Quality Initiative to the clubs within the Zone and work in concert with the District GMT  
2 Coordinator, the District GLT Coordinator, District GST Coordinator and the District Governor Team to implement the  
3 program within the Zone,

4 F. play an active role, in collaboration with the District GMT Coordinator, in organizing new clubs and keep  
5 informed on the activities and well-being of all clubs in his or her Zone,

6 G. play an active role, collaboration with the District GLT Coordinator, in supporting leadership initiatives by  
7 informing Lions within the Zone about leadership development opportunities at the Zone, District, or Multiple District  
8 level,

9 H. play an active role, in collaboration with the District GST Coordinator, in promoting global service initiatives by  
10 informing Lions within the Zone about service opportunities in the Zone, District or Multiple District,

11 I. represent each club in his or her Zone in any problems with District, State Council Chairperson or the Association,

12 J. supervise the progress of District, Multiple District, and Lions Clubs International projects in his or her Zone,

13 K. endeavor to have every club within his or her Zone operating under a duly adopted club constitution and by-laws,

14 L. promote representation at International, Multiple-District and District Conventions by at least the full quota of  
15 delegates to which clubs in his or her Zone are entitled,

16 M. visit a regular meeting of each club in his or her Zone once or more during his or her term of office, reporting his  
17 or her findings to the Region Chairperson—particularly with respect to weaknesses he or she may have discovered (copy  
18 to District Governor, District GMT Coordinator, District GLT Coordinator, and District GST Coordinator), and

19 N. perform such other functions and acts as may be required of him/her by directives of the International Board of  
20 Directors.

## 21 Section 11: DISTRICT GOVERNOR'S CABINET.

22 The District Governor's Cabinet shall:

23 A. assist the District Governor in the performance of his or her duties and in the formulation of administrative plans  
24 and policies affecting the welfare of Lionism within the District,

25 B. receive, from the Region Chairpersons or other assigned District Cabinet members, reports and recommendations  
26 which concern the clubs and zones,

27 C. approve, at the first District Cabinet meeting of the fiscal year, an annual budget showing anticipated revenues  
28 and expenditures for the current fiscal year; provided, however, that the District Governor may make adjustments to the  
29 budget during the fiscal year to meet the needs of the District subject to approval of the District Cabinet by majority vote  
30 of a quorum,

31 D. approve a budget, proposed by a District Finance Committee, showing anticipated receipts and expenditures for  
32 the next fiscal year and the District Governor-Elect shall select the Finance Committee members,

33 E. incur no obligations in any fiscal year which will create an unbalanced budget or deficit in said fiscal year,

34 F. ensure that a minimum balance of \$2,000 is passed to the following fiscal year's budget,

35 G. supervise the collection of all dues and taxes by the Cabinet Treasurer, designate a depository (or depositories)  
36 for said funds and authorize the payment of all legitimate expenses pertaining to the administration of the affairs of the  
37 District,

38 H. secure, set the amount of and approve the surety company issuing, the surety bond for the Cabinet Secretary-  
39 Treasurer,

40 I. secure, semi-annually or more frequently, financial reports from the Cabinet Secretary and Cabinet Treasurer (or  
41 Secretary-Treasurer),

42 J. provide for an audit of the books and accounts of the Cabinet Secretary and Cabinet Treasurer (or Cabinet  
43 Secretary-Treasurer) and with the District Governor's approval, set up definite schedule of dates, times and places of  
44 District Cabinet meetings to be held during the fiscal year,

45 K. authorize encumbrance of funds to pay financial obligations approved by a majority of the District Cabinet and  
46 authorize and direct the outgoing Cabinet Treasurer (or Secretary-Treasurer) to disburse all appropriated funds up to the  
47 amount of the appropriation included in the current budget to pay for all obligations, said authority to expire with the  
48 convening of the first District Cabinet meeting of the subsequent year,

49 L. supervise the collection of all dues and taxes by the Cabinet Treasurer, designate a depository or depositories for  
50 said funds and authorize the payment of all legitimate expenses pertaining to the administration of the affairs of the  
51 District,

52 M. secure, set the amount of and approve the surety company issuing, the surety bond for the Cabinet Secretary-  
53 Treasurer,

54 N. secure, semi-annually or more frequently, district financial reports from the Cabinet Secretary and Cabinet  
55 Treasurer (or Secretary-Treasurer), and

56 O. provide for an audit of the books and accounts of the Cabinet Secretary, Cabinet Treasurer, or Cabinet Secretary-  
57 Treasurer.

**Section 12: 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 or her office under *Robert's Rules of Order, Newly Revised, 10th Edition* (or the latest subsequent edition when published).

**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 comprise a District Governor's Advisory Committee, with the Zone Chairperson as Chairperson. At a date, time and place called by the Zone Chairperson, this committee shall hold a first meeting within ninety (90) days after the adjournment of the preceding International Convention, a second meeting in the month of November, a third meeting in the month of February or March, and a fourth meeting approximately thirty days prior to the Multiple District Convention. The Club Service Chairpersons, Club Marketing and/or Communications Chairpersons, and Club Membership Chairpersons shall be invited to attend when information that relate to their positions is to be shared. The committee 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 or her District Cabinet.

**Section 2. DISTRICT GLOBAL ACTION TEAM (GAT).**

A. The District Global Action Team shall be comprised of the District Coordinators of the GMT, the GST, and the GLT and all Zone Chairpersons in the District.

B. The District Governor shall serve as chairman of the District GAT.

C. The District GAT shall develop and initiate coordinated plans to help clubs expand humanitarian service, achieve membership growth, and develop future leaders.

D. The District GAT shall meet regularly to evaluate progress of the plan and to develop initiatives to support implementation of the plan.

E. The District GAT shall collaborate with the MD-17 GAT to create new initiatives and learn of best practices for implementing said initiatives, and to share information about district activities, achievements and challenges with the MD-17 GAT.

F. Such members of the District GAT as are directed by the Chairperson shall attend District Governor Advisory Committee meetings and such other Multiple District, District, Region, and/or Zone meetings that feature service, membership, or leadership initiatives.

**Section 3. GLOBAL SERVICE TEAM (GST) DISTRICT COORDINATOR.**

Under the supervision of the District Governor, the GST District Coordinator is a member of the District GAT. His or her responsibilities are to:

A. develop and implement, with the District Team, the district plan focused on and working to achieve District service and fundraising goals,

B. work to increase the percentage of clubs reporting service within the District,

C. have knowledge of and encourage participation in Association and LCIF service programs and grants, and the use of Association service resources,

D. act as the advocacy champion for the District, supporting clubs as they raise awareness, educate their community, and advocate for change,

E. share service success stories with Lions and the community to increase visibility and member satisfaction, attract new members, and encourage the sharing of best practices, and

F. work to identify potential leaders to participate in a service leadership role.

**Section 4. GLOBAL MEMBERSHIP TEAM (GMT) DISTRICT COORDINATOR.**

Under the supervision of the District Governor, the GMT District Coordinator is a member of the District Global Action Team. His or her responsibilities are to:

A. develop and implement, with the District Team, the district plan focused on and to work to achieve district membership goals,

B. train club Membership Chairpersons on key tools and initiatives and to encourage clubs to create membership plans to improve recruitment and member satisfaction,

C. support club Membership Chairpersons with membership inquiries and to provide prompt guidance in line with applicable policies,

D. ensure that prospective members are promptly contacted, and referred to a suitable club based on interest, availability, expectations, and other factors, if a suitable club is not available, to coordinate with the Global Extension Team (GET) District Coordinator to support starting a new club,

- 1 E. work to identify potential leaders to participate in a membership leadership role,  
2 F. provide retention strategies to clubs in collaboration with Global Leadership Team (GLT) and Global Action  
3 Team (GAT) District Coordinators, and  
4 G. confirm that new members are provided an effective member orientation at the club level, in collaboration with  
5 the District Leadership Team (DLT) Coordinator and the club officers.

6 **Section 5. GLOBAL LEADERSHIP TEAM (GLT) DISTRICT COORDINATOR.**

7 Under the supervision of the District Governor, the GLT District Coordinator is a member of the District Global Action  
8 Team. His or her responsibilities include to:

- 9 A. develop and implement, with the District Team, the district plan focused on and to work to achieve district  
10 leadership development goals to hold training for club officers, Region and Zone Chairpersons, Certified Guiding Lions  
11 and others as appropriate,  
12 B. develop and execute an annual district learning and leadership development plan and report training in Learn,  
13 C. work to identify potential leaders to participate in membership, leadership, or service roles,  
14 D. support and facilitate training at district events when appropriate, and  
15 E. confirm new members are provided an effective member orientation at the club level, in collaboration with the  
16 District Membership Team coordinator and club officers.

17 **Section 6. GLOBAL EXTENSION TEAM (GET) COORDINATOR.**

18 Under the supervision of the District Governor, the District GET coordinator is a member of the District Global Action  
19 Team. His or her responsibilities are to:

- 20 A. work with the District Team (including the District Governor and Vice District Governors) to ensure new club  
21 goals of the District are met and sustainable,  
22 B. identify opportunities to charter new clubs in communities, or within groups of a larger community, that are not  
23 served or are underserved,  
24 C. collaborate with district leadership to build a team capable of completing the tasks required in the successful  
25 chartering of new clubs including membership recruitment, leadership development, and engagement in meaningful  
26 service projects,  
27 D. understand and communicate the process and policies of new club development to team members and ensure that  
28 accurate information is conveyed to prospective members,  
29 E. enable the success of new clubs by helping sponsor clubs establish mentoring relationships with the new club  
30 officers and educating Guiding Lions on expectations of the new club,  
31 F. train and involve Lions interested in new club chartering to expand the District's ability to charter new clubs, and  
32 G. ensure new club applications are complete, properly approved, and submitted efficiently.

33 **Section 7. DISTRICT MARKETING CHAIRPERSON.**

34 Under the supervision of the District Governor, the District Marketing Chairperson is responsible for marketing and  
35 communications efforts and directly supports the District GAT. His or her responsibilities include to:

- 36 A. work with the District Team to identify and support opportunities for marketing large-scale events, programs, and  
37 initiatives,  
38 B. collaborate directly with the District Global Membership Coordinator to direct any membership leads that come  
39 through marketing channels to appropriate clubs,  
40 C. support the District Governor and District Global Action Team with marketing and publicity guidance,  
41 D. support district funding opportunities,  
42 E. manage district social media channels and websites, either directly or through an established District Marketing  
43 Committee,  
44 F. maintain a full understanding of the Global Brand Guidelines to:  
45 1. champion appropriate and consistent use of global brand assets in all district activities, and  
46 2. support use of approved brand templates for story and publicity development,  
47 G. encourage clubs to fill the role of the Club Marketing Chairperson to:  
48 1. ensure consistent support for the Club Marketing Chairperson, holding meetings, trainings, and providing  
49 marketing guidance and best practices, and  
50 2. promote the good works and newsworthy stories of LCI and LCIF to Lions and members of the media,  
51 through social media channels, and to external audiences.

1 **Section 8. LIONS CLUBS INTERNATIONAL FOUNDATION (LCIF) DISTRICT COORDINATOR**

2 The LCIF District Coordinator is nominated by the MD-17 LCIF Coordinator, in consultation with the District  
3 Governor, and appointed by the LCIF Chairperson, to serve a three-year term. This position serves as an ambassador for the  
4 Lions Clubs International Foundation and reports directly to the MD-17 LCIF Coordinator while working closely with  
5 district leadership. His or her responsibilities are to:

- 6 A. ensure that his or her team of club coordinators implement LCIF fundraising strategies,  
7 B. educate Lions about the importance and impact of LCIF locally, regionally, and around the world,  
8 C. encourage Lions to support LCIF in all aspects of fundraising across the District, and  
9 D. be familiar with LCIF grant opportunities and educate Lions within the District on the various grants and projects  
10 supported by LCIF.

11 **Section 9. LEO/ LEO-LION CABINET LIAISON (OPTIONAL).**

12 The District Governor, in consultation with the District Leo chair, may choose to appoint a Leo or a Leo-Lion to serve a  
13 one-year term in an official non-voting capacity. The Leo/Leo-Lion Cabinet Liaison shall represent the interests and  
14 perspectives of Leos and Leo-Lions and facilitate communication and connection between Leos and Lions. In areas with a  
15 Leo District, the role shall be filled by a Leo-Lion or Leo, who is a current or past Leo District President, Vice-President,  
16 Secretary, or Treasurer unless otherwise approved by the Membership Development Committee. In areas where no Leo  
17 District has been formed, the role shall be filled by a Leo or a Leo-Lion who is a current or former Leo Club President unless  
18 otherwise approved by the Membership Development Committee.

19 The District Governor shall assign the Leo/Leo-Lion Cabinet Liaison to the standing Cabinet committee(s) that would  
20 most benefit from a young adult voice. The Cabinet Liaison may remain on the same committee for the duration of the year  
21 or transition among committees as determined by the District Governor.

22 The responsibilities of the Leo/Leo-Lion Cabinet Liaison are to:

- 23 A. facilitate communication between Leos and Lions within the District,  
24 B. serve as a resource to District Cabinet officers and assigned committee(s),  
25 C. coordinate with the District Leo Chairperson in the promotion of the Leo Club, Leo-Lion programs, and  
26 engagement opportunities for young people within the Lions District,  
27 D. support the District Leo Chairperson in conducting training for Leo District officers,  
28 E. advocate for leadership and leadership training opportunities for Leos and Leo-Lions within Lions District  
29 activities,  
30 F. serve as support and point of contact for District Leos to explore Lions membership program opportunities,  
31 G. communicate with Leo District President, Leo/Leo-Lion Council Liaison (if appointed), and the Constitutional  
32 Area Representative of the Leo Club Program Advisory Panel to collaborate on initiatives related to young people,  
33 H. assist in planning and integration of Leos and Leo-Lions in Lions District Conventions, Forum events and  
34 trainings,  
35 I. attend Leo meetings as necessary,  
36 J. chair one district collaboration project between Leos and Lions,  
37 K. support the District Leo Chairperson in organizing Leo Clubs and members in areas with no Leo Districts, and  
38 L. encourage the formation of a Leo District in areas with the necessary number of clubs and members.

39 **Section 10. DISTRICT GOVERNOR'S HONORARY COMMITTEE.**

40 The District Governor may appoint a District Governor's Honorary Committee. The Honorary Committee shall consist  
41 of International officers who are members in good standing of clubs in good standing in the District. This committee shall  
42 meet when and as called upon by the District Governor. It shall act under the direction of the District Governor in the  
43 promotion of harmony throughout the District. The Chairperson of this committee shall attend meetings of the District  
44 Cabinet when requested by the District Governor.

45 **Section 11: K-I COMMITTEE.**

46 A. Purpose. The Kansas-International (K-I) Committee is established as part of the structure of MD-17, to serve as  
47 liaison between the State Council, the other sub-districts in MD-17, the Association, and other Provisional, Single and  
48 Multiple Districts of the Association on all matters of an International nature.

49 B. The District Governor shall, prior to the first quarterly State Council meeting, appoint or reappoint one Lion who shall  
50 be a member in good standing of a club in good standing in the District and who shall be a Past District Governor to serve on  
51 the MD-17 K-I Committee.

52 C. Past International Presidents or Past International Directors who are members in good standing of clubs in good  
53 standing within the District shall be ex-officio members of the MD-17 K-I Committee.

**Section 12. DISTRICT CABINET COMMITTEES.**

A. Appointment. The District Governor shall appoint, designate the Chairperson of and fill vacancies occurring in, all district committees.

B. District Cabinet committees may include but are not limited to ALERT, Beverly Nichols Reading Action, Campus Clubs Extension, Constitution and By-Laws, Convention, Cultural and Community Activities, Diabetes Awareness and Lions Eye Health Programs (LEHP), Environmental, Eye Glasses, Hearing and Speech, Historical Publications, Information Technology, International Understanding, Newsletter, Parliamentarian, Peace Poster, Pins, Public Relations, Service Dogs, Sight, USA/Canada Lions Leadership Forum, Vision Screening, Women’s Membership, Youth Outreach (to include Youth Exchange, Leo, Peace Poster, QUEST, Youth Camp, Services for Children). These Committees shall perform such duties as the District Governor shall designate.

**Section 13: LONG-RANGE PLANNING COMMITTEE.**

A. The District Governor shall appoint a Long-Range Planning Committee and its Chairperson.

B. The Long-Range Planning Committee shall:

1. create a vision for the future of the District, and develop continuity between outgoing and incoming District Governors and District Cabinets,
2. coordinate with district committee chairpersons in developing future programs and projects for the District, and
3. provide, in collaboration with the GLT District Coordinator, appropriate district-level training for aspiring District Governors,

**Section 14: OTHER COMMITTEES.**

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

**Section 15: CHAIRPERSON DUTIES.**

Committee Chairpersons shall perform the duties of their offices as assigned by the Association and the District Governor’s Cabinet and submit written reports of their activities at each District Cabinet meeting for inclusion in the minutes of the District Secretary.

**Section 16: APPOINTEE REQUIREMENTS.**

Each officer or chairperson appointed by the District Governor shall be a member in good standing of a chartered Lions Club in good standing in the District.

**ARTICLE V  
Meetings**

**Section 1. DISTRICT CABINET MEETINGS.**

A. Regular meetings of the District Cabinet should be held within fifteen (15) days after the adjournment of an MD-17 Council Meeting. Ten (10) days written notice of meetings setting forth a date, time and place determined by the District Governor shall be given to each club. This notice may be contained in the Governor’s Newsletter.

B. Special meetings:

1. Special meetings of the District Cabinet may be called by the District Governor at his or her discretion.
2. Special meetings, call by District Cabinet:
  - (a) special meetings shall be called upon written request made to the District Governor or the Cabinet Secretary by a majority of the members of the District Cabinet, and
  - (b) no fewer than five (5) nor more than ten (10) days written (including letters, electronic mail, facsimile transmission, or cable) 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.

**Section 2: AWARDS BANQUET.**

At the option of the District Governor, an awards banquet may be held at any time during his or her year. The cost of such awards should be included in the district budget for the current year.

**Section 3: QUORUM.**

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

**Section 4: VOTE.**

The voting privilege shall extend to the District Governor, Immediate Past District Governor, First and Second Vice District Governors, Region Chairpersons (if the position is utilized during the District Governor’s year), Zone Chairpersons, Cabinet Secretary, Cabinet Treasurer or Cabinet Secretary/ Treasurer and others as determined by the District Governor and approved by the District Cabinet.

**Section 5: 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 6: BUSINESS TRANSACTED BY MAIL.**

The District Cabinet may transact business by mail (including letters, electronic mail, facsimile transmission, or cable), provided that no such action shall be effective until approved in writing by two-thirds (2/3) of the entire number of the members of the District Cabinet. Such action may be initiated by the District Governor or any three (3) officers of the District.

**Section 7: REGIONS AND ZONES.**

A. Organization. Regions and Zones shall be subject to change by the District Governor, when in his or her sole discretion, he or she shall deem the same necessary to the best interests of the District and the Association.

1. The District should be divided into Regions of sixteen (16) to ten (10) clubs in good standing in the District.

2. Each Region should be divided into Zones of between eight (8) and four (4) Lions Clubs, giving due regard to the geographical locations of the clubs.

(a) Region Meetings. Meetings of representatives of all clubs in a Region, with the Region Chairperson (if the position is utilized during the District Governor's term) or other District Cabinet member as may be assigned by the District Governor, presiding, should be held during the fiscal year at times and places fixed by the Region Chairperson of the respective Region.

(b) Zone Meetings. Meetings of representatives of all the 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.

**Section 8. DISTRICT LEADERSHIP TRAINING.**

A. Leadership forums or training sessions shall be held for all Lions Club officers and district officers, including members of the clubs within the District who choose to attend.

B. Leadership forums or training sessions shall be held on dates and at locations selected by the District Governor.

C. Notice of leadership forums or training sessions shall be given to all Lions Clubs in the District through the governor's newsletter not less than ten (10) days prior to said district meetings.

## ARTICLE VI District Convention

**Section 1: LOCATION.**

The location and host club for the annual District Convention or Conference shall be selected and announced by the incoming District Governor at the first District Cabinet meeting after he or she takes office unless a bid or invitation to host the District Convention was accepted and approved at the previously held District Convention.<sup>11</sup>

**Section 2: OFFICIAL CALL.**

The District Governor shall issue an official call by printed or electronic means to all clubs in good standing in the District for the annual District Convention not less than sixty (60) days prior to the date fixed for holding the same, stating the place, day(s) and hour(s) 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 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.<sup>12</sup>

**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 Sergeants-at-Arms as deemed necessary shall be appointed by the District Governor.

**Section 6: OFFICIAL REPORT.**

Within fifteen (15) days after the close of the 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 District a copy shall be furnished to said club.

<sup>11</sup> There is no restriction to holding the location of the District Convention outside the geographic location of the District unless otherwise restricted by amendment of the District Constitution and By-Laws.

<sup>12</sup> Under extraordinary circumstances, outside the control of the District Cabinet, the District may change the facilities where the District Convention is set to be held.

**Section 7: CREDENTIALS COMMITTEE.**

A. The District Governor shall appoint the Chairperson and members of the Credentials Committee of the District Convention.

B. Each appointed member of the Credentials Committee shall be a member in good standing of a different club in good standing in the District.

C. No member of the Credentials Committee shall, through the duration of the appointment, hold any district or International office either by election or by appointment.

D. The Credentials Committee shall verify credentials of club delegates to the annual District Convention and such other special District Conventions as may from time to time be called.

E. The Credentials Committee shall have the power to perform its duties as established by custom, tradition, or as set forth in *Robert's Rules of Order Newly Revised, 10th Edition* (or the latest subsequent edition when published).

**Section 8: ORDER OF CONVENTION BUSINESS.**

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

**Section 9: DELEGATES.**

Each voting delegate from a club and each Past District Governor must present a delegate form signed by the President or Secretary of his or her club. The District Governor or First and Second Vice District Governors may sign the delegate form if the delegate has misplaced the original form.

**Section 10. DISTRICT CONVENTION COMMITTEES.**

The District Governor shall appoint or designate the Chairperson of, and fill any vacancies occurring in the following District Convention committees: Resolutions, Elections, Constitution and By-Laws, Rules, and International Convention. 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.

## ARTICLE VII Convention Fund

**Section 1: CONVENTION FUND DUES.**

The annual per capita District Convention dues is outlined in Article VIII, Section 1(a). The funds so collected shall be used exclusively for defraying expenses of District Conventions.

**Section 2: FEE COLLECTION.**

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

**Section 3: REMAINING FUNDS.**

In any fiscal year, the carry over balance of the Convention Fund shall not exceed \$5,000. Any amount in excess of \$5,000 will be moved to the Administrative Fund.

## ARTICLE VIII District Administrative Fund

**Section 1: DISTRICT REVENUE.**

To provide revenue for approved district projects and to defray the administrative expenses of the District, an annual District Administrative Fund per capita dues of \$5.00 is hereby levied upon each member of each club in the District and shall be collected and paid in advance by each club in two (2) semi-annual payments as follows:

A. first payment of \$3.00 per club member as requested by Treasurer on dues invoices of each year to cover the semi-annual period July 1 through December 31. Of this amount, \$2.00 per club member will be used for district administration expenses and \$1.00 per club member will be placed in the District Convention fund.

B. second payment of \$2.00 per club member as requested by Treasurer on dues invoices of each year, to cover the semi-annual period January 1 through June 30. Said per capita dues shall be based on the roster of each club as of the first day of July and January, respectively. Said per capita dues shall be paid to the Cabinet Secretary or Cabinet Treasurer (or Secretary-Treasurer) by each club in the District, except newly chartered and reorganized clubs, which shall collect and pay said dues on a pro-rata basis from the first day of the second month following the date of their organization or reorganization, as the case may be. Said dues shall be disbursed only for administrative expenses of the District and only upon approval by the District Governor's Cabinet.

**Section 2: PER-CAPITA DUES DISCOUNT.**

Eligible family members, students, and former Leos shall pay one-half (1/2) of the amount of dues as provided in Article VII, Section 1 and Article VIII, Section 1, in accordance with criteria established by LCI.

**Section 3: REMAINING FUNDS.**

In any fiscal year, a balance of \$2,000.00 shall be budgeted annually to be passed to the next program year. In addition, 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 IX****MD-17 Lions Foundations Directors****Section 1. NOMINATIONS.**

A candidate for Director of any Lions Foundation recognized by MD-17 shall file his or her written letter of intent with a Nominating Committee member no less than thirty (30) days prior to the Annual Convention of the District. If no applications are received, the presiding officer shall call for nominations from the floor.

**Section 2. LENGTH OF TERMS.**

The number of Directors and length of terms shall be the same as set forth in the recognized Lions Foundations' Constitutions and By-Laws.

**Section 3. QUALIFICATIONS.**

The qualifications for Director of any Lions Foundation recognized MD-17 shall be those set forth in that Foundation's Constitution and By-Laws.

**Section 4. VACANCIES.**

In the event of a vacancy, for any reason, occurring in any Foundation Director's position representing the District, the District Governor, with approval of the District Cabinet, shall appoint a qualified Lion to temporarily fill the vacancy. An election, if needed, to complete the remainder of the term of the vacated position, will be held at the next District Convention.

**ARTICLE X****Miscellaneous Provisions****SECTION 1: DISTRICT GOVERNOR EXPENSES.**

Expenses of the District Governor in connection with his or her attending the U.S.A./Canada Lions Leadership Forum may 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 the Association.

**SECTION 2: VICE DISTRICT GOVERNOR EXPENSES.**

Expenses for the First and Second Vice District Governors shall be reimbursed for mileage only for trips requested by the District Governor and trips with prior approval from the District Governor. The mileage amount to be paid shall be the amount outlined in the General Reimbursement Policy of the Association.

**SECTION 3. FINANCIAL OBLIGATIONS.**

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

**Section 4: CABINET TREASURER OR SECRETARY-TREASURER BOND.**

The Cabinet Treasurer or Secretary-Treasurer and authorized signatories shall be bonded in such amount and with such surety company as shall be approved by the District Governor's Cabinet and the cost of same shall be an administrative expense.

**Section 5: 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 the Cabinet Treasurer or Cabinet Secretary-Treasurer.

**Section 6: COMPENSATION.**

No officer shall receive any compensation for any service rendered to the District in his or her official capacity with the exception of the Cabinet Secretary and Cabinet Treasurer (or Secretary-Treasurer) whose compensation, if any, shall be fixed by the District Cabinet.

**Section 7: FISCAL YEAR.**

The fiscal year of the District shall be from July 1 through June 30.

1 **Section 8: RULES OF PROCEDURE.**

2 Except as otherwise specifically provided in this Constitution and By-Laws, or in the Rules of Procedure adopted for a  
3 meeting, all questions of order and procedure in any district meeting or convention, any meeting of the District Cabinet,  
4 Region, Zone or member club or of any group or committee of any one of them shall be determined by *Robert's Rules of*  
5 *Order, Newly Revised, 10th edition* or the latest subsequent edition when published.

6 **ARTICLE XI**  
7 **Amendments**

8 **Section 1: AMENDING PROCEDURE.**

9 These By-Laws may be amended only at a District Convention by resolution reported by the Constitution and By-Laws  
10 Committee and adopted by the affirmative vote of a majority of the votes cast.

11 **Section 2: NOTICE.**

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

15 **Section 3: EFFECTIVE DATE.**

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

18 **Section 4: AUTOMATIC UPDATE.**

19 When amendments to the International Constitution and By-Laws are passed at the International Convention, any  
20 amendments that would have an effect on these By-Laws shall automatically be updated in these By-Laws at the close of the  
21 convention.

22 **ARTICLE XII**  
23 **Severability**

24 If any Article, Section, or portion of a Section in, or future amendment to these By-Laws is found to be invalid under the  
25 policies of the Lions Clubs International Board of Directors or under the rule of law as determined by any court or  
26 administrative agency of competent jurisdiction, it shall be regarded as stricken while the remainder of these By-Laws shall  
27 continue to be in full force and effect.

# EXHIBITS

## EXHIBIT A

### Sample Rules of Procedure District 17-A Convention

*These Sample Rules of Procedure are guidelines and may be amended by the District Cabinet and adopted by the delegates of the convention.*<sup>13</sup>

#### Rule 1.

The District Governor shall arrange the order of business for the District Convention. Except for registration and certification hours, which may not be changed, deviation from the announced order of business shall be made only by consent of three-fourths (3/4) of the certified delegates assembled at any session at which a quorum is present. A majority of those certified delegates present in person at any session shall constitute a quorum.

#### Rule 2.

Except as otherwise provided in the Lions Clubs International Constitution and By-Laws, the District 17-A Constitution and By-Laws, national custom and practice or these rules, *Robert's Rules of Order, Newly Revised, 10th Edition* (or the latest subsequent edition when published) shall govern all questions of order and procedure.

#### Rule 3.

A. The Credentials Committee shall be composed of the District Governor, as Chairperson, the Cabinet Secretary-Treasurer and two other non-officers of the District appointed by the District Governor, provided, however, the District Governor may designate any other committee member as Chairperson. The credentials committee's primary responsibility shall be to verify club delegate credentials. In carrying out this responsibility, the credentials committee shall have the powers and shall perform the duties as established by national custom and practice or as set forth in *Robert's Rules of Order, Newly Revised, 10th Edition* (or the latest subsequent edition when published).

B. The registration and certification of delegates shall occur on the day(s) of \_\_\_\_\_ between the hours of \_\_\_\_\_ and \_\_\_\_\_.

C. The number of certified delegates shall be announced to the convention upon close of certification and prior to the commencing of voting.

#### Rule 4.

A. 60 days prior to the convening of the convention, the District Governor, unless otherwise provided, shall appoint, and designate the Chairperson of, a Nominations Committee consisting of not less than three (3) and no more than five (5) members. It shall be the committee's responsibility to review the qualifications of each nominated candidate within thirty (30) days prior to the election and rule on the eligibility of the same.

B. Candidates may withdraw from the contest at any time prior to the issuance of the final report of the Nominations Committee.

#### Rule 5. Replacement of delegates and alternate delegates.

A. To serve as a delegate or alternate delegate in place of a delegate or alternate delegate already certified, the replacement shall provide a certificate signed by two officers of his or her club, certifying that the replacement is eligible to serve as a delegate or alternate delegate.

B. On the day of voting, a duly certified alternate delegate shall be allowed to obtain a ballot and vote in lieu of a duly certified delegate from the same Lions Club by presenting his or her copy of his or her alternate credential certificate together with the copy of the certified delegate's credential certificate to the voting personnel at which time the voting personnel will make the necessary notation on the credential records marking that a substitution has been made on the respective club's delegate entitlement. Alternate delegates who were not certified cannot replace a certified or uncertified delegate.

#### Rule 6.

Nominations for the offices of District Governor, First and Second Vice District Governor and such other offices to be filled by the convention shall be limited to nominating/seconding speeches not to exceed \_\_\_\_\_ minute(s) for each nominee.

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<sup>13</sup> These are the minimum requirements. The District may add additional rules so long as they are not in conflict with mandatory rules.

**Rule 7.**

A. Prior to the convention, the District Governor shall appoint, and designate the Chairperson of an Elections Committee consisting of three (3) members. Each duly nominated candidate shall also be entitled to designate one (1) observer through his or her club. The observers may oversee election procedures only, but may not participate directly in the committee's decision making.

B. The elections committee shall be responsible for preparation of elections materials, vote tabulation, and resolving questions concerning the validity of individual ballots. The committee's decision shall be final and binding.

C. The elections committee shall prepare a comprehensive report of the election results containing the following components: date, time and place of election, specific voting results by candidate, signature of each committee member and observer. The District Governor, State Council Chairperson and all candidates shall be provided a copy of the committee's report.

**Rule 8. Voting.**

A. Voting will take place at a predetermined location and time.

B. To secure a ballot card, the delegate shall present his or her credential certificate to voting personnel for verification. Once verified, the delegate shall be issued a ballot.

C. The voter shall indicate his or her vote by placing a mark in the appropriate location by the name of the candidate of his or her choice. The mark must be placed in the proper location to constitute a valid vote. Any ballot containing votes for more than the specified number of offices to be filled in any section shall be declared invalid to that particular section.

D. A majority vote shall be necessary to elect the District Governor, First Vice District Governor and Second Vice District Governor. A majority is defined as a number more than one-half of the total valid votes cast excluding blanks and abstentions. If a majority vote is not received in the election of District Governor, First Vice District Governor and Second Vice District Governor, a vacancy shall occur and Article IX, Section 6(d) of the International By-Laws shall apply.

E. A majority vote shall be necessary to elect all other candidates. In the event any one candidate shall fail to receive the required number of votes to be elected, additional balloting shall take place as outlined in this section until such time as one candidate secures a majority vote.

1 EXHIBIT B

2 Rules of Procedure  
3 Special Meeting to Recommend a  
4 Lion for Appointment as District Governor

5 **Rule 1.**

6 In the event a vacancy arises in the office of District Governor, it shall be the duty of the Immediate Past District  
7 Governor, or if not available, the most recent Past District Governor who is available, upon notification from the  
8 International office, to convene a meeting of the Immediate Past District Governor, First and Second Vice District Governors,  
9 and all Past International Presidents, Past International Directors and Past District Governors, each of whom is a member in  
10 good standing of a chartered Lions Club in good standing within the District for the purpose of recommending a Lion for  
11 appointment by the International Board of Directors.

12 **Rule 2.**

13 Written invitations to this meeting shall be sent not less than fifteen (15) days in advance of the meeting. The immediate  
14 Past District Governor, as the meeting's Chairperson, shall have the authority to select the meeting site, date and time.  
15 However, he or she shall use his or her best efforts to select a centrally located meeting venue.

16 **Rule 3.**

17 The Chairperson shall maintain a written attendance roster.

18 **Rule 4.**

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

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

24 **Rule 6.**

25 A. Voting will occur immediately after the close of nominations.

26 B. Voting will be by written ballot.

27 C. The member shall indicate his or her vote by writing the name of his or her choice on the ballot. Any ballot  
28 containing votes for more than one nominee shall be declared invalid.

29 D. A majority vote shall be necessary to recommend a member for appointment as District Governor. In the event any  
30 one candidate shall fail to receive the required number of votes to be selected, additional balloting shall take place as outlined  
31 in this Rule 6 until such time as one candidate secures a simple majority vote.

32 **Rule 7.**

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

36 **Rule 8.**

37 The International Board of Directors, pursuant to Article IX, Sections 6(a) and (d) of the International By-Laws shall  
38 consider, but is not bound by, any recommendation resolved at the special meeting. The International Board of Directors  
39 reserves the right to appoint the recommended or any club member as District Governor for the (remainder of the) term.  
40

1 EXHIBIT C

2 Rules of Procedure  
3 Special Meeting to Recommend a Lion for Appointment as  
4 First or Second Vice District Governor

5 **Rule 1.**

6 In the event a vacancy arises in the office of First or Second Vice District Governor, the District Governor shall convene  
7 a meeting of the members as defined in Article II, Section 6 of these By-Laws who are members in good standing of a  
8 chartered Lions Club in good standing in the District. It shall be the duty of the attendees at this meeting to appoint a  
9 qualified club-endorsed member as First or Second Vice District Governor for the remainder of the term.

10 **Rule 2.**

11 In filling said vacancy, it shall be the duty of the District Governor, or if not available, the most recently serving Past  
12 District Governor who is available, to send out written invitations to attend said meeting and it shall also be his or her  
13 responsibility to preside as Chairperson of the meeting. The District Governor, as the meeting's Chairperson, shall have the  
14 authority to select the meeting site, date and time. However, he or she shall use his or her best efforts to select a centrally  
15 located meeting venue, and schedule the meeting at a convenient date and time.

16 **Rule 3.**

17 The District Governor shall maintain a written attendance roster.

18 **Rule 4**

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

20 **Rule 5.**

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

25 **Rule 6. Voting.**

26 A. Voting will occur immediately after the close of nominations.

27 B. Voting will be by written ballot.

28 C. The member shall indicate his or her vote by writing the name of his or her choice on the ballot. Any ballot  
29 containing votes for more than one nominee shall be declared invalid.

30 D. A majority vote shall be necessary to recommend a member for appointment as First or Second Vice District  
31 Governor. In the event any one candidate shall fail to receive the required number of votes to be selected, additional  
32 balloting shall take place as outlined in this Rule 6 until such time as one candidate secures a simple majority vote.

33 **Rule 7.**

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

1 EXHIBIT D

2 Nominating Committee Checklist  
3 District Governor Candidate

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

5 Name of Candidate: \_\_\_\_\_

6 Name of Candidate's Lions Club: \_\_\_\_\_

7 Date of Nominating Committee Meeting: \_\_\_\_\_

8 Date of Election: \_\_\_\_\_

9 Candidate has submitted sufficient evidence showing that he or she has met the following Requirements:

- 10  Candidate is an active member in good standing of a chartered Lions Club in good standing\* in the District.
- 11  Candidate is endorsed by his or her Lions Club or a majority of the Lions Clubs in the District.
- 12  Candidate is currently serving as the First Vice District Governor within the District.
- 13  Candidate is not from the same club as the incoming 1st or 2nd Vice District Governor.

14 In the event the current First Vice District Governor does not stand for election as District Governor, or if a vacancy in  
15 the position of First Vice District Governor exists at the time of the District Convention, the candidate fulfills the following  
16 qualifications:

17  Club President: \_\_\_\_\_ Year Served \_\_\_\_\_

18  Club Board of Directors: \_\_\_\_\_ Two (2) Years Served \_\_\_\_\_

19  District Cabinet (check one)

20  Zone or Region Chairperson \_\_\_\_\_ Year Served \_\_\_\_\_

21  Cabinet Secretary and/or Treasurer) \_\_\_\_\_ Year Served \_\_\_\_\_

22  One (1) additional year as a member of District Cabinet

23 Position held: \_\_\_\_\_ Year Served \_\_\_\_\_

24  With none of the above being accomplished concurrently.

25 *\*NOTE: If a candidate's Lions Club has outstanding dues and is not in Status Quo, the candidate must be notified and  
26 provided an opportunity for the club to satisfy the balance owed at least one day prior to the nominating committee's report  
27 to the convention.*

28 I have reviewed this checklist and certify that the candidate listed above has met the requirements for District Governor  
29 in accordance with the International By-Laws, Article IX, Section 4.

30 \_\_\_\_\_  
31 Nominating Committee Chairperson  
32 \_\_\_\_\_ Date \_\_\_\_\_

33 \_\_\_\_\_  
34 Nominating Committee Member  
35 \_\_\_\_\_ Date \_\_\_\_\_

1 EXHIBIT E

2 Nominating Committee Checklist  
3 First Vice District Governor Candidate

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

5 Name of Candidate: \_\_\_\_\_

6 Name of Candidate's Lions Club: \_\_\_\_\_

7 Date of Nominating Committee Meeting: \_\_\_\_\_

8 Date of Election: \_\_\_\_\_

9 **Candidate has submitted sufficient evidence showing that he or she has met the following Requirements:**

- 10  Candidate is an Active Member in good standing of a chartered Lions Club in good standing\* in the District.
- 11  Candidate is endorsed by his or her Lions Club or a majority of the Lions Clubs in the District.
- 12  Candidate is currently serving as the Second Vice District Governor in the District.
- 13  Candidate is not from the same club as the incoming District Governor or 2nd Vice District Governor.

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

17  Club President: \_\_\_\_\_ Year Served \_\_\_\_\_

18  Club Board of Directors: \_\_\_\_\_ Two (2) Years Served \_\_\_\_\_

19  District Cabinet (check one)

20  Zone or Region Chairperson \_\_\_\_\_ Year Served \_\_\_\_\_

21  Cabinet Secretary and/or Treasurer) \_\_\_\_\_ Year Served \_\_\_\_\_

22  With none of the above being accomplished concurrently.

23 *\*NOTE: If the club has any outstanding dues, the candidate should be notified and provided up until fifteen (15) days  
24 prior to the close of credential certification to ensure that his or her club pay outstanding dues.*

25 *\*NOTE: If a candidate's Lions club has outstanding dues and is not in Status Quo, the candidate must be notified and  
26 provided an opportunity for the club to satisfy the balance owed at least one day prior to the nominating committee's report  
27 to the convention.*

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

30 \_\_\_\_\_ Date \_\_\_\_\_

31 Nominating Committee Chairperson

32 \_\_\_\_\_ Date \_\_\_\_\_

33 Nominating Committee Member  
34

1 EXHIBIT F

2 Nominating Committee Checklist  
3 Second Vice District Governor Candidate

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

5 Name of Candidate: \_\_\_\_\_

6 Name of Candidate's Lions Club: \_\_\_\_\_

7 Date of Nominating Committee Meeting: \_\_\_\_\_

8 Date of Election: \_\_\_\_\_

9 **Candidate has submitted sufficient evidence showing that he or she has met the following Requirements:**

- 10  Candidate is an Active Member in good standing of a chartered Lions Club in Good Standing\* in the District.
- 11  Candidate is endorsed by his or her Lions Club or a majority of the Lions Clubs in the District.
- 12  Candidate is not from the same club as the incoming District Governor or 1st Vice District Governor.

13  Club President: \_\_\_\_\_ Year Served \_\_\_\_\_

14  Club Board of Directors: \_\_\_\_\_ Two (2) Years Served \_\_\_\_\_

15  District Cabinet (check one)

16  Zone or Region Chairperson \_\_\_\_\_ Year Served \_\_\_\_\_

17  District Global Extension Team Coordinator \_\_\_\_\_ Year Served \_\_\_\_\_

18  District Global Leadership Team Coordinator \_\_\_\_\_ Year Served \_\_\_\_\_

19  District Global Membership Team Coordinator \_\_\_\_\_ Year Served \_\_\_\_\_

20  District Global Service Team Coordinator \_\_\_\_\_ Year Served \_\_\_\_\_

21  LCIF District Coordinator \_\_\_\_\_ Year Served \_\_\_\_\_

22  Cabinet Secretary and/or Treasurer) \_\_\_\_\_ Year Served \_\_\_\_\_

23  With none of the above being accomplished concurrently.

24  Has not completed a full term, or majority portion thereof, as District Governor

25 *\*Note that if a candidate's Lions Club has outstanding dues and is not in Status Quo, the candidate must be notified and*  
26 *provided an opportunity for the club to satisfy the balance owed at least one day prior to the nominating committee's report*  
27 *to the convention*

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

30 \_\_\_\_\_ Date \_\_\_\_\_  
31 Nominating Committee Chairperson

32 \_\_\_\_\_ Date \_\_\_\_\_  
33 Nominating Committee Member

1 EXHIBIT G

2 Standard Ballot for Elections of  
3 District Governor, First Vice District Governor and Second Vice District Governor

4 **Sample 1. Ballot where there are two candidates.**

5 Instructions: Clearly indicate your vote by placing an appropriate symbol<sup>14</sup> in the box next to the name of the candidate  
6 you are casting your vote for.

Position	Name	Vote
First Vice District Governor		
	Candidate A	
	Candidate B	

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

8 Instructions: Clearly indicate your vote by placing an appropriate symbol<sup>15</sup> in the box indicating a yes or a no vote for  
9 the candidate.

Position	Name	Yes	No
District Governor			
	Candidate A		

10 **3. Ballot where there are three or more candidates:**

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

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

Position	Name	Preference/ Rank
Second Vice District Governor		
	Candidate A	4
	Candidate B	2
	Candidate C	1
	Candidate D	3

<sup>14</sup> Note that the District should indicate the appropriate symbol to use or approved stamp provided to all voters.

<sup>15</sup> Note that the District should indicate the appropriate symbol to use or approved stamp provided to all voters. In addition, a candidate must receive a majority of affirmative votes to move forward. If there is a tie between a yes and no vote, the candidate would not have received the required number of votes to be elected and it would result in an vacancy.

**Rules for Preferential Voting:**

1. On the preferential ballot, for each office to be filled the voter is asked to indicate the order in which he or she prefers all the candidates, placing the numeral 1 beside his or her first preference, the numeral 2 beside his or her second preference, and so on for every possible choice.

2. In counting the votes for a given office, the ballots are arranged in piles according to the indicated first preferences—one pile for each candidate.

3. The number of ballots in each pile is then recorded for the tellers' report. These piles remain identified with the names of the same candidates throughout the counting procedure until all but one are eliminated as described below.

4. If more than half of the ballots show one candidate indicated as first choice, that choice has a majority in the ordinary sense and the candidate is elected. But if there is no such majority, candidates are eliminated one by one, beginning with the least popular, until one prevails, as follows:

a. The ballots in the thinnest pile—that is, those containing the name designated as first choice by the fewest number of voters—are redistributed into the other piles according to the names marked as second choice on these ballots.

b. The number of ballots in each remaining pile after this distribution is again recorded.

c. If more than half of the ballots are now in one pile, that candidate is elected. If not, the next least popular candidate is similarly eliminated, by taking the thinnest remaining pile and redistributing its ballots according to their second choices into the other piles, except that, if the name eliminated in the last distribution is indicated as second choice on a ballot, that ballot is placed accordingly to its third choice.

d. Again the number of ballots in each existing pile is recorded, and if necessary, the process is repeated—by redistributing each time the ballots in the thinnest remaining pile, according to the marked second choice or most-preferred choice among those not yet eliminated—until one pile contains more than half of the ballots, the result being thereby determined.

e. The tellers' report consists of a table listing all candidates, with the number of ballots that were in each pile after each successive distribution.

5. If a ballot having one or more names not marked with any numeral comes up for placement at any stage of the counting and all of its marked names have been eliminated, it should not be placed in any pile, but should be set aside.

6. If at any point two or more candidates are tied for the least popular position, the ballots in their piles are redistributed in a single step, all of the tied names being treated as eliminated.

7. In the event of a tie in the winning position—which would imply that the elimination process is continued until the ballots are reduced to two or more equal piles—the election should be resolved in favor of the candidate that was strongest in terms of first choice (by referring to the record of the first distribution).