



**District 11-B1
Constitution
and
By-Laws**

Amended April 17, 2010

CONSTITUTION
District 11-B1, Michigan

ARTICLE I
Name

Section 1. This organization shall be known as District No.11-B1 of Multiple District 11, State of Michigan, (hereinafter referred to as District) of the International Association of Lions Clubs (hereinafter referred to as "Lions International").

ARTICLE II
Objects

Section 1. To provide an administrative structure with which to advance the Purpose and Objects of Lions International in this District.

ARTICLE III
Membership

Section 1. The members of this Organization shall be all Lions Clubs in this District chartered by Lions International, and in good standing with Lions Clubs International, this District and Multiple District 11.

The boundary lines of this District shall be the boundary lines of the counties of Washtenaw, Lenawee, Jackson, Hillsdale, Calhoun, and Branch.

ARTICLE IV
District Organization

Section 1. Cabinet and Officers

A. The District shall have a District Cabinet composed of the District Governor, who shall be the presiding officer, the Immediate Past District Governor, the First and Second Vice District Governors, the Region Chairpersons (if the position is utilized during the District Governor's term), the Zone Chairpersons, a Cabinet Secretary and a Cabinet Treasurer. The members of the District Cabinet shall be the officers of the District. Each such officer shall be a member in good standing of a Lions Club in good standing in the District.

B. Election of District Governor, First and Second Vice District Governors and Region Chairpersons. The District Governor, the First and Second Vice District Governors and Region Chairpersons shall be elected at the annual convention of the district. The District Governor shall appoint by the time he/she takes office, the Cabinet Secretary, the Cabinet Treasurer, and one Zone Chairperson for each zone, in the district,

C. A candidate for the office of District Governor shall:

- (a) Be an Active Member in good standing of a chartered Lions Club in good standing in this District;
- (b) Secure the endorsement of his club or a majority of the clubs in this District;
- (c) Currently be serving as the First Vice District Governor within the District.
- (d) Only in the event the current First Vice District Governor does not stand for election as District Governor, or if a vacancy in the position of First Vice District Governor exists at the time of the district convention, any club member who fulfills the qualifications for the office of First Vice District Governor as set forth in Section 1, Paragraph C, of this article IV and who is currently serving or who has served one (1) additional year as a member of the district cabinet, shall fulfill the requirements of subsection (c) of this section.

No incumbent District Governor, elected or appointed and serving a full term, may stand for election or be appointed to succeed himself/herself from the same district. He/she may hold the same office, after the passing of at least one association year, for one additional term only, and only for special, urgent or serious circumstances as approved by the International Board of Directors.

D. A candidate for the office of First Vice District Governor shall:

- (a) Be an active member in good standing of a chartered Lions Club in good standing in this District;
- (b) Secure the endorsement of his or her club or the majority of the clubs in this District;
- (c) Have served or will have served at the time he or she takes office as First Vice District Governor;
 - (1) As President of a Lions Club for a full term or major portion thereof, and as a member of the Board of Directors of a Lions Club for no less than two (2) additional years; and
 - (2) As Zone Chairperson, Region Chairperson, Cabinet Secretary or Cabinet Treasurer for a full term or major portion thereof.
 - (3) Currently be serving as the Second Vice District Governor within the District.
 - (4) With none of the above being accomplished concurrently.

E. A candidate for the office of Second Vice District Governor shall:

- (a) Be an active member in good standing of a chartered Lions Club in good standing in this District;
- (b) Secure the endorsement of his or her club or the majority of the clubs in this District;
- (c) Have served or will have served at the time he or she takes office as Second Vice District Governor,
 - (1) As President of a Lions Club for a full term or major portion thereof and as a member of the Board of Directors of a Lions Club for no less than two

- (2) additional years: and
- (2) As a Zone Chairperson, Region Chairperson, Cabinet Secretary or Cabinet Treasurer for a full term or major portion thereof.
- (3) With none of the above being accomplished concurrently.

F. The Region Chairpersons shall be members in good standing of a club in their Region and shall be elected for a term of one year by a majority vote of the delegates present from clubs in the Region at the annual meeting of the clubs in their District as provided in Article VII, District Convention, of this Constitution. They shall take their office immediately on adjournment of the International Convention next succeeding their election, serving until the adjournment of the next following international convention. The Region Chairperson shall have served as:

- (a) President or Secretary of a Lions Club for a full term or major portion thereof, or as a member of the Club Board of Directors for a total of three (3) years, and
- (b) Zone Chairperson, Cabinet Secretary or Cabinet Treasurer of a District for a full term or major portion thereof.

G. The District Governor shall appoint within thirty (30) days after he officially takes office, one Zone Chairperson in each Zone of his District, said appointment to be made with the assistance of the respective Region Chairperson.

H. Any vacancy in any District office, except that of District Governor, shall be filled by appointment of the District Governor for the unexpired term thereof.

I. 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 was appointed, his term of office shall thereupon cease and the District Governor shall appoint a successor to fill said office.

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

Section 2. District Cabinet Meetings.

A. Regular. A regular meeting of the Cabinet shall be held in each quarter of the fiscal year, with the first to be held within thirty (30) days after the adjournment of the preceding International Convention. Ten (10) days written notice of meetings setting forth a date, time, and place determined by the District Governor shall be given to each member by the Cabinet Secretary.

B. Special. Special meetings of the Cabinet may be called by the District Governor at his discretion, and shall be called upon written request made to the District Governor or the Cabinet Secretary by a majority of the members of the Cabinet. Not fewer than five (5) nor more than ten (10) days written, telephoned, or telegraphic notice of special meetings, setting forth the purposes thereof and a date, time, and place determined by the District Governor, shall be given to each member by the Cabinet Secretary.

C. Quorum and Vote. The attendance of a majority of the members of the Cabinet shall constitute a quorum for any meeting thereof. The chairpersons of the various District Committees shall be ex-officio members with no vote.

Section 3. Regions and Zones.

A. The District Governor shall divide the District into Regions of no more than twenty (20) and no fewer than ten (10) Lions Clubs, and each such Region into zones of no more than ten (10) and no fewer than four (4) Lions Clubs, giving due regard to the geographical locations of the clubs. All such Regions and Zones shall be subject to change by the District Governor when, in his discretion, he shall deem the same necessary to the best interests of Lions International. Such changes, to be made with the approval of the District Governor's Cabinet, not less than ninety (90) days prior to the District Convention, and to become effective with the next succeeding term of office.

B. Regional Meetings. Meetings of representatives of all clubs in a Region, with the Region Chairperson presiding, shall be held during the fiscal year at times and places fixed by the Region Chairperson of the respective Region.

C. Zone Meetings. Meetings of representatives of all the clubs in a Zone, with the Zone Chairperson shall be held during the fiscal year at times and places fixed by the Zone Chairperson of the respective Zone.

Section 4. District Committees.

A. District Governor's Advisory Committee. In each Zone, the Zone Chairperson and the Presidents and Secretaries of the clubs in the Zone shall compose a District Governor's Advisory Committee, with the Zone Chairperson as Chairperson thereof. At a date, time, and place called by the Zone Chairperson, this committee shall hold a first meeting within sixty (60) 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 (30) days prior to the District Convention.

B. District Governor's Honorary Committee. There may be in the District a District Governor's Honorary Committee. The membership of this committee shall consist chiefly of Past International Officers, Past International Directors, and the Past District Governors within the District; and said membership of this committee shall be appointed by the District Governor. The Immediate Past District Governor may be the Chairperson of the committee.

C. This District Governor's Honorary Committee shall meet when and as called upon by the District Governor to do so.

ARTICLE V District Administrative Fund

Section 1. To provide revenue to defray the non-convention administrative expenses of the District, an annual District Administrative Fund Per Capita Tax of six dollars (\$6.00) is hereby levied upon each member of each club in the District provided, however, that student members shall pay a District Administrative Fund Per Capita Tax equal to one-half (1/2) of the amount assessed. Documentation of student members shall be made through Lions Clubs International utilizing the approved criteria and application form. It shall be collected and paid in advance in two (2) semiannual payments as follows: one half (1/2) of above stated tax per club member on August 15 of each year to cover the semiannual period July 1 to December 31; and one half (1/2) of above stated tax per club member on January 15 of each year, to cover the semiannual period January 1 to June 30, with billings of the same to be based upon the roster of each club as of the last days of June and December, respectively. Said tax shall be so paid to the Cabinet Treasurer by each club, except newly chartered and reorganized clubs which shall collect and pay said per capita tax on a pro rata basis from the first day of the second month following the date of their organization or reorganization, as the case may be. Said per capita tax shall be disbursed only for non-convention administrative expenses of the District and only upon approval by District Governor. Disbursements there from shall be by checks drawn and signed by the Cabinet Treasurer and countersigned by the District Governor unless otherwise provided by District Cabinet.

Section 2. Expenses of the District Governor in connection with his attending the International Convention shall be considered a District administrative expense. Reimbursements for such expenses shall be made on the same basis as outlined in the Rules of Audit of Lions International. Reimbursement for lodging shall be limited to five (5) nights. In those years when the Lions International convention is not held in the 48 contiguous states, the district dues will be increased by one dollar (\$1.00) to help cover the expenses of sending the seated District Governor to the International Convention.

Section 3. The District Governor and his cabinet shall not incur obligations in any fiscal year which will effect an unbalanced budget or deficit in said fiscal year.

Section 4. The Cabinet Treasurer shall be bonded in such amount and with such surety company as shall be approved by the District Governor and the cost of same shall be an administrative expense.

Section 5. The District Governor shall provide for an annual or more frequent audit of the books and accounts of the Cabinet Treasurer, and a statement of the financial condition of the District shall be sent to Lions International and each club in the District within sixty (60) days after the close of the fiscal year by the District Governor then in office.

ARTICLE VI Multiple District Fund

Section 1. The Cabinet Treasurer shall forward to the State Treasurer of Multiple District 11 the total assessed per capita tax as levied by the Multiple District on every club member in two semiannual payments.

ARTICLE VII District Convention

Section 1. An Annual Convention of the District shall be held each year prior to the

International Convention at a place selected by a previous annual Convention of the District and at a date and time fixed by the District Governor. A meeting of the registered delegates of the District in attendance at the annual Convention of the Multiple District of which this District shall be a part may constitute the annual Convention of the District.

Section 2. The District Governor shall receive bids in writing from places desiring to entertain the annual convention up to and including three years hence. All invitations shall set forth such information as the District Governor shall from time to time require and shall be delivered to him no later than thirty (30) days prior to the convening date of the Convention at which they are to be voted upon. Procedure to be followed in investigation of bids and in presentation of the same to Conventions, as well as action to be taken by a Convention in the event no bids are acceptable to or received by the District Governor, shall be determined by the District Governor, First Vice District Governor, Second Vice District Governor and Region Chairpersons.

Section 3. The members of the District Cabinet shall be the officers of the annual District Convention.

Section 4. A Convention Sergeant-at-Arms and Assistant Sergeant-at-Arms shall be appointed by the District Governor.

Section 5. Each chartered club in good standing in the association and its district (single, sub- and multiple) shall be entitled in each annual convention of its district (single, sub- and multiple) 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, as shown by the records of the international office of the first day of the month last preceding that month during which the Convention is held, provided, however that each such club shall be entitled to at least one (1) delegate and one (1) alternate. Delinquent dues may be paid and good standing acquired at any time prior to the close of credential certification, as such closing time shall be established by the rules of the respective convention. The major fraction referred to in this section shall be five or more members. The seated District Governor is a delegate to the district convention independent of the club delegate quotas hereinabove specified. Each certified delegate present in person may cast one vote only for each office to be filled by, and one vote only on each issue to be voted on by the members of said Convention. Unless otherwise specified herein, the affirmative vote of a majority of the delegates voting on any question shall be the act of the Convention.

Section 6. 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 7. The District Governor shall retain and have power to change at any time, for good reason, the Convention site chosen by a previous District Convention, and neither the District Governor nor the District, nor any member of the District Cabinet, shall incur any liability thereby to any club or club member in the District.

Section 8. Within sixty (60) days after the close of the Convention, an official report of the Convention proceedings shall be mailed to Lions International and each club in the District by the Cabinet Secretary.

ARTICLE VIII District Convention Fund

Section 1. To defray the administrative cost of an annual Convention, a Convention Fund Per

Capita Tax of \$2.00 is hereby levied upon each member of each club in the District provided, however, that student members shall pay a Per Capita Tax of one-half (1/2) of the amount assessed. Documentation of student members shall be made through Lions Clubs International utilizing the approved criteria and application form. It shall be collected and paid in advance in the same manner as described in Article V, District Administration Fund, Section 1, of the Constitution of District 11-B1.

In addition, such fee as the District Governor shall set may be collected under procedures set by the District Governor and approved by the Cabinet.

Section 2. The District Governor shall provide for an annual or more frequent audit of the District Convention Fund and shall give an annual financial report of said Fund to each annual District Convention.

ARTICLE IX

Lions of Michigan Service Foundation, DBA Lions of Michigan Foundation

Section 1. District 11-B1, as signatory to the agreements creating such Foundation, agrees to abide by the rules and regulations of the Lions of Michigan Service Foundation, DBA Lions of Michigan Foundation. The District shall be entitled to positions on the Lions of Michigan Foundation Board of Trustees according to the LMF Constitution and By-Laws. Nominations to these positions and the election will be by the procedures specified in Article I, Section 2, of the District By-Laws.

Section 2. If the actions of either party to this agreement should make such agreement null and void, this Article shall be declared null and void.

ARTICLE X

Michigan Braille Transcribing Fund

Section 1. The District Governor shall be empowered to enter into contacts appropriate to our participation with the Michigan Braille Transcribing Fund.

Section 2. If either party shall declare this agreement to be null and void, this Article shall be declared null and void.

ARTICLE XI

Amendments

Section 1. This Constitution may be amended only at a District Convention by resolution reported by the Convention Committee on Constitution and By-Laws and adopted by the affirmative vote of two-thirds (2/3) of the votes cast.

Section 2. Any amendment proposed to the Constitution shall be first approved by the Board of Directors of the club in which the proposal originated and submitted in writing by the club secretary to the Cabinet Secretary on or before January 1 of each year prior to the convening of

the District Convention. The proposed changes shall then be promptly referred by the Cabinet Secretary to the Constitution and By-Laws Committee for consideration. Amendments to the Constitution may also originate with the Cabinet or the Constitution and By-Laws Committee. All proposals shall be transmitted by the Cabinet Secretary to each club in District 11-B1 at least thirty (30) days prior to the convening of the District Convention, with recommendations of the Constitution and By-Laws Committee. Publication in the District Governor's Newsletter within the time limits specified may be considered proper notice to each club. The Constitution and By-Laws Committee shall not accept any proposal that is not received by the Cabinet Secretary on or before January 1 preceding the next scheduled District Convention.

Section 3. Each amendment shall take effect at the close of the Convention at which adopted unless otherwise specified in the amendment.

BY-LAWS
District 11-B1, Michigan

ARTICLE I
District Nominations and Elections

Section 1. The District Governor shall appoint, by written notification received at least sixty (60) days prior to the District Convention, a Nominating Committee of not more than five (5) and not less than three (3) members, each of whom shall be a member in good standing of a different Lions Club in good standing in the District, and shall not at the time of their appointment hold any District or International office. The names and address of Lions so appointed shall be sent to all clubs in the District at least sixty (60) days prior to the convening day of the District Convention.

Section 2. The Nominating Committee of the District shall receive the written nomination of any qualified member in good standing for District Governor, First Vice District Governor, Second Vice District Governor, Region Chairman and Trustees of the Lions of Michigan Foundation, provided that the nomination is endorsed by a majority of the members in good standing in his or her club. Such nominations must be filed at least sixty days prior to the opening session of the District Convention, with a copy to the Cabinet Secretary. The Nominating Committee shall nominate and report to the respective District meeting or Regional meeting at the Convention the names of such nominees as have been qualified. In the event no nominations are received as hereinbefore provided, nominations of Lions in good standing may be made from the floor of the Convention. Nomination speeches shall be limited to one of not over five (5) minutes duration, and one seconding speech of not over three (3) minutes duration for each candidate.

Section 3.
The District Governor election shall be conducted by a secret written ballot, with the District Governor candidate required to receive a simple majority of the affirmative votes cast by the delegates present and voting in order to be declared elected. The results of each District Governor election shall be reported to the International office by the current District Governor. If the District shall fail to so elect a qualified District Governor or if the District Governor-Elect of the District shall die or refuse or be found by the International Board of Directors to be unable by reason of illness or other disability to take such office prior to the day his/her term would otherwise begin, or if a vacancy will exist as a result of a District Governor election protest or legal action, then in any such event the District may have a District Governor appointed by the International Board of Directors.

The election for First Vice District Governor, Second Vice District Governor and Region Chairpersons shall be by secret ballot and the candidate receiving a majority of the votes cast on any ballot shall be declared elected. In the event there are three (3) or more candidates for First Vice District Governor, Second Vice District Governor or for Regional Chairpersons, the candidate receiving the least number of votes on the second ballot shall be dropped from succeeding ballots. On each successive ballot the candidate receiving the least number of votes shall be dropped from succeeding ballots until there are two (2) remaining candidates. Provided, however, that in the event that there is but one candidate for any office, this rule may be

suspended to allow a unanimous vote to be cast in favor of the said single candidate. It will not be necessary that printed ballots be made when only one candidate is running for said office. In the case of a tie, balloting shall continue until one candidate is elected.

The result of the First Vice District Governor and Second Vice District Governor election shall be reported to the International Office by the current District Governor.

Section 4. In the event of a vacancy in the office of District Governor, the First Vice District Governor will automatically become District Governor unless he or she expresses a timely written desire to complete the term as First Vice District Governor. If the District Governor is not succeeded by the First Vice District Governor, the remaining Cabinet officers and members of the District Governor's Honorary Committee shall convene at a date, time, and place called and determined by the Immediate Past District Governor to pick a replacement for recommendation to the International Board of Directors.

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

- (a) Be an Active Member in good standing of a chartered Lions Club in good standing in his/her district.
- (b) Have served or will have served at the time he/she takes office as District Governor:
 - (i) As President of a Lions Club for a full term or major portion thereof: and
 - (ii) As a member of the district cabinet for two full terms or major portion thereof.
 - (iii) With none of the above being accomplished concurrently

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

ARTICLE II Duties

Section 1. District Governor. Under the general supervision of the International Board of Directors he/she shall represent the association in his/her district. In addition, he/she shall and shall have direct supervision over the First and Second Vice District Governors, Region Chairpersons, the Zone Chairpersons, the Cabinet Secretary, the Cabinet Treasurer and such other cabinet members as may be provided for in the District Constitution and By-Laws. His/her specific duties shall be to;

- (a) Administer and promote membership growth and new club development;
- (b) Administer and promote leadership development at the club and district levels;
- (c) Promote the Lions Clubs International Foundation and all service activities of the association;
- (d) Preside, when present, over Cabinet, Convention, and other District meetings. During any Period he/she is unable to so preside, the presiding officer at any such meeting shall be the First or Second Vice District Governor, but if he/she is not available, the district officer chosen by the attending members shall preside;
- (e) Under the supervision of the District Governor, each Lions club in the District may be visited by the District Governor or other district officer once every year to facilitate successful

administration of the club. The visiting district officer shall submit a Visitation Report for each visit;

(f) The District Governor shall have the authority to dismiss any Zone Chairman or any district officer, other than Region Chairman, for good and sufficient reason. The Region Chairman can be removed only by a two-thirds (2/3) vote of the District Cabinet;

(g) Exercise such supervision and authority over Cabinet officers and District committee appointees as is provided in this Constitution including, but not by way of limitation, the following:

1. Supervise the collection of all per capita taxes by the Cabinet Treasurer, designate a depository(s) for said funds, and authorize the payment therefrom of all legitimate expenses pertaining to the administration of the affairs of the District;
2. Secure, set the amount of, and approve the surety company issuing the surety bond for the Cabinet Treasurer;
3. Secure, semiannually or more frequently, District financial reports from the Cabinet Treasurer;
4. Provide for an annual or more frequent audit of the books and accounts of the Cabinet Treasurer and set up a definite schedule of dates, times, and places of Cabinet meeting to be held during the fiscal year.

(h) Submit a current itemized statement of total District receipts and expenditures to the annual District Convention;

(i) Submit such other reports and perform such other duties as may be required by the International Board of Directors;

(j) Deliver forthwith at the termination of his or her term of office, all District accounts, funds, and records to his or her successor in office.

Section 2. First Vice District Governor. The First Vice District Governor, subject to the supervision and direction of the District Governor, shall be the chief administrative assistant and representative of the District Governor. His/her specific responsibilities shall be, but not limited to:

(a) Further the purposes of this association;

(b) Familiarize himself/herself with the duties of the District Governor so in the event of a vacancy in the office of the District Governor he/she will be better prepared to assume the duties and responsibilities of said office as the Acting District Governor until the vacancy is filled according to these By-Laws and rules of procedure adopted by the International Board of Directors;

(c) Perform such administrative duties as may be assigned to him or her by the District Governor; and

(d) Perform such other functions and acts as may be required by him or her by the International Board of Directors through the Vice District Governor's Manual and other directives.

(e) Participate in all cabinet meetings and conduct meetings in the absence of the District Governor and participate in council meetings as appropriate;

(f) Assist the District Governor in the review of the strengths and weaknesses of the clubs in the district, identifying the existing and potential weak clubs and establishing plans to strengthen

them:

(g) Conduct club visitations as the representative of the District Governor when requested by the District Governor;

(h) Work with the District Membership Committee and the District Extension Committee, and assist them to reach their goals of the year;

(i) Work with the District Leadership Development Committee and assist the committee to develop and implement a district-wide leadership development plan to enhance the enthusiasm and capability of the district officers and members to serve effectively through utilization of the District MERL Team and integration of the team's work with the leadership development efforts;

(j) Work with the District Convention Committee and assist the committee to plan and conduct the annual district convention and assist the District Governor to organize and promote other events within the district;

(k) At the request of the District Governor supervise other district committees.

(l) Participate in the planning of the next year including the district budget;

(m) Be actively engaged in all matters to be continued during the next year;

Section 3. Second Vice District Governor. The Second Vice District Governor, subject to the supervision and direction of the District Governor, shall be an assistant in the administration of the district, and representative of the District Governor. His/her specific responsibilities shall be, but not limited, to:

(a) Further the purposes of this association;

(b) Perform such administrative duties assigned by the District Governor;

(c) Perform such other functions and acts required by the International Board of Directors;

(d) Participate in the cabinet meetings and conduct meeting in the absence of the District Governor, and participate in council meetings as appropriate;

(e) Familiarize himself/herself with the health and status of the clubs in the district, and assist the District Governor and the First Vice District Governor in identifying and strengthening the existing and potential weak clubs;

(f) Conduct club visitations, as the representative of the District Governor, when requested by the District Governor;

(g) Assist the District Governor and the First Vice District Governor in planning and conducting the annual district convention;

(h) Work with the District Retention Committee, and assist the committee to prevent loss of clubs and members. Particularly due to inactive club administration and/or financial problems or negligence;

(i) Work with the District LCIF Committee and assist the committee to achieve the goals of the year through regular distribution of LCIF information and materials to increase understanding and support of LCIF;

(j) Work with the District Information and Technology Committee and assist the committee to promote the use of the association's web site and the internet among the clubs and members to obtain information, file reports, purchase club supplies, etc.;

(k) At the request of the District Governor, supervise other district committees;

(l) Assist the District Governor, First Vice District Governor and the cabinet in planning of the next year;

(m) Familiarize himself/herself with the duties of the District Governor so that, in the event of a

vacancy in the offices of District Governor and First Vice District Governor, he/she would be better prepared to assume the duties and responsibilities of said office as the Acting District Governor or Acting First Vice District Governor until the vacancies are filled according to these By-Laws and rules of procedure adopted by the International Board of Directors.

Section 4. Cabinet Secretary. Under the supervision and direction of the District Governor, the Cabinet Secretary shall:

- (a) Keep an accurate record of the proceedings of all meetings of the Cabinet, and within five (5) days after each meeting, forward copies of the same to all members of the Cabinet and the office of Lions International;
- (b) Take and keep minutes of the District Convention and furnish copies of the same to Lions International, the District Governor, and the Secretary of each club in the District;
- (c) Assist the District Governor and the Cabinet in conducting the business of the District and perform such other duties as are specified or implied in this Constitution and By-Laws or as may be assigned to him or her from time to time by the District Governor or the Cabinet;
- (d) Sign all notices and documents issued by the District;
- (e) Make an annual report to the Cabinet at its meeting immediately preceding the annual District Convention, and such other reports at such other times as the District Governor or Cabinet may require;

Section 5. Cabinet Treasurer. Under the Supervision and direction of the District Governor, the Cabinet Treasurer shall:

- (a) Collect and receipt for all per capita taxes levied hereunder on members and clubs in the District, deposit same in such bank or banks as the District Governor and Cabinet shall determine and disburse the same by order of the District Governor;
- (b) Remit and pay over to the Multiple District Treasurer the Multiple District Convention Fund Per Capita Tax, if any, collected in the district, and secure a proper receipt therefor;
- (c) Keep accurate books and records of account, and minutes of all Cabinet and District meetings, and permit inspection of the same by the District Governor, any Cabinet member, and any club (or any authorized agent of any of them) at any reasonable time for any proper purpose. Upon direction of the District Governor or the Cabinet, he or she shall furnish any such books and records as requested to any auditor appointed by the District Governor;
- (d) Secure bond for the faithful performance of his or her duties in such sum and with such sureties as may be required by the District Governor.
- (e) Make an annual report to the Cabinet at its meeting immediately preceding the annual District Convention, and such other reports at such other times as the District Governor or Cabinet may require;

Section 5. Region Chairperson. He or she shall;

- (a) Attend the regular and special meetings of the Cabinet;
- (b) Assist the District Governor in promoting Lionism in his or her Region by performing such duties as may be delegated to him from time to time by the District Governor;
- (c) Recommend qualified Lions in his or her Region for appointment as Zone Chairpersons;

- (d) Endeavor to have every club in his or her Region operating under a duly adopted club Constitution and By-Laws;
- (e) Promote representation at International and District Conventions by at least the full quota to which clubs in his or her Region are entitled;
- (f) Supervise and assist the Zone Chairpersons of his or her Region in the performance of their official duties and cooperate with them in arranging and holding Zone meetings and District Governor's Advisory Committee meetings.

In the event the office is vacated for any reason, the District Governor shall appoint a successor to serve for the unexpired term.

Section 6. Zone Chairpersons. Under the control and supervision of the District Governor and his or her Region Chairperson, he or she shall;

- (a) Make a report of each District Governor's Advisory Committee meeting and send copies within five (5) days thereafter to Lions International and to the District Governor and Region Chairperson;
- (b) Endeavor to have every club within his or her Zone operating under a duly adopted Club Constitution and By-Laws;
- (c) Arrange, with the cooperation of his or her Region Chairperson, regularly scheduled Zone meetings;
- (d) Encourage interclub meetings and social activities;
- (e) Promote attendance at charter nights of newly organized clubs;
- (f) Promote representation at International and District Conventions by at least the full quota of delegates to which clubs in his or her zone are entitled.

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

Section 7. District Governor's Cabinet. The District Governor's Cabinet shall:

- (a) Assist the District Governor in the performance of his or her duties and in the formulation of administrative plans and policies affecting the welfare of Lionism within the District;
- (b) Serve in an advisory and administrative capacity only;
- (c) Receive from the Region Chairpersons, reports and recommendations which concern the clubs and Zones.

Section 8. District Governor's Advisory Committee. It shall assist the Zone Chairperson in an advisory capacity, procure recommendations affecting the welfare of Lionism and the clubs in the Zone, and relay the same through the Zone Chairperson to the District Governor and his or her Cabinet.

Section 9. District Governor's Honorary Committee. It shall act under the direction of the District Governor in the promotion of harmony throughout the District. The Chairperson of this Committee shall attend meetings of the Cabinet when requested by the District Governor.

Section 10. 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.

ARTICLE III Committees

Section 1. The Credentials Committee of the District Convention shall be composed of the District Governor, as Chairperson, the Cabinet Secretary and two other non-officers of the District appointed by the District Governor. The Credentials Committee shall have the powers and perform the duties set forth in Robert's Rules of Order Newly Revised.

Section 2. The District Governor shall appoint, 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 shall have at least one representative on each such committee. These committees shall perform such duties as the District Governor shall designate.

ARTICLE IV Rules for Convention Procedure

Section 1. The District Governor and Cabinet shall arrange the Order of Business for the District Convention, and the same shall be the order of the day for all sessions.

Section 2. Except as otherwise specifically provided in this Constitution and By-Laws, or in the Rules of Procedure adopted for a meeting, all questions of Order and Procedure in any District meeting or Convention, any meeting of the District Cabinet, a Region, Zone, or member club or any group or committee of any one of them shall be determined by Robert's Rules of Order Newly Revised.

ARTICLE V Nomination and Endorsement International Director and Second Vice-President Nominees

Section 1. Subject to the provisions of the International Constitution and By-Laws, any member of a Lions Club in the District seeking endorsement of a District Convention as a candidate for the office of International Director or Second 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 Secretary, no less than sixty (60) days prior to the convening date of the respective 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. 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. Each such nominee for endorsement shall be entitled to one seconding speech of no more than three (3) minutes duration.

Section 4. 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 shall 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 with respect to the two nominees only who received the largest number of votes on the previous ballot until one receives the required majority of the votes case.

Section 5. Certification of Endorsement by respective Convention shall be made in writing to the International Office by the District officials designated and in accordance with the requirements set forth in the International Constitution and By-Laws.

Section 6. No endorsement of any candidacy of any member of a Lions Club in this District shall be valid unless and until the provisions of this Article V have been met.

ARTICLE VI Fiscal Year

Section 1. The fiscal year of this District shall be from July 1st through June 30th.

ARTICLE VII Amendments

Section 1. These By-Laws can be amended only at the annual District Convention by resolution reported by the Committee on Constitution and By-Laws at such annual meetings, and adopted by an affirmative vote of two-thirds (2/3) of the registered delegates present and voting at such meetings. Any amendment proposed to these By-Laws shall be first approved by the Board of Directors of the club in which the proposal originated and submitted in writing by the club Secretary to the Cabinet Secretary on or before January 1 of each year prior to the convening of the District Convention. The proposed changes shall then be promptly referred by the Cabinet Secretary to the Constitution and By-Laws Committee for consideration. Amendments to these By-Laws may also originate with the District Cabinet or the Constitution and By-Laws Committee. All Proposals shall be transmitted by the Cabinet Secretary to each club in District

11-B1 at least thirty (30) days prior to the convening of the District Convention, with recommendations of the Constitution and By-Laws Committee. The Constitution and By-Laws Committee shall not accept any proposal that is not received by the Cabinet Secretary on or before January 1 preceding the next scheduled District Convention. Publication in the District Governor's Newsletter within the time limits specified may be considered proper notice to each club.

Section 2. No amendment shall be so reported or voted upon unless the same shall have been furnished in writing to each club no less than thirty (30) days prior to the convening date of the annual Convention with notice that the same will be voted upon at said Convention.

Section 3. Each amendment shall take effect at the close of the Convention at which adopted unless otherwise specified in the amendment.

ARTICLE VIII

This Constitution and By-Laws shall take effect at the close of the District Convention at which the same is adopted by affirmative vote of two-thirds (2/3) of the votes cast.

ARTICLE IX Compliance

Section 1. In the event that the Constitution of the International Association of Lions Clubs and/or the Constitution of Multiple District 11 shall be amended, deleted or otherwise changed in such manner as to render any part of this Constitution and/or By-Laws in derogation thereof, such change shall not render this Constitution inoperable until the next ensuing annual convention of this District, and not render it so inoperable until proper opportunity is presented under the provisions of the Constitution and By-Laws to correct such affected articles and sections.

Section 2. In the event of such change, the District Cabinet and such duly authorized committees as shall have power to act shall conduct the affairs of this District during the interim until the next annual convention in accordance with the changes which may have been made in the International Constitution and By-Laws in conjunction with the existing pertinent articles and sections of this Constitution and/or By-Laws.