



**LIONS CLUBS INTERNATIONAL**

**District 201 Q3**

**CONSTITUTION AND BY-LAWS**

**October 2024**

## **PURPOSES**

TO ORGANISE, 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 FUND and otherwise serve the civic, cultural, social and moral welfare of the community

TO ASSIST financially, culturally, socially and morally the disabled, disadvantaged and inform of the community both directly and also indirectly.

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 services and grants that impact lives globally, and encourage peace and international understanding.

### **CODE OF ETHICS**

TO SHOW my faith in the worthiness of my vocation by industrious application to the end that I may merit a reputation for quality of service.

TO SEEK success and to demand all fair remuneration or profit as my just due, but to accept no profit or success at the price of my own self-respect lost because of unfair advantage taken or because of questionable action on my part.

TO REMEMBER that in building up my own business it is not necessary to tear down another's; to be loyal to my clients or customers and true to myself.

WHENEVER a doubt arises as to the right or ethics of my position or action towards others, to resolve such doubt against myself.

TO HOLD friendship as an end and not a means. To hold that true friendship exists not on account of the service performed by one to another, but that true friendship demands nothing but accepts service in the spirit in which it is given.

ALWAYS to bear in mind my obligations as a citizen to my nation, my state and my community, and to give them my unswerving loyalty in word, act and deed. To give them freely of my time, labor, and means.

TO AID others by giving my sympathy to those in distress, my aid to the weak, and my substance to the needy.

TO BE CAREFUL with my criticism and liberal with my praise; to build up and not destroy.

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## LIONS CLUBS INTERNATIONAL

### INTERPRETATION

In this Constitution, except where inconsistent with the context:

**"CABINET"** means the Cabinet of Lions Clubs International District 201 Q3 Inc.

**"CABINET MEETING"** means a meeting of the Cabinet of Lions Clubs International District 201 Q3 Inc. which shall constitute General Meeting of Lions Clubs International District 201 Q3 Inc. within the meaning of the Associations Incorporation Act.

**"CHAIRMAN"** means the elected or appointed leader of a Club, Zone, Region or District Committee.

**"CLUB", "MEMBER CLUB" and "LIONS CLUB"** means a duly organised Lions Club chartered under the jurisdiction of and complying with the financial requirements of The International Association of Lions Clubs.

**"CLUB MEMBER"** means a member in good standing of a Lions Club.

**"CONVENTION"** means the Annual District 201Q3 Inc Convention, which shall constitute the Annual General Meeting of Lions Clubs International District 201 Q3 Inc. within the meaning of the Associations Incorporation Act

**"COUNCIL"** means the Council of Multiple District 201, Lions Clubs International.

**"DISTRICT"** means the Incorporated Association within the area designated by the International Association of Lions Clubs as District 201 Q3 Inc.

**"DISTRICT PROJECT"** is a Project initiated and formed by District Lions, submitted to and approved by a District Convention. It must be wholly conducted and administered by Lions. The same rules would apply to joint District Projects.

**"DISTRICT GOVERNOR"** means the District Governor of Lions Clubs International District 201 Q3 Inc.

**"DISTRICT GOVERNOR-ELECT"** is the Lion elected by the Annual District Convention to the Office of District Governor for the following fiscal year

**"INTERNATIONAL CONSTITUTION AND BY-LAWS"** means the Constitution and By-Laws of the International Association of Lions Clubs as amended from time to time.

**"LIONS CLUBS INTERNATIONAL"** means the International Association of Lions Clubs



"**MULTIPLE DISTRICT**" means the area designated by the International Association of Lions Clubs under the name **MULTIPLE DISTRICT 201**.

"**MULTIPLE DISTRICT COUNCIL**" means the Council of Multiple District 201, Lions Clubs International.

"**STATE**" means the State of Queensland, Australia.

"**STATUTORY REGULATIONS**" means the Associations Incorporation Act 1981

"**THE INTERNATIONAL ASSOCIATION**" means the International Association of Lions Clubs.

"**THE INTERNATIONAL BOARD**" means the Board of Directors of the International Association of Lions Clubs.

**RULE 1 – NAME**

This Association shall be known as Lions Clubs International District No. 201 Q3 hereinafter referred to as the “District”

**RULE 2 - PURPOSES**

The purposes of this District shall be:

- a. To provide an administrative structure with which to advance the Purposes of Lions Clubs International in this District.
- b. To create and foster a spirit of understanding among the peoples of the world.
- c. To promote the principles of good government and good citizenship.
- d. To fund and otherwise serve the civic, cultural, social and moral welfare of the community.
- e. To assist financially, culturally, socially and morally the disabled disadvantaged and infirm of the community both directly and indirectly.
- f. To unite the members in the bonds of friendship, good fellowship and mutual understanding.
- g. 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.
- h. 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.

**RULE 3 - MEMBERSHIP**

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

The District does not have the right to accept, reject or terminate membership.

**RULE 4 - EMBLEM, COLORS, SLOGAN AND MOTTO**

**Section 1. Emblem.** The emblem of this association and each chartered club shall be of a design as follows:



**Section 2. Use of name and emblem.** Use of the name, goodwill, emblem and other logos of the association shall be according to the guidelines established from time to time in the by-laws.

**Section 3. Colors.** The colors of this association and of each chartered club shall be purple and gold.

**Section 4. Slogan.** Its Slogan shall be: Liberty, Intelligence, Our Nation's Safety.

**Section 5. Motto.** Its Motto shall be: We Serve.

#### **RULE 5 - PRECEDENCE**

The Standard Form District Constitution and By-Laws shall govern the District unless otherwise amended so as not to conflict with the Multiple District and International Constitution & By- Laws and policies of Lions Clubs International. Whenever there may exist a conflict or a contradiction between the provisions set out in the District constitution and by-laws and the multiple District constitution and by-laws then the multiple District constitution and by-laws shall govern. Whenever there may exist a conflict or a contradiction between the provisions set out in the District constitution and by-laws and the International Constitution and By-Laws, then the International Constitution and By-Laws shall govern.

This Constitution relating to matters affecting the District shall take precedence over the Constitution and By-laws of Lions Clubs within the District.

#### **RULE 6 - BOUNDARIES**

- (a) The boundary lines of this District shall be those approved from time to time by Lions Clubs International.
- (b) The District Governor shall group the District into Regions and Zones in accordance with the District Governors Manual and / or the Organisational Plan approved by Lions Clubs International.

#### **RULE 7 – DISTRICT ORGANISATION**

##### **Section 1. District Cabinet.**

The District shall have a District Cabinet, composed of the officers listed in Rule 7 section 2, to take appropriate actions on any matter (provided it is not in conflict with the Associations Incorporation Act) that is consistent with the constitution,

policies and directives of Lions Clubs International.

The District Governor's Cabinet shall:

- (a) Assist the District Governor in the performance of their duties and in the formulation of administrative plans and policies affecting the welfare of Lionism within the District.
- (b) Receive from the region chairpersons or other assigned District Cabinet members, reports and recommendations, which concern the clubs and zones.
- (c) Supervise the collection of all dues and taxes by the Cabinet treasurer, designate a depository(s) for said funds and authorise the payment of all legitimate expenses pertaining to the administration of the affairs of the District.
- (d) Secure, set the amount of and approve the surety company issuing, the surety bond for the Cabinet secretary-treasurer.
- (e) Secure, semi-annually or more frequently, District financial reports from the Cabinet secretary and Cabinet treasurer.
- (f) Subject to the requirements of any statutory or regulatory provision from time to time in force, an audit of the funds of the District shall be conducted at such times as the Management Committee by resolution shall determine or if specifically requested by the majority vote of District members. Any member of this District in good standing may inspect any such audit upon request at a reasonable time and place.
- (g) With the approval of the District Governor set up a definite schedule of dates, times and places of Cabinet Meetings to be held during the fiscal year.

**Section 2. Officers.**

The officers of this District shall be the:

- (a) District Governor (as Chairperson)
- (b) Immediate Past District Governor,
- (c) First and Second Vice District Governors,
- (d) Region Chairpersons (if the position is utilized during the District Governor's term),
- (e) Zone Chairpersons
- (f) Cabinet Secretary
- (g) Cabinet Treasurer
- (h) Assistant Cabinet Secretary
- (i) Constitution and By Laws Chairperson
- (j) Such other Officers as appointed by the District Governor

Each such officer shall be a member, 18 years old or over, in good standing of a Lions club in good standing in the District.

**Section 3. Election / appointment of District Cabinet.**

The District Governor and first and second Vice District Governors shall be elected at

the annual general meeting (annual convention) of the District.

The remaining members of the Management Committee as per RULE 7 section 6 (a) (i) shall be elected to office at a Special General Meeting of the District, which has been called for that purpose but not later than the February Cabinet meeting of each Lions Year.

The District Governor shall appoint by the time he/she takes office, one region chairperson for each region (if the position is utilised during the District Governor's term), one zone chairperson for each zone in the District, and such other officers as may be included in the District Cabinet.

**Section 4. Removal.**

Any Members of the District Cabinet other than the District Governor, First Vice District Governor and Second Vice District Governor may be removed from office for cause at a meeting of the District Cabinet where that officer shall be given the opportunity to fully present their case. The question of removal shall be determined by the affirmative vote of two-thirds (2/3) of the entire number of the District Cabinet present at such a meeting. There is no right of appeal against a member's removal from office under this section.

**Section 5. Resignation and vacancies.**

**a) District Governor vacancy.**

If a vacancy occurs in the office of District Governor, the First Vice District Governor shall act as District Governor, and shall perform the duties of, and have the same authority as the District Governor until such time as the vacancy is filled by the International Board of Directors for the remainder of the term

In the event of a vacancy in the office of District Governor, the immediate Past District Governor, first and second Vice District Governors, Past District Governors, past international officers in the District shall convene at a date, time and place called and determined by the immediate Past District Governor to select a replacement for recommendation to the International Board of Directors.

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

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

- (a) Be an Active Member in good standing of a chartered Lions club in good standing in their single or sub-District
- (b) Secure the endorsement of his or her club or a majority of the clubs in their single District.
- (c) Have served or will have served at the time he/she takes office as District Governor:

- (i) As officer of a Lions club for a full term or major portion thereof; and
- (ii) As a member of the District Cabinet for two (2) full terms or major portion thereof.
- (iii) With none of the above being accomplished concurrently.

It is encouraged that the first Vice District Governor fulfils their full term of office and other qualified Lions be considered for filling a vacancy in the office of District Governor.

**b). FIRST AND SECOND VICE DISTRICT GOVERNORS AND OTHER VACANCIES.**

Any vacancy in office except that of District Governor and first and second Vice District Governors shall be filled by appointment from the District Governor for the unexpired term. In event of a vacancy arising in the office of first or second Vice District Governor, the District Governor shall convene a meeting of the immediate Past District Governor, first Vice District Governor and second Vice District Governor and all past international officers who are members in good standing of a chartered Lions club in good standing in the District. It shall be the duty of the attendees at this meeting to appoint a qualified club member as first or second Vice District Governor for the remainder of the term. In filling said vacancy, it shall be the duty of the District Governor, or if not available, the most recent Past District Governor who is available, to send out invitations fifteen days (15) in advance of the meeting to attend said meeting and it shall also be their 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 their choice.

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

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

Should any vacancy occur in the office of Cabinet Secretary, Cabinet Treasurer, Constitution and By-Laws Chairman or Assistant Cabinet Secretary, the remaining members of the Management Committee shall elect a qualified Lion to fill the vacancy for the unexpired term of office.

**Section 6. Management Committee.**

**(a) Membership of the Management Committee.**

- (i) The District Governor, the Immediate Past District Governor, the First and Second Vice District Governors, the Cabinet Secretary, the Cabinet Treasurer, the Assistant Cabinet Secretary, and the District Constitution and By-Laws Chairman shall be the members of the Management Committee and they shall retire from office at the close of the relevant fiscal year.
- (ii) The District Governor and the First and Second Vice-District Governors shall be elected to office at the Annual General Meeting (District Convention).
- (iii) The Cabinet Secretary shall give all member clubs 30 days' notice of any Special General Meeting called for the purpose of electing members of the Management Committee.

**(b) Quorum.**

At a Special General Meeting of the District called for the purpose of electing members of the Management Committee, the number of club members required to constitute a quorum shall be half the number of the members constituting the District Cabinet plus 1.

**(c) Nominations.**

Nominations from candidates seeking election to the Management Committee shall be called from the floor.

All Club members (Lions) in attendance at a Special General Meeting of the District called for the purpose of electing members of the Management Committee shall have the right to vote for the candidate of their choice.

**(d) Resignation.**

A member of the Management Committee has the right to resign from office at any time by giving notice in writing to the Cabinet Secretary.

**(e) Removal.**

Any member elected to office pursuant to Rule 7, Section 3 may be removed from office at a meeting of the District where that member shall be given the opportunity to fully present the Member's case. The question of removal shall be determined by the affirmative vote of two-thirds (2/3) of the entire number of the District Cabinet present at such a meeting. There is no right of appeal against a member's removal from office under this section.

**(f) Vacancy.**

- (i) Any casual vacancy on the Management Committee shall be filled in accordance with Section 5 of this Rule.
- (ii) The continuing members of the Management Committee may act notwithstanding any casual vacancy in the Management Committee but if and so long as their number is reduced below the number fixed by and pursuant to these Rules, the continuing member or members may act for the purpose of increasing the number of members of the Management

Committee to that number.

**(g) Functions of the Management Committee.**

Except as otherwise provided by these Rules and subject to resolutions of the members of the District carried at any District Convention/Annual General Meeting and/or any Cabinet/General Meeting the Management Committee: -

- (i) Shall have the general control and management of the administration of the affairs, property and funds of the District.
- (ii) Shall have the power to invest District Funds in authorised Trustee Investments. The term of the Investment is not to exceed the term of the District Governor. All interest accrued shall be credited to the respective Bank and Ledger accounts.
- (iii) Financial obligations. The District Governor and his/her Cabinet shall not incur obligations in any fiscal year which will affect an unbalanced budget or deficit in said fiscal year.
- (iv) Shall have the authority to take appropriate actions on any matter (provided it is not in conflict with the Associations Incorporation Act) that is consistent with the constitution, policies and directives of Lions Clubs International
- (v) Shall have the authority to interpret the meaning of these Rules and any matter relating to the District on which these Rules are silent, but any interpretation must have regard to the Act, including any regulation made under the Act.

**(h) Meetings of the Management Committee and delegation of powers.**

- (i) The Management Committee shall meet before each quarterly Cabinet meeting to exercise its functions.
- (ii) The District Governor shall determine how a Management Committee meeting is to be called and the method of issuing notices of such meetings.
- (iii) The presence in person of a majority of its members shall constitute a quorum at any meeting of the Management Committee. Except as otherwise specifically provided, the act of a majority of the Management Committee Members present at any meeting of the Management Committee shall be the act and decision of the entire Management Committee.
- (iv) Procedure at management meeting
  - 1) A member may take part and vote in a management meeting in person, by using any technology that reasonably allows the member to hear and take part in discussions as they happen.
  - 2) A member who participates in a meeting as mentioned in sub rule (1) is taken to be present at the meeting.
  - 3) At each management meeting
    - a. The District Governor is to preside as chairperson; and if the District Governor is not present within 15 minutes after the



time fixed for the meeting or is unwilling to act, the Vice District Governor next in rank shall preside as chairman. Should the District Governor or Vice District Governors be absent then the members present must elect 1 of their number to be chairperson of the meeting; and

- b. The chairperson must conduct the meeting in a proper and orderly way.
  - c. The Cabinet Secretary is to ensure that full and accurate minutes of all questions, matters, resolutions and other proceedings of each Management Committee meeting are entered in a minute book.
  - d. To ensure the accuracy of the minutes, the minutes of each management committee meeting must be signed by the chairperson of the meeting, or the chairperson of the next management committee meeting, verifying their accuracy
- (v) The District Governor or the Management Committee may delegate any of their powers to a subcommittee consisting of such members of the District as the District Governor or the Management Committee thinks fit.
  - (vi) Any subcommittee so formed shall in the exercise of the powers so delegated conform to any regulations that may be imposed on it by the District Governor or the Management Committee.
  - (vii) A subcommittee may meet and adjourn as it thinks proper and shall use rules of procedure that are consistent with the rules of procedure adopted at a convention.
  - (viii) Special meeting of management committee
    - (1) If the secretary receives a written request signed by at least 33% of the members of the management committee, the secretary must call a special meeting of the committee by giving each member of the committee notice of the meeting within 14 days after the secretary receives the request.
    - (2) If the secretary is unable or unwilling to call the special meeting, the District Governor must call the meeting.
    - (3) A request for a special meeting must state—
      - (a) why the special meeting is called; and
      - (b) the business to be conducted at the meeting.
    - (4) A notice of a special meeting must state—
      - (a) the day, time and place of the meeting; and
      - (b) the business to be conducted at the meeting.
    - (5) A special meeting of the management committee must be held within 14 days after notice of the meeting is given to the members of the management committee
  - (ix) Acts not affected by defects or disqualifications

(1) An act performed by the management committee, a subcommittee or a person acting as a member of the management committee is taken to have been validly performed.

(2) Subrule (1) applies even if the act was performed when—

(a) there was a defect in the appointment of a member of the management committee, subcommittee or person acting as a member of the management committee; or

(b) a management committee member, subcommittee member or person acting as a member of the management committee was disqualified from being a member.

(x) Documents. The Management Committee must ensure the safe custody of books, documents, instruments of title and securities of the association

## **SECTION 7. MEETINGS OF CABINET**

### **(1) Cabinet Meetings.**

A regular meeting of the Cabinet shall be held in each quarter of the financial year. The first meeting shall be held within sixty days after the adjournment of the preceding International Convention. A minimum of 14 days written notice, by mail or electronic medium, of all meetings including the date, time and place determined by the District Governor shall be given to each Cabinet Officer by the Cabinet Secretary. A Cabinet meeting shall constitute a general meeting of the District within the meaning of the Associations Incorporation Act.

### **(2) Special Meetings.**

Special meetings may be called at the discretion of the District Governor, or upon a written request made to the District Governor or to the Cabinet Secretary by 33% of Cabinet Officers.

The District Governor shall determine the date, time and place of the special meeting which shall take place within 14 days of the receipt of the request, with at least five days' notice by mail or electronic medium given to all Cabinet Officers.

### **(3). (a) 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 Management Committee.

### **(b) 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.

**(4) Officer Voting.**

- (1) Each question, matter or resolution, other than a special resolution, must be decided by a majority of votes of the members present.
- (2) The District Governor and Cabinet Officers detailed in Rule 7 section 2 present at the meeting and eligible to vote is entitled to 1 vote only and, if the votes are equal, the District Governor has a casting vote as well as a primary vote.
- (3) The method of voting is to be decided by the members.
- (4) However, if at least 20% of the members present demand a secret ballot, voting must be by secret ballot.
- (5) If a secret ballot is held, the District Governor must appoint 2 members to conduct the secret ballot in the way the District Governor decides.
- (6) The result of a secret ballot as declared by the District Governor is taken to be a resolution of the meeting at which the ballot was held.

**(5) Quorum.**

- (a) The attendance of a majority of the officers of this District shall constitute a quorum for any Cabinet meeting.
- (b) No business may be conducted at a general meeting unless there is a quorum of members when the meeting proceeds to business.
- (c) If there is no quorum within 30 minutes after the time fixed for a general meeting called on the request of members of the Management Committee or the association, the meeting lapses.
- (d) If there is no quorum within 30 minutes after the time fixed for a general meeting called other than on the request of members of the Management Committee or the association—
  - a. the meeting is to be adjourned for at least 7 days; and
  - b. the Management Committee is to decide the day, time and place of the adjourned meeting.
- (e) The chairperson may, with the consent of any meeting at which there is a quorum, and must if directed by the meeting, adjourn the meeting from time to time and from place to place.
- (f) If a meeting is adjourned under sub rule (e), only the business left unfinished at the meeting from which the adjournment took place may be conducted at the adjourned meeting.
- (g) The secretary is not required to give the members notice of an adjournment or of the business to be conducted at an adjourned meeting unless a meeting is adjourned for at least 30 days.
- (h) If a meeting is adjourned for at least 30 days, notice of the adjourned meeting must be given in the same way notice is given for an original

meeting.

**(6) Acceptance Of Motions.**

The only motions to be considered at a Cabinet meeting shall be those which:

- (a) Are not in conflict with the Associations Incorporation Act.
- (b) Subject to (a) above, are consistent with constitution, policies and directives of Lions Clubs International.

**(7) Cabinet Officer Reports.**

- (a) Cabinet Officer reports are submitted for the information of Cabinet only. The adoption of a report shall mean that the information contained in that report has been received and noted by Cabinet. The adoption of a report shall not imply that Cabinet approves, endorses or adopts any of its contents. For any specific action or recommendation contained in a report to be approved, endorsed or adopted, that action or recommendation must be formally debated and/or discussed by the Cabinet, with the final decision of Cabinet recorded in the minutes of the meeting.
- (b) The adoption of a Cabinet Officer's report shall not imply that the Cabinet approves, endorses or adopts any notice and/or notices of motion that may be contained in a report unless the notice and/or notices of motion has/have been formally debated by the Cabinet, with the final decision of Cabinet recorded in the minutes of the meeting.

**(8) Procedure At Cabinet Meetings / General Meetings.**

- (a) A member may take part and vote in a Cabinet meeting in person, by using any technology that reasonably allows the member to hear and take part in discussions as they happen.
- (b) A member who participates in a meeting as mentioned in sub rule (a) is taken to be present at the meeting.
- (c) At each Cabinet meeting—
  - (i) The District Governor is to preside as chairperson; and
  - (ii) If the District Governor is not present within 15 minutes after the time fixed for the meeting or is unwilling to act, the Vice District Governor next in rank shall preside as chairman. Should the District Governor or Vice District Governors be absent then the members present must elect one of their number to be chairperson of the meeting; and
  - (iii) The chairperson must conduct the meeting in a proper and orderly way

**(9) Minutes Of Cabinet Meetings / General Meetings.**

- (a) The Cabinet Secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each Cabinet meeting are entered in a minute book.

- (b) To ensure the accuracy of the minutes, the minutes of each Cabinet meeting must be signed by the chairperson of the meeting, or the chairperson of the next Cabinet / General meeting, verifying their accuracy.
- (c) Within 30 days after each meeting forward copies to each Cabinet Officer, the Multiple District Council Executive Officer, and to Lions Clubs International.

**SECTION 8. DUTIES OF CABINET OFFICERS:**

**(1) DISTRICT GOVERNOR.** Under the general supervision of the International Board of Directors, they shall represent the association in their district. In addition, they shall be the chief administrative officer in their district and shall have direct supervision over the first and second vice district governor, region chairpersons, the zone chairpersons, the cabinet secretary- treasurer and such other cabinet members as may be provided for in this district constitution and by-laws. Their 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.
  - (6) Support and promote Lions Clubs International Foundation and encourage club and member contributions to Lions Clubs International Foundation.
- (c) Serve as the Global Action Team district chairperson to administer and promote membership growth, new club development, leadership development and humanitarian service to clubs throughout the district.
- (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.
  - (3) Deliver, in a timely manner, at the conclusion of their term in office, the general and/or financial accounts, funds and records of the district to their successor in office.
  - (4) Submit a current itemized statement of total district receipts and expenditures to their District Convention or annual meeting of their 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) With the assistance of the zone chairpersons and region chairpersons (when present), monitor 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.
- (g) Perform such other functions and acts as shall be required of them by the International Board of Directors.

**(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. Their specific responsibilities shall be, but not limited to

- (a) Further the purposes of this association, resulting in membership growth in the district.
- (b) Actively work towards the success of the current district plan.
- (c) With the district governor and second vice district governor, review strengths and weaknesses of the district, refine and further develop a draft of the ongoing district plan focused on and working towards the successful achievement of district goals.
- (d) Identify and prepare a highly effective team for subsequent years to develop and implement action plans for district goals.
  - (1) Understand the actions needed to accomplish district plans.
  - (2) Know the roles and responsibilities, resources, and Lions qualified to serve in roles.
  - (3) Ensure team members are adequately trained to perform in their specific roles.
  - (4) Work closely with club leadership to identify future district leaders.
- (e) Perform such duties and other directives as may be assigned by the district governor or by the policy of the International Board of Directors.
- (f) At the request of the district governor, supervise other district committees.
- (g) Actively participate in all cabinet meetings, and conduct meetings in the absence of the district governor.
- (h) Become familiar with the duties of the district governor so in the event of a vacancy in the office of district governor they will be better prepared to assume the duties and responsibilities of said office.

- (i) Participate in council of governor's meetings as appropriate.
- (j) Participate in the preparation of the district budget.
- (k) Conduct club visitation as the representative of the district governor when requested by the district governor.
- (l) Work with the District Governor and the District Convention Committee to assist and plan the annual District Convention and assist the district governor to organize and promote other events within the district.

**(3) SECOND VICE DISTRICT GOVERNOR.** The second vice district governor, subject to the supervision and direction of the district governor. Their specific responsibilities shall be, but not limited, to:

- (a) Further the purposes of this association, resulting in membership growth in the district.
- (b) Actively work towards the success of the current district plan
- (c) Serve 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) Become familiar with the strengths and weaknesses of the clubs in the district and the resources that support club development
- (e) Prepare for role as district governor.
  - (1) Become familiar with the duties of the district governor
  - (2) Assess and develop leadership skills
  - (3) Understand district structure and constitution and by-laws and the resources available
  - (4) Be aware of club health indicators and assess club strengths and weaknesses
  - (5) Understand the programs offered by Lions Clubs International Foundation (LCIF)
  - (6) Prepare to conduct effective club visitations



- (f) Conduct club visitation, as the representative of the district governor, when requested by the district governor.
- (g) Perform such duties and other directives as may be assigned by the district governor or by the policy of the International Board of Directors.
- (h) Assist the district governor and first vice district governor in planning and conducting the annual district convention.
- (i) At the request of the district governor, supervise appropriate district committees.
- (j) Actively participate in all cabinet meetings and conduct all meetings in the absence of the district governor and the first vice district governor.
- (k) Participate in the preparation of the district budget.

**(4). CABINET SECRETARY.**

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

- (i) Further the Purposes of this association;
- (ii) Carry out the duties required of a Secretary by Statutory Regulations as well as such duties as the District Governor, the Management Committee and the Cabinet may assign.
- (iii) Perform such duties as are implied by the title of said office, including but not by way of limitation, the following:
  - a. Keep an accurate record of the proceedings of all meetings of the Cabinet, and within fifteen (15) days after each meeting forward copies of the same to all members of the Cabinet, and the office of Lions Clubs International.
  - b. Take and keep minutes of the sub-District Convention and furnish copies of the same to Lions Clubs International, the District Governor and the secretary of each club in the sub-District.
  - c. For the purposes of ensuring the accuracy of the recording of all minutes, the minutes of every meeting shall be signed by the District Governor / Chairperson at a succeeding meeting.
  - d. Make reports to the Cabinet as the District Governor or Cabinet may require
  - e. If asked by a financial member of the association, the secretary must, within 28 days after the request is made—
    - i. Make the minute book for a particular general meeting available for inspection by the member at a mutually agreed time and place; and

- ii. Give the member copies of the minutes of the meeting.
  - iii. The association may require the member to pay the reasonable costs of providing copies of the minutes.
- (iv) The Secretary under the direction of the Management Committee must keep a register of members of the association.
- (v) The register must include the following particulars for each member—
  - a. The full name of the member club;
  - b. The postal address of the member club;
  - c. The date of formation of the member club;
  - d. The date of closure of the member club;
  - e. Details about the termination or reinstatement of membership;
  - f. Any other particulars the Management Committee or the members at a general meeting decide.
- (vi) The register must be open for inspection by members of the association at all reasonable times.
- (vii) A member must contact the Cabinet Secretary to arrange an inspection of the register.
- (viii) A member of the association must not—
  - (a) use information obtained from the register of members of the association to contact, or send material to, another member of the association for the purpose of advertising for political, religious, charitable or commercial purposes; or
  - (b) disclose information obtained from the register to someone else, knowing that the information is likely to be used to contact, or send material to, another member of the association for the purpose of advertising for political, religious, charitable or commercial purposes.
- (ix) However, the Management Committee may, on the application of a member of the association, withhold information about the member (other than the members full name) from the register available for inspection if the Management Committee has reasonable grounds for believing the disclosure of the information would put the member at risk of harm.
- (x) A copy of the itemised statement of receipts and expenditure of the District for the previous financial year, prepared in accordance with rule 7 Section 1(f) of this constitution, shall be forwarded by the retiring Cabinet Secretary to the International Office, the District Governor and to all Lions Clubs in the District after the first Cabinet meeting of the year.
- (xi) Administer the District in cooperation with the Cabinet Treasurer during the absence of the District Governor and the First and Second Vice District Governors.
- (xii) Perform such other functions and acts as may be required by directive of the International Board of Directors
- (xiii) Shall be reimbursed for any approved expenses.

**(5) CABINET TREASURER.**

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

- (a) Further the Purposes of this association;
- (b) Carry out the duties required of a Treasurer by Statutory Regulations as well as such duties as the District Governor, the Management Committee and the Cabinet may assign.
- (c) Perform such duties as are implied by the title of said office, including but not by way of limitation, the following:
  - 1) Carry out duties relating to finance and accounts as set out in Statutory Regulations, the District By-Laws and District Policy Minutes.
  - 2) Collect and receipt for all dues and taxes levied on members and clubs in the sub- District, deposit the same in such bank or banks as the District Governor shall determine and disburse the same by order of the District Governor.
  - 3) Remit and pay over to the Multiple District council secretary-treasurer the multiple District dues and taxes, if any, collected in the sub-District, and secure a proper receipt.
  - 4) Keep accurate books and records of account, and permit inspection of the same by the District Governor, any Cabinet member and any club (or any authorised agent of any of them) at any reasonable time for any proper purpose. In terms of Rule 7 section 1 (f) of this constitution, he/she shall furnish any such books and records as requested to any auditor appointed by the District Governor.
  - 5) Secure bond for the faithful performance of their duties in such sum and with such sureties as may be required by the District Governor.
  - 6) Deliver, in a timely manner, at the conclusion of their term in office, the general and/or financial accounts, funds and records of the District to their successor in office.
- (d) Perform such other functions and acts as may be required of each by directives of the International Board of Directors.
- (e) Shall be reimbursed for any approved expenses.

**(6) REGION CHAIRPERSON**

The region chairperson, if the position is utilized during the District Governor’s term, is subject to the supervision and direction of the District Governor and shall be the chief administrative officer in their region. Their specific responsibilities shall be to:

- (a) Further the Purposes of this association, resulting in membership growth in the region.
- (b) Actively work towards the success of the current district plan and encourage club participation.
- (c) Supervise the activities of the zone chairpersons in their region and such district committee chairperson as may be assigned by the district governor.

- (d) Support club health by identifying club strengths and weaknesses and encouraging growth, leadership excellence and meaningful service.
  - (1) Be knowledgeable of tools available to support club health.
  - (2) Conduct meaningful and effective club visitations in coordination with the zone chairpersons as needed
  - (3) Communicate with clubs regularly to ensure effective operation.
  - (4) Support new clubs.
  - (5) Utilize LCI Resources, Global Action Team Coordinators and LCIF Coordinators to support club health.
- (e) Become familiar with district operations and enhance leadership skills as needed for advancement.
  - (1) Learn the district structure and the importance of each position.
  - (2) Assess personal leadership skills to encourage personal growth.
- (f) Perform such duties and other directives as may be required by the district officers or by the policy of the International Board of Directors.
- (g) Perform such duties and directives as may be required by the district officers or by the policy of the International Board of Directors

**(7). ZONE CHAIRPERSON.**

- I. Further the Purposes of this association, resulting in membership growth in the zone.
- II. Actively work towards the success of the current district plan and encourage club participation.
- III. Serve as chairperson of the District Governor’s Advisory Committee (Zone Meeting) in their zone and as such chairperson to call regular meetings of said committee.
- IV. Support club health by identifying club strengths and weaknesses and encouraging growth, leadership excellence and meaningful service.
  - a. Be knowledgeable of tools available to support club health.
  - b. Visit each club in their zone once or more during their term of office, reporting their findings to the district governor and the region chairperson (if applicable) particularly with respect to weaknesses they may have discovered.
  - c. Communicate with clubs regularly to ensure effective operation.
  - d. Support new clubs.
  - e. Utilize LCI Resources, Global Action Team and LCIF to support club health.
  - f. Endeavor to have every club within their zone operating under a duly adopted club constitution and by-laws.
  - g. Represent each club in their zone in any problems with district, multiple district or Lions clubs International.
- V. Become familiar with district operations and enhance leadership skills as needed for advancement.

- a. Learn the district structure and the importance of each position.
  - b. Assess personal leadership skills to encourage personal growth.
- VI. Perform such duties and other directives as may be required by the district officers or by the policy of the International Board of Directors

**SECTION 9. Financial Year.**

The Financial Year of this District shall be from July 1st to June 30th. The 1st day of July shall be the transfer date for the District Administration and Management to the incoming District Governor and Cabinet Officers.

**SECTION 10. Handover of District Records.**

- (a) Cabinet Officers shall hand over to their successor the complete records for their year of office, together with any previous records held by them, including all manuals, computerised records, cheque butts and deposit books.
- (b) Cabinet shall authorise the destruction of old records, provided however that a minimum of seven complete financial years records are retained.

**SECTION 11 Common Seal.**

- (a) The District shall have a common seal.
- (b) The Cabinet Secretary shall provide for the safe custody of the common seal.
- (c) The common seal shall not be used except by the authority of a resolution by the Cabinet.
- (d) The common seal shall be affixed to a document in the presence of the District Governor or the First or Second Vice District Governor who shall sign every instrument to which the common seal has been affixed, and the Cabinet Secretary, Assistant Cabinet Secretary or Cabinet Treasurer shall countersign the affixation of the common seal. The Cabinet Secretary shall keep a record of all documents to which the common seal has been affixed.

**RULE 8. QUALIFICATIONS.**

**SECTION 1. Candidacy Requirements for District Governor and Vice District Governor.**

- (a) **A candidate for the office of District Governor shall:**
  - (i) Be an Active Member in good standing of a chartered Lions Club in good standing in the District.
  - (ii) Be nominated by their Lions Club with the Club's nomination certified in writing by the President or Secretary of that Lions Club (or endorsed by the majority of Lions Clubs in the District and such endorsement certified in writing by the President or Secretary of such clubs) and the certification or endorsements together with the nominee's written consent is delivered to the Cabinet Secretary at least sixty (60) days prior to the opening day of the Convention.

- (iii) Currently be serving as the First Vice District Governor in the District.
- (iv) **Only in the event** that 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 Second Vice District Governor as set forth in Rule 8 Section 1(c) 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 (iii) of this Section.
- (v) No incumbent District Governor may stand for election to succeed himself/herself.
- (vi) Be nominated from the floor of the District Convention / Annual General Meeting in accordance with Section 7 of this Rule.
- (vii) The District Nominations Sub-Committee, or such other person or Sub-Committee appointed by the District Governor for that purpose shall have confirmed eligibility.

**(b) A candidate for the office of First Vice District Governor shall:**

- (i) Be an Active Member in good standing of a chartered Lions Club in good standing in the District
- (ii) Be nominated by their Lions Club with the Club's nomination certified in writing by the President or Secretary of that Lions Club (or endorsed by the majority of Lions Clubs in the District and such endorsement certified in writing by the President or Secretary of such clubs) and the certification or endorsements together with the nominee's written consent is delivered to the Cabinet Secretary at least (60) sixty days prior to the opening day of the Convention.
- (iii) Currently be serving as the Second Vice District Governor within the District from which he/she is to be elected.
- (iv) Only in the event that the current Second Vice District Governor does not stand for election as First Vice District Governor, or if a vacancy in the position of Second Vice District Governor exists at the time of the District Convention, any club member who fulfills the qualifications for the office of Second Vice District Governor as set forth in these By-Laws or Constitution shall fulfill the requirements of subsection (iii) of this section
- (v) Be nominated from the floor of the District Convention / Annual General Meeting in accordance with Section 7 of this Rule.
- (vi) The District Nominations Sub-Committee, or such other person or Sub-Committee appointed by the District Governor for that purpose shall have confirmed eligibility.

**(c) A candidate for the office of Second Vice District Governor shall:**

- (i) Be an Active Member in good standing of a chartered Lions Club in good standing in the District
- (ii) Be nominated by their Lions Club with the Club's nomination certified in writing by the President or Secretary of that Lions Club (or endorsed by

the majority of Lions Clubs in the District and such endorsement certified in writing by the President or Secretary of such clubs) and the certification or endorsements together with the nominees' written consent is delivered to the Cabinet Secretary at least (60) sixty days prior to the opening day of the Convention.

- (iii) Have served or will have served at the time he/she takes office as Second Vice District Governor.
  - 1. 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.
  - 2. As zone chairperson, region chairperson, district global extension team coordinator, district global leadership team coordinator, district global membership team coordinator, district global service team coordinator, district LCIF coordinator, or cabinet secretary and/or treasurer for a full term or major portion thereof.
  - 3. With none of the above being accomplished concurrently.
- (iv) Has not completed a full term or major portion thereof as a District Governor.
- (v) Be nominated from the floor of the District Convention / Annual General Meeting in accordance with Section 7 of this Rule.
- (vi) The District Nominations Sub-Committee, or such other person or Sub-Committee appointed by the District Governor for that purpose shall have confirmed eligibility.

**SECTION 2. Notice of Nominations.**

The Cabinet Secretary shall forward written advice of the persons nominated to each club in the District, to the Executive Officer of Multiple District 201, and to Lions Clubs International at least thirty days prior to the opening of Convention.

**SECTION 3. Electioneering.**

To allow all candidates an equal opportunity of presenting themselves: -

- (a) Electioneering material is limited to one sheet not to exceed A4 size and printed both sides, black on white.
- (b) Material to include a basic statement of fact on the Lions history, family and business or professional background, and a brief statement from the Nominating Club.
- (c) A current photograph may be reproduced on the sheet.
- (d) The Cabinet Secretary shall mail electioneering material to each Club Secretary and Cabinet Officers, not later than fourteen days prior to election day. Material may be distributed to Convention Delegates in the official Convention Registration satchel/folder.
- (e) No organised functions, receptions or giveaways in support of a Candidate shall be permitted at Convention.
- (f) Candidates nominated for election are invited to submit a statement and photograph (no larger than a single A4 sheet) for publication in the District Magazine and on the official District web site.

**SECTION 4. Election by Convention Delegates.**

- (a) The delegates attending each District Convention / Annual General Meeting shall elect a District Governor, First and Second Vice District Governor for the following financial year by secret ballot with the successful candidate required to secure a simple majority of the affirmative votes cast. Where there are three or more candidates seeking election to office (which in the case of the office of District Governor can only occur if the current First Vice District Governor is not a candidate) an election shall be conducted by secret ballot using the preferential system of voting as set out in the Commonwealth Electoral Act for the election of Members of the House of Representatives. In the case of a tie on any ballot, balloting shall continue on the tied candidates until one is elected. The District Governor shall report the results of each election to Lions Clubs International for presentation to and adoption by the International Board of Directors and thereby become effective except in the case of a District Governor election protest filed in accordance with the procedure of the International Board of Directors as set out in the Board Policy Manual or legal action resulting therefrom, in which event the appointment or election to such office shall be subject to action by the International Board of Directors.
- If the District fails to elect a qualified District Governor, or if the District Governor-Elect 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 office prior to the day their 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.
- (b) **Only in the event that the current First Vice District Governor does not seek election to the office of District Governor** (refer to Rule 8 Section 1(a) (iv) above), and a candidate nominates for election to the office of District Governor and First Vice District Governor, the ballot for District Governor shall be declared before the speeches and the ballot for First Vice District Governor.
- (c) **Only in the event that the current Second Vice District Governor does not seek election to the office of First Vice District Governor** (refer to Rule 8 Section (b)(iv) above), and a candidate nominates for election to the office of First Vice District Governor and Second Vice District Governor, the ballot for First Vice District Governor shall be declared before the speeches and the ballot for Second Vice District Governor

**SECTION 5. Introductory and Candidate Speeches.**

At any Convention where an election is to be held, a introductory speech on behalf of each candidate shall be made by a Lion, or Leo selected by the candidate. Each introductory speech shall not exceed four minutes, with a warning signal given at three and a half minutes. The candidate's speech shall be limited to five minutes, with a warning signal given at four and a half minutes.



**SECTION 6. No Contest.**

Where only one eligible candidate is nominated in accordance with this Rule, the candidate shall be elected in accordance with Section 4(a) of this Rule with the candidate required to secure a simple majority of the affirmative votes cast. If the election of the candidate is approved by the Convention the District Governor shall invite the elected candidate to address the Convention.

**SECTION 7. No Nomination**

- (a) Should no proper nomination be made under Section 1 of this Rule or should the only qualified nominee die or withdraw prior to the matter being dealt with at the Convention, then nominations may be made from the floor.
- (b) Such nominations shall be made at a programmed time on behalf of qualified members who shall have signified their willingness to stand for election.
- (c) Should more than one proper nomination be received under Section 1 and nominations are subsequently reduced to one, further nominations may be made from the floor of Convention with the consent of at least two-thirds of the delegates present.
- (d) The time for introductory and Candidate speeches shall be as set out in Section 5 of this rule.

**RULE 9 DISTRICT CONVENTION / ANNUAL GENERAL MEETING**

District matters are presented to and adopted by Lions Clubs assembled at the Convention held each year. The Convention shall constitute an Annual General Meeting of the District within the meaning of the Associations Incorporation Act and it may take appropriate actions on any matter (provided it is not in conflict with the Associations Incorporation Act) that is consistent with the constitution, policies and directives of Lions Clubs International. With the exception of by law article V section 6, resolutions carried by Delegates at a Convention can only be repealed or amended by a succeeding Convention.

**SECTION 1. Time And Place.**

An annual convention of the District shall be held each year to conclude no less than thirty (30) days prior to the convening of the international convention, at a place selected by the delegates of a previous annual convention of the District.

**SECTION 2. Club Delegate Formula.**

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

**SECTION 3. District Governor / Past District Governor Delegates**

- (a) The District Governor shall be a Delegate of the Convention with full delegate rights and privileges independent of Club delegate quota.
- (b) Each Past District Governor who is a member of a Club within the District shall be a Delegate of the Convention with full delegate rights and privileges independent of Club 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. Agenda, Supervision and Control.**

All Convention arrangements including budgetary matters shall be under the supervision, jurisdiction and control of the District Governor, who shall determine the programme, arrange the order of business, and preside over the Convention. The proposed order of business must include the following matters: -

- (a) Receipt and adoption of the minutes of the previous Annual General Meeting.
- (b) The receipt and adoption of the Auditors report, if required in terms of Rule 7 section 1 (f), on the statements of income and expenditure, assets and liabilities and mortgages, charges and securities affecting the property of this District for the last financial year

or

A resolution prepared on behalf of the District stating - The association's financial records show the association keeps adequate financial records that correctly record and explain transactions and enable a true and fair financial statement to be prepared.

- (c) The election of a District Governor, First and Second Vice District Governors.
- (d) The appointment of a District Auditor if required, or the appointment of an approved person to verify the annual financial statements and complete the verification statement.
- (e) General Business

**RULE 10  
DISTRICT DISPUTE RESOLUTION PROCEDURE****A. Disputes Subject to Procedure**

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

**B. Complaints and Filing Fee**

Any Lions club in good standing within the association (the "complainant") may file a written request with the District Governor or, in the event the complaint is directed against the District Governor, the immediate past District Governor (a "complaint"), with a copy to the Legal Division, asking that dispute resolution take place under this procedure. The complaint must be filed within thirty (30) days after the complainant(s) knew or should have known of the occurrence of the event upon which the complaint is based. The complainant(s) must submit minutes signed by the club secretary certifying that a resolution in support of filing the complaint has been adopted by a majority of the entire membership of the club. A copy of the complaint shall be sent to the respondent(s).

A complaint filed under this procedure must be accompanied by a US\$750.00 filing fee, or its equivalent in the respective national currency, payable by each complainant to the District which shall be submitted to the District Governor or, in the event the complaint is directed against the District Governor, the immediate past District Governor, at the time the complaint is filed. In the event the complaint is settled or withdrawn prior to a final decision by the conciliators, US\$100.00 shall be retained by the District as an administrative fee and US\$325.00 shall be refunded to the complainant and US\$325.00 shall be paid to the respondent (which shall be shared on an equal basis if there is more than one respondent). In the event the selected conciliators find the complaint to have merit and the complaint is upheld, US\$100.00 shall be retained by the District as an administrative fee and US\$650.00 shall be refunded to the complainant. In the event the selected conciliators deny the complaint for any reason, US\$100.00 shall be retained by the District as an

administrative fee and US\$650.00 shall be paid to the respondent (which shall be shared on an equal basis if there is more than one respondent).

In the event the complaint is not settled, withdrawn, upheld or denied within the time frames established by this procedure (unless an extension has been granted for good cause), then the entire fee will be automatically retained by the District as an administrative fee and shall not be refunded to any party. All expenses incurred relative to this dispute resolution procedure are the responsibility of the District, unless established District policy provides that all expenses incurred relative to this dispute resolution procedure shall be paid on an equal basis by the parties to the dispute.

**C. Response to Complaint**

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

**D. Confidentiality**

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

**E. Selection of Conciliators**

Within fifteen (15) days of filing the complaint, each party to the dispute shall select one (1) neutral conciliator and the selected conciliators shall select one (1) neutral conciliator, who will serve as chairperson. The selected conciliators' decision relative to the selection of the conciliator/chairperson shall be final and binding. All of the selected conciliators shall be Lion leaders, preferably past District Governors, who are currently members in good standing of clubs in good standing in the District in which the dispute arises, other than a club which is a party to the dispute, and shall be impartial on the matter in dispute and without loyalties to any party to the dispute. Upon completion of the selection process, the conciliators shall be deemed appointed with all authority appropriate and necessary to resolve or decide the dispute in accordance with this procedure.

In the event the selected conciliators cannot agree on the selection of the conciliator/chairperson within the time frame noted above, then the selected conciliators shall be automatically deemed to have resigned for administrative reasons and the parties must select new conciliators ("the second team of selected conciliators") who shall then select one

(1) neutral conciliator/chairperson in accordance with the selection procedures and requirements described above. In the event the second team of selected conciliators cannot agree on the selection of the conciliator/chairperson from within the District in which the dispute arises, the selected conciliators may select one (1) neutral conciliator/chairperson who is a member of a club in good standing outside the respective District. In the event the second team of selected conciliators cannot agree on the selection of the conciliator/chairperson from within or outside the District in which the dispute arises, then the past international director who most recently served on the International Board of Directors from within the District in which the dispute arises or from an adjacent District, whichever is closest in proximity, shall be appointed as conciliator/chairperson. The time limits in this Section E may not be shortened or extended by the District Governor or, in the event the complaint is directed against the District Governor, the immediate past District Governor, or the conciliators.

**F. Conciliation Meeting & Decision of Conciliators.**

a) Upon being appointed, the conciliators shall arrange a meeting of the parties for the purpose of conciliating the dispute. The meeting shall be scheduled within thirty (30) days of the appointment of the conciliators. The objective of the conciliators shall be to find a prompt and amicable resolution to the dispute. If such conciliation efforts are unsuccessful, the conciliators shall have the authority to issue their decision relative to the dispute. The conciliators shall issue their decision in writing no later than thirty (30) days after the date on which the initial meeting of the parties was held, and the decision shall be final and binding on all parties. The written decision shall be signed by all the conciliators, with the dissent of any conciliator properly noted, and a copy of the written decision shall be provided to all parties, the District Governor or, in the event the complaint is directed against the District Governor, the immediate past District Governor, and, to the Legal Division of Lions Clubs International. The decision of the conciliators must be consistent with any applicable provisions of the International, Multiple District and District Constitutions and By-Laws and policies of the International Board of Directors, and is subject to the authority of and further review by the International Board of Directors at the sole discretion of the International Board of Directors or its designee.

Failure to comply with the final and binding decision of the conciliators constitutes conduct unbecoming a Lion and is subject to loss of membership privileges and/or charter cancellation.

**G. Representation for Grievance Procedure.**

1. A party to a dispute may appoint any person to act on behalf of the party in the grievance procedure.
2. If a party appoints a person under subrule (1) to be the party's representative, the party must give written notice of the appointment to each of the following

entities—

- a) the other party to the dispute;
  - b) the Management Committee;
  - c) if a mediator has been appointed before the party appoints the representative—the mediator.
3. A representative who acts for a party at a mediation must—
- a) have sufficient knowledge of the matter, the subject of the dispute to be able to represent the party effectively; and
  - b) be authorised to negotiate an agreement for the party.

**H. Electronic Communication for Grievance Procedure**

Any meeting or mediation session required under the grievance procedure may be conducted by electronic means if the parties to the dispute and, for a mediation, the mediator agrees.

**RULE 11- DISTRICT FINANCES and FEES**

**Section 1 District Finance Advisory Sub-Committee.**

In February each year the District Governor Elect is to appoint a District Finance Advisory Sub-Committee for their year. The sub-committee is to comprise the current Cabinet Treasurer, the Cabinet Treasurer designate and two other members. The first meeting of the sub-committee is to be held no later than 31<sup>st</sup> March each year with completed recommendations for the first Cabinet meeting of each fiscal year

**Section 2. Annual Budget.**

At the first Cabinet meeting of each financial year the Cabinet Treasurer shall present an itemised budget of all anticipated receipts and expenditure in the District Administration Account. Cabinet shall approve the budget (as presented or amended) and no item of expenditure shall be exceeded without the prior approval of Cabinet.

**Section 3. Member Fees.**

- (a) Each club shall pay to the Cabinet Treasurer to defray District administrative costs such fee per club member per annum as determined by the District Convention. This amount, based on the membership of each club as at July 1st and January 1st respectively, shall be due and payable in the two semi-annual payments detailed:
  - One half by August 10th for the half year - July 1st to December 31st.
  - One half by February 10th for the half year - January 1st to June 30<sup>th</sup>.

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

- (b) The Schedule of Member Fees is set out in the District By-Laws, and this schedule shall only be amended at a District Convention by the affirmative vote of **two-thirds** of the delegates in attendance and voting.
- (c) Should a Club member die during the month of July or January, the amount payable for the then current half year in respect of that member shall be waived.

**Section 4. New and Re-Organised Club Fees**

New Clubs and Re-organised Clubs will be liable for fees from July 1st or January 1st, which first occurs after the date on the Charter or the date of re-organisation.

**Section 5. Deposit Accounts**

The Cabinet Treasurer shall open deposit accounts that are consistent with the District By-Laws in financial Institutions approved by Cabinet. The convention host sub-committee shall be permitted to operate a deposit account in accordance with Rule 12. No deposit account shall be opened by any other person, for purposes associated with District administration, functions or activities.

**Section 6. Funds and Accounts**

- (a) The funds of the association must be kept in an account in the name of the association in a financial institution decided by the Management Committee.
- (b) Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the association.
- (c) All amounts must be deposited in the financial institution account as soon as practicable after receipt.
- (d) A payment by the association of \$100 or more must be made by cheque or electronic funds transfer.
- (e) If a payment of \$100 or more is made by cheque, the cheque must be signed by any two of the following—
  - (i) The District Governor;
  - (ii) The Cabinet Secretary;
  - (iii) The Cabinet Treasurer;
  - (iv) Any one of three other members of a Club within the association who have been authorised by the Management Committee to sign cheques issued by the association.
- (f) However, one of the persons who sign the cheque must be the District Governor the Cabinet Secretary or the Cabinet Treasurer.
- (g) Cheques, other than cheques for wages, allowances or petty cash recoupment, must be crossed not negotiable.
- (h) A petty cash account must be kept on the imprest system, and the Management Committee must decide the amount of petty cash to be kept in the account.
- (i) All expenditure must be approved or ratified at a Management Committee

meeting

**Section 7 Not for Profit Status / Income & Property**

The Assets and Income of the District shall be applied solely in furtherance of the Purposes of the District as set forth in this Constitution and no portion shall be distributed, directly or indirectly to the members of this Association or to Lion Members except as bona fide compensation for services rendered or expenses incurred on behalf of the District.

**Section 8. Balance of Funds.**

Any balance of District funds shall be passed to the Incoming District Governor within seven days of the close of the financial year to be used at the discretion of the District Cabinet.

**Section 9. District Audit – Auditor.**

- (a) At the close of the financial year there shall be an audit of all books, accounts and the balance sheet of the District if required in terms of Rule 7 section 1 (f) of this constitution or a resolution prepared on behalf of the District stating – “The association’s financial records show the association keeps adequate financial records that correctly record and explain transactions and enable a true and fair financial statement to be prepared” is to be presented by the Immediate Past District Governor to the District Governor
- (b) If required an independent auditor with qualifications that are approved by the relevant State Government Department shall be appointed by the Annual General Meeting.
- (c) If required the auditors’ fees shall be proportioned to the various District bank and ledger accounts, calculated on the number of book entries of receipts and expenditure.

**RULE 12 - Use of the Lions District 201Q3 Name in Unofficial Projects.**

Before the District Governor and/or the District Management Committee grants permission for any Lions Club or Group of Lions Clubs, any Lion or Group of Lions, or any proposed Incorporated Body to use the words “Lions District 201 Q3” in the name of a project that has not been officially endorsed as a District Project by a properly constituted District Convention, the District Governor and/or the District Management Committee shall require the applicants to address or include the following minimum conditions for approval in the proposed Constitution and or Rules for the project:-

- (i) That the District Governor or their representative be a member of the projects Executive Committee or Management Committee.



- (ii) That the District Governor receives a copy of all minutes relating to the Project (e.g. Executive Committee, Management Committee and General Meeting minutes etc.)
- (iii) That the District Governor receives monthly financial statements relating to the project.
- (iv) That the District Governor receives a copy of all official correspondence, reports, and agreements relating to the project.
- (v) That the Executive Committee or the Management Committee of the project shall not seek financial support from any Lion or Lions Club not associated with the project without the written consent of the District Governor.

**RULE 13 - SUSPENSION OR CANCELLATION OF CHARTER, STATUS QUO**

**Section 1. Cancelled Club Assets.**

When the Charter of any Club in the District is cancelled by the International Board, the property of the Club including all moneys standing to its credit at any bank and all other funds shall forthwith vest in the District Governor on behalf of the District who may receive all property, monies and funds, and give all necessary receipts and discharges to any person, persons, or corporation for the time being holding such property, moneys or funds. The District Cabinet may satisfy any liabilities of such a Club and to dispose of the net assets of the Club (if any) for the benefit of the District and the area in which the Club is situated, subject nevertheless to the law in force in the State of Queensland.

**Section 2. Status Quo.**

Where any Chartered Club is placed in Status Quo by the International Board for any period, the District Governor may instruct that Club's Bankers to suspend all operations on the Club's bank account, and during such period no monies may be withdrawn from the Club's accounts without the written consent of the District Governor.

**RULE 14 - EXCLUSION OF SECTION 47 of the ASSOCIATIONS INCORPORATION ACT 1981** - Model Rules will not apply.

Subsection 1, Section 47 in Part 5 of the Associations Incorporation Act 1981 does not apply to this Incorporated Association.

**RULE 15- DISSOLUTION / WINDING UP OF THE DISTRICT**

- i) The District may be wound up by its members, subject to the adoption of a special resolution to wind up the District at a General Meeting, carried by a 3/4 majority of District Members present and voting thereon.
- ii) If the District is wound up, following the payment of all debts and other liabilities (including the costs of winding up) any remaining assets: -
  - a. Must not be distributed to the members or former members of the District and;

- b. Subject to the requirements of Australian Law and any Australian Court Order, must be distributed to another organisation with similar purposes which is a charitable and/or not-for-profit and not carried on for the profit or personal gain of members.
- iii) In making distributions upon winding up, the District must satisfy any obligations that apply to assets over which a trust exists.

## **RULE 16 - AMENDMENTS**

### **Section 1. Amending Procedure.**

This Constitution may be amended only at a District Convention, by resolution of the Constitution and By-Laws Committee and adopted by the affirmative vote of three-quarters (3/4) of the votes cast.

### **Section 2. Automatic Update.**

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

### **Section 3. 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 4. Effective Date.**

Subject to the act, these rules may be amended, repealed or added to by a special resolution carried at a general meeting.

Amendments, repeals or additions are valid only if it is registered by the chief executive.

## **RULE 17 - By - Laws**

Subject to this Constitution, the District Convention by Notice of Motion submitted shall have the power to make By-Laws as may be necessary for the conduct and administration of the District and for the purpose of carrying out its duties, and the Convention may repeal or amend such By-Laws.

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## BY-LAWS

### ARTICLE I

#### NOMINATIONS AND ENDORSEMENT THIRD VICE PRESIDENT AND INTERNATIONAL DIRECTOR NOMINEES

##### **Section 1. Endorsement Procedure.**

Subject to the provisions of the International Constitution and By-Laws, any member of a Lions club in the District seeking endorsements of a District Convention as a candidate for the office of international director or third Vice-president shall:

- a. Deliver (by mail or in person) written notice of intention to seek such endorsement to the District Governor and to the multiple District executive officer 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. Speeches.**

- (a) Introductory speeches shall not exceed four minutes. There shall be only one nominating speech for each candidate and a warning signal shall be given at three- and one-half minutes.
- (b) Candidate's speeches shall not exceed five minutes and a warning signal shall be given at four- and one-half minutes.

##### **Section 4. Vote.**

The vote on the question of endorsement shall be by secret written ballot by the preferential system of voting as set out in the Commonwealth Electoral Act and any Regulations thereunder, for election of members to the House of Representatives. The nominee receiving a majority of the votes cast shall be declared endorsed (elected) as the candidate of the convention and District.

##### **Section 5. Certification Of Endorsement.**

Certification of endorsement by the respective convention shall be made in writing to the international office by the District officials designated (and if the District is a sub-District in the multiple District to the multiple District council of governors) in

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

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

**ARTICLE II  
APPOINTMENT and ELECTION PROCEDURES**

**Section 1. Nominating Committee.**

Each District Governor shall appoint by written notification received at least sixty (60) days prior to the sub-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 Cabinet or international office either by election or appointment.

**Section 2. District Governor Election Procedures.**

Any qualified member of a club in the District seeking the office of District Governor shall file their intention to so run in writing with the Cabinet Secretary sixty (60) days prior to the opening day of the Convention, and furnish evidence of their compliance with the qualifications for said office set out in the International Constitution and By-Laws.

**Section 3. First And Second Vice District Governor Election Procedures.**

Any member of a club in the District seeking the office of first or second Vice District Governor shall file their intention to so run in writing with the Cabinet Secretary sixty (60) days prior to the opening day of the Convention, and furnish evidence of their compliance with the qualifications for said office set out in the International Constitution and By-Laws.

**Section 4. Ballot.**

The election shall be by secret written ballot, with the candidate or candidates required to secure a majority of the votes cast by the delegates present and voting under the preferential system of voting as set out in the Commonwealth Electoral Act and any Regulations thereunder, for election of members to the House of Representatives, in order to be declared elected. For purpose of such election, a majority is defined as a number more than one-half of the total valid votes cast excluding blanks and abstentions. Should an election result in a tied vote for the Offices of District Governor, First or Second Vice District Governor or Convention Host City, the candidate receiving the greatest number of primary votes shall be declared elected, but should there have been a tie in the primary votes, a ballot between the tied candidates shall be held and balloting shall continue until one candidate receives a majority.

**Section 5. Region/Zone Chairperson Qualifications.**

If possible, each region and zone chairperson shall:

- (a) Be an active member in good standing in their respective region or zone; and
- (b) Have served or will have served at the time of taking office as region or zone chairperson as president of a Lions club for a full term or major portion thereof, and a member of the board of directors of a Lions club for no less than two (2) additional years.

**Section 6. Appointment Of Region/ Zone Chairperson.**

The District Governor shall appoint, by the time he/she takes office, one region chairperson for each region (if the position is utilized during the District Governor’s term), and one zone chairperson for each zone, in the District.

**Section 7. Region/Zone Chairperson Vacancy.**

If any region chairperson or zone chairperson shall cease to be a member of a club in the region or zone, as the case may be, to which he/she was appointed, their term of office shall thereon cease and the District Governor shall appoint a successor to fill said office. Provided, however, the District Governor, in their discretion may determine not to use the position of region chairperson for the remainder of the term.

**ARTICLE III**

**DISTRICT COMMITTEES AND CABINET APPOINTMENTS**

**Section 1. 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. 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. It shall assist the zone chairpersons in an advisory capacity, procure recommendations affecting the welfare of Lionism and the clubs in the zone, and relay the same through the zone chairperson to the District Governor and their Cabinet.

**Section 2. District Governor’s Honorary Committee.**

The District Governor may appoint a District Governor’s Honorary Committee composed of past international officers who are members in good standing of clubs within the District. This committee shall meet when and as called upon by the District Governor. It shall act under the direction of the District Governor in the promotion of

harmony throughout the District. The chairperson of this committee shall attend meetings of the Cabinet when requested by the District Governor.

**Section 3. (a) District Cabinet Committees.**

The District Governor may establish and appoint such other committees and/or chairpersons as he/she deems necessary and appropriate for the efficient operations of the District. Such committee chairpersons may be voting members of the District Cabinet.

**Section 3 (b). DISTRICT GLOBAL ACTION TEAM.** Chaired by the District governor and includes the District membership coordinator, District service coordinator, District leadership coordinator and District extension coordinator and is supported by the District marketing chairperson. Develops and initiates a coordinated plan to help clubs expand humanitarian service, achieve membership growth, and develop future leaders. Meets regularly to discuss the progress of the plan and initiatives that may support the plan. Collaborates with members of the multiple District's Action Team to learn about initiatives and best practices. Shares activities, achievements and challenges with members of the multiple District Action Team. Attends the District Governor Advisory Committee meeting and other zone, region, District or multiple District meetings that feature service, membership or leadership initiatives to share ideas and gain knowledge that may be applied to club practices.

**Section 4. (a) DISTRICT SERVICE TEAM (DST) COORDINATOR.**

The DST coordinator is a member of the District Global Action Team. Their responsibilities include:

- (a) With the District team, develop and implement 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 LCI and LCIF service programs and grants, and the use of LCI 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.
- (f) Work to identify potential leaders to participate in a service leadership role.

**Section 4 (b). DISTRICT MEMBERSHIP TEAM (DMT) COORDINATOR.** The DMT coordinator is a member of the District Global Action Team. Their responsibilities include:

- (a) With the District team, develop and implement the District plan focused on and

working to achieve District membership goals.

- (b) Train club membership chairpersons on key tools and initiatives and encourage clubs to create membership plans to improve recruitment and member satisfaction
- (c) Support club membership chairs with membership inquiries and 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, guidance and support to starting a new club is provided unless a Global Extension Team District coordinator has been appointed.
- (e) Work to identify potential leaders to participate in a membership leadership role.
- (f) Provide retention strategies to clubs in collaboration with Global Leadership Team and Global Action Team District coordinators.
- (g) Confirm new members are provided an effective member orientation at the club level, in collaboration with the District leadership team coordinator and the club officers.

**Section 4 (c). DISTRICT LEADERSHIP TEAM (DLT) COORDINATOR.** The DLT coordinator is a member of the District Global Action Team. Their responsibilities include:

- (a) With the District team, develop and implement the District plan focused on and working to achieve District leadership development goals to hold training for club officers, region and zone chairpersons, Certified Guiding Lions and others as appropriate.
- (b) Develop and execute an annual District learning and leadership development plan and report training in Learn.
- (c) Work to identify potential leaders to participate in service, membership or leadership roles.
- (d) Support and facilitate training at District events when appropriate.
- (e) Confirm new members are provided an effective member orientation at the club level, in collaboration with the District membership team coordinator and club officers.

**Section 4 (d). District Extension Team Coordinator (if the position is utilized during the District Governor’s term).**

Under the supervision of the District Governor the DET coordinator is a member of the District Global Action Team. Their responsibilities include:

- (a) Work with the District team (including the District Governor and vice District Governors) to ensure new club goals of the District are met and sustainable.
- (b) Identify opportunities to charter new clubs in communities, or within groups of a larger community, that are not served or are underserved.

- (c) Collaborate with District leadership to build a team capable of completing the tasks required in the successful chartering of new clubs including membership recruitment, leadership development, and engagement in meaningful service projects.
- (d) Understand and communicate the process and policies of new club development to team members and ensure that accurate information is conveyed to prospective members.
- (e) Enable the success of new clubs by helping sponsor clubs establish mentoring relationships with the new club officers and educating Guiding Lions on expectations of the new club.
- (f) Train and involve Lions interested in new club chartering to expand the District's ability to charter new clubs.
- (g) Ensure new club applications are complete, properly approved, and submitted efficiently.

**Section 4 (e). DISTRICT MARKETING CHAIRPERSON.** Under the supervision of the District Governor, the District marketing chairperson is responsible for marketing and communications efforts and directly supports the District Global Action Team. Their responsibilities include:

- (a) Work with the District team to identify and support opportunities for marketing large- scale events, programs, and initiatives.
- (b) Collaborate directly with the District Membership Coordinator to direct any membership leads that come through marketing channels to appropriate clubs.
- (c) Support the District Governor and District Action Team with marketing and publicity guidance.
- (d) Encourage clubs within the District to apply for the Lions International Marketing Award
- (e) Support District funding opportunities.
- (f) Manage District social media channels and websites, either directly or through an established District marketing committee.
- (g) Maintain a full understanding of the Global Brand Guidelines.
  - a. Champion appropriate and consistent use of global brand assets in all District activities.
  - b. Support use of approved brand templates for story and publicity development.
- (h) Encourage clubs to fill the role of the club marketing chairperson.
  - a. Ensure consistent support for the club marketing chair, holding meetings, trainings, and providing marketing guidance and best practices.
- (i) Promote the good works and newsworthy stories of LCI and LCIF to Lions and members of the media, through social media channels, and to external audiences.

**Section 4 (f). LCIF DISTRICT COORDINATOR.**

The LCIF District coordinator is nominated by the LCIF multiple District coordinator, in consultation with the District Governor, and appointed by the LCIF chairperson, to serve for a three-year term. This position serves as an ambassador for Lions Clubs



International Foundation and reports directly to LCIF multiple District coordinator while working closely with District leadership. Their responsibilities include:

- (a) With the District team, develop and implement the District plan focused on and working to achieve District leadership development goals to hold training for club officers, region and zone chairpersons, Certified Guiding Lions and others as appropriate.
- (b) Develop and execute an annual District learning and leadership development plan and report training in Learn.
- (c) Work to identify potential leaders to participate in service, membership or leadership roles.
- (d) Support and facilitate training at District events when appropriate.
- (e) Confirm new members are provided an effective member orientation at the club level, in collaboration with the District membership team coordinator and club officers.

**Section 4 (g). LEO/ LEO-LION CABINET CHAIRPERSON (OPTIONAL).**

The Leo/Leo-Lion Cabinet chairperson shall represent the interests and perspectives of Leos and Leo-Lions and facilitate communication and connection between Leos and Lions.

The responsibilities of the Leo/Leo-Lion Cabinet chairperson include:

- a) Facilitate communication between Leos and Lions within the District.
- b) Serve as a resource to District Cabinet officers and assigned committee(s).
- c) Coordinate the promotion of the Leo club, Leo-Lion programs, and engagement opportunities for young people within the Lions' District.
- d) Support the District in coordinating training for Leo's.
- e) Advocate for leadership and leadership training opportunities for Leos and Leo-Lions within Lions District activities.
- f) Serve as support and point of contact for District Leos to explore Lions membership program opportunities.
- g) Assist in planning and integration of Leos and Leo-Lions in Lions District Convention, forum events and trainings.
- h) Attend Leo District meetings as necessary.
- i) Chair one District collaboration project between Leos and Lions.

**ARTICLE IV**

**MEETINGS  
REGIONS AND ZONES**

**Section 1. Regions And Zones.**

- (a) Organisational. Regions and zones shall be subject to change by the District Governor, when in their sole discretion; they shall deem the same necessary to the best interests of the District and the association. The District should be divided into regions and zones giving due regard to the geographical locations of the clubs.
- (b) Region Meetings. Meetings of the Zone Chairperson within a region is to be called, by 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, should a meeting be deemed necessary.
- (c) 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.

**ARTICLE V**

**DISTRICT CONVENTION**

**Section 1. Convention Site Selection.** The District Governor shall receive invitations in writing from places desiring to entertain the succeeding year(s) annual convention. All invitations shall set forth such information as the District Governor shall from time to time require and shall be delivered to them no later than sixty (60) days prior to the convening date of the convention at which the convention site shall be voted upon by the delegates of said convention. 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 so received by the District Governor shall be determined by the District Governor.

**Section 2. Official Call.**

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

**Section 3. Host Club Application**

- (a) Any Club desirous of hosting a Convention shall make application in writing to the Cabinet Secretary at least sixty days prior to the opening day of the Convention at which the decision will be made.
- (b) Each application shall set out proposals and reasons for considering the venue to be suitable.

- (c) Each Club applying to be convention host club shall have five minutes (or such time at the discretion of the District Governor) to present its proposals to the Convention.
- (d) Should more than one Club apply to host a Convention, the Host Club shall be determined by secret ballot and preferential voting.
- (e) The host city or town shall be determined by the Convention held two years before the proposed Convention

**Section 4. No Host Club Nomination**

If no nomination is submitted at the Convention, or if the Convention should not accept any nomination, the District Governor and Cabinet shall determine the Host Club.

**Section 5. 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 sixty (60) prior to the convening date of the annual convention

**Section 6. Officers.**

The members of the District Cabinet shall be the officers of the annual District convention.

**Section 7. Recording Of Proceedings.**

The Convention Organising Sub-Committee shall be responsible for the provision of facilities and the recording of convention proceedings in a form approved by the Cabinet Secretary.

**Section 8. Official Report.**

Within fifteen (15) days after the close of each single and sub-District Convention, the Cabinet secretary shall transmit one copy of the complete proceedings to the international office. Upon written request from any club in the respective District a copy shall be furnished to said club.

**Section 9. Credentials Committee.**

The Credentials Committee of the District Convention 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, 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 the appointment hold any District or international office either by election or appointment. The Credentials Committee shall have the powers and perform the duties set forth in "Law and Procedure at Meetings in Australia", by P.E. Joske.

**Section 10. 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 11. Distribution of information at a District Convention.**

Any Lion or Leo registered at a convention may distribute material in relation to a Notice of Motion, and all material to be distributed must comply with these rules: -

- (a) All material must be approved by the District Governor and/or the Cabinet Secretary.
- (b) A person wishing to obtain approval for the distribution of a pamphlet or material shall submit a draft of same to the Cabinet Secretary not later than fourteen (14) days preceding the date of commencement of the convention.
- (c) To allow a fair and balanced presentation of the Notice of Motion, the material generally should consist of: -
  - (i) no more than one A4 page (although each side of the page may be printed), be printed black on white, and
  - (ii) not contain any photographs.
  - (iii) The District Governor and/or the Cabinet Secretary shall have the discretion to approve material to promote a nomination for convention host city that includes more than one (1) page, with color printing and photographs providing it does not lead to an unfair and unbalanced presentation.
- (d) The District Governor and/or the Cabinet Secretary shall approve the material if: -
  - (i) it contains only factual information
  - (ii) it does not contain any information which is defamatory or deprecatory of any person or Lions organisation
  - (iii) it does not contain any information which is scandalous, frivolous or vexatious.
- (e) The District Governor and/or the Cabinet Secretary may require amendment to the material as a pre-requisite to approval being granted.
- (f) All material must be distributed at a time and at locations determined by the District Governor and/or the Cabinet Secretary.

**Section 12. Sub-Committee Appointments.**

The District Governor shall make the following appointments:

- (i) A Convention Organising Sub-Committee,
- (ii) A Credentials Sub-Committee,
- (iii) A Constitution and Sub-By-Laws Sub-Committee,
- (iv) A Nomination and Election and Convention Standing Sub-Committee,
- (v) A Master of Ceremonies

The District Governor shall nominate a Chairman for each sub-committee, designate their duties, and may remove and/or replace any appointed Lion.

**(A). Convention Organising Sub-Committee.**

Under the supervision of the District Governor and Cabinet, this Sub-Committee shall be responsible for the detailed arrangements for the District Convention referred to in its appointment, and shall make recommendations to the District Governor and Cabinet as required on the following:

- (i) Date and Venue(s) for the Convention,
- (ii) Program and Entertainment,
- (iii) The final budget determining the Hospitality Fee,
- (iv) Locations for Sessions and Formal Ceremonies.

Draft a Formal Motion to be presented at the Convention to thank all who have assisted the Convention.

**(B). Credentials Sub-Committee.**

The Credentials Sub-Committee shall comprise the officers listed in By Law Article V Section 10.

It is the duty of the Sub-Committee to report to the District Convention when called upon, and to:

- (i) Certify the delegates and alternates from the Clubs in good standing;
- (ii) Refuse to certify any Lion from Clubs not in good standing, or more than the eligible number of delegates and alternates from any Club.
- (iii) Report to the Convention on the number of certified delegates and/or alternates.
- (iv) Issue ballot papers to delegates for any District election.

**(C). Constitution And By-Laws Sub-Committee.**

- (i) The word "Sub-Committee" in this By-Law shall also mean the District Constitution & By-Laws Chairman alone at the District Governor's discretion
- (ii) It is the duty of this Sub-Committee, which may consist of at least three members (Chairman to be the current District Constitution and By-Laws Chairman) to receive and analyse (and if necessary, redraft, with the approval of the District Governor or the District Cabinet and the Club submitting the motion, all proposed motions designed to come before a District Convention.
- (iii) All motions must be presented to the Sub-Committee in writing, before presentation to the Convention.
- (iv) The Sub-Committee shall report to the Convention on the form of all motions submitted.
- (v) Should the club not accept the redrafted form, the Constitution and By-Laws Sub-Committee will have the right to present the redrafted form as an amendment to the motion.
- (vi) Deal with and report on any objection to, or any matters arising from the Rules of Procedure and Debate adopted by the Convention and make recommendations to the District Governor.

**(D). Nomination, Election and Convention Standing Sub-Committee.**

The District Governor shall appoint a Nomination, Election and Convention Standing Sub-Committee as per By Law Article II Section 1. The Sub-Committee shall: -

- (i) Examine all nominations received for the position of District Governor, First and Second Vice District Governors to ensure that the nominees are qualified under the District Constitution and that nominees for any position on the International Board are qualified under the Constitution and By-Laws of Lions Clubs International. The Sub-Committee Chairman shall report the names of the qualified candidates to the District Convention.
- (ii) Supervise the ballot for all elections. The District Constitution and By-Laws Chairman shall be the Chairman of the Elections Standing Sub-Committee shall act as Returning officer. The Sub-Committee shall consist of no less than three (3) members and should any member appointed to this committee be a nominee for office, their position shall be declared vacant and a replacement appointed by the District Governor of the day. The Members of the sub-committee shall act as Assistant Returning Officers and shall be responsible for counting the ballot papers.
- (iii) Each candidate may appoint a scrutineer who may be present when ballot boxes are locked prior to the ballot and when ballot boxes are opened for counting votes. The scrutineer may make representations on any matter relating to the ballot papers and their counting to the Returning Officer whose decision shall be final and conclusive.
- (iv) The Chairman shall ensure that the secrecy of the ballot is maintained and destroy all ballot papers when ordered to do so by a resolution of the Convention.
- (v) Encourage clubs to nominate at convention for the hosting of a future convention.
- (vi) Investigate the application of those clubs nominating to host a Convention, and to check that adequate venues and facilities are available to hold a convention.
- (vii) Assist a nominating host club (if required) in its application to bid for the convention.

**(E) Master of Ceremonies.**

The Master of Ceremonies shall maintain order and decorum at the respective conventions and meetings and perform such other duties as are incident to their office under Joske's Law and Procedure.

Under the supervision and direction of the District Governor, the Master of Ceremonies shall be responsible for the following aspects of District Conventions:

- (a) Marshall delegates in to the Convention Hall,
- (b) Ensure that a quorum is present during plenary sessions,
- (c) Call sessions to order,

- (d) Ensure that Lions moving and seconding motions are accredited delegates; and ensure that the delegates' voting card is displayed whenever a vote is taken.
- (e) In the event of a division, ensure that no delegate crosses the floor after voting, and that the delegate vote count is accurate.
- (f) When a ballot is taken, close off the ballot boxes at the time designated by the District Governor and deliver ballot boxes to the tally room.
- (g) Carry out other duties as assigned by the District Governor.

**Section 13 - Convention Motions.**

**1. Notice To Clubs.**

- (a) The Cabinet Secretary shall forward a copy of the motions (except motions to establish or amend a District Project) to be placed before the Convention to all District Clubs at least thirty days prior to the opening of the Convention.
- (b) The Cabinet Secretary shall forward a copy of the motions to establish or amend a District Project, including the basic information submitted in relation to the project, to all District Clubs at least forty-five days prior to the opening of the Convention.

**2. Cabinet Officer Reports & Notices Of Motion To Convention.**

- (a) Cabinet Officer reports are submitted for the information of convention delegates only. As the contents of Cabinet Officer reports are not debated, the adoption of a report shall mean that the information contained in that report has been received and noted by Convention Delegates - the adoption of a report shall not imply that convention approves, endorses or adopts any action or recommendation contained in its contents.
- (b) As Cabinet Officer's reports are not debated by convention delegates, the adoption of a Cabinet Officer's report shall not imply that the convention approves, endorses or adopts any notice and/or notices of motion that may be contained in a report unless the relevant notice and/or notices of motion are formally submitted to convention in accordance with Article V Section 14.5
- (c) A copy of Cabinet Officer reports and a copy of all Notices of Motion submitted in accordance with Article V Section 14.2 and Article V Section 14.5 shall be made available to all convention delegates.

**3. District Project Motions.**

Any motion to establish a District Project must contain full organisational details of the project and the financial responsibilities of the clubs who decide to participate in the project. Where the details of a District Project are being amended, the motion must contain sufficient information to identify the effect of the amendment on the organisational details of the Project and the financial responsibilities of the participating clubs.

All motions for the establishment or amendment of a District Project must have a

“**Clause**” contained in it stating when the project will **cease** to be a District Project or when the progress of the project is to be totally **reviewed**.

**4. Delegates Voting.**

- (a) A vote on any question can be cast only by a Delegate present or by an Alternate Delegate acting as a Delegate.
- (b) Each Delegate present may cast one vote only for each office and on each issue to be decided.
- (c) Unless otherwise specified in this Constitution, the affirmative vote of a majority of the delegates shall be the act of Convention.

**5. Acceptance Of Motions.**

Subject to Sections 1, 6, and 7, the only motions to be considered at a Convention shall be those which

- (a) Are not in conflict with the Associations Incorporation Act.
- (b) Subject to (a) above, are consistent with constitution, policies and directives of Lions Clubs International.
- (c) Have been submitted in writing to the Cabinet Secretary no less than sixty days prior to the opening day of the Convention by a District Club, and signed by that Clubs President or Secretary; or
- (d) Have been approved by Cabinet or the District Management Committee for submission to the Convention not less than forty-five days prior to the opening day of Convention.
- (e) Have been submitted by the District Governor not less than forty-five days prior to the opening day of Convention.
- (f) All Notices of Motion **MUST** be submitted in a typed and professional format.

The limit of **forty-five and sixty days** shall be increased to **ninety days** in the case of any motion to establish or amend a District Project.

**6. Late Notices Of Motion.**

A Motion may be considered by the Convention as a Late Notice of Motion provided that:

- (a) A **two-thirds** majority of delegates present has approved the motion coming before the Convention.
- (b) It does not concern the adoption or amendment of a Project or Fund-Raising activity.
- (c) It does not have the effect of increasing the financial obligations of Clubs or individual Lions.
- (d) It arises as a result of a debate or action taken at the Convention relating to a motion received in due time, or
- (e) It relates to a happening or an event occurring between the due date for



lodgment of motions and the opening day of the Convention and is approved by the District Governor for inclusion as a Late Notice of Motion.

- (f) It arises as the result of a recommendation contained in an official forum report to the Convention on a matter scheduled for discussion at that forum.
- (g) The submission is signed by the District Governor or by the President of a Lions Club on behalf of that President's Club.
- (h) It has been submitted to the Cabinet Secretary by the Cabinet, the District Governor, a Region or Zone Meeting, or a District Lions Club.

**7. Motions To Take Effect.**

Any motion carried at a Convention shall take effect at the close of the Convention, unless otherwise specified in the motion. Rule 16 shall apply to any motions amending these Rules.

**SECTION 14 - District Convention Expenses.**

**1. Convention Organising Sub-Committee.**

- (a) A preliminary budget is to be prepared by the Sub-Committee and presented to the District Governor, the District Governor Elect and the First and Second Vice District Governor no later than January 31st in the year of the Convention
- (b) Subject to direction from the District Governor or Cabinet, the Sub-Committee shall be authorised to incur approved budget expenses out of the Sub-Committee's Convention Account.
- (c) The Sub-Committee shall submit a final budget to the District Governor and Cabinet for approval no later than July 1st in the year of the Convention.

**2. Advance To The Convention Organising Sub-Committee.**

Cabinet shall approve and determine an advance payable to the Organising Sub-Committee. The advance shall be repaid on the finalisation of convention accounts and within sixty days of the close of Convention.

**3. Hospitality Fee.**

A hospitality fee recommended in the Organising Sub-Committee's final budget and approved by the District Governor and the Cabinet, shall be collected from each person who applies to attend hospitality functions at the Convention.

This fee shall be collected by the Organising Sub-Committee and used to meet approved budgeted expenses exclusively. The Organising Sub-Committee may make fair and proper refunds of hospitality fees in accordance with District Policy Minutes.

**4. Registration Fee.**

The Organising Sub-Committee shall not impose a compulsory Registration Fee on attendance by Lions Club members or their partners at business or plenary sessions of the Convention

**5. Surplus Monies.**

Any surplus monies collected by the Organising Sub-Committee shall be handed to the Cabinet Treasurer and deposited in the District Convention Account. Subject to Cabinet approval, any deficit may be paid from this account.

**6. Accounts.**

The Organising Sub-Committee shall submit an audited report or a resolution prepared on behalf of the Organising Sub Committee stating – *“The association’s financial records show the association keeps adequate financial records that correctly record and explain transactions and enable a true and fair financial statement to be prepared”* by a person qualified to do so under Rule 11 Section 9 of the District Constitution within sixty days of the close of the Convention. A copy of the audited report or statement shall be forwarded to each Club in the District during the following month, and submitted to the next District Convention.

**Section 15 (a) - Virtual Conventions:**

For the purposes of this clause, the expression, “Virtual Convention” shall mean: -

- I. A Convention to be conducted with the prior approval of the District Cabinet but in respect of which the delegates registered do not exceed 50 in number and/or in respect of which the delegates registered do not represent the majority of the Clubs within the District.

and/or

- II. A Convention which has been declared by Cabinet to constitute a Virtual Convention by reason of it being held in circumstances when physical attendance is prohibited, restricted or impractical in consequence of Government direction and/or other event deemed by Cabinet to prohibit, restrict or make impractical physical attendance.

The following provisions shall apply in regard to the conduct of a virtual Convention:

- 1. Each Lions Club in good standing within the District shall have the right to vote in respect of any Notice of Motion and/or any election for an office or vacancy requiring the resolution of delegates as follows:
  - a. Ballot and Voting materials shall be distributed to all Clubs as soon as practical prior to the commencement of the Virtual Convention.
  - b. Each Lions Club shall have the right to exercise the number of votes to which it is entitled having regard to the voting entitlement of the Club.
  - c. Such Ballot and Voting materials shall be delivered by the Club to the Returning Officer nominated by Cabinet no later than the date nominated by Cabinet.
  - d. All Ballots and Voting materials shall be completed in the manner directed by the Returning Officer and authorised by the President or Secretary of the Club or signed by the delegate(s) of the Club.
  - e. All Ballot and Voting materials shall be securely retained by the Returning Officer and shall not be opened until the date nominated by Cabinet and then

at such time as the Returning Officer shall determine and, in the presence, if required, of scrutineers of the Club or Election Candidates.

- f. In the event of Voting in respect of any Notice of Motion and/or Election, Cabinet shall use its best endeavours to arrange for the relevant proceedings at a Virtual Convention to be electronically relayed by Zoom or other acceptable method to all Clubs, if practical so to do, for the benefit of Clubs prior to the close of voting.

- 2. Should Cabinet resolve that digital/electronic voting may be conducted during a Convention by delegates both in person and absent then in such event digital/electronic voting shall be implemented in the manner determined by Cabinet and the provisions of sub clauses (c) to (f) in the preceding clause shall not apply.

**Section 15 (b) – Virtual Convention Elections**

Notwithstanding anything to the contrary contained in this District’s Constitution and By-Laws with effect on and from the 1<sup>st</sup> July 2023, elections for the office of District Governor and 1<sup>st</sup> and 2<sup>nd</sup> Vice District Governor and District Endorsement of International Director or International Vice-President shall, if determined, by the District Cabinet be conducted prior to the commencement of Convention in the manner set out for the conduct of voting at a Virtual Convention, set out in By Law Article 16 (a). In such event Cabinet shall ensure that any such Candidate shall participate in a live audio/visual presentation to be electronically relayed via zoom or other acceptable method to all Clubs, if practical so to do, for the benefit of Clubs prior to the close of voting.

**ARTICLE VI**

**DISTRICT FINANCE.**

All District Finances shall be placed under the control of the Cabinet Treasurer and shall be administered by the District Governor, the Management Committee and the Cabinet.

**Section 1. Bank Accounts.**

Bank Accounts shall be maintained in the name of Lions Club International District 201Q3 Inc. There shall be an Administration Bank Account and an Activities Bank Account.

- (a) (i) A separate ledger account shall be established for each fund in the Administration Bank Account and Activities Bank Account to record dues collected from Club Members. These funds are detailed in this By-Law.
- (ii) Additional separate ledger accounts for the Administration and Activity bank accounts may be authorised by the District Governor or the Management Committee.
- (b) A separate Administration Ledger Account shall be established for the annual Convention. Any surplus funds collected from Clubs for the convention shall be deposited in this account and used at the discretion of Cabinet.

- (c) Cabinet shall approve an advance up to \$3000 to the Convention Organising Sub-Committee, to be repaid at the finalisation of Convention Accounts, and within 60 days of the close of Convention.

**Section 2. Administration Banking Account - Schedule Of Member Fees.**

**(b) Administration Ledger Account**

- (i) A fee determined by Convention shall be paid into the District Administration Ledger Account, and subject to Section 1 hereof shall be disbursed only for District Administration expenses approved by Cabinet or Convention.
- (ii) As from 26<sup>th</sup> September 2022, the District Administration Account fee is set at \$8.75 per half year commencing January 2023.

**(c) Convention Ledger Account.**

- (i) A fee determined by Convention shall be paid into the District Convention Ledger Account to help defray convention costs.
- (ii) As from the 10<sup>th</sup> of October 2010, the yearly District Convention Account fee is set at \$3.50 per Lion Member.
- (iii) As from 10<sup>th</sup> of October 2010, \$2.50 per Lion Member of the District Convention Account fee is to be transferred to the Convention Organising Sub-Committee's Convention Account to reduce the cost of the hospitality fee for Lions attending the Convention.

**(d) District Governor Team Ledger Account.**

- (i) A fee determined by Convention shall be paid into the District Governor Team Ledger Account to meet those expenses of the District Governor Team not reimbursed by Lions Clubs International, Multiple District or from District funds and shall be distributed to members of the District Governor Team on a proportionate basis of actual expenses incurred by individual team members, as advised to the District Treasurer by the District Governor.
- (ii) As from November 4th 1991 the yearly District Governor Team Account fee is set at \$1.50.

**(d). Cabinet Officer Ledger Account.**

- (i) A fee determined by Convention shall be paid into the Cabinet Officer Ledger Account to offset the expenses of the Cabinet Officers.
- (ii) As from November 4th 1991, the yearly Cabinet Officer Account fee is set at \$2-00.

**(e). District Newsletter Ledger Account.**

- (i) A fee determined by Convention shall be paid into the District Newsletter Ledger Account to enable the monthly publication of a District Newsletter.
- (ii) Distribution to be by electronic medium to each Lion and Leo Club within District 201Q3.
- (iii) Every Lion and Leo member of the District shall be entitled to access the

publication via the District web site.

- (iv) As from the 6<sup>th</sup> of October 2019, the yearly District Newsletter fee is set at \$0.50 per member, payable from the Clubs Administration Account
- (v) Should a Club need a hard copy of the newsletter and is unable to produce it themselves at a reasonable price, the District shall provide them with one copy at a price calculated to recover costs. That price shall be \$6.50 per edition, half of which may be payable six months in advance as an option included with the District Dues.

**(f). Equipment Maintenance Fund Ledger Account.**

An amount determined by the District Cabinet shall be set aside from surplus at the end of each financial year to assist in the maintenance and running costs of business equipment owned by the District (computers, printers, facsimile machines, photocopiers etc.).

**(g) Equipment Purchasing Fund Ledger Account.**

An amount determined by the District Cabinet shall be set aside from surplus funds at the end of each financial year to assist in the purchasing of new and/or replacement business equipment owned by the District (computers, printers, facsimile machines, photocopiers etc.)

**Section 3. District Activities Banking Account – Schedule Of Member Fees**

**(a) Youth Exchange Ledger Account**

- (i) A fee determined by convention (which may be paid from the Club's Activity Account) shall be paid into the District Youth Exchange Ledger Account to offset the District administration costs of the Lions Clubs International Youth Exchange Program and the Lions International Youth Camp Program
- (ii) As from 7<sup>th</sup> October 2007, the yearly District Youth Exchange Administration fee is set at 50 cents and the yearly District International Youth Camp administration fee is set at \$2.00.

**(b) District Leo Ledger Account**

- (i) A fee determined by convention (which may be paid from the Club's Activity Account) shall be paid into the District Leo Club Ledger Account to offset the District administration costs of the Lions Clubs International Leo Club Program.
- (ii) As from 17<sup>th</sup> October 1998, the yearly District Leo Club Administration fee is set at \$1-00.

**(c) Youth of the Year Ledger Account**

- (i) A fee determined by Convention (which may be paid from the Club's Activity Account) shall be paid into the District Youth of the Year Ledger Account to partially offset the costs of the administration of the programme.

- (ii) As from 26<sup>th</sup> September 2022, the District Youth of the Year fee is set at \$1.50 per member per ½ year commencing January 2023.

**(d) District Global Services Team Ledger Account**

- (i) A fee determined by convention (which may be paid from the Club's Activity Account) shall be paid into the District Global Services Team Ledger Account to offset the District costs of the Programme.
- (ii) As from 26<sup>th</sup> September 2022, the District Global Services Team Activity fee is set at \$1.50 per member per ½ year commencing in January 2023.

**Section 4. Student Members**

Notwithstanding the provisions of By Law, Article VI Section 2 and 3, and with effect from the 1st January 2019, each member of each Club who is eligible for the Student Member Discount granted by the International Association, shall be permitted an equivalent discount in respect to contributions payable to District 201 Q3, provided that such Member is less than 31 years of age at the time such contribution falls due for payment.

**Section 5. District Activities Banking Account**

- (a) District funds raised as a result of activities undertaken by Lions Clubs of the District shall, unless raised for a specific purpose which was outlined at the commencement of the activity, be distributed by a resolution of District Convention or Cabinet Meeting. All monies raised shall be deposited in the District Activities Account with each activity having a separate Ledger Account.
- (b) The District Activities Ledger Account to include activities as determined by District Convention and / or District Cabinet.  
Requests for assistance may be considered for any worthwhile project, whether it be for an individual or organisation including schools, sports / youth associations and other welfare organisations.
- (c) Disaster Ledger Account funds are obtained by the allocation of District funds, donations from District Clubs and other sources.  
Distribution of funds held in the Disaster Account may be approved by the District Governor, Management Committee or Cabinet.  
Funds may be used to provide assistance in the event of natural disasters such as cyclones, floods, bush-fires or major accidents where there has been extensive property damage and / or loss of life, provided the following criteria is met: -
  - (i) Funds may be used for property improvements, repairs & maintenance, survival operation costs, or to assist with other relief projects that serve the needs of families or youth residing within our Multiple District affected by the Disaster.
  - (ii) Requests for assistance should include the following details: -

- Purpose for which the funds will be used
- The benefits to the recipients.
- A total cost budget with details on how additional funds will be raised.
- Details of funds provided or available from other organisations.
- How the funds will be distributed
- Will there be a benefit to local businesses?
- Details of assistance provided previously by District, a Lions Club or other organisations

**Section 6. Financial Reports.**

At each Management Committee meeting and each Cabinet meeting financial statements showing cumulative figures to date for each bank account and their ledger accounts shall be presented by the Cabinet Treasurer. Reports shall be presented in a format that Cabinet Officers can understand. These statements shall reflect the opening balance, the year-to-date activity in each ledger account, details of payments which have been made since the last Cabinet meeting that require ratification by the Cabinet, and a comparison between monies spent to date and the adopted budget.

The July 1 opening balance and the June 30 closing balance relative to each ledger account in all District Banking Accounts shall be included in all financial reports presented to the District Convention.

**Section 7. Cabinet Officers Budgets, Expenses & Reimbursements.**

- (a) The Chairman responsible for District projects (as per addendum 'A' of the District Policy Minutes), shall submit a budget of income and expenditure to the first Cabinet Meeting. Expenses and/or reimbursements, if approved, will be charged to the relevant fund in the Activities Account.
- (b) The Chairman responsible for any DAT Activities shall submit a budget of income and expenditure to the first Cabinet Meeting. Expenses and/or reimbursements, if approved, will be charged to the relevant fund in the Activities Account.
- (c) District Officers who have access to funds obtained on behalf of or during the course of conducting a District Project are to provide a budget of proposed expenses to the Cabinet Secretary by the 1st July each year, so that authorisation of expenditures can be assessed at the first Cabinet meeting of the year.
- (d) Expenditure payments or refunds shall be limited to expenses in connection with the Activity, including the District Chairman's administration costs and out of pocket expenses, and other legitimate management expenses as determined by the District Governor and / or Cabinet.
- (e) The expenses of District Chairman must have prior Cabinet or Management Committee authorisation before reimbursement is possible, and are to be

charged to the relevant District Ledger Account.

**Section 8. Distribution Of Financial Report / Verification Statement**

An audited or verified copy of the itemised Statement of receipts and disbursements of the District for the last financial year prepared in accordance with Rule 7 Section 1 (F) of this constitution shall be forwarded by the Retiring Cabinet Secretary to the International Office, the District Governor of the day, and to Club Secretaries immediately following consideration of the report by Convention or the Cabinet.

**Section 9. Responsibilities Of The District Governor.**

- (a) The District Governor shall be obliged to claim all expenses authorised by the International Rules of Audit Governing Reimbursement of Expenses for District Governors, and all such claims shall be submitted to Lions Clubs International by the 20<sup>th</sup> of the following month (i.e. July claims to be made by August 20<sup>th</sup>)
- (b) Documentary evidence of all such claims shall be tabled the next meeting of the District Management Committee who shall have the responsibility of ensuring that the District Governor is regularly making claims for reimbursement of expenses under the Lions Clubs International Rules of Audit.
- (c) Subject to satisfactory compliance with Sub-Sections (a) and (b) above, a District Management Committee meeting shall formally adopt a resolution authorising proceeds credited to the District Governors account by the Lions of District Q3 in accordance with By-Law II, Section 2(c) of the District By-Laws to be paid in full to the District Governor of that year on a six-monthly basis, subject to the following being credited to District finances:
  - (i) Monies received as a result of the District Governor's claims to Lions Clubs International for attendance at Multiple District Council Meetings, Multiple District Conventions, District Conventions, District Cabinet meetings and any other Lion function authorised by the Rules of Audit where District has already met those expenses on the Governor's behalf.
  - (ii) Monies received as a result of the District Governor's claims to Lions Clubs International toward preparation and postage of District newsletters, magazines, administration postage, stationery allowance, stenographic expenses, and any other administrative allowance authorised by the Rules of Audit.



**ARTICLE VII**

**MISCELLANEOUS**

**Section 1. Fiscal Year.** The fiscal year of this District shall be from July 1<sup>st</sup> to June 30<sup>th</sup>.

**Section 2. Rules of Procedure.** 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 adopted for a meeting, all questions of order and procedure in any District meeting or convention, any meeting of the District Cabinet, region, zone or member club or of any group or committee of any one of them shall be determined by “Law and Procedure at Meeting in Australia” by P.E. Joske. Proxy voting at any meeting that is defined or included in this By Law is strictly prohibited.

**Section 3. District Newsletter.**

The District Governor or Cabinet may publish a magazine, newsletter or other publication to promote activities of the District and to advance the Objects of the District.

**Section 4. District Changeover.**

A function to welcome home the new District Governor and to provide the Immediate Past District Governor with an opportunity to present a final report and awards is to be arranged by the District Governor Elect on a suitable date and at a selected venue

**ARTICLE VIII**

**AMENDMENTS**

**Section 1. Amending Procedure.**

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

**Section 2. Automatic Update.**

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

**Section 3. Notice Of Amendment**

By Law Article 5 section 14 (5) shall apply to any notice of motion to amend these By-Laws

**Section 4. Effective Date**

Each amendment to these By Laws shall take effect at the close of the convention at which adopted unless otherwise specified in the Amendment.

