

THE INTERNATIONAL  
ASSOCIATION OF LIONS CLUBS

DISTRICT 22- W

CONSTITUTION AND BY-LAWS



Adopted May 1983  
Last Revised April 2022

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## **CONSTITUTION & BY-LAWS DISTRICT 22-W**

(Adopted May 1983, Amended May 1984, May 1988, May 1992, May 1994, May 1997, May 1998, May 2002, May 2006, May 2009, May 2011, August 2011, July 2012, May 2013, May 2014, January 2019, May 2019, July 2019 and April 2022).

### **ARTICLE I NAME**

**Section 1.** This organization shall be known as Lions District 22-W (hereinafter referred to as the District) a sub-district of the Multiple District 22 of Lions Clubs International. It shall consist of all Lions Clubs in the counties of Carroll, Frederick, Washington, Allegany and Garrett of Western Maryland.

### **ARTICLE II PURPOSES**

#### **The Purposes of This District Shall Be Section 1.**

- (a) To provide an administrative structure with which to advance the Purposes of Lions Clubs International Clubs in District 22-W.
- (b) To create and foster a spirit of understanding among the peoples of the world.
- (c) To promote the principles of good government and good citizenship.
- (d) To take an active interest in the civic, cultural, social and moral welfare of the community.
- (e) To unite the members in the bonds of friendship, good fellowship and mutual understanding.
- (f) To provide a forum for the open discussion of all matters of public interest; provided, however, that partisan politics and sectarian religion shall not be debated by club members.
- (g) To encourage service-minded people to serve their community without personal financial reward, and to encourage efficiency and promote high ethical standards in commerce, industry, professions, public works and private endeavors.

#### **Section 2.**

This Constitution and By-Laws is supplemental to and subordinate to the Multiple District 22 Constitution and By-Laws and the Constitution and By-Laws of the International Association of Lions Clubs. Wherever the male gender or pronoun presently appears in the District 22-W Constitution and By-Laws, it shall be interpreted to mean both male and female gender.

### **ARTICLE III MEMBERSHIP**

#### **Section 1.**

The membership of this organization shall be all Lions Clubs in this District chartered by Lions Clubs International. The boundary lines of this District shall be Pennsylvania on the North, West

Virginia and Virginia on the South, West Virginia on the West, Howard, Baltimore and Montgomery Counties on the East.

## **ARTICLE IV 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.

## **ARTICLE V SUPREMACY**

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.

## **ARTICLE VI OFFICERS AND DISTRICT CABINET**

### **Section 1. OFFICERS**

The officers of District 22-W shall be the district governor, the immediate past district governor, the first and second vice district governors, the region chairpersons (if the position is utilized during the district governor's term), the zone chairpersons and a cabinet secretary-treasurer or a cabinet secretary and a cabinet treasurer. Each such officer shall be a member in good standing of a Lions club in good standing in the district.

### **Section 2. DISTRICT CABINET**

District 22-W shall have a district cabinet composed of the district governor, the immediate past district governor, the first and second vice district governors, the region chairpersons (if the position is utilized during the district governor's term), the zone chairpersons, a cabinet secretary-treasurer or a cabinet secretary and a cabinet treasurer, and such other club members as may be included in this selection as amended in accordance with the amendment procedures contained herein. Each such cabinet member shall be a member 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 convention of the district. The district governor shall appoint, by the time he/she takes office, the cabinet secretary-treasurer or a cabinet secretary and a cabinet treasurer, 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, sergeant at arms and such other club members as may be included in the district cabinet.

### **Section 4. VOTING MEMBERS**

The voting members of the Cabinet shall be the District Governor, Immediate Past District Governor, First and Second Vice District Governor, Cabinet Secretary, Cabinet Treasurer or Cabinet Secretary-Treasurer, Region Chairs and Zone Chairs.

### **Section 5. REMOVAL**

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

## **ARTICLE VII DISTRICT CONVENTION**

### **Section 1. TIME AND PLACE.**

An annual convention of the district shall be held in each year to conclude no less than thirty (30) days prior to the convening of the international convention at a place selected by the delegates of a previous annual convention of the district and at a date and time fixed by the district governor. A meeting of the registered delegates of the district in attendance at the annual convention of the multiple district, of which this district shall be a part, may constitute the annual convention of the district.

### **Section 2. 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. In addition, full delegate status shall be granted to all past district governors who are members of a club, independent of that club's delegate quota in the district. 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. 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 4. SPECIAL CONVENTION**

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

**ARTICLE VIII  
DISTRICT DISPUTE RESOLUTION PROCEDURE**

**Section 1. DISPUTES SUBJECT TO PROCEDURE**

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

**ARTICLE IX  
AMENDMENTS**

**Section 1. AMENDING PROCEDURE**

This constitution may be amended only at a district convention, by resolution of the Constitution and By-Laws Committee and adopted by the affirmative vote of two-thirds (2/3) 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**

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**

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

## **BY-LAWS**

### **ARTICLE I NOMINATIONS AND ENDORSEMENT THIRD VICE PRESIDENT AND INTERNATIONAL DIRECTOR NOMINEES**

#### **Section 1. ENDORSEMENT PROCEDURE**

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

- (a) Deliver (by mail or in person) written notice of intention to seek such endorsement to the district governor and if this is a sub-district of a multiple district to the multiple district council secretary treasurer no less than 30 days prior to the convening date of the district convention at which such question of endorsement is to be voted upon;
- (b) Deliver with said notice of intention evidence of fulfillment of the qualifications for such office set forth in the International Constitution and By-Laws.

#### **Section 2. NOMINATION**

Each notice of intention so delivered shall be transmitted forthwith by the district governor to the Nominating Committee of the respective convention, which shall review and perfect the same by obtaining from each prospective candidate any additional evidence of such intention and qualifications as may be necessary under the International Constitution and By-Laws, and shall place in nomination at the respective convention the name of each such prospective candidate who has fulfilled said procedural and constitutional requirements.

#### **Section 3. SECONDING SPEECH**

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

#### **Section 4. VOTE**

The vote on the question of endorsement shall be by secret written ballot, unless there shall be only one nominee seeking the same, in which event a voice vote may be taken. The nominee receiving a majority of the votes cast shall be declared endorsed (elected) as the candidate of the convention and district. In the event of a tie vote, or failure of one nominee to receive the required majority, on any ballot, balloting shall continue until one receives the required majority of the votes cast.

#### **Section 5. CERTIFICATION OF ENDORSEMENT**

Certification of endorsement by the respective convention shall be made in writing to the international office by the district officials designated (and 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 DISTRICT NOMINATIONS, ELECTIONS AND APPOINTMENTS**

### **Section 1. NOMINATING COMMITTEE**

The District Governor shall appoint by written notification by November 1st prior to the District Convention a Nominating Committee consisting of not less than three (3) and no more than five (5) members in good standing of a different Lions club in in the District (of which one shall be appointed Chairman by the District Governor), each from a Region in the District and who shall not at the time of their appointment hold any Elective District Office (Sub or Multiple) or International Office by election or appointment. The names and addresses of members so appointed shall be sent to all Clubs in the District by December 1st.

**1. The duties of the Chair shall be as follows:**

- a.** To be the recipient of any and all letters of intention to run for the office of District Governor, First and Second Vice District Governor
- b.** To be the recipient of the candidate's club's endorsement of candidacy in accordance with the International Association of Lions Clubs Constitution and By-Laws.
- c.** The Chair or their designee shall be responsible for introducing those persons to give nominating and seconding speeches for the respective candidates at the convention.

### **Section 2. DISTRICT GOVERNOR and FIRST AND SECOND VICE DISTRICT GOVERNOR ELECTION PROCEDURES**

Any member of a Club in the District seeking the office of District Governor or First and Second Vice District Governor shall file his/her intention to run, in writing, with the Nominating Committee at least thirty (30) days prior to the day of its report to the District Convention. If none are received and/or qualified for either office then, but only then, shall nominations be made from the floor. Each candidate, for each office, shall be allowed one nominating speech of not more than five (5) minutes duration and two (2) seconding speeches of not more than three (3) minutes duration.

### **Section 3. 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 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. The elections shall be conducted by a written ballot at the Sub-District Election Meeting held at the Multiple District Convention. Only registered and certified delegates may vote. The District Governor Candidate must secure a simple majority of the affirmative votes cast by the delegates present and voting in order to be declared elected. The First and Second Vice District Governor candidates receiving the majority of the total affirmative votes cast shall be declared the First and Second Vice District Governors-Elect. If, on the first ballot, and subsequent ballots, no candidate receives a majority, the candidate or tied candidates receiving the lowest number of votes shall be eliminated and balloting shall continue until one

candidate receives a majority. In case of a tie on any ballot, balloting shall continue on the tied candidates until one is elected.

#### **Section 4. DISTRICT GOVERNOR VACANCY**

In the event of a vacancy in the office of district governor, the same shall be filled in accordance with the provisions of the International Constitution and By-Laws. The immediate past district governor, first and second vice district governors, the region chairpersons, zone chairpersons, the cabinet secretary and cabinet treasurer (or cabinet secretary/treasurer) and past district governors, past international directors and past international presidents in the district shall convene at a date, time and place called and determined by the immediate past district governor to select a replacement for recommendation to the International Board of Directors.

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

- (a) Be an Active Member in good standing of a chartered Lions club in good standing in his/her single or sub-district.
- (b) 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 fulfills his/her full term of office and other qualified Lions be considered for filling a vacancy in the office of district governor.

#### **Section 5. 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 members of the existing cabinet as provided for in the International Constitution and By-Laws and all past international officers who are members in good standing of a chartered Lions club in good standing in the district. It shall be the duty of the attendees at this meeting to appoint a qualified club member as first or second vice district governor for the remainder of the term. In filling said vacancy, it shall be the duty of the district governor, or if not available, the most recent past district governor who is available, to send out invitations to attend said meeting and it shall also be his/her responsibility to preside as chairperson of the meeting. The chairperson shall convey the results to the international office within seven (7) days together with evidence of invitations sent and meeting attendance. Each Lion who is entitled to receive an invitation to attend and is present at said meeting shall be entitled to cast one vote for the Lion of his/her choice.

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

- (a) Be an Active Member in good standing of a chartered Lions club in good standing in his/her single or sub-district.
- (b) 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.

**Section 6. REGION/ZONE CHAIRPERSON QUALIFICATIONS.**

Each region and zone chairperson shall:

- (a) Be an active member in good standing in his/her respective region or zone; and
- (b) Have served or will have served at the time of taking office as region or zone chairperson as president of a Lions club for a full term or major portion thereof, and a member of the board of directors of a Lions club for no less than two (2) additional years.
- (c) A qualified Lion who has served as an officer of a club may be allowed to serve as a zone chair if no current or past club president within the zone is willing to serve.

**Section 7. APPOINTMENT/ELECTION OF REGION/ ZONE CHAIRPERSON.**

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

**Section 8. REGION/ZONE CHAIRPERSON VACANCY.**

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

**Section 9. ABSENCE OF THE DISTRICT GOVERNOR AT A CABINET MEETING**

In the event of the absence of the District Governor at a Cabinet meeting the First Vice District Governor shall perform the duties of the District Governor at the meeting. In the event of temporary sickness or disability of the District Governor, the First Vice District Governor shall act as the District Governor until such time as Lions Clubs International may elect to appoint a replacement for the District Governor to complete the remaining term that was left vacant. Notice of the appointment will be sent to International Association of Lions Clubs within seven (7) days of such appointment. All Clubs in District 22-W shall be notified through the District Newsletter. Any duties assigned to the position of First Vice District Governor by the District Governor or the District Cabinet will be reassigned until the position has been filled as described above.

**Section 10. VACANCY ON THE DISTRICT FINANCE COMMITTEE**

In the event of a vacancy on the District Finance Committee, the District Governor's Honorary Committee will meet and elect a replacement from their ranks, in accordance with ARTICLE V, Section 3 of the By-Laws of this District, to serve the remainder of the term.

### **ARTICLE III DUTIES OF DISTRICT OFFICERS/CABINET**

**Section 1. DISTRICT GOVERNOR.** Under the general supervision of the International Board of Directors, as the Representative of Lions Clubs International in District 22-W, shall have general supervision over all Clubs therein. In addition, he/she shall be the chief administrative officer in his/her district and shall have direct supervision over the first and second vice district governor, region chairpersons, the zone chairpersons, the cabinet secretary-treasurer and such other cabinet members as may be provided for in this district constitution and by-laws. In addition, in District 22-W, the District Governor shall:

- a. Further the purposes and objects of Lions International.
- b. Serve as the Global Action Team district chairperson to administer and promote membership growth, and new club development, leadership development and humanitarian service to clubs throughout the district.
  - (1) Ensure the selection of a qualified Lion leader for the positions of GST district coordinator, GMT district coordinator and GLT district coordinator.
  - (2) Ensure regular meetings to discuss and advance initiatives established by the District Global Action Team.
  - (3) Collaborate with the multiple district's Global Action Team
- c. Promote the Lions Clubs International Foundation and all service activities of the association.
- d. Preside, when present, over cabinet, convention and other district meetings. During any period he/she is unable to so preside, the presiding officer at any such meeting shall be the first or second vice district governor, but if he/she is not available, the district officer chosen by the attending members shall preside.
- e. Oversee the Global Membership Team at the district level and inspire other district officers to actively support membership growth and new club organization
- f. Oversee the Global Leadership Team at the district level and inspire other district officers to actively support Leadership development at the district level.
- g. Promote cordial relations among the chartered Lions Clubs in the District.
- h. Ensure that each Lions club in the district be visited by district governor or other district officer once every year to facilitate successful administration of the club, and that the visiting officer submit a visitation report to the International Headquarters for each visit.
- i. Exercise such supervision and authority over Cabinet Officers and District Committee appointees as is provided for in this Constitution and By-Laws,
- j. The District Governor shall appoint, designate the Chairperson of, and fill any vacancies on committees formed to promote the objects and purposes of this District, the Multiple District, and Lions International. These committees shall perform such duties as the District Governor shall designate. The District Governor shall name Chairpersons to council designated committees to carry out the work of the Council including the conduct of the Multiple District Convention. The District Governor will name District Lions to membership on the various Multiple District Committees as required by the Council of Governors.
- k. Assure that a current itemized statement of receipts and expenditures is submitted at each District Cabinet meeting to the members of the cabinet and make such reports available to any Club in the District that may have a justifiable reason for seeing such a statement.

- l. Submit a current itemized statement of total district receipts and expenditures to his/her district convention or annual meeting of his/her district at a multiple district convention.
- m. Deliver, in a timely manner, at the conclusion of his/her term in office, the general and/or financial accounts, funds and records of the district to his/her successor in office.
- n. Submit such other reports and perform such duties as may be required by the International Board of Directors through the District Governor's Manual and other directives. Prepare an annual report of the state of the District and present to the Cabinet.
- o. Report to Lions Clubs International all known violations of the use of the association's name and emblem.
- p. Notify Lions Clubs International at the close of the Multiple District Convention of the name and address of the District Governor-Elect and the Vice District Governor-Elect of this District.
- q. Within the period indicated under ARTICLE III Section 11 of these District 22-W By-laws, the Immediate Past District Governor, Immediate Past Cabinet Secretary, and Immediate Past Cabinet Treasurer of this District shall turn over to their respective and duly elected and/or appointed successors:
  1. All property of the District entrusted to their care and keeping.
  2. All permanent records, accounts, and files, both those transferred from prior years, and those of the current year.
  3. The balance of all monies belonging to the District, properly designated as to its specific allocation.
- r. Brief the newly elected District Governor on the status of each club in the District, and the status of all District activities.

**Section 2. FIRST VICE DISTRICT GOVERNOR.** The first vice district governor, subject to the supervision and direction of the district governor, shall be the chief administrative assistant and representative of the district governor. His/her specific responsibilities shall be, but not limited, to:

- (a) Further the purposes of this association.
- (b) Perform such administrative duties assigned by the district governor.
- (c) Perform such other functions and acts required by the International Board of Directors.
- (d) Participate in the cabinet meetings and conduct meetings in the absence of the district governor and participate in council meetings as appropriate.
- (e) Assist the district governor in the review of the strengths and weaknesses of the clubs in the district, identifying the existing and potential weak clubs and establishing plans to strengthen them.
- (f) Conduct club visitation as the representative of the district governor when requested by the district governor.
- (g) Work with the District Convention Committee and assist the committee to plan and conduct the annual district convention and assist the district governor to organize and promote other events within the district.
- (h) At the request of the district governor, supervise other district committees.
- (i) Participate in the planning of the next year including the district budget.
- (j) Familiarize himself/herself with the duties of the district governor so that, in the event of a vacancy in the office of the district governor, he/she would be better prepared to assume the duties and responsibilities of said office as the acting district governor until the vacancy is

filled according to these by-laws and rules of procedure adopted by the International Board of Directors.

- (k) Conduct a district quality assessment and collaborate with the district officers, specifically members of the district's Global Action Team, and other committee chairpersons, during his/her term as first vice district governor to develop a plan for membership growth, leadership development, operational improvement and the fulfillment of humanitarian services to be presented and approved by the district cabinet during his/her term as district governor.
- (l) Work with the District Governor, Second Vice District Governor, and the Global Leadership Team to develop and implement a district-wide plan for leadership development

**Section 3. SECOND VICE DISTRICT GOVERNOR.** The second vice district governor, subject to the supervision and direction of the district governor, shall be an assistant in the administration of the district, and representative of the district governor. His/her specific responsibilities shall be, but not limited, to:

- (a) Further the purposes of this association.
- (b) Perform such administrative duties assigned by the district governor.
- (c) Perform such other functions and acts required by the International Board of Directors.
- (d) Participate in the cabinet meetings and conduct meetings in the absence of the district governor and first vice district governor and participate in council meetings as appropriate.
- (e) Familiarize himself/herself with the health and status of the clubs in the district, review the monthly financial report and assist the district governor and the first vice district governor in identifying and strengthening the existing and potential weak clubs.
- (f) Conduct club visitation, as the representative of the district governor, when requested by the district governor.
- (g) Assist the district governor and first vice district governor in planning and conducting the annual district convention.
- (h) Serve as the key District Governor team liaison to the Global Leadership Team and actively participate and inspire other district officers to administer and promote effective leadership development.
- (i) Work with the District Governor, First Vice District Governor, and the Global Membership Team to develop and implement a district-wide plan for membership growth.
- (j) Conduct club visitations as the representative of the District Governor, when requested by the District Governor;
- (k) Assist the District Governor and First Vice District Governor in planning and conducting the annual District Convention;
- (l) Work with the District LCIF Coordinator and assist the committee to achieve the goals of the year through regular distribution of LCIF information and materials to increase understanding and support of LCIF.
- (m) Work with the District Information Technology Committee and assist the committee to promote the use of the association's web site and the Internet among the clubs and members to obtain information, file reports, purchase club supplies, etc.
- (n) At the request of the district governor, supervise other district committees.
- (o) Assist the district governor, first vice district governor, and the cabinet in planning of the next year, including the district budget.

- (p) Familiarize himself/herself with the duties of the district governor so that, in the event of a vacancy in the offices of district governor and first vice district governor, he/she would be better prepared to assume the duties and responsibilities of said offices as the acting district governor or acting vice district governor until the vacancies are filled according to these by-laws and rules of procedure adopted by the International Board of Directors.

**Section 4. CABINET SECRETARY-TREASURER.** He/ she shall act under the supervision of the district governor. His/her specific responsibilities shall be to:

- (a) Further the Purposes of this association.
- (b) Perform such duties as are implied by the title of said office, including but not by way of limitation, the following:
  - (1) Keep an accurate record of the proceedings of all meetings of the cabinet, and within five (5) days after each meeting forward copies of the same to all members of the cabinet, and the office of Lions Clubs International.
  - (2) Take and keep minutes of the sub-district convention and furnish copies of the same to Lions Clubs International, the district governor and the secretary of each club in the sub-district.
  - (3) Make reports to the cabinet as the district governor or cabinet may require.
  - (4) Collect and receipt for all dues and taxes levied on members and clubs in the 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.
  - (5) 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.
  - (6) Keep accurate books and records of account, and minutes of all cabinet and sub-district meetings, and permit inspection of the same by the district governor, any cabinet member and any club (or any authorized agent of any of them) at any reasonable time for any proper purpose. Upon direction of the district governor or the cabinet, he/she shall furnish any such books and records as requested to any auditor appointed by the district governor.
  - (7) Secure bond for the faithful performance of his/her duties in such sum and with such sureties as may be required by the district governor.
  - (8) Deliver, in a timely manner, at the conclusion of his/her term in office, the general and/or financial accounts, funds and records of the district to his/her successor in office.
- (c) Disbursement checks and/or withdrawals of District funds must bear the signature of only one authorized signatory - the Cabinet Treasurer, the Cabinet Secretary or the District Governor. Checks written to one of these authorized signatories must also be signed by at least one other authorized signatory.
- (d) Perform such other functions and acts as may be required of each by directives of the International Board of Directors.
- (e) If separate offices of cabinet secretary and cabinet treasurer are adopted, the duties listed in part (b) above are to be attributed to each of the offices according to the nature of such duties.

**Section 5. GLOBAL SERVICE TEAM (GST) DISTRICT COORDINATOR.** The GST district coordinator is a member of the District Global Action Team. His/her responsibilities include:

- (a) Encourage clubs to implement service projects that are aligned with global LCI initiatives, including the LCI Service Framework.
- (b) Work with clubs to raise the visibility of Lions service impact in local communities
- (c) Collaborate with GMT and GLT district coordinators and the Global Action Team district chairperson (district governor) to further initiatives focused on leadership development, membership retention and growth, and expanding humanitarian service.
- (d) Work with region, zone, and club service chairpersons to help clubs reach their service goals, ensure regular reporting in MyLCI, and encourage utilization of LCI tools (such as the App) to increase engagement in service projects.
- (e) Support local community service projects that create a sense of belonging and pride to the Lions and Leos in the district.
- (f) Promote service projects that attract multi-generational participants, including the integration and leadership development of Leos.
- (g) In collaboration with the LCIF district coordinator, maximize LCIF resource utilization and fundraising and monitor LCIF grants given to the district.
- (h) Gather club and district feedback related to service challenges, opportunities, and successes and share information gathered with multiple district coordinator to troubleshoot/remove barriers impeding the successful implementation of service programs.

**Section 6. GLOBAL MEMBERSHIP TEAM (GMT) DISTRICT COORDINATOR.** The GMT district coordinator is a member of the District Global Action Team. His/her responsibilities include:

- (a) Collaborate with the GLT and GST district coordinators and the Global Action Team district chairperson (district governor) to further initiatives focused on leadership development, membership growth and expanding humanitarian service.
- (b) Develop and execute an annual district membership development plan.
- (c) Collaborate with region, zone, and club membership chairpersons to identify communities without a club or where additional clubs can be chartered.
- (d) Motivate clubs to invite new members, inspire positive club membership experiences, and ensure clubs are aware of available membership programs and resources.
- (e) Monitor club membership reports. Recognize clubs that are increasing membership and support clubs that are losing members.
- (f) Work with clubs in danger of cancellation by ensuring payments are submitted on time.
- (g) Include diverse populations to participate in Global Action Team Initiatives.
- (h) Respond promptly to prospective member leads provided by the GMT multiple district coordinator or LCI, track recruitment and provide status report of the lead.
- (i) Complete requirements and submit applications to receive district funding from LCI for membership development activities.
- (j) Confirm new members are provided an effective member orientation at the club level, in collaboration with the GLT district coordinator and the club officers.
- (k) Provide retention strategies to clubs in collaboration with GLT and GST district coordinators.



**Section 7. GLOBAL LEADERSHIP TEAM (GLT) DISTRICT COORDINATOR.** The GLT district coordinator is a member of the District Global Action Team. His/her responsibilities include:

- (a) Collaborate with your GMT and GST district coordinators and Global Action Team district chairperson (district governor) to further initiatives focused on leadership development, membership growth and expanding humanitarian service.
- (b) Develop and execute an annual district leadership development plan.
- (c) Communicate regularly with region/zone chairpersons and club vice presidents to ensure they are aware of leadership development programs and resources available.
- (d) Provide ongoing motivation to region/zone chairpersons and club vice presidents to achieve leadership development goals.
- (e) Promote leadership development opportunities that encourages participation all levels of the association.
- (f) Collaborate with GMT and GST district coordinators to provide retention strategies to clubs.
- (g) Include diverse populations to participate in Global Action Team initiatives.
- (h) Identify potential and new leaders to participate in service, membership and leadership development opportunities.
- (i) Organize and facilitate instructor-led and web-based training in coordination with LCI.
- (j) Confirm new members are provided an effective member orientation at the club level, in collaboration with the GMT district coordinator and club officers.
- (k) Complete requirements and submit applications to receive district funding from LCI for leadership development activities.

**Section 8. LCIF DISTRICT COORDINATOR.** The LCIF district coordinator is nominated by the LCIF multiple district coordinator, in consultation with the district governor, and appointed by the LCIF chairperson, to serve for a three-year term. This position serves as an ambassador for Lions Clubs International Foundation and reports directly to LCIF multiple district coordinator while working closely with district leadership. His/her responsibilities include:

- (a) Be familiar with LCIF initiatives and educate Lions within the district on the various grants and projects supported by LCIF. Assist district governors with grant applications to LCIF, as needed.
- (b) Promote foundation initiatives in district publications, during district events and to the public at large.
- (c) Ensure that local LCIF-funded projects receive proper promotion and follow grant-criteria guidelines.
- (d) Encourage all Lions to contribute to LCIF and promote individual and club recognition programs as incentives to donate to LCIF.
- (e) Identify potential major gift donors, local foundations, corporations, and businesses with the potential to support LCIF and, and when appropriate, be involved in the gift-request process.
- (f) Assist with the submission of LCIF funds, MJF applications, and other donation information when necessary.
- (g) Encourage clubs to select a Lion to serve as the club LCIF coordinator (which may be the immediate past club president). Host an annual training for club LCIF coordinators. Communicate with each LCIF club coordinator quarterly.

- (h) In collaboration with the district governor and the LCIF multiple district coordinator, develop and execute a plan with agreed upon goals. Communicate monthly with the LCIF multiple district coordinator to discuss progress and challenges.

**Section 9. REGION CHAIRPERSON** (if the position is utilized during the district governor's term). The region chairperson, subject to the supervision and direction of the district governor, shall be the chief administrative officer in his/her region. His/her specific responsibilities should be to:

- (a) Further the Purposes of this association.
- (b) Attend all of the regular and special meetings of the Cabinet.
- (c) Supervise and assist the zone chairpersons of the region in the performance of their official duties and cooperating with them in arranging and holding zone meetings. and district governor's zone advisory committee meetings.
- (d) Recommend qualified Lions in the Region for appointment as Zone Chair.
- (e) In coordination with the District GMT Coordinator, play an active role in organizing new clubs and in strengthening weak clubs.
- (f) Visit a regular meeting of each club in his/her region at least once during his/her term of office, reporting his/her findings to the district governor and the GMT district coordinator, the GLT district coordinator and the GST district coordinator, as appropriate.
- (g) Visit a regular board of directors meeting of each club in his/her region at least once during his/her term of office, reporting his/her findings to the district governor and the GMT district coordinator, the GLT district coordinator and the GST district coordinator as appropriate.
- (h) Endeavor to have every club in his/her region operating under a duly adopted club constitution and bylaws.
- (i) Promote the Club Quality Initiative to the clubs within the region.
- (j) In coordination with the District GLT Coordinator, play an active role in supporting leadership initiatives by informing Lions within the zone about leadership development opportunities at the zone, district or multiple district.
- (k) In coordination with the GST district coordinator, play an active role in promoting global service initiatives by informing Lions within the zone about service opportunities in the region, district or multiple district.
- (l) Promote representation at international and district (sub- and multiple) conventions by at least the full quota of delegates to which clubs in his/her region are entitled.
- (m) Carry out such official visitations to club meetings and charter nights as shall be assigned to him/her by the district governor.
- (n) Perform such other functions and acts as may be required by the District Governor and the International Board of Directors through the Region Chair's Manual and other directives.
- (o) Report to the District Cabinet any problems or outstanding accomplishments of any of the Clubs in the Region, and present the Club's point of view if special consideration is to be given to that Club in any of the District contests,
- (p) Promote all District affairs and activities in the Region. Visit a regular meeting of each club in the Region at least once during the term of office, reporting his/her findings to the district governor, district GMT coordinator and district GLT coordinator. (Accompanying the District Governor on official visits shall not be counted in this regard.)
- (q) Play an active role in organizing new Clubs and in strengthening weak Club's.

- (f) Accompany the District Governor on all Official visits in the Region and perform such assignments as shall be made from time to time by the District Governor.

**Section 10. ZONE CHAIRPERSON.** The zone chairperson, subject to the supervision and direction of the district governor and/or region chairperson, shall be the chief administrative officer in his/her zone. His/her specific responsibilities shall be to:

- (a) Further the Purposes of this association.
- (b) Serve as chairperson of the District Governor's Advisory Committee in his/her zone and as such chairperson to call regular meetings of said committee.
- (c) Endeavor to include the GMT district coordinator, the GLT district coordinator and the GST district coordinator as special guests to a District Governor's Advisory Committee how these teams may assist the clubs within the zone.
- (d) Make a report of each District Governor's Advisory Committee meeting and send copies within five (5) days thereafter to Lions Clubs International and to the district governor. Copies should also be sent to the GMT district coordinator, the GLT district coordinator, the GST district coordinator and region chairperson when appropriate.
- (e) Promote the Club Quality Initiative to the clubs within the zone.
- (f) In coordination with the GMT district Coordinator, play an active role in organizing new clubs and keep informed of the activities and well-being of all clubs in his/her zone.
- (g) In coordination with the GLT district coordinator, play an active role in supporting leadership initiatives by informing Lions within the zone about leadership development opportunities at the zone, district or multiple district.
- (h) In coordination with the GST district coordinator, play an active role in promoting global service initiatives by informing Lions within the zone about service opportunities in the zone, district or multiple district.
- (i) Represent each club in his/her zone in any problems with district, multiple district council chairperson or Lions Clubs International.
- (j) Supervise the progress of district, multiple district, and Lions Clubs International projects in his/her zone.
- (k) Endeavor to have every club within his/her zone operating under a duly adopted club constitution and by-laws.
- (l) Promote representation at international and district (sub- and multiple) conventions by at least the full quota of delegates to which clubs in his/her zone are entitled.
- (m) Visit a regular meeting of each club in his/her zone once or more during his/her term of office, reporting his/her findings to the region chairperson – particularly with respect to weaknesses he/she may have discovered (copy to district governor).
- (n) Perform such other functions and acts as may be required of him/her by directives of the International Board of Directors through the Zone Chair's Manual and other directives.
- (o) Encourage inter-club meetings and social activities.
- (p) Promote attendance at charter nights and activities of newly organized Clubs.
- (q) Play an active role in organizing new Clubs and keep informed on the activities and well-being of all clubs in the zone.
- (r) Accompany the district governor on all official visits to clubs in the zone and to perform other such duties as may be assigned from time to time by the district governor and the district cabinet.

**Section 11. DISTRICT GOVERNOR’S CABINET.** The district governor’s cabinet shall:

- Assist the district governor in the performance of his/her duties and in the formulation of administrative plans and policies affecting the welfare of Lionism within the sub-district.
- Receive, from the region chairpersons or other assigned district cabinet members, reports and recommendations which concern the clubs and zones.
- Supervise the collection of all dues and taxes by the cabinet treasurer, designate a depository(s) for said funds and authorize the payment of all legitimate expenses pertaining to the administration of the affairs of the district.
- Secure, set the amount of and approve the surety company issuing, the surety bond for the cabinet secretary-treasurer.
- Secure, semi-annually or more frequently, sub-district financial reports from the cabinet secretary and cabinet treasurer (or secretary-treasurer).
- Provide for an audit of the books and accounts of the cabinet secretary, cabinet treasurer, or cabinet secretary-treasurer and with the district governor’s approval, set up definite schedule of dates, times and places of cabinet meetings to be held during the fiscal year.
- Approve an operating budget for the year and approve all contracts and expenditures relating to the planning and execution of the District. Such budget shall include, but not limited to such items as stationery and printing, publicity, telephone, postage, committee expenditures, bonding, annual report and other normal administrative expenses of the District.
- Designate a depository (or depositories) for District Funds
- Determine the amount of surety bond for the District Governor, Cabinet Secretary, Cabinet Treasurer, or Cabinet Secretary-Treasurer, and approve the Surety Company issuing said bond
- Receive financial reports quarterly, or more frequently if desired from Cabinet Treasurer and provide for a year-end audit by a competent Auditor of the books and accounts of the Cabinet Treasurer.
- Establish monetary controls so that no indebtedness shall be planned which would cause the budget to exceed the anticipated receipts for the fiscal year of the Cabinet’s term
- Keep accurate books and records of accounts and minutes of all Cabinet meetings, and permit inspection of the same by any member of the Cabinet or by any Club in the District at any reasonable time for any proper purpose
- Following the close of their term of office at a meeting of the Cabinet within forty-five (45) days after the date on which the succeeding District Governor officially took office, the Cabinet shall turn over to their respective and duly elected successors:
  - a. All property of the District entrusted to their care and keeping.
  - b. All permanent records, account, and files of the Cabinet Secretary, cabinet Treasurer or Cabinet Secretary-Treasurer, both those transferred from prior years and those of the current year.
  - c. The balance of all monies belonging to the District, properly designated as to their specific allocation, including any accrued liabilities related thereto.

**Section 12. SERGEANT-AT-ARMS.** The Sergeant-at- Arms shall maintain order and decorum at the respective conventions and meetings and perform such other duties as are incident to his/her office under ROBERT’S RULES OF ORDER, NEWLY REVISED.

## **ARTICLE IV DISTRICT COMMITTEES**

### **Section 1.**

It will be the goal of all Committee Chairs to see that their respective programs are financially self-sustaining.

**Section 2. DISTRICT GOVERNOR'S ADVISORY COMMITTEE.** In each zone, the zone chairperson and the presidents, first vice presidents and secretaries of the clubs in the zone shall compose a District Governor's Advisory Committee, with the zone chairperson as chairperson. At a date, time and place called by the zone chairperson, this committee shall hold a first meeting within ninety (90) days after the adjournment of the preceding international convention; a second meeting in the month of November; a third meeting in the month of February or March; and a fourth meeting approximately thirty days prior to the multiple district convention. The club service chairpersons, club marketing communications chairpersons, and club membership chairpersons should attend when information is shared that relate to their position. It shall assist the zone chairpersons in an advisory capacity, procure recommendations affecting the welfare of Lionism and the clubs in the zone, and relay the same through the zone chairperson to the district governor and his/her cabinet.

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

**Section 4. 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 sub-district. This committee shall meet when and as called upon by the district governor or at a call of the chairperson of the committee. It shall act under the direction of the district governor in the promotion of harmony throughout the district. The chairperson of this committee shall attend meetings of the cabinet when requested by the district governor.

- The Honorary Committee Chair will be invited to all meetings of the District.
- The Immediate Past District Governor shall be the Chair of the Committee. In the event the Immediate Past District Governor cannot fulfill this position, then the next Immediate Past District Governor shall be the Chair.
- The Committee Chairperson shall call one meeting at least 45 days prior to the convening of the annual District Convention, and there cause the election of two Honorary Committee members when called upon to serve on the Multiple District Finance Committee permitted under Multiple District By-Laws ARTICLE II Section 1 Paragraph m, with the first election

being for one member to be elected for a one year term, the second for a two year term, and after which one member shall be elected each year thereafter for a term of two years.

- Also, to elect three Directors to the Lions Vision Research Foundation Board with one member to be elected to a one-year term, the second to be elected to a two year term and the third to be elected for a three year term and after which one member shall be elected each year thereafter for a term of three years.
- Also, to elect three trustees to the Lions Youth Foundation of Multiple District 22 with one member to be elected to a one-year term, the second to be elected to a two-year term and the third to be elected for a three-year term and after which one member shall be elected each year thereafter for a term of three years.
- They will also select a candidate for Council Chairman of Multiple District 22 from among their ranks to be forwarded to the Multiple District 22 Council of Governor for approval by March 1st of the year provided for in the Policy and Procedure Manual of the Multiple District 22. The Candidate cannot have served as Council Chair before.

### **Section 5. DISTRICT SOCIAL COMMITTEE**

The District Social Committee shall act under the supervision of the District Governor. The District Governor will appoint a Chair for that year Social. This Chair is responsible for maintaining the Social Fund and arranging the Events of the District 22-W Social, informing both the community and the clubs of Lions activities, promoting events, ticket sales and Ad book sales pertaining to the District 22-W Social

**Section 6. 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 shall be deemed non-voting members of the district cabinet.

## **ARTICLE V MEETINGS**

### **Section 1. DISTRICT CABINET MEETINGS.**

- (a) Regular. A regular meeting of the cabinet shall be held in each quarter of the fiscal year, with the first of which should be held within thirty (30) days after the adjournment of the preceding international convention. Ten (10) days written notice of meetings setting forth a date, time and place determined by the district governor shall be given to each member by the cabinet secretary.
- (b) Special. Special meetings of the cabinet may be called by the district governor at his/her discretion and shall be called upon written request made to the district governor or the cabinet secretary by a majority of the members of the cabinet. No fewer than five (5) nor more than twenty (20) days written (including letters, electronic mail, facsimile transmission, or cable) notice of special meetings, setting forth the purposes and a date, time and place determined by the district governor, shall be given to each member by the cabinet secretary.
- (c) Quorum. The attendance of a majority of the officers of this district shall constitute a quorum for any cabinet meeting.

(d) Vote. The voting privilege shall extend to all members of the district cabinet.

**Section 2. ALTERNATIVE MEETING FORMATS.**

Regular and/or special meetings of the district cabinet may be held through the use of alternative meeting formats, such as teleconference and/or web conference as determined by the district governor.

**Section 3. BUSINESS TRANSACTED BY MAIL.**

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

**Section 4. REGIONS AND ZONES.**

- (a) Organizational. Regions and zones shall be subject to change by the district governor, with the approval of the district cabinet and when it is in the best interests of the clubs, district and the association. The district should be divided into regions of sixteen (16) to ten (10) Lions clubs. Each region should be divided into zones of between eight (8) and four (4) Lions Clubs, giving due regard to the geographical locations of the clubs.
- (b) Region Meetings. Meetings of representatives of all clubs in a region, with the region chairperson (if the position is utilized during the district governor's term) or other district cabinet member as may be assigned by the district governor presiding, should be held during the fiscal year at times and places fixed by the region chairperson of the respective region.
- (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 VI  
DISTRICT CONVENTION**

**Section 1.** An annual convention of this District shall be held each year prior to the International Convention in conjunction with the Multiple District Convention at a place selected by the Multiple District Council of Governors and announced at a previous annual Convention of the Multiple District and a date and time fixed by the Council.

**Section 2.** A meeting of the District's registered Delegates while in attendance at the Multiple District Convention will constitute the annual Convention for this District.

**Section 3.** The District Convention will conform to the Constitution and By-Laws of Multiple District 22.

**Section 4. Officers.** The members of the district cabinet shall be the officers of the annual district convention.

**Section 5. Sergeant-At-Arms.** A convention sergeant- at-arms and such assistant sergeant-at-arms as deemed necessary shall be appointed by the district governor.

**Section 6. Official Report.** Within fifteen (15) days after the close of each single and sub-district convention, the cabinet secretary shall transmit one copy of the complete proceedings to the international office. Upon written request from any club in the respective district a copy shall be furnished to said club.

**Section 7. Credentials Committee.** The Credentials Committee of the district convention shall be composed of the district governor, as chairperson, the cabinet secretary or 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. The non-officers shall not, through the duration of the appointment, hold any district or international office either by election or appointment. The Credentials Committee shall have the powers and perform the duties set forth in ROBERT’S RULES OF ORDER, NEWLY REVISED.

**Section 8. Order of Convention Business.** The district governor shall arrange the order of business for the district convention, and the same shall be the order of the day for all sessions.

**Section 9. DISTRICT CONVENTION COMMITTEES.** The district governor shall appoint the chairperson of and fill any vacancies occurring in the following district convention committees: Resolutions, Elections, Constitution and By-Laws, Rules of Procedure and International Convention. Each region, if any, shall have at least one representative on each such committee. These committees shall perform such duties as the district governor shall designate.

## **ARTICLE VII CONVENTION FUND**

**Section 1. CONVENTION FUND TAX.** In lieu of or in addition to a district convention registration fee, an annual district convention fund tax of \$1.50 may be levied upon each member of each club in the district and shall be collected and paid in advance by each club, except newly chartered and reorganized clubs, in two (2) semiannual payments as follows: \$0.75 per club member on September tenth of each year to cover the semi-annual period July 1 to December 31; and \$0.75 per club member on March tenth of each year to cover the semi-annual period January 1 to June 30, with billings of said tax to be based upon the roster of each club as of the first days of September and March, respectively. Any club which is chartered or reorganized in a current fiscal year shall collect and pay said convention tax for said fiscal year on a pro-rata basis from the first day of the second month following the date of its organization, as the case may be.

This tax shall be collected from the clubs by and be remitted to the cabinet secretary or cabinet-treasurer (or secretary-treasurer), who shall deposit the monies so collected in a special account in a bank or other depository chosen by the district governor. The fund so collected shall be used exclusively for defraying expenses of district conventions and shall be expended only by district checks drawn and signed by the cabinet treasurer and countersigned by the district governor.



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

**Section 3. FEE COLLECTION.** Such fee as the district governor shall set may be collected, under procedures set by the district governor, from each delegate, alternate, and guest attending the district convention to defray the actual cost of convention meals and entertainment.

## **ARTICLE VIII DISTRICT REVENUE**

### **Section 1.**

In order to provide revenue for approved district projects and to defray administrative expenses of this District, an annual per-capita District Administrative Fund Tax shall be levied upon each member of each Club in the District. The District Administrative Fund Tax shall be levied at \$3.50 per year. Said tax shall be collected from each club in the District. The membership billing shall be based upon the roster of each Club as of the first day of July and the first day of January, respectively, and shall be paid by each Club in two semi-annual payments, by September 10th and March 10th of each year.

In lieu of the above Per-Capita Taxes that apply to all Lions Clubs in District 22-W, only those officially enrolled students becoming members of the Campus Club are exempt from the Per-Capita Tax so described herein. All other members of the Campus Club such as University or College Staff and Faculty will not be exempt from the Per-Capita Taxes so described herein.

New and reorganized Clubs shall pay a pro-rata per-capita tax beginning the first day of the second month following the date of organization or reorganization.

Said Per Capita tax shall be disbursed only for administrative expenses of the district and only upon approval by the district governor's cabinet. Disbursement there from shall be by checks drawn and signed by the cabinet treasurer and countersigned by the district governor.

Any supplemental Per Capita Tax in excess of the minimum Per Capita Tax shall be authorized and approved at the annual District Business Session of the Annual District Convention.

### **Section 2. REMAINING FUNDS**

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

### **Section 3.**

Expenses of the District Governor in connection with his/her attending the International Convention at the close of his/her term of office shall be considered a District administrative expense. \$1000.00 will be budgeted each year to defray said expenses. Reimbursements for said expenses for the outgoing District Governor shall be on the same basis as outlined in the Rules of

Audit of Lions Clubs International. Receipts or other evidence of payment shall accompany all such claims. Any surplus shall be returned to the General Administration Fund Account.

- a. The District will include in their annual administrative budget an amount equal to \$500 per vice district governor to defray the expenses incurred by the First and Second Vice District Governor in his/her official capacity. The reimbursement of such expenses will follow the same Rules of Audit which apply to the District Governor. All such expense claims shall be accompanied by receipts or other evidence of payment and be approved by the District Governor. Any surplus of the sum collected over the amount allowed shall be returned to the General Administrative Fund Account.

#### **Section 4.**

The Outgoing District Governor's Cabinet shall provide for an orderly turnover of funds to the newly elected and installed District Governor and his Cabinet. Within (15) days of the close of the District Convention, the outgoing administration shall turnover to the incoming administration a sum of at least Five Hundred Dollars (\$500.00). No later than the week of August 15th, the then Immediate Past District Governor of the District shall turn over the remaining District Funds available for use by the new Cabinet. Such balance shall equal or exceed any outstanding obligations incurred by the outgoing administration, plus the balance called for in the Section 3 of this Article. An audit of the District funds shall be completed no later than the week of August 15th. A copy of this audit shall be sent to Lions Clubs International, and a copy be filed with the Current Governor's records.

#### **Section 5.**

The District Governor and his Cabinet may not incur any obligation in any fiscal year beyond the funds available to the District Governor and his Cabinet during that year, unless approval has been obtained in advance by a vote of the delegates at a regular session of the District Convention.

#### **Section 6.**

The District Governor, Cabinet Secretary and Cabinet Treasurer or Cabinet Secretary- Treasurer shall be bonded, and the cost of same shall be an administrative expense.

## **ARTICLE IX MISCELLANEOUS**

**Section 1. 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.

**Section 2. CABINET SECRETARY-TREASURER BOND.** The cabinet secretary-treasurer and authorized signatories shall be bonded in such amount and with such surety company as shall be approved by the district governor's cabinet and the cost of same shall be an administrative expense.

**Section 3. AUDIT OR REVIEW OF BOOKS.** The district governor's cabinet shall provide for an annual or more frequent audit or review of the books and accounts of the cabinet secretary and cabinet treasurer (or secretary or treasurer).

**Section 4. COMPENSATION.** No officer shall receive any compensation for any service rendered to this district in his/her official capacity with the exception of the cabinet secretary cabinet treasurer (or secretary treasurer) whose compensation, if any, shall be fixed by the district cabinet.

**Section 5. FISCAL YEAR.** The fiscal year of this district shall be from July 1st to June 30th.

**Section 6. 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 ROBERT'S RULES OF ORDER, NEWLY REVISED.

## **ARTICLE X 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 an affirmative vote of a majority of the registered delegates voting at such meeting. Such votes will be taken by the use of written ballot at the District Elections.

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

**Section 3. EFFECTIVE DATE.** Each amendment shall take effect at the close of the convention at which adopted unless otherwise specified in the amendment and/or unless approval by Lions Clubs International is required. In such case the amendment shall take effect immediately after approval by Lions Club International.

**Section 4. 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.