

THE INTERNATIONAL
ASSOCIATION OF LIONS CLUBS

DISTRICT 22- W

CONSTITUTION AND BY-LAWS



Adopted May 1983
Revised October 2023

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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, April 2022 and October 2023.

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

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. In addition, the district global membership team coordinator, district global leadership team coordinator, district global service team coordinator, district global extension team coordinator, district marketing chairperson and LCIF district coordinator may be members of the district cabinet. Each such cabinet member shall be a member in good standing of a Lions club in good standing in the district. In the event a Leo or Leo-Lion is appointed to the position of Leo/Leo-Lion cabinet liaison, the position would serve as a non-voting advisor to the cabinet.

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 they take 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 appointed by the District Governor may be removed from office for cause by the District Governor. Elected 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

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.

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 ELECTION PROCEDURES. Any qualified member of a club in the district seeking the office of district governor shall file their 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 so received and/or so qualified then, but then only, shall nominations be made from the floor. A candidate 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. FIRST AND SECOND VICE DISTRICT GOVERNOR ELECTION

PROCEDURES. Any member of a club in the district seeking the office of first and second vice district governor shall file their intention to so 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 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 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 5. 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, they must:

- (a) Be an Active Member in good standing of a chartered Lions club in good standing in their single or sub-district.
- (b) Have served or will have served at the time they take office as district governor:
 - (1) As officer of Lions club for a full term or major portion thereof; and
 - (2) As a member of the district cabinet for two (2) full terms or major portion thereof.
 - (3) With none of the above being accomplished concurrently.

It is encouraged that the first vice district governor fulfill their full term of office and other qualified Lions be considered for filling a vacancy in the office of district governor.

Section 6. 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 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, they 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 their club or a majority of the clubs in their single district.
- (c) Have served or will have served at the time they take office as first or second vice district governor:
 - (1) As officer of a Lions club for a full term or major portion thereof; and
 - (2) As a member of the district cabinet for a full term or major portion thereof.
 - (3) With none of the above being accomplished concurrently.
- (d) Has not completed a full term or major portion thereof as district governor.

Section 7. REGION/ZONE CHAIRPERSON QUALIFICATIONS. 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.
- (c) Have not previously served as a full term or a major portion thereof as district governor.
- (d) 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 they take 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 they were 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.

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 the International Association of Lions Clubs within seven (7) days of such an 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, they shall represent the association in their district. In addition, he/she 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 revenues 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 membership 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 zone chairpersons and region chairpersons (when present), monitor the visibility 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.

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. 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 toward 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 implementation 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 goals.
 - (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 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 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 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 in the district.

Section 3. SECOND VICE DISTRICT GOVERNOR. The second vice district governor, subject to the supervision and direction of the district governor, shall be 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 toward 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 its resources that support club development.
- (e) Prepare for role as district governor.
 - (1) Become familiar with the duties of the district governor.
 - (2) Access 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 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 first vice district governor.
- (k) Participate in the preparation of the district budget.

Section 4. CABINET SECRETARY-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) 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 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 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, they 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 their 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 their term in office, the general and/or financial accounts, funds and records of the district to their successor in office.
- (c) Perform such other functions and acts as may be required of each by directives of the International Board of Directors.
 - (d) If separate offices of cabinet secretary and cabinet treasurer are adopted, the duties listed in part (b) above are to be attributed to each of the offices according to the nature of such duties.
 - (e) 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.

Section 5. GLOBAL SERVICE TEAM (GST) DISTRICT COORDINATOR. Under the direction of the district governor, the GST district 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 service leadership role.

Section 6. GLOBAL MEMBERSHIP TEAM (GMT) DISTRICT COORDINATOR. Under the supervision of the district governor, the GMT district coordinator is a member of the District Global Action Team. 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 membership 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 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 7. GLOBAL LEADERSHIP TEAM (GLT) DISTRICT COORDINATOR. Under the supervision of the district governor, the GLT district 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 reporting training to 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 8. GLOBAL EXTENSION TEAM (GET) DISTRICT COORDINATOR (if the position is utilized during the district governor's term). Under the supervision of the district governor the district GET 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 9. 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 Global Membership Coordinator to direct any membership leads that come through marketing channels to appropriate clubs.
- (c) Support the district governor and district Global 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.
 - (1) Champion appropriate and consistent use of global brand assets in all district activities.
 - (2) Support use of approved brand templates for story and publicity development.
- (h) Encourage clubs to fill the role of the club marketing chairperson.
 - (1) Ensure consistent support for the club marketing chair, holding meetings, training, 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 10. 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) Ensure that their club coordinators implement LCIF fundraising strategies.
- (b) Educate Lions about the importance and impact of LCIF locally, regionally and around the world.
- (c) Encourage Lions to support LCIF in all aspects of fundraising across the district.
- (d) Be familiar with LCIF grant opportunities and educate Lions within the district on the various grants and projects supported by LCIF.

Section 11. LEO/ LEO-LION CABINET LIAISON (OPTIONAL). The district governor, in consultation with the district Leo chair, may choose to appoint a Leo or a Leo-Lion to serve a one-year term in an official non-voting capacity. The Leo/Leo-Lion cabinet liaison shall represent the interests and perspectives of Leos and Leo-Lions and facilitate communication and connection between Leos and Lions. In areas with a Leo district, the role shall be filled by a Leo-Lion or Leo, who is a current or past Leo district president, vice-president, secretary, or treasurer. In areas where no Leo district has been formed, the role shall be filled by a Leo or a Leo-Lion who is a current or former Leo club president.

The district governor shall assign the Leo/Leo-Lion cabinet liaison to the standing cabinet committee(s) that would most benefit from a young adult voice. The cabinet liaison may remain on the same committee for the duration of the year or transition among committees as determined by the district governor.

The responsibilities of the Leo/Leo-Lion cabinet liaison 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 with the district Leo chairperson in the promotion of the Leo club, Leo-Lion programs, and engagement opportunities for young people within the Lions' district.
- (d) Support district Leo chairperson in conducting training for Leo district officers.
- (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) Communicate with Leo district president, Leo/Leo-Lion council liaison (if appointed), and the constitutional area representative of the Leo Club Program Advisory Panel to collaborate on initiatives related to young people.
- (h) Assist in planning and integration of Leos and Leo-Lions in Lions district convention, forum events and trainings.
- (i) Attend Leo district meetings, as necessary.
- (j) Chair one district collaboration project between Leos and Lions.

Section 12. 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. Their specific responsibilities should 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

- chairperson 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) Perform such duties and directives as may be required by the district officers or by the policy of the International Board of directors.
- (f) Become familiar with district operations and enhance leadership skills as need for advancement.
 - (1) Learn the district structure and the importance of each position.
 - (2) Assess personal leadership skills to encourage personal growth.
- (g) Perform such duties as may be required by the district officers or by the policy of the International Board of Directors.

Section 13. 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 their zone. Their specific responsibilities shall be to:

- (a) Further the Purposes of this association, resulting in membership growth in the zone.
- (b) Actively work towards the success of the current district plan and encourage participation.
- (c) Serve as chairperson of the District Governor's Advisory Committee in their zone and as such chairperson to call regular meetings of said committee.
- (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) 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 in respect to weaknesses they may have discovered.
 - (3) Communicate with clubs regularly to ensure effective operation.
 - (4) Support new clubs.
 - (5) Utilize LCI resources, Global Action Team and LCIF to support club health.
 - (6) Endeavor to have every club within their zone operating under a duly adopted club constitution and by-laws.
 - (7) Represent each club in their zone in any problems with the district, multiple district or Lions Clubs International.
- (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 as may be required by the district officers or by the policy of the International Board of Directors.

Section 14. DISTRICT GOVERNOR'S CABINET. 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 sub-district.
- (b) Receive, from the region chairpersons or other assigned district cabinet members, reports and recommendations which concern the clubs and zones.

- (c) Supervise the collection of all dues and taxes by the cabinet treasurer, designate a depository(s) for said funds and authorize the payment of all legitimate expenses pertaining to the administration of the affairs of the district.
- (d) Secure, set the amount of and approve the surety company issuing, the surety bond for the cabinet secretary-treasurer.
- (e) Secure, semi-annually or more frequently, sub-district financial reports from the cabinet secretary and cabinet treasurer (or secretary-treasurer).
- (f) Provide for an audit of the books and accounts of the cabinet secretary, cabinet treasurer, or cabinet secretary-treasurer and with the district governor's approval, set up definite schedule of dates, times and places of cabinet meetings to be held during the fiscal year.
- (g) Approve an operating budget for the year and approve all contracts and expenditures relating to the planning and execution of the district. Such a 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.
- (h) Designate a depository (or depositories) for District Funds
- (i) 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
- (j) Receive financial reports quarterly, or more frequently if desired from the Cabinet Treasurer and provide a year-end audit by a competent Auditor of the books and accounts of the Cabinet Treasurer.
- (k) 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
- (l) 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
- (m) 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:
 - (1) All property of the district entrusted to their care and keeping.
 - (2) All permanent records, accounts, and files of the Cabinet Secretary, cabinet Treasurer or Cabinet Secretary-Treasurer, 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 their specific allocation, including any accrued liabilities related thereto.

Section 15. 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 their office under ROBERT'S RULES OF ORDER, NEWLY REVISED.

ARTICLE IV

District Committees

Section 1. DISTRICT GOVERNOR'S ADVISORY COMMITTEE. In each zone, the zone chairperson, and the presidents, first vice presidents and secretaries of the clubs in the zone shall 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 relates 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 their cabinet.

Section 2. DISTRICT GLOBAL ACTION TEAM. Chaired by the district governor and includes the GMT district coordinator, GST district coordinator, GLT district coordinator and GET district 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 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 3. 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.

- (a) The Honorary Committee Chair will be invited to all meetings of the district.
 - (b) 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.
 - (c) 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 22 By-Laws ARTICLE II, Section 1m, with the first election being of 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 thereafter for a term of two years.
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- (1) 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.
 - (2) 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.

- (3) They will also select a candidate for Council Chairperson 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 4. 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's 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 5. DISTRICT CABINET COMMITTEES. The district governor may establish and appoint such other committees and/or chairpersons as they deem necessary and appropriate for the efficient operations of the district. Such committee chairpersons shall be deemed non-voting members of the district cabinet.

Section 6. It will be the goal of all Committee Chairs to see that their respective programs are financially self- sustaining.

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 their 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 may be divided into regions of two or more zones (if regions re utilized during the district governor’s term). Each zone should consist of four (4) to eight (8) clubs and may be expanded giving due regard to the geographical locations of the clubs and any newly chartered 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. CONVENTION SITE SELECTION. 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. OFFICIAL CALL. The district governor shall issue an official call by printed or electronic means to all clubs for the annual convention not less than sixty (60) days prior to the date fixed for holding the same, stating the place, day and hour thereof. 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. SITE CHANGE. 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 the 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 Administrative Fund

Section 1. DISTRICT REVENUE. 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 districts 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 their attending the International Convention at the close of their 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 their 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 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 their 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 their 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. 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 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 4. 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.