

DISTRICT 202E CONSTITUTION

ARTICLE I

Name

This organisation shall be known as Lions Clubs International District 202E Incorporated and hereinafter referred to as the “district.”

ARTICLE II

Purposes

The purposes of this district shall be:

- (a) To provide an administrative structure with which to advance the Purposes of Lions Clubs International in this district.
- (b) To create and foster a spirit of understanding among the peoples of the world.
- (c) To promote the principles of good government and good citizenship.
- (d) To 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 endeavours.

ARTICLE III

Membership

The members of this organisation shall be all Lions clubs in this district chartered by Lions Clubs International.

ARTICLE IV

Emblem, Colours, 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 colours 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

Section 1. **SUB-DISTRICT CABINET**

- (a) Each Sub-District shall have a Cabinet consisting of the District Governor, the Vice District Governor, the 2nd Vice District Governor, the Immediate Past District Governor, such Region Chairmen, Zone Chairmen and other officers as shall be appointed by the District Governor and a Cabinet Secretary and Cabinet Treasurer as shall be appointed by the District Governor. The members of the Sub-District Cabinet shall be the officers of the Sub-District. Each such officer shall be a member in good standing of a Lions Club in good standing in his Sub-District.
- (b) The District Governor by the time of taking office may appoint one Region Chairman for each Region, one Zone Chairman for each Zone, a Cabinet Secretary and a Cabinet Treasurer and such other officers as he shall require.
- (c) Any vacancy in a Sub-District office, except that of a District Governor, a Vice District Governor or a 2nd Vice District Governor shall be filled by the District Governor for the unexpired term thereof.
- (d) If any Region Chairman or Zone Chairman shall cease to reside in the Region or Zone, as the case may be, to which they were appointed, their term of office shall thereupon cease and the District Governor shall appoint a successor in their place.
- (e) No salary shall be paid to any officer of any Sub-District.
- (f) The District Governor may remove any officer appointed, and appoint another officer in their place.
- (g) The duties of a Sub-District officer shall be those as may from time to time be prescribed by the District Governor. It shall serve as the “committee” as that term is defined in section 5(1) of the Incorporated Societies Act 2022.

Section 2. **VOTING PRIVILEGES**

- (a) At meetings of the Sub-District Cabinet the voting privilege shall extend to the District Governor, the Vice District Governor, the immediate Past District Governor, the Region Chairmen, the Zone Chairmen, the Cabinet Secretary and the Cabinet Treasurer (or Secretary/Treasurer), and to all other members of the respective Sub-District Cabinet as the District Governor of each Sub-District shall decide.
- (b) No member of the Sub-District Cabinet shall have a casting vote.

Section 3. **QUORUM** A majority of the Sub-District Cabinet shall constitute a quorum.

Section 4. **MEETINGS**

- (a) The District Governor shall call a regular meeting of the Sub-District Cabinet at least quarterly during their year in office, the first such meetings to be held within thirty (30) days after the adjournment of the preceding International Convention.
- (b) 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 of the Sub-District Cabinet by the Cabinet Secretary.

(c) Special meetings of the Sub-District Cabinet may be called by the District Governor at their discretion or by the request of the majority of the members of the Sub-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. The District Cabinet may at its discretion, due to an emergency, decide to hold the convention virtually at a date and time to be advised to clubs as early as practicable prior to the convening date of the annual convention.

Section 2. **CLUB DELEGATE FORMULA.** Each chartered club in good standing in Lions Clubs International and its district (single or sub- and multiple) shall be entitled in each annual convention of its district (single or sub- and multiple) to one (1) delegate and one (1) alternate for each ten (10) members, who have been enrolled for at least one year and a day in the club or major fraction thereof, of said club as shown by the records of the international office on the first day of the month last preceding that month during which the convention is held. The major fraction referred to in this section shall be five (5) or more members. Each certified delegate present in person shall be entitled to cast one (1) vote only for each office to be filled by, and one (1) vote only on each question submitted to, the respective convention. Unless otherwise specified herein, the affirmative vote of a majority of the delegates voting on any question shall be the act of the convention. All eligible delegates must be members in good standing of a club in good standing in this district. Delinquent dues may be paid and good standing acquired at any time 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. In the event of a virtual convention attendance can be by electronic means.

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. A special convention can be held virtually if the District Cabinet so decides.

ARTICLE VIII

District Dispute Resolution Procedure

Section 1. **DISPUTES SUBJECT TO PROCEDURE.** All disputes relative to membership, club boundaries, or interpretation, breach of, or application of the district (single or sub-) 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 settled by the following dispute resolution procedure. Except as otherwise provided herein, any time limits specified in this procedure may be shortened or extended by the district governor, or, in the event the complaint is directed against the district governor, the immediate past district governor,

conciliators or the International Board of Directors (or its designee) upon a showing of good cause. All parties to any dispute subject to this procedure shall not pursue administrative or judicial actions during this dispute resolution process.

Section 2. COMPLAINTS AND FILING FEE. Any Lions club in good standing within the association (the “complainant”) may file a written request with the district governor or, in the event the complaint is directed against the district governor, the immediate past district governor (a “complaint”), with a copy to the Legal Division, asking that dispute resolution take place under this procedure. The complaint must be filed within thirty (30) days after the complainant(s) knew or should have known of the occurrence of the event upon which the complaint is based. The complainant(s) must submit minutes signed by the club secretary certifying that a resolution in support of filing the complaint has been adopted by a majority of the entire membership of the club. A copy of the complaint shall be sent to the respondent(s).

A complaint filed under this procedure must be accompanied by a \$1250.00 filing fee payable by each complainant to the district (single or sub-) which shall be submitted to the district governor or, in the event the complaint is directed against the district governor, the immediate past district governor, at the time the complaint is filed. In the event the complaint is settled or withdrawn prior to a final decision by the conciliators, \$250.00 shall be retained by the district (single or sub-) as an administrative fee and \$500.00 shall be refunded to the complainant and \$500.00 shall be paid to the respondent (which shall be shared on an equal basis if there is more than one respondent). In the event the selected conciliators find the complaint to have merit and the complaint is upheld, \$250.00 shall be retained by the district (single or sub-) as an administrative fee and \$1000.00 shall be refunded to the complainant. In the event the selected conciliators deny the complaint for any reason, \$250.00 shall be retained by the district (single or sub-) as an administrative fee and \$1000.00 shall be paid to the respondent (which shall be shared on an equal basis if there is more than one respondent).

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

Section 3. RESPONSE TO COMPLAINT. The respondent(s) to the complaint may file a written response to the complaint with the district governor or, in the event the complaint is directed against the district governor, the immediate past district governor, with a copy to the Legal Division, within ten (10) days of receiving notice of the complaint. A copy of the response shall be sent to the complainant(s).

Section 4. CONFIDENTIALITY. Once a complaint has been filed, communications between the complainant(s), respondent(s), district governor or, in the event the complaint is directed against the district governor, the immediate past district governor, and conciliators should be kept confidential to the extent possible.

Section 5. SELECTION OF CONCILIATORS. Within fifteen (15) days of filing the complaint, each party to the dispute shall select one (1) neutral conciliator and the selected conciliators shall select one (1) neutral conciliator, who will serve as chairperson. The selected conciliators’ decision relative to the selection of the conciliator/chairperson shall be final and binding. All of the selected conciliators shall be Lion leaders, preferably past district governors, who are currently members in good standing of clubs in good standing in the district (single or sub-) in which the dispute arises, other than a club which is a party to the dispute, and shall be impartial on the matter in dispute and without loyalties to any party to the dispute. Upon completion of the selection process, the conciliators shall be deemed appointed with all authority appropriate and necessary to resolve or decide the dispute in accordance with this procedure. In the event the selected conciliators cannot agree on the selection of the conciliator/chairperson within the time frame noted above, then the selected conciliators shall be automatically deemed to have resigned for administrative reasons and the parties must select new conciliators (“the second team of selected conciliators”) who shall

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

Section 6. CONCILIATION MEETING AND DECISION OF CONCILIATORS. Upon being appointed, the conciliators shall arrange a meeting of the parties for the purpose of conciliating the dispute. The meeting shall be scheduled within thirty (30) days of the appointment of the conciliators. The objective of the conciliators shall be to find a prompt and amicable resolution to the dispute. If such conciliation efforts are unsuccessful, the conciliators shall have the authority to issue their decision relative to the dispute. The conciliators shall issue their decision in writing no later than thirty (30) days after the date on which the initial meeting of the parties was held, and the decision shall be final and binding on all parties. The written decision shall be signed by all the conciliators, with the dissent of any conciliator properly noted, and a copy of the written decision shall be provided to all parties, the district governor or, in the event the complaint is directed against the district governor, the immediate past district governor, and, to the Legal Division of Lions Clubs International. The decision of the conciliators must be consistent with any applicable provisions of the International, Multiple District and District Constitutions and By-Laws and policies of the International Board of Directors, and is subject to the authority of and further review by the International Board of Directors at the sole discretion of the International Board of Directors or its designee. Failure to comply with the final and binding decision of the conciliators constitutes conduct unbecoming a Lion and is subject to loss of membership privileges and/or charter cancellation.

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. No amendment to this constitution shall be made that would enable the activities of the District to be carried on for the private pecuniary profit of any individual or in any manner which would result in the District becoming either ineligible for registration, or eligible for de-registration, as a charity in New Zealand.

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 or special 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.

ARTICLE X
Common Seal

The Common Seal of the District shall be kept in the custody and control of the secretary and shall not be affixed to any document except by order of the District Cabinet and in the presence of at least two (2) members of the District cabinet.

ARTICLE XII
Winding Up

On winding up of the District, or it's dissolution, all surplus assets administered by it shall (after payment of all costs, debts and liabilities) be disposed of as the Multiple District Council 202 of the International Association of Lions clubs shall direct.

BY-LAWS

ARTICLE I

Nominations and Endorsement Second 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 second 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 fulfilment 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. **CANDIDATE'S SPEECH.** Candidate's speeches shall be limited to five (5) minutes.

Section 5. **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 6. **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 7. **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

Elections for the Office of District Governor, Vice District Governor and 2nd Vice District Governor

Section 1. NOMINATION AND ELECTION

(a) The delegates attending a Sub-District Convention shall elect a District Governor for their Sub-District for the term set forth in the International Constitution.

(b) Candidates for the office of District Governor shall submit themselves to an election at the Sub-District Convention. The District Governor election shall be conducted by a ballot of the type determined by the Constitution and By-Laws of the International Association of Lions Clubs from time to time. The

majority vote required to elect a District Governor shall be such majority as shall be determined from time to time by the provisions of the aforementioned Constitution. If no candidate shall on the first ballot obtain more than fifty per cent (50%) of the votes of the delegates the candidate with the lowest number of such votes shall be omitted from the election and a fresh ballot shall be conducted between the remaining candidates and such procedure shall continue until one candidate gains more than fifty per cent (50%) of such votes.

- (c) In the event of a tie between two or more candidates a fresh ballot shall be held between the tied candidates and the election shall proceed as provided in Section 1(b) hereof.
- (d) Voting shall be conducted by secret ballot and only the name of the successful candidate shall be announced by the Sub-District Convention Chairman.

Section 2. ENTITLEMENT AND APPLICATION

- (a) No member of a Lions Club shall be entitled to be nominated for the office of District Governor unless they are eligible in accordance with the International Constitution.
- (b) A candidate's nomination from a Lions Club must be in writing and received by the Cabinet Secretary not less than sixty (60) days prior to the opening of the Sub-District Convention. Such nomination shall have endorsed on it the written consent of the candidate who must be the only nomination from their Club.

Section 3. SPEECHES

- (a) Vice District Governor nominations
 - (i) There shall be one nomination speech for each candidate, which shall not exceed two (2) minutes in duration.
 - (ii) Candidate speeches shall be limited to five (5) minutes
- (b) District Governor nominations
 - (i) If there is only one nomination for District Governor, there will be no nomination speech.
 - (ii) If there are two (2) or more nominations for District Governor, there shall be one (1) nomination speech for each candidate which shall not exceed two (2) minutes.
 - (iii) Candidates' speeches shall be limited to three (3) minutes.
- (c) Should there be no nominations of eligible persons after the close of nominations, or should the only qualified nominee or nominees die or withdraw their nomination or nominations prior to the election, nominations may be received from the floor of the Sub-District Convention of persons who shall have consented in writing to the Cabinet Secretary to be a candidate for election.

Section 4. VICE DISTRICT GOVERNOR ELECTIONS. The delegates attending a sub-district convention shall elect a Vice-District Governor and a 2nd Vice District Governor for their sub-district for the term set forth in the International Constitution and the provisions of Clauses a, b and c above.

Section 5. VACANCIES. In filling any vacancy arising in the office of Vice District Governor or 2nd Vice District Governor the district 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 Vice District Governor or 2nd Vice District Governor for the remainder of the term. In filling said vacancy, it shall be the duty of the District Governor who is available, to send out invitations to attend said meeting and it shall also be his responsibility to preside as

chairman of the meeting. The chairman 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 choice.

ARTICLE III

Duties of District Officers/Cabinet

Section 1. **DISTRICT GOVERNOR.** Under the general supervision of the International Board of Directors, he/she shall represent the association in his/her district. In addition, he/she shall 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. His/her specific responsibilities shall be to:

- (a) Administer and promote membership growth and new club development.
- (b) Administer and promote leadership development at the club and district levels.
- (c) Promote the Lions Clubs International Foundation and all service activities of the association.
- (d) Preside, when present, over cabinet, convention and other district meetings. During any period he/she is unable to so preside, the presiding officer at any such meeting shall be the first or second vice district governor, but if he/she is not available, the district officer chosen by the attending members shall preside.
- (e) Promote harmony among the chartered Lions clubs.
- (f) Exercise such supervision and authority over cabinet officers and district committee appointees as is provided in this district constitution.
- (g) 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.
- (h) 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.
- (i) 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.
- (j) Report to Lions Clubs International all known violations of the use of the association's nam/emblem.
- (k) Perform such other functions and acts as shall be required of him/her by the International Board of Directors through the District Governor's Manual and other directives.

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 to do so.
- g. Serve as the District Governor Team liaison between the District Global Membership Team, working as an active member of the District Global Membership Team along with the District Governor, Second Vice District Governor and other Global Membership Team members to establish and implement a district-wide plan for membership growth.
- h. 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.
- i. 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.
- j. At the request of the district governor, supervise other district committees.

- k. Participate in the planning of the next year including the district budget.
- l. Familiarise 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.

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 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 District Governor Team liaison between the District Global Leadership Team, working as an active member of the District Global Leadership Team along with the District Governor, First Vice District Governor and other Global Leadership Team members to establish and implement a district-wide leadership development plan.
- (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) 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.
- (k) 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.
- (l) At the request of the district governor, supervise other district committees.
- (m) Assist the district governor, first vice district governor, and the cabinet in planning of the next year, including the district budget.
- (n) Familiarise 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 subdistrict, 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 subdistrict 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 or reviewer 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
- (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 (b) are to be attributed to each of the offices according to the nature of such duties.
- 9) Maintain an up to date register of the District's member clubs.
- 10) Serve as the District's "contact person" for the purposes of section 113 of the Incorporated Societies Act 2022.

Section 5. **REGION CHAIRPERSON** (if the position is utilised 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) Supervise the activities of the zone chairpersons in his/her region and such district committee chairpersons as may be assigned to him/her by the district governor.
- (c) In coordination with the District GMT Coordinator, play an active role in organising new clubs and in strengthening weak clubs.
- (d) 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, District GMT Coordinator and district GLT Coordinator.
- (e) 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, district GMT Coordinator and district GLT Coordinator.
- (f) Endeavor to have every club in his/her region operating under a duly adopted club constitution and bylaws.
- (g) Promote the Club Excellence Process to the clubs within the zone and work in concert with the District GMT Coordinator, the District GLT Coordinator and the District Governor Team to implement the program within the zone.
- (h) In coordination with the District GLT Coordinator, play an active role in supporting leadership initiatives by informing Lions with the zone about leadership development opportunities at the zone, district or multiple district.
- (i) 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.
- (j) Carry out such official visitations to club meetings and charter nights as shall be assigned to him/her by the district governor.
- (k) Perform such additional assignments as shall be given to him/her from time to time by the district governor.

In addition, the region chairperson shall perform such other functions and acts as may be required by the International Board of Directors through a region chairperson's manual and other directives.

Section 6. **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 District GMT Coordinator and the GLT Coordinator and the District Governor Team as special guests to a District Governor's Advisory Committee meeting to discuss needs related to membership and leadership development and how these teams and the District Governor Team may assist with membership and leadership development 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, District GMT Coordinator and District GLT Coordinator and region chairperson.
- (e) Promote the Club Excellence Process to the clubs within the zone and work in concert with the District GMT Coordinator, the District GLT Coordinator and the District Governor Team to implement the program within the zone.
- (f) In coordination with the District GMT Coordinator, play an active role in organising new clubs and keep informed on the activities and well-being of all clubs in his/her zone.
- (g) 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.
- (h) Represent each club in his/her zone in any problems with district, multiple district council chairperson or Lions Clubs International.
- (i) Supervise the progress of district, multiple district, and Lions Clubs International projects in his/her zone.
- (j) Endeavor to have every club within his/her zone operating under a duly adopted club constitution and by-laws.
- (k) 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.
- (l) 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).
- (m) Perform such other functions and acts as may be required of him/her by directives of the International Board of Directors.

Section 7. **DISTRICT GOVERNOR'S CABINET.** The district governor's cabinet shall:

- (a) 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.
- (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.

ARTICLE IV

Section 1 DISTRICT GOVERNOR'S ADVISORY COMMITTEE

- (a) In each Zone the Zone Chairman and the Presidents and Secretaries of the Clubs in the Zone shall compose a District Governor's Advisory Committee with the Zone Chairman as Chairman thereof.
- (b) The Zone Chairman shall be in active charge of such Committee but under the supervision of the Region Chairman of the Region in which the Zone is located.
- (c) At a date, time and place called by the Zone Chairman, this Committee shall hold a first meeting within sixty (60) days after the adjournment of the preceding International Convention, a second meeting in the month of November, a third in the months of February or March and at the discretion of the Zone Chairman, a fourth meeting approximately thirty (30) days prior to the Multiple District Convention.

Section 2. DISTRICT GOVERNOR'S HONOURARY COMMITTEE

- (a) The District Governor may appoint a District Governor's Honorary Committee comprised of Past International Officers who are members in good standing of Lions Clubs in good standing within the Sub-District.
- (b) This Committee shall meet when and as called upon by the District Governor to discuss matters designated by the District Governor and the Chairman of which shall be the District Governor or appointee.

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) Organisational. Regions and zones shall be subject to change by the district governor, when in his/her sole discretion; he/she shall deem the same necessary to the best interests of the 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. HOSTING

- (a) A Convention shall be held annually by each Sub-District and the District Governor shall manage and have control over all phases of such Convention.
- (b) If any Lions Club or Clubs shall desire to be the host of the District Convention, the form of application and the procedure to be followed in investigation of applications and in the presentations of the same to Convention as well as the action to be taken in the event that no applications are received or if so received are unacceptable, shall be determined at the Convention of each District or Sub-District.

Section 2. ORGANISING COMMITTEE

- (a) The District Governor may appoint a member of a Lions Club to be the Chairman of the District Convention.
- (b) The District Governor shall appoint the Convention Organising Committee.

Section 3. CONVENTION BUSINESS

- (a) All remits, recommendations and other business for discussion at a District Convention shall be received from the Lions Clubs within the District holding the Convention by that District's Cabinet Secretary at least 60 days prior to the opening of the District.
- (b) Adequate details of matters received as aforesaid shall be sent to the Lions Clubs within the District not less than thirty (30) days before the opening of the District Convention.
- (c) The District Cabinet may prior to any District Convention accept for consideration further business (not being amendments to the constitution) provided twenty (20) hours' notice of such business is received by the Cabinet Secretary prior to the opening of the principal business session and subject to the passing of that business session of a resolution agreeing to such business being discussed. Such business shall be discussed after consideration of all other matters on the order paper.
- (d) A Sub-District Convention at which nominations for District Governors are to be received and an election conducted if necessary shall be held prior to the Multiple District Convention

Section 4. DELEGATES, VOTING QUALIFICATIONS AND PROCEDURES AND QUORUMS. All provisions relating to delegates, voting qualifications, quorums and voting procedures as hereinbefore

specified for a Multiple District Convention shall apply with any necessary alteration of details to a Sub-District Convention.

ARTICLE VII CONVENTION FUND

Section 1. **CONVENTION FUND LEVY.** In lieu of or in addition to a district convention registration fee, an annual district convention levy 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 reorganised clubs, in two (2) semi - annual payments as follows: 50% per club member on September tenth of each year to cover the semi-annual period July 1 to December 31; and 50% per club member on March tenth of each year to cover the semi-annual period January 1 to June 30, with billings of said levy to be based upon the roster of each club as of the first days of July and January, respectively. Any club which is chartered or reorganised in a current fiscal year shall collect and pay said convention levy for said fiscal year on a pro-rata basis from the first day of the second month following the date of its organisation, as the case may be. This levy 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 levy so collected shall be used exclusively for defraying expenses of district conventions and shall be expended only by district cheques drawn and signed by the cabinet treasurer and countersigned by the district governor.

Section 2. **SURPLUS FUNDS.** All surplus monies collected by the Organising Committee of the Sub-District Convention shall be handed to the District Governor to be held in a Sub-District Convention Reserve Fund which shall be available from year to year at the discretion of the incumbent District Governor only for Sub-District Convention expenses.

Section 3. **SUB DISTRICT CONVENTION FINANCE.** The Sub-District Convention Organising Committee, subject to directions from the District Governor, shall be authorised to incur such expenses and make such charges as are necessary for the administration and running of the District Convention.

Section 4. **ACCOUNTING.** The Organising Committee of the Sub District Convention shall submit to the District Governor financial accounts for the sub-district convention transactions it has managed not later than sixty (60) days after the close of such Sub-District Convention and the District Governor shall incorporate those financial accounts in the Sub- District annual financial report to be audited by an auditor duly qualified according to the requirements of the Institute of Chartered Accountants of New Zealand or reviewed by a reviewer who shall not be a member of the Host Club or Convention Organising Committee.

ARTICLE VIII Sub-District Revenue

Section 1. DISTRICT FEES

- (a) Every Lions Club shall be levied by the District Governor for the Sub-District in which it is situated on a membership basis such amount as the Sub-District Cabinet shall from time to time determine to defray the annual Sub-District administrative expenses. Such levies (hereinafter called "District fees") shall be paid in two half-yearly payments as follows:
- (i) One half thereof by the 10th day of September in each year for the period from the 1st day of July to the 31st day of December of that year.

- (ii) One half thereof by the 10th day of March in each year to cover the period from the 1st day of January to the 30th day of June in that year.
 - (iii) District fees shall be based on the membership of each Lions Club as at the 1st day of July and the 1st day of January respectively of each year.
- (b) New and re-organised Lions Clubs shall commence paying District fees as from the 1st day of January or the 1st day of July next after the date of official issue of such clubs charter or re-organisation (as the case may be).
- (c) District fees shall become, and remain, a Sub-District fund and shall be disbursed only for Sub-District administration expenses as approved by the Sub-District Cabinet. Payments shall be endorsed by any two signatories approved by the District Cabinet.
- (d) A contribution towards the expenses of the Sub-District Governor Elect in connection with his attending the International Convention shall be considered a Sub-District administration expense and the amount allowed to him/her shall be determined by the Sub-District Cabinet.
- (e) 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 2. AUDIT OR REVIEW OF FINANCIAL REPORTS All books of account of the Sub-District after the close of the fiscal year shall be audited by an auditor duly qualified according to the requirements of the Institute of Chartered Accountants of New Zealand or reviewed by a reviewer who shall not be a member of the Sub-District Cabinet.

Section 3. MULTIPLE DISTRICT DUES AND LEVIES Any dues and other monies payable from time to time to the Multiple District Council by a Sub-District shall be collected by the Cabinet Secretary or Cabinet Treasurer and forwarded to the Executive Officer or Treasurer of the Multiple District Council.

ARTICLE IX

Miscellaneous

Section 1. DISTRICT GOVERNOR EXPENSES – INTERNATIONAL CONVENTION.

Expenses of the district governor in connection with his/her attending the international convention shall be considered a district administrative expense. Reimbursement for such expenses shall be made by the district on the same basis as outlined in the General Reimbursement Policy Rules of Audit of Lions Clubs International.

Section 2. FINANCIAL OBLIGATIONS. The district governor and his/her cabinet shall not incur obligations in any fiscal year which will effect an unbalanced budget or deficit in said fiscal year.

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 the Rules of Order as determined at the most recent district convention.

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 a majority of the votes cast. No amendment to these by-laws shall be made that would enable the activities of this District be carried on for the private pecuniary profit of any individual or in any manner which would have the result that this District would become either ineligible for registration, or eligible for de-registration, as a charity in New Zealand.

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 no less than thirty (30) days prior to the convening date of the annual or special 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.

ARTICLE XI

Conflicts of Interest

Section 1. **DEFINTION OF ‘INTERESTED’.** A member, member of the District Cabinet, or any associated person will be ‘interested’ in a transaction or proposed transaction if they or their business or family associates, will receive any income, benefit or advantage whatsoever from that transaction.

Section 2. **DISCLOSURE.** A member, member of the District Cabinet, or any associated person, after becoming aware of the fact that they are interested in a transaction or proposed transaction of the District Cabinet, must disclose the nature and extent of the interest (including monetary value if such can be quantified) to the other members by written notice to the Cabinet.

Section 3. **PARTICIPATION.** No member, member of the District Cabinet, or any associated person shall participate in, or materially influence, any decision made by the District Cabinet in respect of a transaction which that member, member of the District Cabinet, or any associated person is interested in.

Section 4. **EXCEPTION.** For the avoidance of doubt, the Cabinet may enter into a transaction with a member, member of the District Cabinet, or any associated person provided the other members of The District Cabinet resolve that:

- (a) It is appropriate to do so in all the circumstances; and
- (b) Article XI, section 4 of these by-laws has been complied with.

APPENDIX A

SAMPLE RULES OF PROCEDURE

These Sample Rules of Procedure are guidelines and may be amended by the district cabinet and adopted by the delegates of the convention.

DISTRICT 202E STANDING ORDERS

Following the closure of registration and accreditation of delegates, a motion shall be put that the following standing orders rule the procedures of this convention.

1. Quorum:

- 1.1 A majority of the Certified Delegates registered for this Convention shall constitute a quorum.

2. Speaking Rights

- 2.1 All discussion must be addressed to the Chairman and must be confined to the question before the meeting.
- 2.2 The Chairman shall have sole discretion in selecting speakers, in deciding the number of speakers to any remit, any amendment or any other matter, and in termination of discussion whenever he/she considers it appropriate. On the Chairman standing, any speaker shall yield to the Chair immediately.
- 2.3 A person wishing to speak to a motion or an amendment shall stand and remain standing until recognised by the Chairman and shall then state their name and club before speaking further.
- 2.4 Any person at Convention can speak to any matters before Convention but only if recognised by the Chairman.

3. Speakers to Remits and other motions:

- 3.1 The Mover (or the delegate authorised to speak as the mover) of a remit must speak first and will firstly read it and then will formally move the motion. The Chairman will then call for a seconder. The Mover may then speak for no longer than 5 minutes provided however that the Convention may grant the speaker an extension of time for no longer than 3 minutes.
- 3.2 Any other Speaker shall be permitted to speak for no longer than 3 minutes provided however that the Convention may grant the speaker an extension of time for no longer than 3 minutes.
- 3.3 Any Speaker shall confine him or herself strictly to the subject matter of the remit or shall be ruled out of order by the Chairman.
- 3.4 Except by way of explanation, or by way of query, or by answering a question directly put, (and in each case with the permission of the Chairman) no person other than the mover of the motion shall speak more than once to any motion.

4. Right of Reply:

4.1 The Mover of the motion shall be entitled to a Right of Reply which must be claimed before the main motion is amended. If the Mover of the main motion speaks in the debate on an amendment then this is taken as the Mover's Right of Reply and, as such, may cover any aspect raised in the debate. If no amendment has been accepted the Right of Reply should be claimed at the end of the debate and will be restricted to the matters raised during the debate and shall not include new material.

4.2 The Mover of an amendment does not have a Right of Reply.

5. Withdrawal of a Remit or other motion:

5.1 Any Motion, including a Remit, once formally moved and seconded, shall not be withdrawn except by a motion to do so and approved by a majority vote of the Convention. If the Proposer of a Remit is not present when it is due to be moved, the Chairman may:

5.1.1 Allow another Lion from the Multiple District to move it;

5.1.2 Accept a motion to defer consideration of the Remit;

5.1.3 Allow the Remit to lapse.

6. Amendments:

6.1 Introduction - The Mover of an Amendment will read the proposed amendment to the meeting.

6.2 Acceptance - The Chairman will decide if the amendment is acceptable in accordance with the Constitution and By Laws relating to form and content.

6.3 Motion - If the proposed amendment is deemed to be acceptable the Chairman will invite the Mover to formally move the amendment.

6.4 Secunder – The Chairman will ask for a Secunder for the amendment.

6.5 Speaking Times – All speakers to an amendment will be restricted to a maximum of 3 minutes.

6.6 Speaking Order – The Mover of the amendment will speak first immediately followed by the Secunder (The Secunder cannot reserve his/her right to speak). Any subsequent speakers to the amendment must restrict themselves to the subject matter of the amendment only.

6.7 There is no Right of Reply to an amendment.

6.8 The Chairman will decide when a vote will be taken to an amendment. If an amendment is passed then the motion as amended shall become the motion before the Convention.

6.9 Any amendment requires a simple majority of votes to pass and then becomes part of the amended motion.

7. Voting

7.1 Only Certified Delegates may vote.

7.2 Provided a quorum required by Clause 1 is satisfied, the voting result will be determined by the required percentage of those voting in accordance with the Constitution and By-Laws.

7.3 Voting in the first instance will be by a show of voting sticks. If the Chairman decides, he/she can call for a ballot by way of a count of voting sticks.

7.4 The Chairman may vote as a certified delegate of his/her club but shall not have a casting vote.

7.5 In the event that the result of a vote is a draw the status-quo will prevail. Note: This clause does not apply in the case of voting on an election where special rules exist.

8. Points of Order:

8.1 Points of order may be raised by any Lion of this Multiple District and shall be immediately ruled on by the Chairman whose ruling shall be final.

9. General:

9.1 The Chairman may accept from any Lion from this Multiple District, present at the meeting, any other matter that the Chairman deems appropriate and not to be substantial in form or content.

9.2 Except as otherwise provided in the Association's Constitution and By-laws, or these Standing Orders, the Chairman's ruling shall govern all questions of order and procedure.

APPENDIX B

RULES OF PROCEDURE FOR SPECIAL MEETING TO RECOMMEND A LION FOR APPOINTMENT AS DISTRICT GOVERNOR

Rule 1. In the event a vacancy arises in the office of district governor, it shall be the duty of the immediate past district governor, or if not available, the most recent past district governor who is available, upon notification from the international office, to convene a meeting of the district governor, immediate past district governor, first and second vice district governors, the region chairpersons, zone chairpersons and the secretary and treasurer or secretary-treasurer and all past international presidents, past international directors and past district governors **who are members in good standing of a chartered Lions club in the district** for the purpose of recommending a Lion for appointment by the International Board of Directors.

Rule 2. Written invitations to this meeting shall be sent as soon as possible so that the meeting is held within the required **fifteen (15)** days of receipt of notification. The immediate past district governor, as the meeting's chairperson, shall have the authority to select the meeting site, date and time. However, he/she shall use his/her best efforts to select a centrally located meeting venue, and schedule the meeting at a convenient date and time within the required fifteen (15) days.

Rule 3. The chairperson shall maintain a **written** attendance roster.

Rule 4. Each Lion who is entitled to attend the meeting may make one nomination of his/her choice from the floor.

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

Rule 6. Voting.

(a) Voting will occur immediately after the close of nominations.

(b) Voting will be by written ballot unless a majority of the members attending the meeting select another voting method.

(c) The member shall indicate his/her vote by writing the name of his/her choice on the ballot. Any ballot containing votes for more than one nominee shall be declared invalid.

(d) A majority vote shall be necessary to recommend a member for appointment as district governor. In the event any one candidate shall fail to receive the required number of votes to be selected, additional balloting shall take place as outlined in this Rule 6 until such time as one candidate secures a simple majority vote.

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

Rule 8. The International Board of Directors, pursuant to Article IX, Sections 6(a) and (d) of the International By-Laws shall consider, but is not bound by, any recommendation resolved at the special meeting. The International Board of Directors reserves the right to appoint the recommendee or any club member as district governor for the (remainder of the) term.

SUMMARY OF RULES

SPECIAL MEETING TO RECOMMEND A LION FOR APPOINTMENT AS DISTRICT GOVERNOR

1. The international office has advised the district to convene a special meeting to recommend a member for appointment as district governor.
2. The immediate past district governor prepares invitations for the special meeting. Invitations are to be sent to the district governor, immediate past district governor, first and second vice district governors, the region chairpersons, zone chairpersons and the secretary and treasurer or secretary-treasurer and all past international presidents, past international directors and past district governors who are members in good standing of a chartered Lions club in the district. The invitations should state the date, time and location for the meeting.
3. The chairperson maintains an attendance roster at the meeting.
4. Nominations are made from the floor. Each nominee may speak for five (5) minutes, and his/her seconder may speak for an additional three (3) minutes.
5. Voting begins immediately after nominations close. Voting is by written ballot unless a majority of attendees select another voting method.
6. A majority of votes cast by those present and voting is necessary to be recommended. If no one candidate secures a simple majority vote, voting continues as outlined in the rules of procedure.
7. The chairperson forwards the meeting results at the conclusion of the meeting.

APPENDIX C

RULES OF PROCEDURE SPECIAL MEETING TO RECOMMEND A LION FOR APPOINTMENT AS FIRST OR SECOND VICE DISTRICT GOVERNOR

Rule 1. In the event a vacancy arises 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.

Rule 2. 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 written invitations to attend said meeting and it shall also be his/her responsibility to preside as chairperson of the meeting. The district governor, as the meeting's chairperson, shall have the authority to select the meeting site, date and time. However, he/she shall use his/her best efforts to select a centrally located meeting venue, and schedule the meeting at a convenient date and time.

Rule 3. The district governor shall maintain a written attendance roster.

Rule 4. Each Lion who is entitled to attend the meeting may make one nomination of his/her choice from the floor.

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

Rule 6. Voting.

(a) Voting will occur immediately after the close of nominations.

(b) Voting will be by written ballot unless a majority of the members attending the meeting select another voting method.

(c) The member shall indicate his/her vote by writing the name of his/her choice on the ballot. Any ballot containing votes for more than one nominee shall be declared invalid.

(d) A majority vote shall be necessary to recommend a member for appointment as district governor. In the event any one candidate shall fail to receive the required number of votes to be selected, additional balloting shall take place as outlined in this Rule 6 until such time as one candidate secures a simple majority vote.

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