

THE INTERNATIONAL ASSOCIATION OF LIONS CLUBS

DISTRICT 105M



**DISTRICT CONSTITUTION
(As amended June 2009)
&
Convention Standing Orders**

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INTERPRETATION

SECTION 1

This Constitution shall be read, construed and operated in the general context and spirit of the Constitution and By-Laws of the International Association of Lions Clubs, with particular reference to the relevant provisions of Article II of the said By-Laws, and shall be binding upon the whole of the membership. All disputes and differences arising from, incidental to or consequent upon any ambiguities or uncertainties herein or omissions herefrom or otherwise concerning matters dealt with in this Constitution shall be resolved by the District Governor. Any such decision shall take immediate effect, shall be communicated forthwith to all the Clubs in the District and thereupon shall be binding upon all concerned. Any such decision shall stand and have full force and effect while the District Governor remains in office unless meanwhile constitutionally amended at a District Convention. If any such decision shall be so amended any interim acts, deeds or omissions consequent upon such interim acts shall be deemed nevertheless to have been valid and effective until constitutionally amended as aforesaid.

SECTION 2

For the avoidance of doubt the following words shall have the meanings assigned to them:-

Words	Meanings
<i>Lions Clubs International</i>	<i>The International Association of Lions Clubs.</i>
<i>Multiple District</i>	<i>Multiple District 105 of Lions Clubs International.</i>
<i>District</i>	<i>District 105M.</i>
<i>Club or Clubs</i>	<i>A Lions Club or Clubs within the District, Chartered and in good standing of the International Association of Lions Clubs.</i>
<i>Year</i>	<i>The period from 1st July to 30th June the following year, both dates inclusive.</i>
<i>Cabinet</i>	<i>The District Administrative Committee for the District Governor.</i>
<i>District Convention</i>	<i>Convention of this District.</i>

SECTION 3

Words importing the masculine gender shall include the feminine and vice versa.

ARTICLE I - Purpose

SECTION 1

The purpose of this Constitution is to provide this District with an efficient organisation to advance Lionism and proper administration throughout the District, consistent with the Constitution and By-Laws of Lions Clubs International as amended from time to time.

SECTION 2

The Constitution and By-Laws of Lions Clubs International shall take precedence over the Multiple District Constitution and By-Laws which shall take precedence over this District Constitution and the Constitution of those Lions Clubs within the District.

ARTICLE II - Membership

SECTION 1

Membership of this District shall consist of all the Chartered Clubs within this District.

SECTION 2

The boundaries of this District shall be as may have been, or shall be, determined by the Board of Directors of Lions Clubs International.

ARTICLE III - District Officers

SECTION 1

The Officers of this District shall be the *District Governor*, (who shall be the Presiding Officer), The First *Vice District Governor* and Second *Vice District Governor*, (who, subject to the supervision and direction of the District Governor, shall be the Chief Administrative Assistants to the District Governor), the *District Secretary*, the *District Treasurer*, the *Region Chairmen* (if the position is utilised during the District Governor's term of office), the *Zone Chairmen* and such others as the District Governor may appoint.

They shall take office at and from the completion of the International Convention next succeeding the election of the District Governor and (subject as herein provided) shall serve until the completion of the next following International Convention.

SECTION 2

The District Governor is the sole officer of Lions Clubs International. The District Governor and the First and Second Vice District Governors shall be elected at the appropriate District Convention as provided in the Constitution and By-Laws of Lions Clubs International.

SECTION 3

The District Governor under the general supervision of the International Board of Directors, shall represent the association in his district. In addition, he shall be the chief administrative officer in his district and shall have direct supervision over the first and second vice district governor, region chairmen, the zone chairmen, the cabinet secretary, the district treasurer and such other cabinet members as may be provided for in this district constitution and by-laws. His 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 is unable to so preside, the presiding officer at any such meeting shall be the first or second vice district governor, but if he 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 district convention.
- i) Deliver, forthwith, at the termination of his term of office, all district accounts and records to his successor in office;
- j) Report to Lions Clubs International all known violations of the use of the association's name and emblem;
- k) Perform such other functions and acts as shall be required of him by the International Board of Directors through the District Governor's Manual and other directives.

SECTION 4

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 specific responsibilities shall be, but not limited, to:

- a) Further the purposes of this association;
- b) Perform such administrative duties assigned by the district governor;
- c) Perform such other functions and acts required by the International Board of Directors;
- d) Participate in the cabinet meetings, and conduct meetings in the absence of the district governor, and participate in council meetings as appropriate;
- e) Assist the district governor in the review of the strengths and weaknesses of the clubs in the district, identifying the existing and potential weak clubs and establishing plans to strengthen them;
- f) Conduct club visitation as the representative of the district governor when requested by the district governor;
- g) Work with the District Membership Committee and the District Extension Committee, and assist them to reach their goals of the year;
- h) Work with the District Leadership Development Committee and assist the committee to develop and implement a district-wide leadership development plan to enhance the enthusiasm and capability of the district officers and members to serve effectively through utilization of the District MERL Team and integration of the team's work with the district's leadership development efforts;
- 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 organise 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 with the duties of the district governor so that, in the event of a vacancy in the office of the district governor, he 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 5

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 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) Familiarise himself/herself with the health and status of the clubs in the district, and assist the district governor and the first vice district governor in identifying and strengthening the existing and potential weak clubs;
- f) Conduct club 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) Work with the District Retention Committee, and assist the committee to prevent loss of clubs and members, particularly due to inactive club administration and/or financial problems or negligence;
- i) Work with the District LCIF Committee and assist the committee to achieve the goals of the year through regular distribution of LCIF information and materials to increase understanding and support of LCIF;
- j) Work with the District Information Technology Committee and assist the committee to promote the use of the association's web site and the Internet among the clubs and members to obtain information, file reports, purchase club supplies, etc.;
- k) At the request of the district governor, supervise other district committees;
- l) Assist the district governor, first vice district governor, and the cabinet in planning of the next year.
- m) Familiarise himself 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 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 6

The District Governor shall appoint, by the time he officially takes office:-

- (a) A *District Secretary* and a *District Treasurer*, which office may be a joint one.
- (b) A *Region Chairman* in each Region of this District. (If utilised)
- (c) A *Zone Chairman* for any Zone without an elected candidate.
- (d) Such *other District Officers* as are considered necessary.

SECTION 7

Each Officer shall be and continue to be an Active member, in good standing, of a Chartered Lions Club, in good standing, within the District.

SECTION 8

Any District Officer ceasing to be an Active member of such a Club, in the District, Region or Zone in respect of which he was appointed or elected, shall forthwith cease to hold office and the District Governor shall appoint another person in his stead.

SECTION 9

There shall be no salary paid to any officer of this District.

SECTION 10

The District Governor shall have the sole authority to remove and replace any District Officer appointed by him or any elected Zone Chairman.

SECTION 11

The District Governor, the Vice District Governor, the District Secretary, the District Treasurer and the Region Chairman shall be entitled to inspect the Books of Accounts and Minute Books of any Club within their District or Region, respectively, and to attend Meetings, Board Meetings and committee Meetings of such Clubs, similarly.

ARTICLE IV - *District Governor's Cabinet***SECTION 1**

The powers and responsibility for the administration and general government of the District and its parts in the advancement of the Objects and Ethics of Lionism shall be vested in the District Governor. He shall be assisted by a Cabinet which shall serve in an advisory and administrative capacity only.

SECTION 2

The Cabinet, in this District, shall be composed of the District Governor, the First and Second *Vice District Governors, the Immediate Past District Governor, the District Secretary, the District Treasurer, the Region Chairmen, the Zone Chairmen and such other members* as may be appointed by the District Governor, all of whom shall be eligible to vote. Provided, however, each District Governor shall have the authority to determine whether the position of Region Chairman will be utilised during his/her term of office. If not so utilised, the position of Region Chairman shall remain vacant during said District Governor's term. A Club member shall be elected or appointed as a Region Chairman or Zone Chairman only over the Region or Zone in which his Club is located.

SECTION 3

A majority of the Cabinet shall constitute a quorum.

SECTION 4

In the event of a vacancy in the Cabinet or in any office, except that of the District Governor and Vice District Governor, the District Governor shall have the sole power to fill any such vacancy for the unexpired time thereof.

SECTION 5

In the event a vacancy occurs in the office of District Governor, the Vice District Governor shall act as District Governor and shall perform the duties of, and have the same authority as, the District Governor until such time as said vacancy is filled by the International Board of Directors for the remainder of the term of office as provided for in Article III, Section 9, Sub-section (d) of the By-Laws of Lions Clubs International.

SECTION 6

In the event of a vacancy for the office of First or Second Vice District Governor, the District Governor shall immediately call for nominations, in writing, from the Clubs, such nominations to be in the hands of the District Nominations and Resolutions Officer (C.N.R.O.) within twenty-eight (28) days of the date of such call. The vacancy shall be filled by secret written ballot of those Cabinet members attending a meeting specially convened by the District Governor within thirty (30) days of said call. The Candidate receiving the majority of votes cast shall be declared elected and in the event of a tie, lots will be drawn to decide the successful Candidate.

SECTION 7

The District Governor shall hold a meeting of the Cabinet (convened by at least ten (10) days notice, in writing, given by the District Secretary) *on at least four (4) occasions* during his year of office and the first of such meetings shall be held within thirty (30) days after completion of the annual International Convention. He shall hold special meetings of the Cabinet (convened by such notice as aforesaid) upon receiving a request for notice, in writing, so to do from a majority of the members of the Cabinet. Every such convening notice, as aforesaid, shall be accompanied by an informative Agenda in respect of the meeting so convened.

SECTION 8

A Club Secretary may, on application to the District Governor, receive a copy of the minutes of a particular Cabinet meeting.

ARTICLE V - District Organisation**SECTION 1**

The District Governor of this District shall divide the District into as many Regions as he shall see fit. Each Region containing not more than sixteen (16) Clubs, with due respect being given to the geographical location of the Clubs. These Regions may be altered by the District Governor if he considers any alterations necessary in the best interests of Lionism, but not so far that any Region shall contain more than sixteen (16) Clubs.

SECTION 2

The District Governor of this District shall divide each Region of the District into as many Zones as he shall see fit. Each Zone containing not more than eight (8) Clubs, with due regard being given to the geographical location of the Clubs. These Zones may be altered by the District Governor if he considers any alteration necessary in the best interests of Lionism, but not so that any Zone shall contain more than eight (8) Clubs.

SECTION 3

A District Governor's Advisory Committee is a meeting of representatives from every Club, Zone by Zone. The representatives of each Club shall consist of the *President* and *Secretary* or, if they are unable to attend, such other members as the President shall appoint. Any Club member may attend such Zone meetings. Such meetings shall be held in each Zone at such intervals and places as shall be decided by the Zone Chairman but there shall be *at least three (3) such meetings during any one year*. The Zone Chairman, subject to the supervision and direction of the District Governor and/or Region Chairman, shall be the chief administrative officer in his/her Zone.

ARTICLE VI - District Long Range Planning Committee**SECTION 1**

In this District there may be a Standing Committee called *the District Long Range Planning Committee* consisting of at least six (6) members of the District Cabinet, all of this District, as appointed to this Long Range Planning Committee by the District Governor. The Chairman of this committee shall be appointed from one of its members by the District Governor.

SECTION 2

The District Long Range Planning Committee shall meet at such intervals, places and times as the District Governor and/or the Committee Chairman shall decide. Such committee shall consider, in such manner as the District Governor may direct, all matters relating to the future of Lionism in the District and the role of the District within the Multiple District and Lions Clubs International.

SECTION 3

At least one third (1/3) of the members of the Long Range Planning Committee shall continue to serve on the committee into the next consecutive year.

ARTICLE VII - District Finance**SECTION 1**

The revenue to pay the previous defined budgeted and approved administrative expenses of this District shall be provided by funds remitted to the District Treasurer by every Club in this District. A District subscription, to be paid by every member of every Club in the District, shall be decided upon at every Annual District Convention and shall be paid by every Club by two (2) equal instalments on the *first day of August* and the *first day of February* each year. The amounts paid by each Club shall be ascertained by reference to the membership of each Club *on June 30th* and *December 31st* in each year.

Once the subscription has been determined, then it shall remain operative until changed. No Club shall be liable to pay any sum in respect of the District subscription for a period of three (3) months following the date of its organisation or re-organisation and subsequently only the unexpired proportion between the expiration of three (3) calendar months and the following June 30th or December 31st, whichever is applicable, based on the membership report next made after it has been organised or re-organised for three (3) calendar months.

Any Club failing to pay the half yearly instalment of the District subscription, as determined at the District Convention, by the *first day of October* or the *first day of April*, as appropriate, shall be invoiced by the District Treasurer and such invoice shall detail the amounts owed by that Club, including Multiple District subscription and insurance. Said invoice shall include a late payment penalty of an additional 5% of the amount owed.

Should any Club so invoiced, continue to fail to pay the amount owed, as per the invoice, the Treasurer shall issue a further invoice, to that Club, on a monthly basis. Each monthly invoice, as herein mentioned, shall incur an additional 10% penalty, on the total amount owed, until the sum total of the latest invoice is remitted in full.

The penalty payments, as detailed above, shall be regarded as part of the required subscription and all interpretations of this District 105M Constitution shall be applied to any penalties, as an outstanding subscription.

The penalty payments, as above, shall only be waived on written application to the District Governor and approval of the District 105M Cabinet.

SECTION 2

The revenue raised by the District subscriptions shall be passed to the District funds. All payments from the District funds shall be by cheque, signed by at least two (2) out of four (4) authorised signatories, who shall be separate individuals. The *District Governor*, the *District Secretary*, the *District Treasurer* and the *Chairman of the Finance and Administration Committee* shall be the authorised signatories, but if any two of these offices are held by the same person the District Governor shall appoint one other District Officer to be an additional signatory.

SECTION 3

The District Governor and the other three authorised signatories, jointly, shall have management and control over the property and funds of this District and all budgetary matters of this District and its committees. No obligation may be approved or made which would result in a deficit in the total

funds of this District at the end of any financial year. District funds may not be used for the purpose of overseas travel or subsistence, unless for a purpose previously approved at District Convention.

SECTION 4

The four (4) authorised signatories, jointly, shall have the power from time to time and at all times:-

- (a) to sign, on behalf of the District, receipts, acceptances, cheques, contracts and other documents whether of a financial or any other nature.
- (b) To invest and deal with any of the monies of the District not immediately required for the purposes thereof upon such securities and in such manner as they think fit and to vary or realise such investments from time to time.

SECTION 5

The four (4) authorised signatories, jointly, shall authorise all expenditure and disbursements relating to the District affairs. They may delegate authority to the District Treasurer for disbursements relating to the District approved *Rules of Audit*. The Cabinet shall lay down *Rules of Audit* governing all levels of expenses and other disbursements and, in particular, maximum sums payable by way of expenses for travelling and accommodation.

These Rules of Audit shall be reviewed by the Finance and Administration Committee and authorised by Cabinet at their final meeting in each year.

SECTION 6

An approved sum shall be made available, each fiscal year, for expenses incurred by the District Governor and not recoverable under the International Rules of Audit. A further sum shall be approved and made available for the District 105M representative to attend meetings of the North Sea Lions Committee. These expenses to be subject to the Rules of Audit approved by the District Cabinet.

The amounts available shall be reviewed by the Finance and Administration Committee and authorised by the District Cabinet. They shall be individually itemised in the Budget presented to the District Convention, each year, by the District Treasurer

SECTION 7

The District Governor shall arrange for a *Certified Account and a Report* upon the District Treasurer's accounts up to a specified day in each year, by a qualified accountant (Non Lion) and shall cause copies of such accounts and reports to be sent to every Club in the District at the same time as advance notification of resolutions to be considered at the District Convention is circulated.

SECTION 8

The District Governor may call for an Audit and Report upon the District Treasurer's accounts at any time.

SECTION 9

The District Governor may require the District Treasurer to enter into a Fidelity Bond in common form and in such amount as he may stipulate.

ARTICLE VIII - District Conventions**SECTION 1**

A District Convention of this District shall be held each year at which the District Governor's Report, Financial and other reports shall be presented and nominations for a District Governor and First and Second Vice District Governors shall be presented. A secret written ballot will be conducted when

appropriate. It shall be held not later than two (2) weekends prior to that set for the Multiple District Convention.

SECTION 2

The District Governor shall be responsible for the arrangements of the programme for the Convention and the same shall be the order of the day for all sessions. This programme shall include the entertainment which is provided by the Host Club for those attending Convention. The District Governor shall supervise all phases of the District Convention.

SECTION 3

The District Governor shall appoint, not less than ninety (90) days prior to the Convention, a Nominations and Resolutions Committee, with the District C.N.R.O. as Chairman, and such other committees as he shall deem advisable. Each committee shall consist of not less than three (3) members who shall each be a member of a different Chartered Lions Club within the District. The District Governor shall have the power to fill all or any of the vacancies on any such committee. The District Governor shall appoint the Chairman of such committees.

SECTION 4

The District Governor shall issue an official call for the annual District Convention and such official call shall be circulated to all Clubs in the District, no later than 30th September in the year prior to the Convention, through their respective Secretaries. This Convention call shall incorporate the name and address of the Chairman of the District Nominations and Resolutions Committee and the closing date for the receipt of Resolutions and Amendments by the respective Chairmen. Provided that Convention is to be held not earlier than the 1st March the following year, the closing date for Nominations and Resolutions shall be *30th November*.

SECTION 5

The District Governor shall, through the District Resolutions Committee, receive all Resolutions proposed to be deliberated upon by the District Convention. All Resolutions must be in the hands of the District Resolutions Committee by the appointed date. Any Resolution or amendment having financial consequences **MUST** be accompanied by a full explanation, with figures, of those consequences.

Resolutions for discussion at the District Convention shall be circulated, under arrangements to be made by the District Governor, to all Clubs in the District, at least six (6) weeks prior to the District Convention. Any Amendments to the Resolutions shall (subject as herein provided) be submitted, in writing, to the Chairman of the Resolutions Committee, *not less than twenty eight (28) days before the date of the District Convention*.

SECTION 6

The District Governor shall have the power to accept an Emergency Resolution or Amendment, being a Resolution or Amendment which could not have been submitted to the Resolution Committee in accordance with Article VIII, Section 5 of this Constitution, if received in writing by him before the commencement of the opening session of the Convention. An amendment, from the floor, to an Emergency Resolution may also be accepted by the District Governor. If he shall think fit, the Emergency Resolution or Amendment shall be submitted to the Convention and, if a simple majority of those present and voting shall decide, the Resolution or Amendment shall thenceforward be dealt with as an ordinary Resolution or Amendment.

SECTION 7

The District Governor shall, through the Nominations and Resolutions Committee, receive all nominations for the office of District Governor and First and Second Vice District Governors. All nominations must be in the hands of the District Nominations and Resolutions Committee by an appointed date.

SECTION 8

When appropriate, the District Governor shall, through the District Secretary, receive all nominations for the election of the District nominee, to be endorsed by the District Convention, to go forward as the District candidate for the election of International Director and/or International Second Vice President at the appropriate M.D. Convention. All nominations must be in the hands of the District Secretary by an appointed date.

SECTION 9

Nominations shall be circulated, under arrangements to be made by the District Governor, to all the Clubs in the District at least six (6) weeks prior to the District Convention

SECTION 10

The District Governor shall, through the Nominations and Resolutions Committee, receive presentations, in writing, from the Clubs desiring to act as District Convention Host Club, three (3) years later. The presentations shall be in the hands of the committee by an appointed date. The committee shall investigate such presentations from all viewpoints commensurate with the requirements of a District Convention and certify to the Cabinet that the presenting Club can meet the same. Presentations thus certified shall be circulated to all Clubs within the District, through their respective Secretaries, at least six (6) weeks prior to the District Convention.

SECTION 11

If no presentations are received, pursuant to Section 10 of this Article, within the prescribed time limits, they may be presented to the District Convention from the floor of Convention, provided that at least fourteen (14) days notice of intention shall be given to the District Secretary. If there shall be no presentations whatsoever at the District Convention, it shall be the duty of the next succeeding Cabinet to arrange the venue of the appropriate Convention, at such place within the District and by such means as it shall decide.

SECTION 12

If no nominations have been received from the Clubs in the District, at the time the District Convention assembles, nominations may be presented to the Chairman from the floor of that Convention, provided that at least fourteen (14) days notice of intention shall be given to the District Secretary.

SECTION 13

It shall be good and sufficient reason for the Cabinet not to accept a resolution or amendment if they are of the opinion that it would waste the time or otherwise inconvenience the proceedings of the forthcoming District Convention or if the substance of such resolution or amendment has been voted upon at either of the two (2) immediately preceding annual District Conventions.

SECTION 14

The Nominations and Resolutions Committee shall have the power to re-draft any resolution or amendment if the re-drafting is considered necessary in the interest of clarity.

SECTION 15

In the event of non-acceptance or re-drafting, in accordance with the preceding Sections, there shall be liaison between the Nominations and Resolutions Committee and the Club submitting the resolution or amendment as soon as it is practicable and having regard to the time limits already established.

SECTION 16

Each Chartered Club in the District, in good standing, shall be entitled to one (1) voting delegate and one (1) alternate for each ten (10) members who have been enrolled for at least one (1) year and one (1) day in the Club, or major fraction thereof 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.

Notwithstanding the foregoing, each Club shall be entitled to a minimum of one (1) voting delegate and one (1) alternate. The major fraction referred to shall be five (5) or more members.

Any Club which is newly chartered and any other chartered Club which takes in new or transferred members prior to the convening of Convention, shall have its delegate quota determined on the basis of members who have been enrolled in the Club for at least (1) year and one (1) day as shown on such date in the records of the International Office

SECTION 17

Each certified delegate present in person shall be entitled to cast one vote of his/her choice on each question submitted to Convention.

SECTION 18

The delegates (or alternates, as the case may be) in attendance at a Convention session shall constitute a quorum, provided that their number is thirty five (35) or more.

SECTION 19

The District Governor shall preside at all sessions of the District Convention. In his absence, the *Immediate Past District Governor* shall preside or, failing this, some *other Past District Governor* or *other District Officer* to be elected forthwith by members of the Cabinet there present in person. No candidate for the post of District Governor or First or Second Vice District Governor shall preside.

SECTION 20

Within thirty (30) days of the close of the District Convention, the District Secretary shall prepare a report, in writing, which shall be the summary of the proceedings of such District Convention. He/she shall within, that period, transmit one (1) copy of such report each to the Headquarters of Lions Clubs International and the International Representative, one (1) copy to the District Governor and upon receiving a written request signed by the President or Secretary of a Club within said thirty (30) days, a copy of the report to that Club.

SECTION 21

Resolutions adopted at District Conventions shall be notified to all Clubs in the District, as soon after the date of adoption as is practicable, by means of a specific memoranda, issued by the District C.N.R.O., on behalf of the District Governor, which will be retained by the Secretary of each Club and passed to his successor upon a change in the holder of that office.

SECTION 22

'**Standing Orders**', for the use at Convention, shall be in accordance with **Appendix 'A'**, hereto.

ARTICLE IX - Elections**SECTION 1**

Delegates attending each District Convention shall elect a *District Governor* in accordance with Section 4 of this Article IX, providing that any candidate for such office shall comply with the qualifications for nomination contained in Article III, Section 4 of the By-Laws of Lions Clubs International.

SECTION 2

Delegates attending each District Convention shall elect a First and Second *Vice District Governor* in accordance with Section 4 of this Article IX, providing that any candidate for such office shall comply with the qualifications for nomination contained in Article III, Section 9(b), of the By-Laws of Lions Clubs International.

Candidates who have declared their intention to stand for election as First or Second Vice District Governor of this District, shall accept and abide by the “Rules of Procedure for Election of First and Second Vice District Governor” as detailed in ‘Appendix B’ of this Constitution. Each candidate shall signify such acceptance by their signature appended to a copy of the Rules of Procedure returned to the Chairman of the Nominations and Resolutions Committee within (7) days of receipt of the said copy.

The Delegates attending the District Convention shall, when appropriate, endorse the nomination of a District Candidate for the office of *International Director* or *International Second Vice President* who will be qualified as provided for in Article III, Section 3 or Article III, Section 2, as appropriate, of the By-Laws of Lions Clubs International. Should there be more than one candidate for the nomination, then there shall be an election in accordance with Section 4 of this Article IX to decide the Candidate whose nomination shall be so endorsed by the District.

SECTION 4

Elections shall be conducted by a secret written ballot and the candidate receiving the majority of votes cast shall be declared elected. For the purpose of such election a majority is defined as a number more than half $\frac{1}{2}$ of the valid votes cast excluding blanks and abstentions. The Single Transferable Vote system will be used when the voting is between three (3) or more candidates. In the event of a tie, lots will be drawn to decide the successful candidate.

SECTION 5

The results of the elections for *District Governor* and First and Second *Vice District Governor* shall be reported to the International office by the respective District Governor. The result of the election of the candidate to be endorsed by the District, to go forward for election for the office of *International Director* or *International Second Vice President*, at the M.D. Convention, shall be reported to the *Multiple District Council Secretary* by the respective current *District Governor*. Such notification shall be in accordance with Article VIII of the Multiple District Constitution

SECTION 6

Voting for the Convention Host Club will be by a show of hands of the registered delegates and a simple majority will decide. In the event of a tie, lots will be drawn.

ARTICLE X – District Convention Finance**SECTION 1**

The whole of the administration expenses of the District Convention, including cost of hiring halls, decorations therein and miscellaneous expenses incidental to running the business side of the Convention, shall be borne out of District funds. An estimate of the above costs is to be prepared and submitted by the Host Club to the Cabinet, through the Finance and Administration Committee, in writing, at least six (6) months before such District Convention. Included in such costs may be those resulting from the presence of V.I.P. guests invited, by the Cabinet, to either the business and/or social functions.

SECTION 2

The Host Club shall submit to the Cabinet, through the Finance and Administration Committee, for approval, at least six (6) months before such Convention, the proposed charges for the various social activities held in conjunction with the District Convention on a basis that any surplus realised on these activities shall be at the disposal of the Cabinet. Any deficit shall be borne by the Host Club.

ARTICLE XI – Club Members Fees and Annual Dues

SECTION 1

The Entrance Fee and Annual Subscription shall be determined by the individual Clubs but shall be adequate to cover their administration costs and International, Multiple District and District dues.

ARTICLE XII – Club Fund-Raising

SECTION 1

No Club shall raise or attempt to raise or cause to be raised any funds or subscriptions or donations in cash or in kind within the boundary of any other Club without the approval, in writing, of that Club.

ARTICLE XIII - *District Governor’s Memoranda*

SECTION 1

The District Governor will ensure that all decisions which he makes, either with or without the advice of his Cabinet and of which all Clubs in the District should be notified, are promulgated by means of a District Governor’s Memoranda. Such memoranda are to be forwarded to Clubs as soon after the date of decision as is practicable and will be binding upon the whole of the membership until the District Governor ceases to hold office in that capacity. The District Governor Elect will review such decisions and ensure that such decisions then existing are re-affirmed, amended or cancelled and the Clubs advised accordingly, not later than within thirty (30) days of the date upon which he becomes District Governor.

ARTICLE XIV - *Future Amendments*

SECTION 1

This Constitution may be amended only by resolution, submitted in accordance with Article VIII, Section 5 of this Constitution, reported by the District Governor to District Convention and adopted by an affirmative vote of not less than two thirds (2/3rds) of the registered delegates voting at such Convention.

ARTICLE XV - *Election of Zone Chairmen*

SECTION 1

The District Governor, through the Nominations Committee, shall issue an Official Call to all Clubs in the District for the nomination of a Zone Chairman for the forthcoming year. Such call shall be issued no later than *1st December* each year.

SECTION 2

Each candidate for nomination for the office of Zone Chairman shall be an active member in good standing in the Zone within which his Club is situated. He shall have served, at the time of taking office as Zone Chairman, as President of a Lions Club for a full term or a major portion thereof and a member of the Board of Directors of a Lions Club for no less than two (2) additional years.

SECTION 3

All nominations for the office of Zone Chairman shall be returned, in writing, to the Chairman of the Nominations Committee and be received before the *14th January*. Each nomination shall include the acceptance, in writing, of the nominee.

SECTION 4

Voting papers listing the candidates for Zone Chairman shall be circulated to all Clubs no later than *31st January*. Only the candidates in the Zone within which the Club is situated shall be listed on the voting paper circulated to that Club. Should there be no nomination for a Zone Chairman within any Zone then the Clubs within that Zone shall be notified accordingly.

SECTION 5

The voting papers shall be returned to the Chairman of the Nominations Committee no later than fourteen (14) days prior to the District Convention. Each Club shall be entitled to one (1) vote for only one (1) candidate. The majority vote system shall apply, but in the event of a tie the District Governor shall decide the successful candidate.

SECTION 6

The District Governor shall announce the names of the elected Zone Chairman at District Convention and thereafter instruct the Chairman of the Nominations Committee to destroy the nomination and voting papers.

SECTION 7

In the event a vacancy occurs in the office of Zone Chairman in any Zone of the District, the District Governor shall have the authority to fill the vacancy, provided that the appointed officer shall satisfy the conditions in Section 2 of this Article XV.

**APPENDIX “A”
CONVENTION STANDING ORDERS**

1. Chairman

- 1a. The District Governor or in his absence the most recent Past District Governor shall preside, as Chairman, at the Convention.
- 1b. The Chairman shall have discretion in selecting speakers, in deciding on the number of speakers to any resolution/amendment and in terminating discussion whenever he considers it appropriate.
- 1c. The Chairman, being entirely neutral, shall not be a delegate of his Club and if at any time he expresses a personal opinion on a matter under discussion he shall vacate the Chair for this purpose.

2. Speakers

- 2a. On the Chairman standing any speaker shall yield to the Chair and immediately resume his seat.
- 2b. Any Delegate wishing to speak on any Resolution/Amendment or other matter of business shall stand, must use a microphone, when available, announce his name and Club and address the Chair.
- 2c. If a member of the Cabinet or District Officer, speaks on any Resolution/Amendment or other matter of business he shall state whether he is representing the views of the Cabinet or otherwise.

3. Resolutions and Amendments

- 3a. Resolutions/Amendments will be moved and seconded as follows :-
 - i) By nominees on behalf of the Cabinet
 - ii) By delegates on behalf of a Club (or two Clubs when a resolution is sponsored by more than one Club.)
- 3b. If no delegates are present from a Club submitting a resolution/amendment then, unless that Club advises the Resolutions Officer in writing at least ten (10) days before the commencement of the Convention of the names of a proposer and seconder from another Club, the resolution or amendment shall be withdrawn, unless Convention shall otherwise decide. With this one exception, no resolution/amendment may be withdrawn without the consent of Convention.
- 3c. If a resolution be withdrawn with the consent of Convention and there are one or more amendments to that resolution then one of these amendments shall become the resolution.
- 3d. The mover of a resolution shall be entitled to the right of reply except when an original resolution has been displaced by an amendment which has become a substantive resolution in accordance with item 3c above the right to reply ensues to the mover of the amendment.
- 3e. All resolutions/amendments shall be moved and seconded before consideration by Convention and not more than one resolution/amendment shall be discussed at any one time.

3f. A Delegate shall not move more than one amendment to a resolution nor shall the mover of a resolution move any amendment to such resolution.

3g. Where appropriate resolutions/amendments will be put for consideration immediately following adoption of the relevant Committee Chairman's or Specialist Officer's report.

4. Emergency Resolutions and Amendments

4a. The Chairman shall have the discretion to accept and/or submit an emergency resolution/amendment for consideration at a Convention, provided :-

- i) Where appropriate, the resolution/amendment was received by him in writing before the commencement of the opening session of the Convention.
- ii) In his opinion the resolution/amendment could not reasonably have been submitted to the Resolutions Officer on or before the closing date published for their receipt by him, and
- iii) Convention consents, by a majority of registered delegates present and voting, to the resolution/amendment being so considered.

5. Delegates to speak once only

5a. Only the Chairman, or the mover of a resolution/original amendment exercising his right to reply, shall speak more than once.

5b. Subject to the provisions of Section 9 hereof any other delegate shall not speak more than once to the same resolution/amendment without the consent of Convention.

6. Time limits on speeches

6a. The Chairman shall have the absolute discretion in the lengths of time to be allowed to all categories of speakers. The proposer of a resolution/amendment shall conclude his remarks by formally moving the resolution/amendment. Normally the seconder will formally second the resolution/amendment and may reserve the right to speak later. At the conclusion of the debate and before the vote is taken on a resolution/amendment the proposer of the resolution/amendment shall have the right of reply for the purpose of answering questions or clarifying points raised. He will not be permitted to introduce fresh arguments.

6b. Every speaker must direct his speech strictly to the report/resolution/amendment under discussion.

6c. The time specified for speakers may only be exceeded with the approval of Convention.

7. Voting

7a. The voting on any resolution/amendment on general business or for appointment of Host Club for future Conventions shall be by show of delegate cards of those present and voting and the Chairman shall declare the result or order a count. If the Chairman's declaration is challenged by twenty or more delegates the votes shall be counted.

7b. Any election of candidates for office shall be by secret ballot and the candidate receiving the majority of votes cast shall be declared elected.

7c. In the event of three or more candidates being involved in a ballot the Single Transferable Vote system will be used.

7d. In the event of a tie following a show of delegate cards or secret ballot, lots shall be drawn.

8. Motion to proceed to next business

8a. Any delegate, provided he has not already spoken on the matter under discussion, may move at any time that Convention proceed to the next business and, if his resolution be seconded and carried, the Chairman shall put the matter to Convention after the mover of the resolution has been offered the right to reply.

9. Point of Order or Question

9a. Any delegate may at any time ask a question or raise a point of order through the Chair but must confine the question or point of order to the subject before Convention.

10. Quorum

10a. A minimum of thirty five (35) delegates in attendance at Convention shall constitute a quorum.

11 Levels of Approval

11a. Any resolution on a constitutional matter requires the approval of a majority of at least two-thirds (2/3rds) of the registered delegates present and voting for the resolution to become effective.

11b. All other resolutions and amendments require the approval of a simple majority of registered delegates present and voting to become effective.

12. Suspension of Standing Orders

12a. Any one or more of these Standing Orders may be suspended by resolution of Convention, in relation to a specific item of business properly before Convention, provided that at least two-thirds (2/3rds) of the delegates present and voting shall vote for the resolution.

Notes

- (1) The length of time allowed to each category of speaker will depend on the amount of Convention business and would be advised to all Clubs, Committee Chairmen, etc., regarding resolutions/amendments, reports, etc., at the time that the final programme is circulated.
- (2) Following the Convention Call, when the original resolutions are received some may be so related that one becomes an original amendment.

APPENDIX “B”

RULES OF PROCEDURE FOR ELECTION OF FIRST AND SECOND VICE DISTRICT GOVERNOR

1. DISTRICT POLICY ON PROCEDURE

- (a) Each Candidate agrees, for the dignity of Lionism within District 105M, to accept and abide by these Rules of Procedure and signifies such acceptance by his/her signature appended to the copy of the Rules, returned to the Chairman of the Nominations and Resolutions Committee, within 7 days of receipt.
- (b) No Candidate who has declared his/her intention to stand for election as First or Second Vice District Governor may visit or otherwise contact any Club, other than his/her own, without invitation, in writing, between the closing date and the District Convention.
- (c) No Candidate may at any time use publicity, leaflets, badges, promotional material, handouts, give-aways, or any other inducements of any description to enhance his/her candidature.
- (d) The District Constitution, Nominations and Resolutions Officer (or, if the CNRO is a candidate, a Past District Governor, of this District, appointed by the District Governor) shall act as Supervising Officer for the procedures prior to the election, the conduct of the election and any finalities thereafter.
- (e) Any Candidate guilty of wilful or serious breach of these Rules (the determination of such breach to be the absolute and binding decision of the District Governor as advised by the Supervising Officer) may be required to withdraw his/her nomination.

2. ELIGIBILITY

Section 6 of Article IX of the By-Laws to the International Constitution and By-Laws states:

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

- (1) Be an Active Member in good standing of a chartered Lions club in good standing in his/her single or sub-district.
- (2) Secure the endorsement of his/her club or a majority of the clubs in his/her single or sub-district.
- (3) Currently be serving as the Second Vice District Governor within the district from which he/she is to be elected.
- (4) Only in the event the current Second Vice District Governor does not stand for election as First Vice District Governor, or if a vacancy in the position of Second Vice District Governor exists at the time of the District Convention, any club member who fulfils the qualifications for the office of Second Vice District Governor as set forth in these by-laws or constitution shall fulfil the requirements of subsection (3) of this section.

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

- (1) Be an active member in good standing of a Lions Club in good standing in this District.
- (2) Secure the endorsement of his/her club or a majority of the clubs in this District.

- (3) Have served or will have served at the time he/she takes office as Second Vice District Governor:
 - (a) 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.
 - (b) As Zone Chairman or Region Chairman or Cabinet Secretary and/or Cabinet Treasurer.
 - (c) With none of the above being accomplished concurrently.”

3. TIMETABLE

- (a) All eligible Lions wishing to stand for election shall have his/her nomination and endorsement confirmed, in writing, by his/her Club who will notify the Chairman of the Nominations and Resolutions Committee by the required date as stated in the official convention call for the District Convention.
- (b) All such notifications shall be accompanied by a Curriculum Vitae of the candidate, using one side of an A4 sheet of paper. Each such CV shall contain a passport size photograph of the candidate, but otherwise be completed at the candidate’s discretion.
- (c) Nominations shall be circulated, under arrangements to be made by the District Governor, to all the Clubs in the District at least six (6) weeks prior to the District Convention. These shall also be published in the “Midland News”, or the D.G.s Newsletter, immediately prior to the District Convention.

4. PRESENTATION OF NOMINEES

- (a) The election of First and Second Vice District Governor shall take place on the principal business day of the District Convention.
- (b) Each Candidate shall have a maximum of five (5) minutes to make their presentation to Convention. Such presentation may be by a method of his/her choice, as approved by the Supervising Officer.

5. VOTING AT DISTRICT CONVENTION

- (a) Voting for First and Second Vice District Governor shall be in accordance with Article IX, Section 4 of the District 105M Constitution.
- (b) The exact timing of the voting shall be at the discretion of the District Governor.
- (c) All arrangements in connection with the ballot shall be made by the Supervising Officer. The Chief Scrutineer shall be a ‘non Lion’ appointed by the Supervising Officer and shall be assisted by the Assistant District C.N.R.O. who may assist him/her to count the votes cast.
- (d) The District Governor, or Convention Chairman (ref. Para. 1a of Convention Standing Orders) shall announce to Convention the name of the winning candidate only. The timing of the announcement shall be at the discretion of the District Governor.

Revised June 2009

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