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ARTICLE I
Interpretation

SECTION 1

These By-Laws have been introduced to record certain aspects/conditions concerning the administration and procedures of the 105M District Cabinet.

These aspects/conditions shall have been proposed and approved at a properly convened meeting of the Cabinet as provided for in Article IV, Section 5 of the District 105M Constitution.

SECTION 2

These By-Laws shall apply only to the conduct of the 105M District Cabinet and in no way shall be interpreted as applying to the Clubs of the District or any such organisation.

Nothing in these By-Laws shall conflict with the Constitution and Standing Orders of this District 105M as amended from time to time

SECTION 3

The District Governor shall resolve all disputes and differences arising from any ambiguities or uncertainties herein or omissions herefrom or otherwise, concerning matters dealt with in these By-Laws. Any such decision shall take immediate effect, and shall be binding upon all concerned. Should such decision be amended, in accordance with Article VI of these By-Laws, any interim acts deeds or omissions consequent upon such a decision shall be deemed nevertheless to have been valid and effective until the amendment has been formally agreed.

ARTICLE II
Cabinet Membership

SECTION 1

The 105M District Cabinet as referred to in these By-Laws shall be composed of the District Governor, the Vice District Governor, the Immediate Past District Governor, the District Secretary, the District Treasurer, the Region Chairmen (if utilised), the Zone Chairmen and such other members as may be appointed by the District Governor, all of whom shall be eligible to vote.

SECTION 2

A majority of the Cabinet shall constitute a quorum at any meeting thereof.

**ARTICLE III
Cabinet Meetings****SECTION 1**

Each and every member of the Cabinet, as defined in Article II of these By-Laws, is required to attend such meetings of the Cabinet as shall be determined by the District Governor.

The District Secretary, well in advance of the said meetings, shall circulate the details of the dates, times and venue of such Cabinet meetings to each member of the Cabinet.

Copies of the minutes of the said meetings shall be circulated to all members of the Cabinet and those Past District Governors, of this District, who have personally requested them.

SECTION 2

Each and every member of the Cabinet, present in person at a Cabinet meeting, shall be entitled to cast one vote of his or her choice on any question or subject under discussion at the time. Voting shall be by a show of hands by those present and voting and the District Governor (as Chairman) shall declare the result or order a count.

If the Chairman's declaration is challenged by 50% or more of those present and voting, the votes shall be counted.

SECTION 3

The District Governor (as Chairman) shall have absolute discretion on the length of time allowed for any speaker.

Each and every member of the Cabinet wishing to speak, on any subject, will only do so when recognised by the Chairman.

Each and every member of the Cabinet will address his/her remarks or report to the District Governor (as Chairman) and shall stand when making such remarks or report.

SECTION 4

Special meetings of the Cabinet may be called by the District Governor, in his/her discretion, at a time and place determined by the District Governor. Notice of special meetings, setting forth the purpose, time and place thereof, shall be given to each member of the Cabinet, by mail or personal delivery, at least 4 weeks prior to the date of such meeting.

SECTION 5

This District Cabinet shall not endorse or recommend any candidate for public office, nor shall members at meetings of this Cabinet debate partisan politics or sectarian religion.

Except to further his/her progress in Lionism, no officer of this Cabinet shall use his/her membership of the Cabinet as a means of furthering any personal, political or other aspiration, nor shall the Cabinet, as a whole, take part in any movement not in keeping with the purposes and objects of Lions Clubs International.

**ARTICLE IV
Zone Meetings****SECTION 1**

The Zone Chairmen shall serve as Chairman of the District Governors Advisory Committee in his/her Zone and as such Chairman to call regular Meetings. The number of Zone meetings, during the year, shall be at the discretion of the Zone Chairman but there shall be at least three (3) such meetings in any fiscal year, as requested by Lions Clubs International.

SECTION 2

Each Zone meeting, with the Zone Chairman as Chairman, should be attended by the President and Secretary of each Club within the Zone.

Any member of a Lions Club, within the appropriate Zone, is entitled to attend such meetings. Guests, District Officers or Lions Club members outside the Zone may attend at the invitation of the appropriate Zone Chairman.

SECTION 3

The Zone Chairman shall submit a report to the District Governor, on the appropriate form as issued by International Headquarters, within four (4) weeks of such meeting.

Minutes of the meeting shall also be distributed to all Clubs within the Zone not less than four (4) weeks after completion of the meeting.

**ARTICLE V
Reports by District Officers****SECTION 1**

All District Officers shall submit typed reports to the District Secretary, by the required date, on the correctly headed reporting paper and in the agreed format.

Reports received after the required date will only be accepted at the discretion of the District Governor.

SECTION 2

Copies of the reports, as submitted by the District Officers to the District Secretary, shall be circulated, by the District Secretary, to all members of the Cabinet and those Past District Governors, of this District, who have personally requested them, at least 10 days prior to the Cabinet meeting at which they are to be presented for discussion and acceptance.

ARTICLE VI
Maintenance and Disposal of Documents.

SECTION 1

Any District Officer, on relinquishing his/her position as a district officer, shall pass all documents and correspondence, relevant to that office, to his/her successor.

All District Officers shall be responsible for maintaining documents and correspondence, relevant to their office, in a manner suitable to give comprehensible access to the said documents at all times.

The date and place for handing over the said documents and correspondence shall be arranged between the two parties concerned. Such arrangements shall take place as soon after the District Incoming Officers event as possible and before the commencement of the forthcoming Lions Clubs International fiscal year.

SECTION 2

Such documents shall include a copy of the M. D. Directory as issued each year.

All District correspondence and like documents, maintained and filed by the District Secretary during his/her year of office, shall be stored in the filing cabinet, retained by the District Governor, at the conclusion of his/her year of office.

If any correspondence or document is duplicated, only one copy may be retained and all other copies destroyed, at the discretion of the District Governor in office, before the filing cabinet is passed to the incoming District Governor.

SECTION 3

All District correspondence and like documents retained in the said filing cabinet, over six (6) years old, shall be reviewed by the District Secretary and a Past District Governor of this District, who shall be nominated by the District Governor.

This review shall decide which of these documents are no longer valid and shall determine those to be destroyed.

The District Governor shall be informed of the said documents and give permission for their destruction.

**ARTICLE VII
Amendments**

SECTION 1

These Cabinet By-Laws may be altered, amended or repealed at any regular or special meeting of the District Cabinet at which a quorum is present, by the vote of a majority of Cabinet members present in person and voting.

SECTION 2

Proposed amendments shall be submitted to the District Governor, through the Constitution and Resolutions Committee, for appraisal, prior to presentation to a regular or special meeting of the Cabinet.

SECTION 3

No amendment shall be put to vote unless written notice thereof, stating the proposed amendment, shall have been mailed or delivered personally to each member of the Cabinet at least ten days prior to the meeting at which the vote on the amendment is to be taken.

**ARTICLE VIII
Procedure for Election of Vice District Governor**

SECTION 1

Candidates who have declared their intention to stand for election as Vice District Governor, of this District, shall accept and abide by the “Rules of Procedure for Election of Vice District Governor” as detailed in ‘Appendix A’ of these By-Laws.

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 seven (7) days of receipt of the said copy.

Appendix “A”**Rules of Procedure for Election of 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 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 9(b) of Article III of the By-Laws to the International Constitution and By-Laws states: -

“A candidate for the office of 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 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 non 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 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 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.