

**THE INTERNATIONAL ASSOCIATION OF LIONS CLUBS  
BY-LAWS OF LIONS CLUBS DISTRICT 201 N5 INC.**

*(Adopted by District 201N5 Convention 12 November 2016)*

**CLAUSE 1 – DISTRICT NOMINATIONS ELECTIONS AND APPOINTMENTS**

- Section 1        The District Governor shall appoint by written notification received at least sixty (60) days prior to the District Convention a Nominating Committee of not less than three (3) and no more than five (5) Members, each of whom shall be a Member in good standing of a different Lions Club in good standing in the District, and shall not through the duration of their appointment hold any District or International Office.
- Section 2        The Credentials Committee of the District Convention shall be composed of the District Governor, as Chairperson, the Cabinet-Secretary and two non-officers of the District appointed by the District Governor.
- Section 3        The Elections Committee of the District Convention shall comprise three Members appointed by the District Governor each of whom shall be a Member in good standing of a Lions Club in good standing in the District.
- Section 4        The elections for the Offices of District Governor, First Vice District Governor and Second Vice District Governor shall be by Secret written Ballot, with the Candidate required to secure a majority of the votes cast by the Delegates present and voting in order to be declared elected. For the purpose of such election, a majority is defined as a number more than one half of the total valid votes cast excluding blanks and abstentions.

**CLAUSE 2 – OFFICERS AND DISTRICT CABINET**

- Section 1.        The Delegates attending the Annual District Convention, shall, at each such Convention, elect a District Governor and shall elect a First Vice District Governor and Second Vice District Governor for the following financial year by secret ballot, by the preferential system of voting as set out by the Commonwealth Electoral Act, and any regulations thereunder, for the election of members of the House of Representatives. Such secret ballot shall be conducted notwithstanding that there is only one nomination for any office, that nominee must receive not less than one half of the votes of the delegates then present and voting, plus one additional vote in order to secure endorsement.
- Section 2.        No person shall be entitled to be elected as District Governor or as a First Vice District Governor or Second Vice District Governor unless:
- (a) He is qualified in accordance with the provisions of the International Constitution and By-Laws of the Association
  - (b) He is nominated by his club and such nomination is certified in writing by the President or Secretary of the Lions Club of which he is a member, or he is endorsed by a majority of the Lions Clubs in the District and such endorsement is certified in writing by the President or Secretary of such clubs, and such certification or endorsement, as the case may be, together with the nominee's written consent is delivered to the Cabinet Secretary at least sixty (60) days prior to the date fixed for the opening of the District

Convention; or he is nominated from the floor of the District Convention in accordance with Section 6 of this Clause; and

(c) The District Nominating Committee, shall have confirmed his eligibility.

- Section 3. The Cabinet Secretary shall give written advice of the persons nominated, to each club in the District and to the Multiple District Council Executive Officer at least thirty (30) days prior to the opening of the District Convention
- Section 4. At any Convention where an election is to be held, a nominating speech on behalf of each candidate shall be made by a delegate to the Convention selected by the candidate. The nominating speech shall not exceed four (4) minutes for each candidate and a warning signal shall be given thirty (30) seconds before such time elapses. A candidate's speech shall be limited to five (5) minutes and a warning signal shall be given thirty (30) seconds before such time elapses.
- Section 5. In the event of the First Vice District Governor, then in office, standing for election as District Governor, no other nomination for the office of District Governor shall be accepted. In the event of the Second Vice District Governor, then in office, standing for election as First Vice District Governor, no other nomination for the office of First Vice District Governor shall be accepted.
- Section 6. (a) Should no proper nomination for the position of District Governor or First Vice District Governor or Second Vice District Governor have been made under Section 2 of this Clause or should the only qualified nominee die or withdraw prior to the time of the matter being dealt with at the Convention, then nominations shall be sought from the floor from delegates at the convention
- (b) In the event of a vacancy in the offices of both First and Second Vice District Governor a qualified candidate may choose to nominate for each office. In such event the nomination for the office of Second Vice District Governor shall be deemed to be withdrawn if that candidate is elected to the office of First Vice District Governor. An election for the office of First Vice District Governor shall be conducted prior to the election for the office of the Second Vice District Governor.
- (c) Such nominations must be made at a time designated on the programme for that purpose on behalf of members suitably qualified and who have signified their willingness to stand for election
- (d) Where nominations are made pursuant to this Section, the times for nominating speeches and candidate's speeches shall be as set out in Section 4 hereof.
- Section 7. Certification of endorsement by the Convention shall be made in writing to the International Office by the designated District officials in accordance with the requirements as set forth in the International Constitution and By-Laws.
- Section 8. 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 Clause have been satisfied.

**CLAUSE 3 - VACANCY IN THE OFFICES OF DISTRICT GOVERNOR, FIRST VICE DISTRICT GOVERNOR OR SECOND VICE DISTRICT GOVERNOR**

Section 1. A vacancy in the office of District Governor shall be filled in accordance with the provisions of the International Constitution and By-Laws of the Association.

Section 2. Any vacancy in Office except that of District Governor and First and Second Vice District Governors shall be filled by appointment by the District Governor for the unexpired term. In event of a vacancy arising in the Office of First or Second Vice District Governor, the District Governor shall convene a Meeting of the Officers of the existing Cabinet as provided for in the International Constitution and By-Laws and all Past International Officers who are Members in good standing of a chartered Lions Club in good standing in the District. It shall be the duty of the attendees at this Meeting to appoint a qualified Club Member as First or Second Vice District Governor for the remainder of the term. In filling said vacancy, it shall be the duty of the District Governor, or if not available, the most recent Past District Governor who is available, to send out invitations to attend said Meeting and it shall also be his responsibility to preside as chairperson of the Meeting. The Chairperson shall convey the results to the International Office within seven (7) days together with evidence of invitations sent and meeting attendance. Each Lion who is entitled to receive an invitation to attend and is present at said meeting shall be entitled to cast one vote for the Lion of his choice.

In order for a Lion to be eligible and qualified to be selected to fill a vacancy in the Office of First or Second Vice District Governor, he must:

- (a) Be an Active Member in good standing of a chartered Lions Club in good standing in his District.
- (b) Have served or will have served at the time he takes office as First or Second Vice District Governor:
  - (i) As Officer of a Lions Club for a full term or major portion thereof; and
  - (ii) As a Member of the District Cabinet for a full term or major portion thereof.
  - (iii) With none of the above being accomplished concurrently.

**CLAUSE 4 – DUTIES OF DISTRICT OFFICERS/CABINET**

Section 1 District Governor

Under the general supervision of the International Board of Directors, he 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 Governors, Region Chairpersons, Zone Chairpersons, Cabinet Secretary, Cabinet 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 neither is 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 and By-Laws.
- (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 itemised Statement of total District receipts and expenditures to his District Convention or Annual Meeting of his District at a Multiple District Convention.
- (i) Deliver, in a timely manner, at the conclusion of his term in Office, the general and/or financial accounts, funds and records of the District 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 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 specific responsibilities shall be, but not limited to:-

- (a) Further the Purposes of the 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) Serve as the District Governor Team liaison between the District and 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 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 the 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 specific responsibilities shall be, but not limited to:

- (a) Further the Purposes of the 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 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 and 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 Co-ordinator 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 Website 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 Cabinet in planning of the next year, including the District Budget.
- (n) 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 the said offices as the acting District Governor or acting First 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 and Cabinet Treasurer

He shall act under the supervision of the District Governor. His specific responsibilities shall be to:

- (a) Further the Purposes of the Association;
- (b) Perform such duties as are implied by the title of said Office, including but not by way of limitation, the following:

- i. 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.
  - ii. 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.
  - iii. Make reports to the Cabinet as the District Governor or cabinet may require.
  - iv. Collect and receipt for all dues and taxes levied on Members and Clubs in the Sub-District, deposit the same in such bank or banks as the District Governor shall determine and disburse the same by order of the District Governor in accordance with the District Constitution.
  - v. 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.
  - vi. Keep accurate books and records of account, and minutes of all Cabinet and Sub-District meetings, and permit inspection of the same by the District Governor, any Cabinet Member and any Club (or any authorized agent of any of them) at any reasonable time for any proper purpose. Upon direction of the District Governor or the Cabinet, he shall furnish any such books and records as requested to any auditor appointed by the District Governor.
  - vii. Secure bond for the faithful performance of his duties in such sum and with such sureties as may be required by the District Governor.
  - viii. Deliver, in a timely manner, at the conclusion of his term in office, the general and/or financial accounts, funds and records of the District to his successor in office.
- (c) Perform such other functions and acts as may be required of each by directives of the International Board of Directors.
  - (d) If separate offices of Cabinet Secretary and Cabinet Treasurer are adopted, the duties listed in (b) are to be attributed to each of the offices according to the nature of such duties.

## Section 5

### Region Chairperson

The region chairperson subject to the supervision and direction of the District Governor, shall be the Chief Administrative Officer in his region. His specific responsibilities should be to:

- (a) Further the Purposes of the Association.
- (b) Supervise the activities of the Zone Chairpersons in his region and such District Committee Chairpersons as may be assigned to him by the District Governor.
- (c) In co-ordination with the District GMT Co-ordinator, play an active role in organizing new Clubs and in strengthening weak Clubs.
- (d) Visit a regular meeting of each Club in his region at least once during his term of office, reporting his findings to the District Governor, District GMT Co-ordinator and District GLT Coordinator.
- (e) Visit a regular Board of Directors meeting of each Club in his region at least once during his term of office, reporting his findings to the District Governor, District GMT Co-ordinator and District GLT Co-ordinator.
- (f) Endeavor to have every club in his region operating under a duly adopted club constitution and bylaws.
- (g) Promote the Club Quality Initiative to the Clubs within the region and work in concert with the District GMT Co-ordinator, the District GLT Co-ordinator and the District Governor Team to implement the program within the region.

- (h) In co-ordination with the District GLT Co-ordinator, play an active role in supporting leadership initiatives by informing Lions with the region about leadership development opportunities at the region, District or Multiple District.
- (i) Promote representation at International and District Conventions by at least the full quota of delegates to which Clubs in his region are entitled.
- (j) Carry out such official visitations to club meetings and charter nights as shall be assigned to him by the District Governor.
- (k) Perform such additional assignments as shall be given to him 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 zone. His specific responsibilities shall be to:

- (a) Further the Purposes of the Association.
- (b) Serve as chairperson of the District Governor's Advisory Committee in his zone and as such chairperson to call regular meetings of said Committee.
- (c) Endeavor to include the District GMT Co-ordinator and the GLT Co-ordinator 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 Co-ordinator and District GLT Co-ordinator and region chairperson.
- (e) Promote the Club Quality Initiative to the clubs within the zone and work in concert with the District GMT Co-ordinator, the District GLT Co-ordinator 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 organizing new clubs and keep informed on the activities and well-being of all clubs in his zone.
- (g) In co-ordination 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 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 zone.
- (j) Endeavor to have every Club within his 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 Zone are entitled.
- (l) Visit a regular meeting of each Club in his Zone once or more during his term of Office, reporting his findings to the Region Chairperson – particularly with respect to weaknesses he may have discovered (copy to District Governor).
- (m) Perform such other functions and acts as may be required of him by directives of the International Board of Directors.

## **CLAUSE 5 – DISTRICT CONVENTION**

- Section 1      The District Governor shall receive invitations in writing in accordance with the District Constitution from places desiring to host a District Convention. All invitations shall set forth such information as the District Governor shall from time to time require and shall be delivered to him no later than sixty (60) days prior to the convening date of the Convention at which the Convention site shall be voted upon by the Delegates of said Convention. Procedure to be followed in investigation of bids and in presentation of the same to Conventions, as well as action to be taken by a Convention in the event no bids are acceptable to or so received by the District Governor shall be determined by the District Governor.
- Section 2      The District Governor shall issue an official call for the annual District Convention not less than sixty (60) days prior to the date fixed for holding the same, stating the place, day and hour thereof.
- Section 3      The District Cabinet shall retain and have, power to change at any time, for good reason, the Convention site chosen and neither the District Officers of the District nor any Member of the District Cabinet, shall incur any liability thereby to any Club or Club Member in the District. Notice of this site change shall be furnished in writing to each Club in the District no less than thirty (30) days prior to the convening date of the annual Convention.
- Section 4      The Officers of the District shall be the Officers of the Annual District Convention.
- Section 5      Within fifteen (15) days after the close of each single and sub-District Convention, the Cabinet Secretary shall transmit one copy of the complete proceedings to the International Office. Upon written request from any Club in the respective District a copy shall be furnished to that Club.
- Section 6      The District Governor shall arrange the order of business for the District Convention, and the same shall be the order of the day for all sessions.

## **CLAUSE 6 – AMENDMENTS**

- Section 1      These By-Laws may be amended only at a District Convention, by resolution reported by the Constitution and By-Laws Committee of the District and adopted by a majority of the votes cast.
- Section 2      Should any amendment to the International Constitution and By-Laws of the International Association of Lions Clubs be adopted at an International Convention and such amendment be at variance with, or otherwise effect, the provisions of these By-Laws, then:
- (a)      such amendment shall be brought to the attention of the District Governor and Cabinet as soon as practical after the rising of such International Convention and
  - (b)      the District Governor and Cabinet shall take all steps necessary to submit to the next following District Convention a Notice of Motion seeking an amendment to these By-Laws in conformity with the amendment adopted at the International Convention.

## **CLAUSE 7 – INTERPRETATION**

- Section 1      Where throughout these By-Laws words importing the masculine gender appear such words shall be interpreted to also include the feminine gender.
- Section 2      Subject to the provisions of these By-Laws, Joske's Law and Procedure, at Meetings in Australia, newly revised, shall govern all questions of order and procedure.