

# **INTERNATIONAL ASSOCIATION OF LIONS CLUBS**



## **DISTRICT A-15 BY-LAWS**

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## **Article I – Organization**

### **Section 1 - DISTRICT CABINET**

The district shall have a district cabinet composed of the district governor, the immediate past district governor, the first and second vice district governors, the region chairpersons (if the position is utilized during the district governor's term), the zone chairpersons, a cabinet secretary-treasurer or a cabinet secretary and a cabinet treasurer, and such other club members as may be included in this section as amended in accordance with the amendment procedures contained herein. In addition, the global membership team district coordinator, global leadership team district coordinator, global service team district coordinator, district global extension team coordinator, district marketing chairperson and LCIF district coordinator may be non-voting members of the district cabinet. Each such cabinet member shall be a member in good standing of a Lions club in good standing in the district.

## **ARTICLE II - District Nominations, Elections and Appointments**

### **Section 1 - NOMINATING COMMITTEE**

Each District Governor shall appoint by written notification received at least sixty (60) days prior to the District A-15 Convention a Nominating Committee of not less than three (3) and not 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 Cabinet or International office either by election or appointment.

### **Section 2 - DISTRICT GOVERNOR ELECTION PROCEDURES**

Any qualified member of a Club in the District seeking the office of District Governor shall file their intention to so run in writing with the Nominating Committee at least thirty (30) days prior to the day of its report to the convention, and furnish evidence of compliance with the qualifications for said office set out in the International Constitution and By-Laws and the Multiple District "A" Constitution and By-Laws. The Nominating Committee shall place in nomination at the District Convention the name(s) of all candidate(s) so qualified. If none are so received and/or so qualified, then, but then only, nominations for the office may be made from the floor. A candidate nominated from the floor shall be allowed one (1) nominating speech of no more than five (5) minutes duration, and one (1) seconding speech of no more than three (3) minutes duration.

### **Section 3 - FIRST VICE DISTRICT GOVERNOR ELECTION PROCEDURES**

Any member of a Club in the District seeking the office of First Vice District Governor shall file their intention to so run in writing with the Nominating Committee at least thirty (30) days prior to the election, and furnish evidence of compliance with the qualifications for said office set out in the International Constitution and By-Laws and the Multiple District "A" Constitution and By-Laws. The

Nominating Committee shall place in nomination at the District Convention the names of all candidates so qualified. If none are so received and/or so qualified, then, but then only, nominations for the office may be made from the floor. A candidate nominated from the floor shall be allowed one (1) nominating speech of no more than five (5) minutes duration, and one (1) seconding speech of no more than three (3) minutes duration.

#### **Section 4 - SECOND VICE DISTRICT GOVERNOR ELECTION PROCEDURES**

Any member of a Club in the District seeking the office of Second Vice District Governor shall file their intention to so run in writing with the Nominating Committee at least thirty (30) days prior to the election, and furnish evidence of compliance with the qualifications for said office set out in the International Constitution and By-Laws and the Multiple District "A" Constitution and By-Laws. The Nominating Committee shall place in nomination at the District Convention the names of all candidates so qualified. If none are so received and/or so qualified, then, but then only, nominations for the office may be made from the floor. A candidate nominated from the floor shall be allowed one (1) nominating speech of no more than five (5) minutes duration, and one (1) seconding speech of no more than three (3) minutes duration.

#### **Section 5 - ENDORSEMENT**

Candidates for all offices shall name the Club/Clubs who have provided their endorsement. The Candidate shall furnish proof of this endorsement, which shall include:

- (a) The date of the Board of Directors Meeting and the General Meeting at which the endorsement was made;
- (b) The name of the Nominator and the Seconder;
- (c) The name of the Candidate and the office sought;
- (d) Said Candidate shall submit to the Governor, in writing, their acceptance of the nomination, and
- (e) All nominations must be received by the District Governor and the Nominating Committee at least thirty (30) days prior to the day of its report to the convention.

All Lions Clubs in the Zone or Region shall be notified by the District Governor of all nominees as soon as nominations are closed.

#### **Section 6 - BALLOT**

The election shall be by secret written ballot. When two or more candidates are placed in nomination, the candidate receiving the simple majority of the votes cast by delegates present and voting in order to be declared elected. If, on the first ballot, and subsequent ballots, no candidate receives a majority, the candidate or tied candidates receiving the lowest number of votes shall be eliminated and balloting shall continue until one (1) candidate receives a majority. In case of a tie on any ballot, balloting shall continue on the tied candidates until one is elected. The successful candidates shall take office effective the day the International Convention closes.

## **Section 7 - DISTRICT GOVERNOR VACANCY**

In the event of a vacancy in the office of District Governor, the same shall be filled in accordance with the provisions of the International Constitution and By-Laws. The Immediate Past District Governor, First and Second Vice District Governor's, Past District Governor's, Past International Governor's, and Past International Director's and Past International President's in the District shall convene at a date, time and place called and determined by the Immediate Past District Governor to select a replacement for recommendation to the International Board of Directors. (See Exhibit B at the end of this booklet.) It shall be the duty of the immediate Past District Governor, if he/she is not available, the most recent Past District Governor who is available, to send out invitations fifteen (15) days in advance of the meeting to attend said meeting.

In order for a Lion to be eligible and qualified to be selected to fill a vacancy in the office of District Governor, he/she must:

- (a) Be an Active Member in good standing of a chartered Lions club in good standing in his/her single or sub-district.
- (b) Secure the endorsement of his/her club or a majority of the clubs in the district.
- (c) Have served or will have served at the time he/she takes office as 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 two (2) full terms or major portion thereof.
  - (iii) With none of the above being accomplished concurrently.

## **Section 8 - FIRST AND SECOND VICE DISTRICT GOVERNOR AND OTHER VACANCIES**

Any vacancy in office except that of District Governor and First and/or Second Vice District Governor shall be filled by appointment from the District Governor for the un-expired term. In event of a vacancy arising in the office of First and/or Second Vice District Governor, the District Governor shall convene a meeting of the Immediate Past District Governor, First Vice District Governor and Second Vice District Governor, all Past International officers who are members in good standing of a chartered Lions club in good standing in District A-15. It shall be the duty of the attendees at this meeting to appoint a qualified Club Member as First and/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 fifteen (15) days in advance of the meeting to attend said meeting and it shall also be his/her 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 that is entitled to receive an invitation to attend and is present at said meeting shall be entitled to cast one (1) vote for the Lion of their choice.

In order for a Lion to be eligible and qualified to be selected to fill a vacancy in the office of first or second Vice District Governor, he/she must:

- (a) Be an Active Member in good standing of a chartered Lions club in good standing in his/her single or sub-district.
- (b) Secure the endorsement of his or her club or a majority of the clubs in the District.
- (c) Have served or will have served at the time he/she 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.

**Section 9 - REGION/ZONE CHAIRPERSON QUALIFICATIONS**

Each Region and Zone Chairperson shall:

- (a) Be an active member in good standing in their respective Region or Zone; and
- (b) Have served or will have served at the time of taking office as Region or Zone Chairperson as President of a Lions Club for a full term or major portion thereof, and a member of the Board of Directors of a Lions Club for no less than two (2) additional years.
- (c) Have not previously served a full term or a major portion thereof as District Governor.
- (d) Zone and Region Chairpersons' may serve not more than three (3) cumulative years in said position.

**Section 10 - REGION/ZONE CHAIRPERSON VACANCY**

If any Region Chairperson or Zone Chairperson shall cease to be a member of a Club in the Region or Zone, as the case may be, to which he/she was appointed, his/her term of office shall thereon cease and the District Governor shall appoint a successor to fill said office. Provided, however, the District Governor, in his/her discretion may determine not to use the position of Region Chairperson for the remainder of the term.

**ARTICLE III - Duties of District Officers/Cabinet**

**Section 1 – DISTRICT GOVERNOR.**

Under the general supervision of the International Board of Directors, they shall represent the association in their district. In addition, they shall be the chief administrative officer in their district and shall have direct supervision over the first and second vice district governor, region chairpersons, the zone chairpersons, the cabinet secretary-treasurer and such other cabinet members as may be provided for in this district constitution and by-laws. Their specific responsibilities shall be those found in the Standard District Constitution and Bylaws of Lions Clubs International (as amended from time to time).

## **Section 2 – FIRST VICE DISTRICT GOVERNOR.**

The first vice district governor, subject to the supervision and direction of the district governor, shall be the chief administrative assistant and representative of the district governor. Their specific responsibilities shall be, but not limited to, those found in the Standard District Constitution and Bylaws of Lions Club International (as amended from time to time)

## **Section 3 - SECOND VICE DISTRICT GOVERNOR.**

The second vice district governor, subject to the supervision and direction of the district governor. Their specific responsibilities shall be, but not limited to, those found in the Standard District Constitution and Bylaws of Lions Club International (as amended from time to time).

## **Section 4 - CABINET SECRETARY-TREASURER.**

(or Cabinet Secretary and Cabinet Treasurer if the position is split)

They shall act under the supervision of the district governor. Their specific responsibilities shall be those found in the Standard District Constitution and Bylaws of Lions Club International (as amended from time to time).

## **Section 5 - GLOBAL SERVICE TEAM (GST) DISTRICT COORDINATOR.**

Under the supervision of the district governor, the GST district coordinator is a member of the District Global Action Team. Their responsibilities include those found in the Standard District Constitution and Bylaws of Lions Club International (as amended from time to time).

## **Section 6. - GLOBAL MEMBERSHIP TEAM (GMT) DISTRICT COORDINATOR.**

Under the supervision of the district governor, the GMT district coordinator is a member of the District Global Action Team. Their responsibilities include those found in the Standard District Constitution and Bylaws of Lions Club International (as amended from time to time).

## **Section 7 - GLOBAL LEADERSHIP TEAM (GLT) DISTRICT COORDINATOR.**

Under the supervision of the district governor, the GLT district coordinator is a member of the District Global Action Team. Their responsibilities include those found in the Standard District Constitution and Bylaws of Lions Club International (as amended from time to time).

## **Section 8 - LCIF DISTRICT COORDINATOR.**

Under the supervision of the district governor, the LCIF coordinator is a member of the District Global Action Team. Their responsibilities include those found in the Standard District Constitution and Bylaws of Lions Club International (as amended from time to time).

## **Section 9 - REGION CHAIRPERSON**

(if the position is utilized during the district governor's term).

The region chairperson subject to the supervision and direction of the district governor, shall be the chief administrative officer in their region. Their specific responsibilities should be found in the Standard District Constitution and Bylaws of Lions Club International (as amended from time to time).

#### **Section 10 - ZONE CHAIRPERSON**

The zone chairperson subject to the supervision and direction of the district governor, shall be the chief administrative officer in their region. Their specific responsibilities should be found in the Standard District Constitution and Bylaws of Lions Club International (as amended from time to time).

#### **Section 11 - DISTRICT MARKETING CHAIRPERSON.**

Under the supervision of the district governor, the District Marketing Chairperson is a member of the District Global Action Team. Their responsibilities include those found in the Standard District Constitution and Bylaws of Lions Club International (as amended from time to time).

#### **Section 12 - GLOBAL EXTENSION TEAM (GET) COORDINATOR.**

Under the supervision of the district governor, the Global Extension Team Coordinator is a member of the District Global Action Team. Their responsibilities include those found in the Standard District Constitution and Bylaws of Lions Club International (as amended from time to time).

#### **Section 13 - SERGEANT-AT-ARMS**

The Sergeant-at-Arms shall maintain order and decorum at the respective Conventions and Meetings and perform such other duties as are incident to the office under ROBERT'S RULES OF ORDER, NEWLY REVISED.

### **IV - District Governor's Advisory Committee**

#### **Section 1 - DISTRICT GOVERNOR'S ADVISORY COMMITTEE**

In each Zone, the Zone Chairperson and the Presidents, First Vice Presidents and Secretaries of the Clubs in the Zone shall compose a District Governor's Advisory Committee, with the Zone Chairperson as Chairperson. At a date, time and place called by the Zone Chairperson, this Committee shall hold a first meeting within ninety (90) days after the adjournment of the preceding International Convention; a second meeting in the month of November; a third meeting in the month of February or March; and a fourth meeting approximately thirty (30) days prior to the Multiple District "A" Convention. The club service chairpersons, club marketing, communications chairpersons, and club membership chairpersons should attend when information is shared that relate to their position. This committee shall assist the Zone Chairperson in an advisory capacity, procure recommendations affecting the welfare of Lionism and the Clubs in the Zone, and relay the same through the Zone Chairperson to the District Governor and Cabinet.

## **Section 2 - DISTRICT GLOBAL ACTION TEAM.**

Chaired by the District Governor and includes the GMT district coordinator, GST district coordinator and GLT district coordinator. Develops and initiates a coordinated plan to help clubs expand humanitarian service, achieve membership growth, and develop future leaders. Meets regularly to discuss the progress of the plan and initiatives that may support the plan. Collaborates with members of the multiple district's Global Action Team to learn about initiatives and best practices. Shares activities, achievements and challenges with members of the multiple district Global Action Team. Attends the District Governor Advisory Committee meeting and other zone, region, district or multiple district meetings that feature service, membership or leadership initiatives to share ideas and gain knowledge that may be applied to club practices.

## **Section 3 - DISTRICT GOVERNOR'S HONORARY COMMITTEE**

The District Governor shall appoint a District Governor's Honorary Committee composed of Past International Officers who are members in good standing of Clubs within District A-15. This Committee shall meet when and as called upon by the District Governor. It shall act under the direction of the District Governor in the promotion of harmony throughout the District. The Chairperson of this Committee shall attend Meetings of the Cabinet when requested by the District Governor.

## **Section 4 - DISTRICT CABINET COMMITTEE**

The District Governor may establish and appoint such other Committees and/or Chairpersons as he/she deems necessary and appropriate for the efficient operations of the District. Such Committee Chairpersons shall be deemed non-voting members of the District Cabinet.

# **ARTICLE V - Meetings**

## **Section 1- DISTRICT CABINET MEETINGS**

### **Regular**

A Regular Meeting of the Cabinet shall be held in each quarter of the fiscal year, with the first of which should be held not later than the 31<sup>st</sup> of August. Ten (10) days written notice of meetings setting forth a date, time and place determined by the District Governor shall be given to each member by the Cabinet Secretary.

### **Special**

Special Meetings of the Cabinet may be called by the District Governor at his/her discretion, and shall be called upon written request made to the District Governor or the Cabinet Secretary by a majority of the members of the Cabinet. No fewer than five (5) nor more than twenty (20) days written (including letters, electronic mail, facsimile transmission, or cable) notice of special meetings, setting

forth the purposes and a date, time and place determined by the District Governor, shall be given to each member by the Cabinet Secretary.

### **Quorum and Vote**

The attendance of a majority of the officers of this District shall constitute a quorum for any cabinet meeting. The voting privilege shall be extended to the voting members of the district cabinet as defined in Article 1, Section 1 of the District A-15 Bylaws.

Minutes of all Cabinet meetings shall be distributed to all members of District Cabinet and each Club within the District.

### **Section 2 - REGIONS AND ZONES (Amended April 16, 2023)**

Regions and Zones shall be subject to change by the District Governor, with the approval of the District Cabinet and when it is in the best interests of the Clubs, District and the Association. The District should be divided into Regions of sixteen (16) to ten (10) Lions Clubs. Each Region should be divided into Zones of between eight (8) and four (4) Lions Clubs, giving due regard to the geographical locations of the Clubs.

### **Region Meetings**

Meetings of representatives of all Clubs in a Region, with the Region Chairperson (if the position is utilized during the District Governor's term) or other District Cabinet member as may be assigned by the District Governor presiding, should be held during the fiscal year at times and places fixed by the Region Chairperson of the respective Region.

### **Zone Meetings**

No less than four (4) meetings of representatives of all the Clubs in a Zone, with the Zone Chairperson presiding, shall be held during the fiscal year at times and places fixed by the Zone Chairperson.

## **ARTICLE VI - District A-15 Convention**

### **Section 1 - LION'S YEAR CONVENTION SUPERVISION**

There shall be a Convention Committee advising the District Governor. This committee shall be appointed by the District Governor and its composition shall be defined in Convention Policy and have duties as defined in Convention Policy. The Governor shall also appoint a Host Committee whose composition and duties shall be defined in Convention Policy.

## **Section 2 - CONVENTION SITE SELECTION**

The District Governor shall receive invitations in writing from places desiring to entertain the succeeding year(s) Annual 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 thirty (30) days prior to the convening date of the convention at which they are to be voted upon. 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 3 - SITE CHANGE**

The District Cabinet shall retain, and have, power to change at any time, for good reason, the convention site previously 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 District A-15. Notice if 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 - OFFICERS**

The officers of the District shall be the Officers of the Annual District Convention.

## **Section 5 - SERGEANT-AT-ARMS**

A Convention Sergeant-At-Arms and such Assistant Sergeant-At-Arms as deemed necessary shall be appointed by the District Governor.

## **Section 6 - OFFICIAL REPORT**

Within fifteen (15) days after the close of the District A-15 Convention, the Cabinet Secretary shall transmit one (1) copy of the complete proceedings to the International Office upon written request from any club in the District a copy shall be furnished to said club.

A full and complete Convention Report, including financial statements shall be prepared by the Convention Chairperson and presented to the District A-15 Cabinet within sixty (60) days of the close of the convention. Such report shall include:

- (a) Number of Registrants;
- (b) Attendance at various functions;
- (c) Pertinent information as to success or failure of various events, and
- (d) Recommendations for future conventions

## **Section 7 - CREDENTIALS COMMITTEE**

The Credentials Committee of the District Convention shall be composed of the District Governor, as Chairperson, the Cabinet Secretary or the Cabinet Secretary-Treasurer and two (2) other non-officers of the District appointed by the District Governor, each of whom shall be a member in good standing

of a different Lions club in good standing in the District. **The non-officers** shall not, through the duration of the appointment, hold any District or International office either by election or appointment.

The Credentials Committee shall have the powers and perform the duties set forth in ROBERT'S RULES OF ORDER, NEWLY REVISED.

### **Section 8 - ORDER OF CONVENTION BUSINESS**

The District Governor shall arrange the Order of Business for the District Convention, and the same shall be the Order of the Day for all sessions.

### **Section 9 - DISTRICT CONVENTION COMMITTEES**

The District Governor shall appoint the Chairperson of, and fill any vacancies occurring in the following District Convention Committee: Resolutions, Elections, Constitution and By-Laws, Rules of Procedure and International Convention. Each Region, if any, shall have at least one (1) representative on each such committee. These committees shall perform such duties, as the District Governor shall designate.

### **Section 10 - CONVENTION FUND LEVY**

In lieu of or in addition to a District Convention Registration fee, an Annual Per Capita District Convention Fund Levy of \$1.40 shall be levied upon each member of each club in the District and shall be collected and paid in advance by each club, except newly chartered and reorganized Clubs, on the first day of September each year, assessment based on Lions Clubs' membership on the June Monthly Membership Reports. This levy shall be collected from the clubs by, and remitted to, the District Treasurer (or Secretary-Treasurer) who shall account for such monies in a separate folio.

The funds so collected shall be used exclusively for defraying expenses, detailed in Convention Policy, of the District A-15 Convention and shall be expended only by district cheques drawn and signed by the District Treasurer (or Secretary-Treasurer) and countersigned by the District Governor. Any club which is chartered or reorganized in a current fiscal year shall collect and pay said Convention Per Capita Levy for said fiscal year on a pro-rate basis from the first day of the second month following the date of its (re) organization as the case may be.

### **Section 11- GOOD STANDING**

- (a) Good standing for a Lions Club shall mean that such is not in status quo, is not in arrears of any dues to District A-15 or Multiple District 'A' or to Lions Clubs International. The determination of arrears shall be the responsibility of the District Governor. Delinquent dues may be paid and good standing acquired up to fifteen (15) days prior to the close of credential certification, as such closing time shall be established by rules of the respective convention.

- (b) Good standing for a Lion shall be as defined in the Standard Form Lions Club Constitution and By-laws.

## **SECTION 12 – OFFICIAL CALL**

The District Governor shall issue an official call by printed or electronic means to all clubs 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.

## **ARTICLE VIII - District Administration Fund**

An Administrative Fund Budget shall be presented for approval at the first Cabinet Meeting to provide revenue to defray the administrative expenses of District A-15.

### **Section 1 - DISTRICT REVENUE**

To provide revenue to defray the administrative expenses of District A-15, an Annual District Administrative Fund Per Capita Tax of \$8.50 is hereby levied upon each member of each Club in District A-15 with billings of the same to be based upon Lions Club Membership submitted on June monthly Membership and Activities reports, except as provided in subsections (a).

- (a) For student membership programs, as adopted by the International Board of Directors, eligible student members under the age of 30 shall pay no District A-15 Per Capita Tax. In order to qualify, eligible student members must be reported to LCI by club secretaries using accepted forms and procedures.

All Lions Clubs to be billed by the Cabinet Treasurer on the first of September each year. Said tax shall be paid to the Cabinet Treasurer by each Club in District A-15, except Newly Chartered and Reorganized Clubs, which shall collect and pay said Per Capita Tax on a pro-rata basis from the first day of the second month following the date of their organization (or reorganization, as the case may be). Any outstanding balance shall become subject to interest at the rate of 12%, calculated annually. Said Per Capita Tax shall be disbursed for administrative expenses of District A-15 and only upon the approval by the District Governor's Cabinet. Disbursement there from shall be by cheque drawn and signed by the Cabinet Treasurer and/or District Governor and/or the District Secretary.

### **Section 2- REMAINING FUNDS**

In any fiscal year, any balance remaining in the Convention Fund after payment of all convention administrative expenses in that year shall remain in said Convention Fund and become available for future convention expenses and be treated as income in any fiscal year in which expended or otherwise budgeted for payment of such expenses.

### **Section 3 - FEE COLLECTION**

Such fee as the District Governor shall set may be collected, under procedures set by the District Governor, from each Delegate, Alternate, and Guest attending the District Convention to defray the actual cost of convention meals and entertainment.

### **Section 4 - AUDIT OR REVIEW**

The District Governor shall provide for an annual or more frequent audit or review of the District Convention Fund and shall give an Annual Financial Report of said fund to each Annual District Convention.

## **ARTICLE IX – Miscellaneous**

### **Section 1 - DISTRICT GOVERNOR EXPENSES – INTERNATIONAL CONVENTION**

Expenses of the District Governor, in connection with attending the International Convention at the end of that his/her year, may be considered by the District Cabinet and will not be a Lions Club International administration expense. Reimbursement for such expenses, if granted, shall be made on the same basis as outlined in the General Reimbursement Policy of Lions Clubs International.

### **Section 2 - FINANCIAL OBLIGATIONS**

The District Governor and Cabinet shall not incur obligations in any fiscal year, which will affect an unbalanced budget or deficit in said fiscal year.

### **Section 3 - CABINET TREASURER BOND**

The Cabinet Treasurer and authorized signatories shall be bonded in such amount and with such Surety Company as shall be approved by the District Governor's Cabinet and the cost of same shall be an administrative expense.

### **Section 4 - AUDIT OR REVIEW OF BOOKS**

The District Governor's Cabinet shall provide an annual or more frequent audit or review of the books and accounts of the Cabinet Treasurer and a Statement of the Financial Condition of the District shall be sent to Lions Club International and each Club in the District at the close of the fiscal year by the Cabinet then in office.

### **Section 5 - COMPENSATION**

No officer shall receive any compensation for any service rendered to this District in his/her official capacity.

## **Section 6 - FISCAL YEAR**

The fiscal year of this District shall be from July 1<sup>st</sup> to June 30<sup>th</sup>.

## **Section 7 - DISPUTE RESOLUTION**

The Clubs in the District shall pursue all complaints, disputes or claims according to the terms and conditions of rules or procedure adopted, from time-to-time, by the International Board of Directors.

## **Section 8 - GENDER DISCLAIMER**

Whenever the male gender or pronoun presently appears in this By-Law, it shall be interpreted to mean both male and female.

# **ARTICLE X - Nominations and Endorsement - International Director and Second Vice-President Nominees**

## **Section 1 - ENDORSEMENT PROCEDURE**

Subject to the provisions of the International Constitution and By-Laws, any member of a Lions Club in the District seeking the endorsement of a District Convention as a candidate for the office of International Director or Second Vice-President shall:

- (a) Deliver (by mail or in person) written Notice of Intention to seek such endorsement to the District Governor and if this is a sub-district of a Multiple District to the Multiple District Council Secretary-Treasurer no less than 180 days prior to the convening date of the District Convention at which such question of endorsement is to be voted upon;
- (b) Deliver with said Notice of Intention evidence of fulfilment of the qualifications for such office set forth in the International Constitution and By-Laws.

## **Section 2 - NOMINATION**

Each Notice of Intention so delivered shall be transmitted forthwith by the District Governor to the Nominating Committee of the respective Convention, which shall review and perfect the same by obtaining from each prospective candidate any additional evidence of such intention and qualifications as may be necessary under the International Constitution and By-Laws, and shall place in nomination at the respective Convention the name of each such prospective candidates who has fulfilled said procedural and constitutional requirements.

### **Section 3 - SECONDING SPEECH**

Each such nominee for endorsement shall be entitled to one seconding speech of no more than three (3) minutes in duration.

### **Section 4 - VOTE**

The vote on the question of endorsement shall be by secret written ballot, unless there shall be only one nominee seeking the same, in which event a voice vote may be taken. The nominee receiving a majority of the votes cast shall be declared endorsed (elected) as the candidate of the Convention and District. In the event of a tie vote, or failure of one nominee to receive the required majority, on any ballot, balloting shall continue until one receives the required majority of the votes cast.

### **Section 5 - CERTIFICATION OF ENDORSEMENT**

Certification of Endorsement by the respective Convention shall be made in writing to the International Office by the District officials designated, (and if the District is a sub-district in the Multiple District to the Multiple District Council of Governors) in accordance with the requirements set forth, in the International Constitution and By-Laws.

### **Section 6 - VALIDITY**

No District endorsement of any candidacy of any member of a Lions Club in District A-15 shall be valid unless and until the provisions of this Article VII have been met.

## **ARTICLE XI - Policy/Procedures Manual**

The District Cabinet, under the responsibility of the First Vice District Governor, but if he/she is not available, the Second Vice District Governor shall formulate and publish a "District A-15 Policy and Procedures Manual" to establish suggested guidelines and procedures to: - direct, assist, and standardize - District A-15 and the individual Lions Clubs of the said District. The procedure for amending the said Policy and Procedures Manual will be to present changes to the District Cabinet that may be approved by a simple majority vote of Cabinet voting members.

Should the Policy and Procedures Manual or any amendments thereto are in conflict with the Constitutions or By-Laws of the International Association of Lions Clubs, Multiple District "A" or District A-15 then the provisions of those Constitutions and By-Laws shall govern and control.

## **ARTICLE XII – Amendments**

### **Section 1 - AMENDING PROCEDURE**

These By-Laws may be amended only at a District A-15 Convention, by resolution reported by the District Constitution and By-Laws Committee and adopted by a majority of the votes cast. Provider

further that, where mandatory amendments or repeals are required due to changes in the laws of the Province of Ontario and/or the Constitution of Multiple District 'A' (as amended from time to time) and/or the Constitution of Lions Clubs International (as amended from time to time), such amendments or repeals may be approved by a vote of not less than a majority of the members of voting Cabinet present at a regularly constituted meeting of voting Cabinet provided that each voting member shall have received at least five (5) days written notice, before the meeting, of such amendments or repeals. Such amendments or repeals shall come effective immediately and remain in effect only until the next A-15 Convention unless confirmed thereat by not less than a majority of the votes cast.

## **Section 2 - NOTICE**

No amendments to the By-laws will be entertained by the Constitution and By-laws Committee unless they have been previously approved by a majority vote at a Lions Club, Zone, Region or Cabinet Meeting. Such amendments are to be voted upon by the Delegates at the next District A-15 Convention.

Proposed amendments to the By-laws shall be in writing and in the hands of the Cabinet Secretary not less than sixty (60) days prior to the date of the Convention.

No amendment shall be so reported or voted upon unless the same shall have been furnished in writing to each Club no less than thirty (30) days prior to the convening date of the Annual Convention with notice that the same will be voted upon at said Convention.

## **Section 3 - EFFECTIVE DATE**

Each amendment shall take effect at the close of the District A-15 Convention at which adopted unless otherwise specified in the amendment.

# **ARTICLE XIII – Rules of Order and Procedure**

## **SECTION 1 – RULES OF PROCEDURE**

Unless otherwise provided by this Constitution and by-laws, all questions of Order or Procedure with respect to any meeting or Convention of this District A-15, its Cabinet, Region, Zone or member club or any committee appointed hereunder, or operation hereunder, shall be determined in accordance with Robert's Rules of Order Newly Revised, as revised from time to time.

## **ARTICLE XIV - Effective Time**

These By-Laws shall take effect at the close of the District A-15 Convention at which the same is adopted by a majority of the votes cast.

# **RECOMMENDED RULES OF PROCEDURE - DISTRICT A-15**

## **CONVENTION**

### **EXHIBIT A**

#### **Rule 1 – Order of Business**

The District Governor shall arrange the Order of Business for the District Convention. Except for registration and certification hours, which may not be changed, deviation from the announced Order of Business shall be made only by consent of three-fourths (3/4) of the Certified Delegates assembled at any session at which a quorum is present. A majority of those Certified Delegates present in person at any session shall constitute a quorum.

#### **Rule 2 – Order of Procedure**

Except as otherwise provided in the Lions Clubs International Constitution and By-Laws, the District A-15 Constitution and By-Laws, national custom and practice or these rules, Robert's Rules of Order, Newly Revised shall govern all questions of Order and Procedure.

#### **Rule 3 – Credentials Committee**

- (a) The Credentials Committee shall be composed of the District Governor, as Chairperson, the Cabinet Secretary-Treasurer and two other non-officers of the District appointed by the District Governor; provided, however, the District Governor may designate any other Committee Member as Chairperson. The Credentials Committee's primary responsibility shall be to verify Club Delegate credentials. In carrying out this responsibility, the Credentials Committee shall have the powers and shall perform the duties as established by national custom and practice or as set forth in Robert's Rules of Order, Newly Revised.
- (b) The registration and certification of Delegates shall occur on the day(s) of \_\_\_\_\_ between the hours of \_\_\_\_\_ and \_\_\_\_\_.
- (c) The number of Certificated Delegates shall be announced to the convention upon close of certification and prior to the commencing of voting.

#### **Rule 4 – Nominating Committee**

- (a) Prior to the Convention, the District Governor, unless otherwise provided, shall appoint, and designate the Chairperson of a Nominating Committee. This committee shall not consist of more than five (5) members. It shall be the committee's responsibility to review the qualifications of each nominated candidate and rule on the eligibility of the same.
- (b) Candidates may withdraw from the contest at any time prior to the issuance of the final report of the Nominating Committee.

#### **Rule 5 - Replacement of Delegates and Alternate Delegates**

- (a) To replace a Delegate and/or Alternate Delegate already certified, the replacement must provide a certificate signed by two officers of the club, certifying that the replacement is eligible as an alternate delegate.

- (b) On the day of voting, a duly certified Alternate Delegate shall be allowed to obtain a ballot and vote in lieu of a duly certified Delegate from the same Lions Club by presenting his/her copy of his/her Alternate Credential Certificate together with the copy of the Certified Delegate's Credential Certificate to the voting personnel at which time the voting personnel will make the necessary notation on the Credential Records marking that a substitution has been made on the respective Club's Delegate entitlement. Alternate Delegates who were not certified cannot replace a Certified or Uncertified Delegate.

#### **Rule 6 – Nominating Speeches**

Standard nominations for the offices of District Governor, Vice District Governor and such other offices to be filled by the convention shall be limited to nominating/seconding speeches not to exceed five (5) minutes for each nominee.

#### **Rule 7 – Elections Committee**

- (a) Prior to the Convention, the District Governor shall appoint and designate the Chairperson of an Elections Committee consisting of three (3) members. Each duly nominated Candidate shall also be entitled to designate one (1) observer from his/her Club. The observers may oversee election procedures only, but may not participate directly in the committee's decision making
- (b) The Elections Committee shall be responsible for preparation of elections materials, provide a suitable procedure for a secret ballot, vote tabulation, resolving questions concerning the validity of individual ballots and present a motion to destroy ballots. The Committee's decision shall be final and binding.
- (c) The Elections Committee shall prepare a comprehensive report of the election results containing the following components: date, time and place of election, specific voting results by candidate, signature of each committee member and observer. The District Governor, Council Chairperson and all candidates shall be provided a copy of the committee's report.

#### **Rule 8 - Voting**

- (a) Voting will take place at a predetermined location and time.
- (b) To ensure a ballot card, the Delegate shall present his/her Credentials Certificate to voting personnel for verification. Once verified, the Delegate shall be issued a ballot.
- (c) The voter shall indicate his/her vote by placing a mark in the appropriate location by the name of the candidate of his/her choice. The mark must be placed in the proper location to constitute a vote. Any ballot containing votes for more than the specified number of offices to be filled in any section shall be declared invalid to that particular section.
- (d) A simple majority vote shall be necessary to elect the District Governor. If a simple majority vote is not received in the election of District Governor, a vacancy shall occur and Article IV, Section 7 (d) of the International Constitution shall apply, and subsection (e) of this rule shall be followed.
- (e) A simple majority vote shall be necessary to elect all other candidates. In the event any one candidate shall fail to receive the required number of votes to be elected, additional balloting shall take place as outlined in By-Law Article III, Section 5, until such time as one candidate secures a simple majority vote.
- (f) The successful candidates shall take office effective the day the International Convention closes.

# **RULES OF PROCEDURE - SPECIAL MEETING TO RECOMMEND A LION FOR APPOINTMENT AS DISTRICT GOVERNOR EXHIBIT B**

## **Rule 1**

In the event of a vacancy in the office of District Governor, the same shall be filled in accordance with the provisions of the International Constitution and By-Laws. The Immediate Past District Governor, First and Second Vice District Governor's, Past District Governor's, Past International Governor's, and Past International Director's and Past International President's in the District shall convene at a date, time and place called and determined by the Immediate Past District Governor to select a replacement for recommendation to the International Board of Directors. It shall be the duty of the Immediate Past District Governor, if he/she is not available, the most recent Past District Governor who is available , to send out invitations fifteen (15) days in advance of the meeting to attend said meeting.

## **Rule 2**

Written invitations to this meeting shall be sent as soon as possible so that the meeting is held within the required fifteen (15) days of receipt of notification. The Immediate Past District Governor, as the meeting's Chairperson, shall have the authority to select the meeting site, date and time. However, he/she shall use their best efforts to select a centrally located meeting venue, and schedule the meeting at a convenient date and time within the required fifteen (15) days.

## **Rule 3**

The Chairperson shall maintain a written attendance roster.

## **Rule 4**

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

## **Rule 5**

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

## **Rule 6: Voting**

- (a) Voting will occur immediately after the close of nominations.
- ~~(b)~~ Voting will be by written ballot.
- (c) The member shall indicate his/her vote by writing the name of his/her choice on the ballot. Any ballot containing votes for more than one Nominee shall be declared invalid.

- (d) A simple majority vote shall be necessary to recommend a member for appointment as District Governor. In the event any one candidate shall fail to receive the required number of votes to be selected, additional balloting shall take place as outlined in By-Law Article III Section 5 until such time as one candidate secures a simple majority vote.

**Rule 7**

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

**Rule 8**

The International Board of Directors, pursuant to Article IX section 6(a) (4) of the International By-Laws shall consider, but is not bound by any recommendation resolved at the special meeting. The International Board of Directors reserves the right to appoint the recommended or any Club Member as District Governor for the (remainder of the) term.

**SUMMARY OF RULES - SPECIAL MEETING TO RECOMMEND A LION FOR APPOINTMENT AS DISTRICT GOVERNOR**

1. The International office has advised the District to convene a Special Meeting to recommend a member for appointment as District Governor.
2. The Immediate Past District Governor prepares invitations for the Special Meeting. Invitations are to be sent to the Immediate Past District Governor, First and Second Vice District Governor, the Region Chairperson, Zone Chairperson and the Secretary and Treasurer or Secretary-Treasurer and all Past International Presidents, Past International Directors and Past District Governors who are members in good standing of a Chartered Lions Club in the District. The invitations should state the date, time and location for the meeting.
3. The Chairperson maintains an attendance roster at the meeting.
4. Nominations are made from the floor. Each Nominee may speak for five (5) minutes, and his/her Secunder may speak for an additional three (3) minutes.
5. Voting begins immediately after nominations close. Voting is by written ballot unless a majority of attendees select another voting method.
6. A simple majority of votes cast by those present and voting is necessary to be recommended. If no one candidate secures a simple majority vote, voting continues as outlined in the rules of procedure.
7. The Chairperson forwards the meeting results at the conclusion of the meeting.