

Lions District 201 W1

BY-LAWS & POLICY MINUTES

ARTICLE I

District Convention

Section 1 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/her 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 2 SITE CHANGE - The district governor shall retain, and have, power to change at any time, for good reason, the convention site chosen by a previous district convention, and neither the district governor nor the district nor any member of the district cabinet, shall incur any liability thereby to any club or club member in the district.

Section 3 – OFFICERS - The members of the district cabinet shall be the officers of the annual district convention.

Section 4 - 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 5 OFFICIAL REPORT - Within sixty (60) 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 said club. The Cabinet Secretary will include a summary of results of ballots, motions and other pertinent information shall be included in the first possible edition after the Convention of the District Governor's Newsletter or 'West Lion'.

Section 6 CREDENTIALS COMMITTEE - The Credentials Committee of the district convention 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. The Credentials Committee shall have the powers and perform the duties set forth in ROBERT'S RULES OF ORDER, NEWLY REVISED.

Section 7 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 8 DISTRICT CONVENTION COMMITTEES - The district governor shall appoint, designate the chairperson of, and fill any vacancies occurring in the following district convention committees: Resolutions, Elections, Constitution and By-Laws, Rules and International Convention. Each region shall have at least one representative on each such committee. These committees shall perform such duties as the district governor shall designate.

Section 9 FUND TAX - In lieu of or in addition to a district convention registration fee, an annual per capita district convention fund tax of five dollars (\$5) may be levied upon each member of each club in the district and shall be collected and paid in advance by each club, except newly chartered and reorganized clubs, in one (1) payment included in first semi-annual dues invoice with billings of said tax to be based upon the roster of each club as of the first day of July. This tax shall be collected from the clubs by, and be remitted to, the cabinet secretary or cabinet-treasurer (or secretary-treasurer), who shall deposit the monies so collected in a special account in a bank or other depository chosen by the district governor. The fund so collected shall be used exclusively for defraying expenses of district conventions and shall be expended only by district cheques drawn and signed by the cabinet treasurer and counter-signed by the district governor.

Any club which is chartered or reorganized in a current fiscal year shall collect and pay said convention per capita tax for said fiscal year on a pro-rata basis from the first day of the second month following the date of its organization, as the case may be.

Section 10 Convention Motions - Subject to Section 12 of this Article, the only motions to be considered at a Convention shall be those which:

- a. Have been submitted in writing to the Constitution By-Laws Chairman not less than sixty (60) days prior to the date of the opening of the Convention by a Club within the District and which are signed by the Club's President or Secretary; or
- b. Have been approved by Cabinet for submission to the Convention not less than sixty (60) days prior to the Convention opening date. PROVIDED that the limit of sixty (60) days shall be increased to ninety (90) days in the case of nay motion to establish a District Project.
- c. Where any notice of motion so submitted is redrafted by the Constitution and By Laws Chairman, the redrafted notice of motion shall be submitted to the originator for approval as soon as possible after being redrafted. The Officer redrafting such notice of motion may stipulate a date by which the originator of such notice of motion must submit the redrafted notice of motion, the date to be determined in accordance with the printing or other requirements of the relevant Convention. Provided the redrafted motion is received by the Constitution By-Laws Chairman by the date so stipulated, it shall be deemed to have been received by the Constitution By-Laws Chairman on the date when the original notice of motion was first submitted.

Section 11 Projects - Any motion to establish a District Project must contain:

- a) Confirmation it has been duly passed at a Club Meeting.
- b) Full organizational details of the proposed project.
- c) The financial responsibilities, if any, of the participating Clubs, and the required commitment (if any) of District 201W1 funds to start up the proposed project and to administer and conduct the project during its first year of operation.
- d) The Project Motion classifies the project either:
 - B) For the purposes of this provision, a project motion shall be classified as:
 - i) A category (A) project which will be managed by the District Cabinet with funding being generated from the project, or from sources specified in the Notice of Motion to establish such a project,

with the District Cabinet being empowered to create a committee for the better administration and control of the project, subject to the following provisions:

- 1) The period of time for the conduct of the project, or in the absence of a limitation of time being expressed in the motion, the period of time will be deemed to be three (3) calendar years commencing from the first day of January immediately following the last day of the Convention approving the project
 - 2) Prior to the expiry of the term of the project, it may be reclassified a category (B) project by a motion passed at a subsequent Convention.
 - 3) The term of the project may be extended by a Notice of Motion passed at a Convention held not later than the expiry date fixed for the project, whether this is by the original motion approving the project or by a motion passed at a subsequent Convention extending the expiry date.
- ii) A category (B) project which will be established, managed and funded (in the name of District 201WI) by a Club (hereinafter called the Managing Club) approved in the motion passed by the District Convention subject to the following provisions:
- 1) The period of time for the conduct of the project shall be fixed by the relevant motion or, in the absence of limitation of time being expressed in the motion, the period shall be deemed to be three (3) calendar years commencing from the last day of the Convention approving the motion.
 - 2) The Managing Club shall be required to make reports of its conduct of the project to each succeeding Convention, together with a disclosure of the financial records up to date being not more than three (3) months prior to the commencement of such Convention.
 - 3) The Managing Club shall be required to provide additional reports as may be sought from time to time by District Cabinet.
 - 4) The Managing Club shall not pledge the Credit of District 201WI Cabinet or Lions Club International.
 - 5) The Managing Club shall be entitled to canvass support for the project from Lions Clubs throughout District 201WI, subject to the approval of the District Governor concerned.
 - 6) The Managing Club shall be entitled prior to the expiration of the term of the project to seek its re-classification to a category (A) project.
 - 7) The term of the project may be extended by a motion passed at a Convention held not later than the expiry date fixed for the project, whether this is fixed by the original motion approving the project or by a motion passed at a subsequent Convention extending the expiry date.
- iii) It is a requirement of a motion to establish a new District 201WI Project (project Motion).
- 1) It has been duly passed at a Club Meeting.
 - 2) Notice thereof has reached the Constitution By-Laws Chairman ninety (90) days preceding the opening of the Convention, save that a notice of motion making minor amendments shall be treated as an ordinary notice of motion.
- iv) In the case of any motion to re-classify a project from category (B) to category (A) or from

category (A) to category (B), notice of such motion may be given by a District W1 Cabinet or a Managing Club and the notice of motion has reached the Constitution By-Laws Chairman not later than ninety (90) days preceding the opening of the Convention.

The provisions contained herein shall have no retrospective effect

Section 12 – Late Notices of Motion - Notwithstanding any of the provisions of this Article, a motion (except any motion concerning the adoption of a District Project activity of any nature) may be considered by the Convention as a Late Notice of Motion, provided that:

- a) i. It arises as a result of debate or action taken at the Convention relating to a motion received in time: or
- ii. It arises as a result of a recommendation contained in an official forum report to the Convention on a matter pertaining to a topic scheduled for discussion at that forum;
- iii. It relates to a happening or event occurring since the due date for lodgement of motions and is approved by the District Governor for inclusion as a Late Notice of Motion;
- b) At least three fourths of the delegates present and voting, support the admission of such a motion to the Convention agenda; and
- c) The Late Notice of Motion is supported by a written submission signed by the President of a Lions Club on behalf of his Club, or by the District Governor.

Section 13 – Registrations - Club Secretaries will advise the Cabinet Secretary of the names of delegates and alternates at least 14 days prior to the start of the Convention.

Registrations will close 15 days prior to the start of the Convention. Any registrations received after this date may not be afforded full hospitality or other Convention services.

No refunds will be given on cancellations within 7 days of the start of the Convention except in extenuating circumstances.

Section 14 – Hospitality Books - Hospitality Books will cover the costs of hospitality at the Convention including the costs of all lunches and morning and afternoon teas during the period of the Convention. Suitable luncheon arrangement should also be made for partners, children and invited guests.

The COC will make available the following Hospitality Books (excluding alcoholic beverages) to the individuals concerned with the cost to be borne by District:

- District Governor and Partner
- 1st Vice District Governor and Partner
- 2nd Vice District Governor and Partner
- Cabinet Secretary and Partner
- Cabinet Treasurer and Partner
- Constitution and By-Laws Chairman and Partner
- District Governor of District 201 W2 and partner or their appointed representatives

- Two invited official Lion guests of the District Governor and partners

All entertainment will be of a standard to uphold the image of Lionism.

All drinks at Hospitality functions will be purchased by the consumers.

The COC should ensure that baby-sitting arrangements on a user pays basis are available where requested by registrants on the registration form.

Section 15 – Official Party - The Official Party will consist of:

- District Governor
- 1st Vice District Governor
- 2nd Vice District Governor
- Cabinet Secretary
- Cabinet Treasurer
- CBL Chairman
- Convention Organizing Chairman
- Host Club President
- Invited guests of the District Governor including the District Governor of District 201 W2
- The partner of each of the above or the appointed representative of any of the above.

Section 16 – Fundraising - There will be no soliciting of funds by visiting Clubs or charities from attending Lions for any purpose other than an official Convention raffle as approved by the District Governor. This should not preclude the COC from promoting souvenirs of the Convention provided that cost and charges are reasonable and are not financed or subsidized in the cost of the Hospitality Book.

Section 17 – Convention Booklet - The Constitution and By-Laws Chairman will make available for each registrant a copy of The Rules of Procedure and Debate for use at the Convention.

Notices of Motions, Nominations and other pertinent Convention business submitted to the Cabinet Secretary by the due date will be printed in the Convention booklet.

Copies of all reports to be made at Convention will be handed to the Cabinet secretary 28 days prior to the start of the Convention.

Section 18 – Attendance Awards - At each Convention there shall be presented Membership Attendance Awards and any other Special Award the District Governor make. The host Club/Clubs shall be eligible to enter.

The Membership Attendance Awards shall be calculated using the following formula:

Percentage of the members of a Club, based on the membership report for the month preceding the Convention, attending the said Convention

The awards shall be presented on the following basis:

Clubs 0 – 30 km from the Convention

Clubs 31 – 300 km from the Convention

Clubs over 300 km from the Convention

ARTICLE II

Meetings

Section 1 DISTRICT CABINET MEETINGS.

(a) Regular. A regular meeting of the cabinet shall be held in each quarter of the fiscal year, with the first of which should be held within thirty (30) days after the adjournment of the preceding international convention. Ten (10) days written notice of meetings setting forth a date, time and place determined by the district governor shall be given to each member by the cabinet secretary.

(b) Special. Special meetings of the cabinet may be called by the district governor at his/her discretion, and shall be called upon written request made to the district governor or the cabinet secretary by a majority of the members of the cabinet. No fewer than five (5) nor more than twenty (20) days written (including letters, electronic mail, facsimile transmission, or cable) notice of special meetings, setting forth the purposes and a date, time and place determined by the district governor, shall be given to each member by the cabinet secretary.

(c) Quorum and Vote. The attendance of a majority of the members of the cabinet shall constitute a quorum for any meeting. In all such meetings, the voting privilege shall extend to the district governor, the immediate past district governor, first and second vice district governors, the region chairpersons (if the position is utilized during the district governor's term), zone chairpersons, cabinet secretary and cabinet treasurer (or cabinet secretary treasurer).

(The voting privilege may be extended to such other members of the district cabinet as may be provided.)

(d) Executive meeting - An executive meeting comprising of the District Governor, 1st & 2nd Vice District Governor, Cabinet Secretary, Cabinet Treasurer, CBL and MERL Chairman shall be convened prior to the next cabinet meeting.

(e) All notices of motion for Cabinet Meetings should be in writing. Any subsequent amendments should also be in writing.

(f) Minutes and Reports - Cabinet Minutes will be circulated as follows:

- Each Cabinet Officer 1 copy
- Lions Clubs International 1 copy

- District Files 1 copy
- Multiple District 1 copy

Cabinet Officers are requested to submit a report via email, or hard copy to the Cabinet Secretary at least seven (7) days prior to the Cabinet Meeting

Section 2 REGIONS AND ZONES.

(a) Organizational. The district governor shall divide the district into regions of no more than sixteen (16) and no less than ten (10) Lions clubs, and each such region into zones of no more than eight (8) and no less than four (4) Lions clubs, giving due regard to the geographical locations of the clubs. All such regions and zones shall be subject to change by the district governor, when in his/her sole discretion; he/she shall deem the same necessary to the best interests of the association.

(b) Regional Meetings. Meetings of representatives of all clubs in a region, with the region chairperson (if the position is utilized during the district governor's term) or other district cabinet member as may be assigned by the district governor presiding, should be held during the fiscal year at times and places fixed by the region chairperson of the respective region.

(c) Zone Meetings. Meetings of representatives of all the clubs in a zone, with the zone chairperson presiding, shall be held during the fiscal year at times and places fixed by the zone chairperson.

ARTICLE III

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 sub-district convention, a Nominating Committee of 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 at the time of their appointment hold any district or international office.

Section 2 DISTRICT GOVERNOR ELECTION PROCEDURES. Any qualified member of a club in the district seeking the office of district governor shall file his/her intention to so run in writing with the Nominating Committee prior to the day of its report to the convention, and furnish evidence of his/her compliance with the qualifications for said office set out in the International 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 shall be allowed one nominating speech of no more than five (5) minutes duration, and one candidate speech of no more than four (4) minutes duration.

Section 3 FIRST AND SECOND VICE DISTRICT GOVERNOR ELECTION PROCEDURES. Any member of a club in the district seeking the office of first or second vice district governor shall file his/her intention to so run in writing with the Nominating Committee prior to the day of its report to the convention, and furnish evidence of his/her compliance with the qualifications for said office set out in the International 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. Each candidate shall be allowed one nominating speech of no more than five (5) minutes duration, and one candidate speech of no more than three (3) minutes duration.

Section 4 BALLOT - The election shall be by secret written ballot, with the candidate or candidates required to secure a majority of the votes cast by the delegates present and voting in order to be declared elected; for 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. 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 candidate receives a majority. In case of a tie on any ballot, balloting shall continue on the tied candidates until one is elected.

Section 5 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 governors, the region chairpersons, zone chairpersons, the cabinet secretary and cabinet treasurer (or cabinet secretary/treasurer) and District Governor's Honorary Committee 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.) 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) 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.

It is encouraged that the first vice district governor fulfil his/her full term of office and other qualified Lions be considered for filling a vacancy in the office of district governor.

Section 6 FIRST AND SECOND VICE DISTRICT GOVERNORS AND OTHER VACANCIES. Any vacancy in office except that of district governor and first and second vice district governors shall be filled by appointment from 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 members of the existing cabinet as provided for in the International Constitution and By-Laws and all past international officers who are members in good standing of a chartered Lions club in good standing in the district. It shall be the duty of the attendees at this meeting to appoint a qualified club member as first or second vice district governor for the remainder of the term. 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/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 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/her 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) 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 7 REGION/ZONE CHAIRPERSON QUALIFICATIONS. Each region and zone chairperson shall:

(a) Be an active member in good standing in his/her 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.

Section 8 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.

Section 9 Electioneering – (All nominees for the position of District Governor or 1st & 2nd Vice District Governor and for positions on Foundation Boards or District Committees shall on receipt of their nominations by the Constitution and By-Laws Chairman, be provided by REGISTERED MAIL with a copy this section of the District By-Laws which applies to electioneering.)

a) Electioneering material shall be limited to one sheet and the size shall not exceed A4 size (210mm x 297mm) but it may be printed on one or both sides thereof. It may be on plain paper or on letterhead of the candidate's nominating club. It shall contain a statement of facts on the Candidate's history, family, professional or business background and other such information as is required and may contain a statement by the candidate on his policies for his term of office.

b) The colour shall be black print on white paper to be interpreted in their normal usage.

c) The electioneering material may include a current photograph of the candidate and a report by the candidate's nominating club. This electioneering material shall be submitted in advance to the Cabinet Secretary of the District and the District Governor or Cabinet Secretary shall certify as to the correctness or otherwise of the material contained in the statement of facts mentioned in paragraph

(a) hereof, and if such statement is certified to be incorrect, it shall not be published or distributed until such District Governor or Cabinet Secretary has certified that it has been corrected and is correct.

d) The electioneering material as defined in paragraphs (a) and (c) above may be distributed by the candidate himself, or by his sponsoring club, but only once, and in any event not later than fourteen (14) days prior to the date of the subject election to each Club Secretary and/or Club President and/or District Officer and/or District Chairman within the District except that one copy of such electioneering material may also be inserted prior to the convention in the satchel handed to each Lion attending such convention. However otherwise than as above, no electioneering material shall be distributed or handed out at conventions.

e) The issue of the West Lion immediately prior to the subject District Convention should include one photograph of each candidate nominated for election to the positions of District Governor and First and Second Vice District Governor and shall include a statement of facts, of not more than 500 words, on each candidate's history, family and professional background. The Material referred to in this clause shall be submitted in advance to the Cabinet Secretary of the District and the District Governor shall certify as to the correctness or otherwise of the material referred to in this paragraph prior to its publication, and if such statement is certified to be incorrect, it shall not be published until it has been corrected and is correct.

f) No organized functions, receptions, giveaways or other similar promotions in support of a candidate shall be permitted.

g) No electioneering material shall be published or distributed by individual Lions or clubs except as provided in paragraphs (a) and (d) hereof, endorsing, sponsoring or supporting any candidate for election.

h) Any proven breach of these electioneering rules, intentional or otherwise may result in disqualification of the candidate or candidates who commit or are favoured by such a breach, at the discretion of the District Governor and Constitution and By-Laws Chairman on an appeal from a candidate.

ARTICLE IV

Duties of District Officers/Cabinet

Section 1 DISTRICT GOVERNOR. Under the general supervision of the International Board of Directors, he/she shall represent the association in his/her district. In addition, he/she shall be the chief administrative officer in his/her district and shall have direct supervision over the first and second vice district governor, region chairpersons, the zone chairpersons, the cabinet secretary-treasurer and such other cabinet members as may be provided for in this district constitution and by-laws. His/her specific responsibilities shall be to:

(a) Administer and promote membership growth and new club development.

(b) Administer and promote leadership development at the club and district levels.

- (c) Promote the Lions Clubs International Foundation and all service activities of the association;
- (d) Preside, when present, over cabinet, convention and other district meetings. During any period he/she is unable to so preside, the presiding officer at any such meeting shall be the first or second vice district governor, but if he/she is not available, the district officer chosen by the attending members shall preside;
- (e) Promote harmony among the chartered Lions clubs;
- (f) Exercise such supervision and authority over cabinet officers and district committee appointees as is provided in this district constitution;
- (g) Ensure that each Lions club in the district be visited by district governor or other district officer once every year to facilitate successful administration of the club, and that the visiting officer submit a visitation report to the International Headquarters for each visit.
- (h) Submit a current itemized statement of total district receipts and expenditures to his/her district convention or annual meeting of his/her district at a multiple district convention;
- (i) Deliver, forthwith, at the termination of his/her term of office, all district accounts and records to his/her 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/her by the International Board of Directors through the District Governor's Manual and other directives.

Section 2 FIRST VICE DISTRICT GOVERNOR - The first vice district governor, subject to the supervision and direction of the district governor, shall be the chief administrative assistant and representative of the district governor.

His/her specific responsibilities shall be, but not limited, to:

- (a) Further the purposes of this association;
- (b) Perform such administrative duties assigned by the district governor;
- (c) Perform such other functions and acts required by the International Board of Directors;
- (d) Participate in the cabinet meetings, and conduct meetings in the absence of the district governor, and participate in council meetings as appropriate;
- (e) Assist the district governor in the review of the strengths and weaknesses of the clubs in the district, identifying the existing and potential weak clubs and establishing plans to strengthen them;
- (f) Conduct club visitation as the representative of the district governor when requested 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 organize and promote other events within the district;
- (j) At the request of the district governor, supervise other district committees;
- (k) Participate in the planning of the next year including the district budget;
- (l) Familiarize himself/herself with the duties of the district governor so that, in the event of a vacancy in the office of the district governor, he/she would be better prepared to assume the duties and responsibilities of said office as the acting district governor until the vacancy is filled according to these by-laws and rules of procedure adopted by the International Board of Directors.

Section 3 SECOND VICE DISTRICT GOVERNOR.

The second vice district governor, subject to the supervision and direction of the district governor, shall be an assistant in the administration of the district, and representative of the district governor. His/her specific responsibilities shall be, but not limited, to:

- (a) Further the purposes of this association;
- (b) Perform such administrative duties assigned by the district governor;
- (c) Perform such other functions and acts required by the International Board of Directors;
- (d) Participate in the cabinet meetings, and conduct meetings in the absence of the district governor, and participate in council meetings as appropriate;
- (e) Familiarize himself/herself with the health and status of the clubs in the district, 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) Familiarize himself/herself with the duties of the district governor so that, in the event of a vacancy in the offices of district governor and first vice district governor, he/she would be better prepared to assume the duties and responsibilities of said offices as the acting district governor or acting vice district governor until the vacancies are filled according to these by-laws and rules of procedure adopted by the International Board of Directors.

Section 4 CABINET SECRETARY-TREASURER - He/she shall act under the supervision of the district governor.

His/her specific responsibilities shall be to:

(a) Further the Purposes of this association;

(b) Perform such duties as are implied by the title of said office, including but not by way of limitation, the following:

1) Keep an accurate record of the proceedings of all meetings of the cabinet, and within five (5) days after each meeting forward copies of the same to all members of the cabinet, and the office of Lions Clubs International;

2) Take and keep minutes of the sub-district convention and furnish copies of the same to Lions Clubs International, the district governor and the secretary of each club in the sub-district;

3) Make reports to the cabinet as the district governor or cabinet may require;

4) Collect and receipt for all per capita 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;

5) Remit and pay over to the multiple district council secretary-treasurer the multiple district per capita tax, if any, collected in the sub-district, and secure a proper receipt;

6) Keep accurate books and records of account, and minutes of all cabinet and 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/she shall furnish any such books and records as requested to any auditor appointed by the district governor.

7) Secure bond for the faithful performance of his/her duties in such sum and with such sureties as may be required by the district governor.

(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 (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 his/her region. His/her specific responsibilities should be to:

(a) Further the Purposes of this association;

(b) Supervise the activities of the zone chairpersons in his/her region and such district committee chairpersons as may be assigned to him/her by the district governor;

(c) Play an active role in organizing new clubs and in strengthening weak clubs;

(d) Visit a regular meeting of each club in his/her region at least once during his/her term of office, reporting his/her findings to the district governor;

(e) Visit a regular board of directors meeting of each club in his/her region at least once during his/her term of office, reporting his/her findings to the district governor;

(f) Endeavour to have every club in his/her region operating under a duly adopted club constitution and by-laws;

(g) Promote representation at international and district (sub-and multiple) conventions by at least the full quota of delegates to which clubs in his/her region are entitled;

(h) Carry out such official visitations to club meetings and charter nights as shall be assigned to him/her by the district governor;

(i) Perform such additional assignments as shall be given to him/her from time to time by the district governor;

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

In the event the region chairperson for any reason cannot or does not, in the judgment of the district governor, perform the duties of his/her office, or in the event the office is for any reason vacated, the district governor shall appoint a successor to serve for the unexpired term.

Section 6 ZONE CHAIRPERSON - The zone chairperson, subject to the supervision and direction of the district governor and/or region chairperson, shall be the chief administrative officer in his/her zone. His/her specific responsibilities shall be to:

(a) Further the Purposes of this association;

(b) Serve as chairperson of the District Governor's Advisory Committee in his/her zone and as such chairperson to call regular meetings of said committee;

- (c) 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 and region chairperson;
- (d) Play an active role in organizing new clubs and keep informed on the activities and well-being of all clubs in his/her zone;
- (e) Represent each club in his/her zone in any problems with district, multiple district council chairperson or Lions Clubs International;
- (f) Supervise the progress of district, multiple district, and Lions Clubs International projects in his/her zone;
- (g) Endeavour to have every club within his/her zone operating under a duly adopted club constitution and by-laws;
- (h) Promote representation at international and district (sub-and multiple) conventions by at least the full quota of delegates to which clubs in his/her zone are entitled;
- (i) Visit a regular meeting of each club in his/her zone once or more during his/her term of office, reporting his/her findings to the region chairperson – particularly with respect to weaknesses he/she may have discovered (copy to district governor);
- (j) Perform such other functions and acts as may be required of him/her by directives of the International Board of Directors.

In the event the zone chairperson for any reason cannot or, in the judgment of the district governor, does not perform the duties of his/her office, or in the event the office is for any reason vacated, the district governor shall appoint a successor to serve for the unexpired term.

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

- (a) Assist the district governor in the performance of his/her duties and in the formulation of administrative plans and policies affecting the welfare of Lionism within the sub-district;
- (b) Receive, from the region chairpersons or other assigned district cabinet members, reports and recommendations which concern the clubs and zones;
- (c) Supervise the collection of all per capita taxes by the cabinet treasurer, designate a depository(s) for said funds and authorize the payment of all legitimate expenses pertaining to the administration of the affairs of the district;
- (d) Secure, set the amount of and approve the surety company issuing, the surety bond for the cabinet secretary-treasurer;
- (e) Secure, semi-annually or more frequently, sub-district financial reports from the cabinet secretary and cabinet treasurer (or secretary-treasurer).

(f) Provide for an audit of the books and accounts of the cabinet secretary, cabinet treasurer, or cabinet secretary-treasurer and with the district governor's approval, set up definite schedule of dates, times and places of cabinet meetings to be held during the fiscal year.

Section 8 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 his/her office under ROBERT'S RULES OF ORDER, NEWLY REVISED.

ARTICLE V

District Committees/Duties

Section 1 DISTRICT GOVERNOR'S ADVISORY COMMITTEE. In each zone, the zone chairperson and the 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 days prior to the multiple district convention. It shall assist the zone chairpersons 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 his/her cabinet.

Section 2 DISTRICT GOVERNOR'S HONORARY COMMITTEE. The district governor may appoint a District Governor's Honorary Committee composed of past international officers who are members in good standing of clubs within the sub-district. 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 3 DISTRICT CABINET COMMITTEES. 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 VI

DISTRICT ADMINISTRATION & ACTIVITIES FUND

Section 1 DISTRICT ADMINISTRATION REVENUE - To provide revenue to defray the administrative expenses of the district, an annual district administrative fund per capita tax of \$21.00 is hereby levied upon each member of each club in the district and shall be collected and paid in advance by each club in two (2) semi-annual payments as follows: \$10.50 per club member on July 1 of each year to cover the semi-annual period July 1 to December 31; and \$10.50 per club member on January 1 of each year, to cover the semi-annual period January 1 to June 30, with billings of the same to be based upon the roster of each club as of the first days of July and January, respectively. Said tax shall be paid to the cabinet secretary or cabinet treasurer (or secretary-treasurer) by each club in the district, except newly chartered and reorganized clubs, which shall collect and pay said per capita tax from the next scheduled semi-annual payment following the date of their organization

or reorganization, as the case may be. Said per capita tax shall be disbursed only for administrative expenses of the district and only upon approval by the district governor's cabinet.

Disbursement therefrom shall be by cheques drawn and signed by the cabinet treasurer and countersigned by the district governor.

Section 2 DISTRICT ACTIVITIES REVENUE - To provide revenue to defray the administrative expenses of the district, an annual district activities fund per club tax of \$150.00 is hereby levied upon each club in the district and shall be collected and paid in advance by each club in two (2) semi-annual payments as follows: \$75.00 per club on July 1 of each year to cover the semi-annual period July 1 to December 31; and \$75.00 per club on January 1 of each year, to cover the semi-annual period January 1 to June 30, with billings of the same to be based upon the roster of clubs as of the first days of July and January, respectively. Said tax shall be paid to the cabinet secretary or cabinet treasurer (or secretary-treasurer) by each club in the district, 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. Said per capita tax shall be disbursed only for activities expenses of the district and only upon approval by the district governor's cabinet.

Disbursement therefrom shall be by cheques drawn and signed by the cabinet treasurer and countersigned by the district governor.

Section 3 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 4 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 5 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.

Section 6 Expenditure - It is recognised that District will endeavour, within its resources, to reimburse to Cabinet Officers expenditure incurred on behalf of the District in performing their duties. The nature of the Organization however is such that there is a strong expectation that such Officers take on their roles to provide service to others and that they should not have an expectation of total recoupment in all circumstances.

The attendance at all Multiple District Council Meetings and the Multiple District Convention by the District Governor or, in his absence, a Cabinet Officer selected by the District Governor, is considered essential to the efficient operation of this District. The attendance at Multiple District Council Meetings and the Multiple District Convention by the District Governor Elect and Partner, and Cabinet Secretary Designate for training purposes is also considered essential.

To help offset major costs associated with these attendances the following reimbursements will be made to the above mentioned officers:

District Governor (All included in allowance of \$7,500 below)

Airfares: Return economy airfare to the Multiple District Council Meeting held in conjunction with and at the same city/town as the Multiple District Convention.

Accommodation: Reimbursement of the difference between actual expenditure and that recovered under the International Rules of Audit for District Governor expenditure up to a maximum of three (3) nights for normal Multiple District Council Meetings and up to a maximum of nine (9) nights on the occasion of the combined Multiple District Council Meeting and Multiple District Convention.

Meals: Reimbursement of up to the current meal allowance paid under the International Rules of Audit will be paid on presentation of receipts (excluding alcoholic beverages) for attendance at Multiple District Council Meetings and Multiple District Convention in terms of this section.

Ground Transport: Cost of ground transport to and from airports to attend Multiple District Council meetings will be reimbursed against receipts. Every effort is to be made to share facilities to minimize District expenditure.

Multiple District Convention Hospitality: District will pay for the cost of you and your partners Convention "Hospitality Book".

International Convention District Governor Partner - The District Governor Elect shall be reimbursed the cost of the partner travelling to International Convention for the equivalent amount approved by Lions Clubs International for the District Governor's travel. However the District may purchase both the District Governor's and partner's fares from the same travel agency. 'Any refund received from Lions Clubs International shall be repaid to the District, and if this is not possible through rules governing Transitional Status, that this amount be deducted from the contingency of up to \$7,500 given by District, to help offset with D.G's expenses as listed below'.

- A. May be used to offset airfares and accommodation costs not covered by LCI.
- B. May be used for official functions not covered by Lions Clubs International i.e. District W2 Cabinet Meetings & awards night.
- C. Up to \$200 may be used for District Governor's Christmas Cards.
- D. No allocation of this contingency may be used for Club Installation Nights i.e. inductions or change-over.
- E. No allocation of this contingency may be used for telephone or postage.
- F. No allocation of this contingency may be used for uniforms.
- G. District will pay the cost of a District W1 Lions Getting Together Function held at a Multiple District Convention; Conventioneers may pay a surcharge to offset costs. The District Governor to approve expenditure up to \$1000.

District Governor Elect and Partner

Airfares: Return economy airfare to January Multiple District Council Meeting. Return economy airfare to the Multiple District Council Meeting held in conjunction with and at the same city/town as the Multiple District Convention.

Accommodation: Reimbursement of actual expenditure up to a maximum of three (3) nights for the January Multiple District Council Meetings and up to a maximum of nine (9) nights on the occasion of the combined Multiple District Council Meeting and Multiple District Convention.

Meals: Reimbursement of up to the current meal allowance paid under the International Rules of Audit will be paid on presentation of receipts (excluding alcoholic beverages) for attendance at Multiple District Council Meetings and Multiple District Convention in terms of this section.

Ground Transport: Cost of ground transport to and from airports to attend Multiple District Council meetings will be reimbursed against receipts. Every effort is to be made to share facilities to minimize District expenditure.

Multiple District Convention Hospitality: District will pay for the cost of your Convention "Hospitality Book".

1st Vice District Governor Elect

Airfares: If a training session is scheduled and attended - Return economy airfare to the Multiple District Council Meeting held in conjunction with and at the same city/town as the Multiple District Convention.

Accommodation: If a training session is scheduled - Reimbursement of actual expenditure up to a maximum of four (4) nights on the occasion of the combined Multiple District Council Meeting and Multiple District Convention.

Meals: If a training session is scheduled and attended - Reimbursement of up to the current meal allowance paid under the International Rules of Audit will be paid on presentation of receipts (excluding alcoholic beverages) for attendance at Multiple District Council Meetings and Multiple District Convention in terms of this section.

Ground Transport: If a training session is scheduled and attended - Cost of ground transport to and from airports to attend Multiple District Council meetings will be reimbursed against receipts. Every effort is to be made to share facilities to minimize District expenditure.

2nd Vice District Governor Elect

Airfares: If a training session is scheduled and attended - Return economy airfare to the Multiple District Council Meeting held in conjunction with and at the same city/town as the Multiple District Convention.

Accommodation: If a training session is scheduled - Reimbursement of actual expenditure up to a maximum of four (4) nights on the occasion of the combined Multiple District Council Meeting and Multiple District Convention.

Meals: If a training session is scheduled and attended - Reimbursement of up to the current meal allowance paid under the International Rules of Audit will be paid on presentation of receipts (excluding alcoholic beverages) for attendance at Multiple District Council Meetings and Multiple District Convention in terms of this section.

Ground Transport: If a training session is scheduled and attended - Cost of ground transport to and from airports to attend Multiple District Council meetings will be reimbursed against receipts. Every effort is to be made to share facilities to minimize District expenditure.

Cabinet Secretary

Airfares: Return economy airfare to the Multiple District Council Meeting held in conjunction with and at the same city/town as the Multiple District Convention subject to attending scheduled Cabinet Secretary Meetings and Seminars and carrying out prescribed duties at the Multiple District Convention.

Accommodation: Reimbursement of actual expenditure up to a maximum of eight (8) nights on the occasion of the combined Multiple District Council Meeting and Multiple District Convention.

Meals: Reimbursement of up to the current meal allowance paid under the International Rules of Audit will be paid on presentation of receipts (excluding alcoholic beverages) for attendance at Multiple District Council Meetings and Multiple District Convention in terms of this section.

Ground Transport: Cost of ground transport to and from airports to attend Multiple District Council meetings will be reimbursed against receipts. Every effort is to be made to share facilities to minimize District expenditure.

Multiple District Convention Hospitality: District will pay for the cost of your Convention "Hospitality Book".

Cabinet Secretary Designate

Airfares: If a training session is scheduled and attended - Return economy airfare to January Multiple District Council Meeting and return economy airfare to the Multiple District Council Meeting held in conjunction with and at the same city/town as the Multiple District Convention.

Accommodation: If a training session is scheduled and attended - Reimbursement of actual expenditure up to a maximum of three (3) nights for the January Multiple District Council Meeting and up to a maximum of three (3) nights on the occasion of the combined Multiple District Council Meeting and Multiple District Convention.

Meals: Reimbursement of up to the current meal allowance paid under the International Rules of Audit will be paid on presentation of receipts (excluding alcoholic beverages) for attendance at Multiple District Council Meetings and Multiple District Convention in terms of this section.

Ground Transport: Cost of ground transport to and from airports to attend Multiple District Council meetings will be reimbursed against receipts. Every effort is to be made to share facilities to minimize District expenditure.

Cost effectiveness

Every effort is to be made by the Cabinet Secretary to obtain the lowest cost air fare structure with a recognized commercial airline. Usage of accommodation arranged and/or approved by the Multiple District Council Executive Officer for Council Meetings is encouraged unless its cost is in the view of the District Governor prohibitive and he seeks cheaper rooms for his party.

Other Expenditure

Postage, Telephone, Facsimile and Photocopying:

Such costs associated with District Administration will be reimbursed to the District Governor (subject to reimbursement via Lions International Rules of Audit), Cabinet Secretary and Cabinet Treasurer.

District Convention:

Accommodation costs associated with attendance at the "District Convention will be reimbursed for:

- District Governor and partner
- 1st Vice District Governor and partner
- 2nd Vice District Governor and partner
- Cabinet Secretary and partner
- Cabinet Treasurer and partner
- Constitution and By-Laws Chairman and partner
- District Governor District 201 W2 and partner or their appointed representatives
- Two invited official Lions guests of the District Governor and partners

Expenses incurred with travel costs for attendance at District Convention, where such travel originated outside the circumference of a circle centred at the Convention centre with a radius of 500 km, may, at the discretion of the District Governor of the day, be subsidised 35c per km travelled for:

- 1st Vice District Governor
- 2nd Vice District Governor
- Cabinet Secretary
- Cabinet Treasurer

- Constitution and By-Laws Chairman

District Governor Bannerettes:

The cost of producing District Governor personal bannerettes will be reimbursed on the basis of the number of Clubs plus other perceived requirements up to a maximum of 250.

District Pins:

The District Governor may produce up to 250 District Pins each year for sale. The District Governor to choose design of the pins. An allocation of 75 pins, free to the District Governor for his personal use during his term. It is envisaged the sale of the remainder of the pins will offset the cost to District.

Stationery, Letter Heads, Envelopes:

District letterheads and envelopes will be blue print on white paper. Letterheads will have the names of the District Governor, Cabinet Secretary and Cabinet Treasurer. Details will include phone, fax, mobile phone and email.

District Governor's Business Cards:

District Governor will be supplied with 300 business cards for use during his/her term in office - 200 cards to be District Governor and 100 to be PDG for use after their term of office.

Cabinet Officers Expenses:

All Cabinet Officers may be reimbursed on presentation of receipts for cost associated with the performance of their duties up to the following maximum amounts per annum.

(a) Postage and telephone \$75.00

(b) Travel to Perth for Cabinet Meetings

i.	Zones 1, 2, 3, 4, 5, & 6	Nil
ii.	Zones 7, 9, 10 & 11	\$150.00
iii.	Zone 8, 12 & 13	\$300.00

Any claims in excess of the above amounts will be considered if properly substantiated.

Prior approval of the District Governor must be obtained before incurring expenditure of a large or abnormal nature.

Where a Cabinet Officer is required to travel on behalf of the Cabinet at the request of the District Governor, that Cabinet Officer may be reimbursed at a rate of \$0.35 cents per kilometre travelled, except where such reimbursement is provided for above.

Any reimbursement which may be received on behalf of any member of the executive shall be paid into District if the travel costs have been met by District. Delegates are not entitled to claim or be paid by other Lions entities and receive fares equalisation.

Youth of Year Budget:

The District will reimburse reasonable expenses, for the running of the Zone, (not required if less than three Clubs per Zone participate), Regional and District Finals, upon the presentation of receipts for costs incurred. The District officers involved in the planning of these events are urged to seek venues that are available at reasonable cost (school, community centres etc.).

- The following MAXIMUM amounts are set to assist your planning:

(i) Zone or Regional Final - \$300 to cover Venue Hire and all Associated Expenses (Lunches, gifts, certificate folders or frames etc.)

(ii) District Final - \$400 to cover Venue Hire and all Associated Expenses (Lunches, gifts, certificate folders or frames etc.).

- The co-ordinating Club or Zone may wish to run a day raffle to offset catering expenses and reduce costs.
- The Youth of the Year District Chairman will, upon the presentation of receipts, be reimbursed for expenses related to the postage of information kits to Clubs, stationary requirements, photocopying and Club supplies provided at cost by the Multiple District.
- District will also pay the annual entry fees at the current rate.
- District will also meet their share of the State Co-ordinators expenses, subject to the presentation of a budget for approval by Cabinet.

Section 7 – Youth of the Year State Coordinator Policy

The state co-ordinator for Youth of the year will prepare and present a budget to the District Governor and Cabinet of Districts 201 W1 and W2, for their approval.

This budget will outline:

1. The anticipated expenses for the Western Australian leg of the National tour, undertaken by the State winners and the National winner/s each year.

Such costs will be determined by the tour planning committee usually comprised of the representatives from the Host Club, the State Co-ordinator and the current State winner. In any given year the tour is expected to make a visit to the hometown of the State winner as part of the tour.

Definition: The Host Club is the Club that sponsors the participant who goes on to be the YOTY State winner in any given year. If they don't want to accept the responsibility for planning the W.A. leg of the tour the State Co-ordinator will appoint a planning committee to organize it.

2. The anticipated costs for the promotion and running of the State Final for Youth of the Year will include venue hire, catering and meals for judges and finalists, trophies, gifts for judges, associated photo-copying, banners, pens, postage and associated travel.

3. The State Co-ordinator may also present a claim for reasonable travel costs associated with the demands of their role. This will include the running of training days, co-ordinating activities between the two Districts and attendance and participation in the District Finals, the State Final and at the Multiple District National Final, where they are expected to assist the National Chairman with the supervision of the contestants during the final judging and their appearances at various Convention functions.

N.B. The National Council of Governors has passed a decision encouraging the Districts to contribute to the budget as submitted by the Youth of the Year Co-ordinator which should include reasonable support towards their expenses when attending the Multiple District Convention.

They defined reasonable support as 'the equivalent cost of the cheapest available return airfare and four night's accommodation in accordance with the rate set by the Multiple District Rules of Audit'.

The two Districts are expected to share equally the cost of implementing the approved budget.

In any given year the payment of approved budget items will rest with the Treasurer of the District from which the State co-ordinator was appointed. It will be the Treasurers duty to pay all of the accounts within the framework of the approved budget and to then recoup an equal share of the expended budget from the other District.

The State co-ordinator's budget does not cover any of the expenses incurred by the District Chairman, Zone Chairman and Clubs in the day to day running of the Youth of the Year Quest at District level. These costs will be met in accordance with the demands of the District Policy Minutes.

Section 8 Christmas Cake Money Allocations: (To District from Multiple District Christmas Cake Programme.)

That the allocation of funds to various charities and beneficiaries be made by the current District Governor through the Cabinet prior to payment from this year's allocation.

Melvin Jones Fellowship's may be given annually from this allocation.

That a minimum of \$2,000 pa be allocated from the Christmas Cake Fund to a District Development fund and or Extension or Retention for the purpose of training i.e. Leadership, Club Officers Forums, Venue Hire and travel expenses.

ARTICLE VII

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 endorsements of a district convention as a candidate for the office of international director or second vice-president shall:

(a) Deliver (by mail or in person) written notice of intention to seek such endorsement to the district governor and if this is a sub-district of a multiple district to the multiple district council secretary

treasurer no less than 30 days prior to the convening date of the district convention at which such question of endorsement is to be voted upon;

(b) Deliver with said notice of intention evidence of fulfilment of the qualifications for such office set forth in the International Constitution and By-Laws.

Section 2 NOMINATION - Each notice of intention so delivered shall be transmitted forthwith by the district governor to the Nominating Committee of the respective convention, which shall review and perfect the same by obtaining from each prospective candidate any additional evidence of such intention and qualifications as may be necessary under the International Constitution and By-Laws, and shall place in nomination at the respective convention the name of each such prospective candidate who has fulfilled said procedural and constitutional requirements.

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

Section 4 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 this district shall be valid unless and until the provisions of this Article VII have been met.

ARTICLE VIII

Rules of Procedure

Except as otherwise specifically provided in this constitution and by-laws, or in the rules of procedure adopted for a meeting, all questions of order and procedure adopted for a meeting, all questions of order and procedure in any district meeting or convention, any meeting of the district cabinet, region, zone or member club or of any group or committee of any one of them shall be determined by ROBERT'S RULES OF ORDER, NEWLY REVISED.

ARTICLE IX

Miscellaneous

Section 1 DISTRICT GOVERNOR EXPENSES – INTERNATIONAL CONVENTION. Expenses of the district governor in connection with his/her attending the international convention shall be considered a district administrative expense. Reimbursement for such expenses shall be made on the same basis as outlined in the Rules of Audit of Lions Clubs International.

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

Section 3 CABINET SECRETARY-TREASURER BOND - The cabinet secretary-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 for an annual or more frequent audit or review of the books and accounts of the cabinet secretary and cabinet treasurer (or secretary or treasurer) and a statement of the financial condition of the district shall be sent to Lions Clubs 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 with the exception of the cabinet secretary cabinet treasurer (or secretary treasurer) whose compensation, if any, shall be fixed by the district cabinet.

Section 6 FISCAL YEAR - The fiscal year of this district shall be from July 1st to June 30th.

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 Suspension or Cancellation of Club Charter - Where the Charter of any Club within the District is cancelled by the Association, the property of the Club including all moneys standing to its credit at any bank and all funds shall forthwith vest in the District Governor on behalf of this District who may receive all property, moneys and funds and give all necessary receipts and discharges to any person or persons or corporation for the time being holding such property, moneys or funds. The District may (if approved by Cabinet) satisfy any liabilities of such a Club and dispose of the net assets of such Club (if any) for the benefit of the District and the area in which the Club is situated, subject nevertheless to the law for the time being in force in the State of Western Australia.

Section 9 Status Quo - Where any Chartered Club within the District is placed in status quo by the Association for any period, the District Governor may instruct the Club's bankers to suspend all operations on the Club's bank accounts and during such period, no moneys may be withdrawn from the Club's accounts without the written consent of the District Governor.

Section 10 Precedence - The provisions of the Constitution and By-Laws of Lions Clubs International and Lions Clubs International Multiple District 201 shall take precedence over the provisions of this Districts Constitution and By-Laws, and the provisions of the Constitution and By-Laws relating to matters affecting the District, shall take precedence over the provisions of the Constitution and By-Laws of Lions Clubs within the District.

Section 11 Telemarketing - Where telemarketing or professional fund raising takes place beyond the boundaries of one club but within the boundaries of District 201WI, it shall require the approval of and supervision by the District Cabinet in a form decided by the Cabinet, ensuring the good reputation of Lions Clubs International.

Where telemarketing or professional fund raising takes place beyond the boundaries of District 201WI, it shall be approved and supervised by a body, foundation or committee established jointly

by the Districts involved The supervision shall be in a form decided by the said body, foundation or committee, or the Multiple District Council which will ensure the good reputation of Lions Clubs International.

Section 12 Publications - The District may publish prior to the start of each Lionistic year the following publications:

- District Planning and Information Manual (hardcopy, diary or disc), for issue free of charge to Cabinet Officers, Club Presidents, Club Secretaries and Club Treasurers and extra copies to Clubs who order and pay in advance. The Cabinet Secretary shall request numbers from Clubs in April of each year. In the event of a sponsorship being provided, each member will receive one copy free of charge.
- A Joint District 201 W1 and 201 W2 Magazine may be published on a quarterly basis. The magazine shall contain the District Governor's monthly report. District Governor's newsletter to be published in other months.

The magazine and newsletter will be financed by advertising and/or by an amount decided by District Convention on a 'per member basis'.

The District Governor shall appoint a Magazine Chairman (who in turn will select a Magazine Committee whose responsibility it will be to edit and arrange publication and distribution of the Magazine in conjunction with the Magazine Co-ordinator of District 201 W2.

Distribution will be as follows:

- a) 1 copy to each Club Member
- b) 1 copy to Multiple District Council Chairman
- c) 1 copy to Multiple District Executive Officer
- d) 2 copies to Lions Clubs International
- e) 2 copies to Library Information Service
- f) 5 copies to District Governor 201 W1
- g) 1 copy to each District Governor in the Multiple District
- h) 1 copies to Cabinet Secretary 201 W1
- i) 1 copies to the Magazine Co-ordinator
- j) Copies to other Associations/Media/Libraries as required by District 201 W1 Public Relations Chairman.

Content and format will be resolved by the District Governor and the Editor at the commencement of each year.

All District Officers shall use the District Magazine as an information medium to Clubs.

The magazine Co-ordinator shall also be the District Co-ordinator for Australian Lion Magazine.

Section 13 Training- Leadership & Training Chairman in conjunction with the incoming Leadership & Training Chairman will hold a seminar for incoming Club officers preferably prior to 30th June. Full use should be made of trained presenters whenever possible.

The Zone Chairman Co-ordinator will organise a training day for all incoming Zone Chairmen.

All District Chairmen should receive an adequate handover from the previous District Chairman and set a visitation program for the coming year.

Region Chairmen or, if the position is not utilised during the District Governor's term, Zone Chairmen should facilitate the organization of a Lions Education Forum during their year of office. Full use should be made of trained presenters whenever possible.

Section 14 District Awards Function - An award in the form of a suitably inscribed plaque will be presented to the District Governor by the District at the conclusion of his year in recognition of his contribution to the District.

Awards may be presented by the District Governor and should be limited to the following:

- 1 award for 1st Vice District Governor
- 1 award for 2nd Vice District Governor
- 1 award for the Cabinet Secretary
- 1 award for the Cabinet Treasurer
- 1 award for each Region Chairman if appointed
- 1 award for each Zone Chairman
- 1 award for each District Chairman
- 2 District Governor Appreciation awards
- 2 District Governor's Achievement awards
- Plaques for deserving officers at the discretion of the District Governor.
- Certificate of Appreciation/floral arrangements as appropriate.
- District and Club awards as decided by the District Governor.

District will subsidize the District Governor's Award Night for an amount not exceeding \$400 for incidental expenses (excluding food and beverages).

Section 15 Razz-ma-tazz Festival for Disadvantaged Children (formerly Film Festival for Disadvantaged Children)

To operate and manage the Lions District Razz-ma-tazz Festival for Disadvantaged Children Project with a Manager/Secretary, Assistant Treasurer and a subcommittee of three Lions. The Signatories to this project be the District Governor, Cabinet Secretary, Cabinet Treasurer and the projects Manager/Secretary and the Assistant Treasurer, with any two to sign.

A Post Box is used for forwarding of all donations (except those sent by electronic transfer) which at present is the P.O. Box 251, Subiaco, W.A.

To distribute the District 201 W1 share, under the direction of the District Governor of the day, to the chosen beneficiaries, which should include the Princess Margaret Hospital for Children's Foundation, the King Edward Women and Infants Foundation, the Lions Save Sight Foundation (W.A.) Inc., the Lions Hearing Institute of Western Australia Inc., at the end of each year's project, and to make presentation of the chosen beneficiaries cheque's at the District Convention, where possible.

Section 16 Lions Children of Courage

Lions Children of Courage shall be a joint venture project between Districts 201 W1 and W2. The District Governor of each respective District to appoint a chairman from each District.

District Chairmen will prepare and present a budget to the District Governor and Cabinet of Districts 201 W1 and W2, for their approval. The Budget is to include cost of Venue Hire, Plaque's, Certificates, Morning tea/lunch, Travel, Advertising and any other associated costs.

Each District will be asked to appoint no more than 4 members for that committee, the Public Relations Chairman from both Districts to be included in that number of 4 members.

It is recommended that at least one female Lion be appointed to the Committee.

An appropriate Venue is to be booked with capacity to seat 500 or greater with the Chairman to confirm Venue booking to District Governor's W1 and W2.

Sponsorship will be encouraged and must be approved by both District Governors.

Signage at the venue is to reflect the joint District project and not just a Lions Club.

ALL Committee members must have a volunteer National Police Check and a Working with Children Check card.

Section 17 - Volunteer National Police Checks, Youth Protection Policy and Working with Children Card

District recommendation is that ALL Lions and personnel involved in the instruction, supervision, hosting or chaperoning of all young people under the age of 18 years must complete a Police Application Form for Police Check.

Personnel who must complete and apply for a Police Check and Working with Children Check card:

Police check

Any Lion or person involved in a youth project/program which requires the direct supervision of youth or involvement with activities being undertaken by youth. For example: Leo's, Youth of the Year/National Tour, Youth Exchange, Children of Courage, Live-In Camps etc must apply for a Police Check.

Working with Children Check

It is a requirement of State Legislation that a Working with Children check card is held by Lions whose usual duties of work (voluntary activities conducted with youth on behalf of Lions) involve, or are likely to involve contact with a child (see Factsheet 1 for what constitutes child-related work).

‘Contact with a child’ includes any form of –

- a) Physical contact
- b) Oral communication, whether face to face, by telephone or otherwise; and
- c) Electronic communications.

Only Lions who fall within the prescribed categories of child related work and whose duties involve or are likely to involve contact with a child can apply for a Working with Children check card.

Lions Clubs are to ensure that host families obtain both a Police Check and a Working with Children Check. The Lions Club should meet the cost of Police Checks and the Working with Children Check.

A police record check must be obtained prior to involvement with any youth project/program. A Working with Children Check must be applied for as soon as it is confirmed a person will be carrying out child-related work.

The completed application for the relevant Police Check must be forwarded to the District Cabinet Secretary.

The Working with Children Check card is obtained via Australia Post. When completing the application give a brief description of the duties involved i.e. ‘student exchange host’ rather than ‘volunteer’.

The Working with Children Check Card number is to be advised to the relevant Club Secretary who will maintain a register. The Cabinet Secretary will maintain a register of card numbers for District Cabinet members involved in youth projects at District level. Card numbers should be checked against the Working with Children website on a regular basis to ensure that they are still current and have not been revoked.

It is strongly recommended that the Multiple District Legal Officer be consulted should any situation present itself.

In relation to the Working with Children Check if you employ people in child-related employment, you have the following obligations:

- You must not employ a person in child-related employment on more than five days in a calendar year unless he or she:

- ❖ has applied for a Working with Children Check, or
- ❖ Already holds a current Assessment Notice by the date they are required to under the phasing-in arrangements.

- You must not employ someone in child-related employment if you are aware that he or she holds a Negative Notice or Interim Negative Notice.

- You must not employ a person in child-related employment if you are aware that the person has withdrawn his or her Working with Children application.
- You must not employ a person in child-related employment if you are aware that he or she has:
 - ❖ a conviction or pending charge for a Class 1 or Class 2 offence, and
 - ❖ does not have a current Assessment Notice or an application for one that is still being considered.
- If an employee or volunteer reports a relevant change in criminal record to you, you must report this to the Working with Children Screening Unit, as soon as practicable. A relevant change is where a person is charged with or convicted of a criminal offence relating to the abuse of children (see Factsheet 4 for the list of offences).
 - If an employee or volunteer does not report a relevant change to you, but you are aware he or she has been charged with or convicted of an offence and you reasonably believe that the charge or conviction makes it inappropriate for that person to continue to carry out child-related work, you must advise the Working with Children Screening Unit ***note: the legislation says you CAN report the above information, however it is recommended the policy says you MUST***
 - If you receive written request from the Working with Children Screening Unit, you must provide information or documents to show your compliance with your obligations as an employer

Obligations of Employees and Volunteers

Employees and volunteers must report a relevant change, in writing, to their employer or the organisation they volunteer for. A relevant change is where the person is charged with or convicted of a criminal offence relating to the abuse of children (see Factsheet 4 for the list of offences).

The person does not have to give any further information, such as what offence they have been charged with or convicted of, just that a relevant change in their criminal record has occurred.

All information relative to the above must be kept in strict confidence by the designated Lion and Legal Officer.

Where it is determined that it is not appropriate for the applicant to act as a youth supervisor/carer the appointment should not be proceeded with. It is suggested that the Multiple District Legal Officer provide a draft copy of a letter to be sent to the applicant advising them of this decision (see above in relation to obligations under the Working with Children Act)

If the applicant is aggrieved by the decision the matter should be immediately referred to the Multiple District Legal Officer.

There is a great advantage for this organization to have such clearances in order to protect ourselves from possible litigation and showing the public that we, as a service organization, have nothing to hide.

It is recommended that two Lions work together at all times on youth projects/programs, to protect each other from possible litigation.

It is recommended that at least one female Lion be involved with each youth project/program, interview and transport.

In regards to the Working with Children Checks the person nominated in Part 6 of the application form is sent a letter to advise that the applicant received a card or a negative notice.

In regards to the National Police Check currently the District only receives a Yes/No answer with no indication as to the seriousness of a particular person criminal conviction which may be fairly minor. From this point the following code and comments will apply.

CODE COMMENTS

NO = this person has no disclosable criminal or traffic record.

Yes (M) = this person has a minor criminal conviction/s (that is, a (Minor) conviction for offences, not including sexual offences, that have been heard only in the Court of Petty Sessions i.e. Lower Court).

Yes (S) = this person has a serious conviction/s (that is, a (Serious) criminal conviction for any sexual and other offence that was heard in the District or Supreme Court i.e. Higher Court).

Yes (T) = this person has a traffic conviction/s only

Yes (M) + (T) = this person has both minor criminal conviction/s and traffic conviction/s

Yes (S) + (T) = this person has both serious criminal conviction/s and traffic conviction/s

Fines Enforcement Registry

The current use of FER will be continued to indicate that the person has an outstanding driver's licence suspension, due to unpaid fines. Such a person should not be allowed to drive a motor vehicle on behalf of the Lions organization.

EXPLANATORY NOTES

The basic intention of this policy is for **ANYONE** involved in looking after our youth participants to agree to be subject to a **Police check**. (Only those undertaking child-related work as defined in Factsheet 1 can apply for a Working with Children Check)

It is recommended to Youth Chairman, Committees and Clubs that they should not allow persons who refuse to sign the forms to have any involvement with 'leading' youth activities such as chaperoning, home hosting etc. Note: those who are required to apply for a Working with Children Check and don't, are prohibited by law from working with children

This policy, as well as setting out the legislative requirements of the Working with Children Act, has also been designed to support and protect our youth, supervisors/carers.

CODE OF CONDUCT FOR YOUTH SUPERVISORS/YOUTH CARERS

This code of conduct is expected of all persons who work within the activities of youth programs of Multiple District 201, recognising that at all times they should act with responsibility and 'duty of care' to all youth.

LIONS AUSTRALIA on behalf of the young people in your care expects that you will:

1. Be loyal to the Objects and Ethics of Lions Clubs International.
2. Adhere to the Policies and Guidelines of all youth programs within Multiple District 201, and ensure that our 'duty of care' is met at all times.
3. Enhance the standing and reputation of Lions Australia.
4. Be a role model to youth participating, in whatever manner, in youth projects or programs within the Multiple District.
5. Treat youth with respect and accept duty of care for their welfare, safety and wellbeing while they are your responsibility.
6. Realise that physical or verbal abuse, neglect or any other type of abuse, is unacceptable conduct in any youth program of Lions Australia.

Section 18 - Incorporation of Clubs

The need for Clubs within the District to be incorporated is recognised and as a consequence:

- (a) All Clubs shall be incorporated under the provisions of the Association Incorporation Act 1987.
- (b) The costs of Incorporation will be met by District. (This section shall not be retrospective beyond Clubs formed in the 1996/97 Lionistic year.)

Section 19 - Leos Club Formation

When a new Leos Club is formed, should the Sponsoring Lions Club require financial assistance, the District may contribute up to \$500 from District Activities Account towards the formation expenses as approved by the District Governor of the day.

Section 20 - Lions Death Notices

Death notices, which include the use of the Lions Logo, will be placed in the newspaper in the event of the death of any District or Past District Governor and current or long serving member of Cabinet.

Less costly death notices, that exclude the use of the Lions Logo, may be placed for long serving Lions members who have demonstrated outstanding service to our District or for the partners of Past District Governors or Cabinet Officers.

All other deaths within the family of Lions will be recognised by the forwarding of a specially printed District Sympathy Card, signed by the District Governor of the day and forwarded by the District Welfare Chairman to the deceased's family.

When a Lion from another District passes away the insertion of the Death Notice may be at the discretion of the District Governor.

ARTICLE X

Amendments

Section 1 AMENDING PROCEDURE. These by-laws and policy minutes may be amended either at a district convention or at a district cabinet meeting, by resolution reported by the Constitution and By-Laws and adopted by a majority of the votes cast.

Section 2 NOTICE - No amendment shall be so reported or voted upon unless the same shall have been furnished in writing to each club no less than thirty (30) days prior to the convening date of the annual convention or cabinet meeting with notice that the same will be voted upon at said convention or meeting.

Section 3 EFFECTIVE DATE - Each amendment shall take effect at the close of the convention or meeting at which adopted unless otherwise specified in the amendment.

ARTICLE XI

Effective Time

This constitution and by-laws shall take effect at the close of the district convention at which the same is adopted by a majority of the votes cast.

RULES OF PROCEDURE DISTRICT CONVENTION

Rule 1 - 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 - Except as otherwise provided in the Lions Clubs International Constitution and By-Laws, the District 201W1 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 - (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 Friday between the hours of 4 pm and 6.30pm and Saturday between the hours of 8 am and 10 am.

(c) The number of certified delegates shall be announced to the convention upon close of certification and prior to the commencing of voting.

Rule 4 - (a) Prior to the convention, the district governor, unless otherwise provided, shall appoint, and designate the chairperson of, a nominations committee consisting of three (3) 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) Candidate may withdraw from the contest at any time prior to the issuance of the final report of the nominations committee.

Rule 5 -Replacement of delegates and alternate delegates.

(a) To replace a delegate and/or alternate delegate already certified, the replacement must surrender the copy of the credential certificate issued to the member he/she is replacing.

(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 - Nominations for the offices of district governor, first and second vice district governor and such other offices to be filled by the convention shall be limited to nominating speech not to exceed four minute(s) for each nominee and a candidate speech not to exceed five minute(s) for each candidate.

Rule 7 - (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 through 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, vote tabulation, and resolving questions concerning the validity of individual 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 secure a ballot card, the delegate shall present his/her credential 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 III, Section 9(d) of the International By-Laws 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 this section until such time as one candidate secures a simple majority vote.

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

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

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

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

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

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

Rule 6 - Voting. (a) Voting will occur immediately after the close of nominations.

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

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

(d) A 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 this Rule 6 until such time as one candidate secures a simple majority vote.

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

Rule 8 - The International Board of Directors, pursuant to Article III, Sections 9(a) and (d) of the International By-Laws shall consider, but is not bound by, any recommendation resolved at the special meeting. The International Board of Directors reserves the right to appoint the recommendee or any club member as district governor for the (remainder of the) term.

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

1. The international office has advised the district to convene a special meeting to recommend a member for appointment as district governor.
2. The immediate past district governor prepares invitations for the special meeting. Invitations are to be sent to the district governor, immediate past district governor, first and second vice district governors, the region chairpersons, zone chairpersons and the secretary and treasurer or secretary-treasurer and all past international presidents, past international directors and past district governors who are members in good standing of a chartered Lions club in the district. The invitations should state the date, time and location for the meeting.
3. The chairperson maintains an attendance roster at the meeting.
4. Nominations are made from the floor. Each nominee may speak for five (5) minutes, and his/her seconder may speak for an additional three (3) minutes.
5. Voting begins immediately after nominations close. Voting is by written ballot unless a majority of attendees select another voting method.
6. A 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.