

**INTERNATIONAL ASSOCIATION OF LIONS CLUBS**

**DISTRICT 49-A, MULTIPLE DISTRICT 49**

**CONSTITUTION & BY-LAWS**

**As adopted at District 49-A Convention**

**April 26<sup>th</sup>, 2014**

**Anchorage, Alaska**

**BY-LAWS**

**ARTICLE I**

**Nominations & Elections**

**SECTION 1.** Any qualified member of a Lions Club in good standing in the District seeking the office of District Governor, First Vice District Governor, Second Vice District Governor, or Region Chairman (optional) shall file their intention to so run via certified or registered mail with the Chairman of the Nominations Committee no less than forty-five (45) days prior to the opening day of the Multiple District Convention. Each candidate, so filing, shall have the endorsement of a Lions Club, in good standing, in his or her respective Zone. This endorsement must be by resolution action of the Board of Directors of a Lions Club in good standing within the Zone of the candidate so declaring their intention to run.

**SECTION 2.** In the event no letters of intention to run for any office, then and then only, nominations for that office shall be made from the floor at the District Convention.

**SECTION 3a.** Qualifications for the various offices to be elected must have the qualifications as outlined in the International Association of Lions Clubs Constitution & by-Laws. Failure to meet these minimum standards shall disqualify that candidate from seeking that office.

**3b).** The District may require standards greater than those as outlined in the International Association of Lions Clubs. Such standards, so presented, are a part of this By-Law.

**SECTION 4.** The election shall be by secret written ballot. The candidate receiving the majority of the registered and certified delegates at the convention, votes cast shall be declared elected. In the event there is not a majority vote a run off election shall be held immediately following the non-winning election of the two candidates receiving the most number of votes so cast.

## **ARTICLE II**

### **Duties**

**SECTION 1. District Governor.** Under the general supervision of the International Board of Directors, the District Governor shall represent the Association in the District. In addition, the District Governor shall be the chief administrative officer of the District and shall have direct supervision over the Vice District Governor, the Region Chairpersons (optional), the Zone Chairpersons, the Cabinet Secretary and/or Treasurer, and other Cabinet members as may be provided for in this Constitution and By-Laws. The District Governor's specific responsibilities shall be, but not limited to:

- A.** Further the purposes and objects of this Association;
- B.** Supervise the organization of new Lions Clubs
- C.** Preside over cabinet, convention and other District meetings. During any period the District Governor is unable to preside, the presiding officer of said meeting shall be the Vice District governor, and if the Vice District governor is not able to preside then and then only the District Officer chosen by the attending members shall preside at that particular meeting only;
- D.** Prepare an annual budget remaining within the confines of expected revenues, to be presented at the first Cabinet meeting;
- E.** Prepare a financial report and budget adjustment at each Cabinet meeting if necessary for approval of the Cabinet;
- F.** Submit to Lions International the monthly report of expenses in accordance to the Associations rules of audit by the time designated by the Association on a monthly basis;
- G.** Promote cordial relations among chartered Lions Clubs;
- H.** Officially visit each Lions Club at least once during the District Governor's term and provide a written report of completed visits conducted, at each meeting of the Cabinet;
- I.** Exercise such supervision and authority over the Cabinet Officers and District Committee Chairperson(s) as provided in these Constitution & By-Laws.
- J.** Submit a current itemized statement of the District income and expenditures to the District Convention and a copy of said financial report to the Multiple District Council of Governors;
- K.** Deliver, forthwith, at the end of the District Governor's term of office all District Accounts and records to the succeeding District Governor in office at the first (1) Cabinet meeting following the District Convention or within 30 days of the adjournment of the International Convention, at which the succeeding District Governor assumes office, which ever shall occur first;
- L.** Report all known violations of the use of the Association and emblem;

- M. Perform such other functions and acts as shall be required of the District governor by the International Board of Directors through the District Governor's Manual and other directives;
- N. Transfer to the succeeding District Governor all accounts, checkbooks and finances on July 1 or the first business day of the new fiscal year, thereby ceasing to issue payments, deposits and/or receipts for the District;
- O. Collect all accounts receivable for the fiscal year of the current District Governor's term and turn over the succeeding District Governor as soon as collected prior to the first cabinet meeting following the end of the fiscal year.
- P. Receive all records, financial and administrative, from the prior administration and debit all accounts in arrears to the District and credit all accounts as listed in the District Records.
- Q. Direct the Cabinet Secretary/Treasurer to account to the Lions Clubs so listed, as debited or credited to the District by the prior administration, indicating status as to either in good standing or not in good standing.

**SECTION 2a. First Vice District Governor.** The First Vice District Governor, subject to the supervision and direction of the District Governor, shall be chief administrative assistant to the District Governor. The specific duties of the Vice District Governor shall be to;

- A. Further the purposes and objects of this Association;
- B. Act as liaison between the District and the Global Membership Team;
- C. Perform such administrative duties as may be assigned by the District Governor;
- D. Perform such other functions and acts as may be required by the International Board of Directors.
- E. Attend all such meetings as may be called by the District Governor.
- F. Prepare for the appointment of your administrative year, Lions to fill various positions as required by the Constitution and By-Laws of Lions International, Multiple District 49 and District 49-At;
- G. Prepare and present such reports or documents as may be required for the operation of District 49-A'

**SECTION 2b. Second Vice District Governor.** The specific duties of the Second Vice District governor shall be to;

- A. Further the purposes and objectives of this Association;
- B. Act as liaison between the District and the Global Leadership Team;
- C. Perform such administrative duties as may be assigned by the District Governor;
- D. Perform such other functions as may be required by the International Association of Lions Clubs;
- E. Attend all such meetings a may be called by the District Governor;
- F. Familiarize yourself with the administrative operations of the District;
- G. Prepare and present such reports or documents as may be required for the operation of the District 19-A.

**SECTION 3. Cabinet Secretary-Treasurer.** As appointed by the District Governor shall act under the supervision of the District Governor. The Cabinet Secretary-Treasurers responsibilities shall be to;

- A.** Further the purposes and objectives of this Association;
- B.** Perform such duties as are implied by the title of said office, including but not limiting, the following;
  - 1.** Officially record the minutes of all meetings of the Cabinet, and within ten (10) days after each meeting, forward copies of the minutes of said meetings to all Cabinet, office of the International Association of Lions Clubs, to all Lions Clubs in the District and to all active Past District Governors.
  - 2.** Officially record the minutes of the District Convention, and within ten (10) days of the convention, forward copies of the minutes of the Convention to all Cabinet officers, office of the International Association of Lions Clubs, to all Lions Clubs in the District and to all active Past District Governors;
  - 3.** Make reports to the Cabinet as the District Governor or Cabinet may require.
  - 4.** Keep record of all correspondence regarding matters of the District Administration.
  - 5.** File in chronological and alphabetical order all paper matters pertaining to the operation of the District;
  - 6.** Bill and collect all per capita dues from the Lions Clubs in the District based on the membership rolls on a monthly basis.
  - 7.** Keep an accounting of all income and post to the proper account the Club financial record with the District. Report on a monthly basis all overdue income from Lions Clubs in the District. Report to the District Governor and the Cabinet those Clubs in arrears of payment to the District and their Not In Good Standing mode.
  - 8.** Pay to the Multiple District the per capita Multiple District tax by the Lions Clubs within the District. Notify the District Governor those Lions Clubs in arrears of payment of the per capita Multiple District Tax so the District can be in good standing within the Multiple District.
  - 9.** Keep regular ledgers of income and expenses per category (via computer programming if possible) of the District operating account, the District Governor, the Vice District Governor, Regional Chairpersons, Zone Chairpersons, and Committee Chairperson in accordance with the Budget.
  - 10.** Keep the District Governor and Cabinet apprised of the condition of the District financially in accordance with the Budget as approved by the Cabinet.
  - 11.** Make recommendations to the District Governor and the Cabinet for upgrading the Budget.
  - 12.** Make no payment of expenses that would result in a debit situation of budget for the District governor, Vice District Governors, Region Chairpersons, Zone Chairpersons and Committee Chairpersons
  - 13.** Make only payments of expenses in accordance with the approval of the Budget..
  - 14.** Provide for accurate record of the Life Members as approved by the Cabinet and maintained on the roster of the District.

- 15. Provide for audits of all financial records, including but not limited to, bank statements, reconciliation reports, Club ledgers, District Governor ledger, Vice District Governor ledger, Immediate Past District Governor ledger, Regional Chairpersons, all Zone Chairpersons ledgers, all Committee Chairpersons ledgers, and all such other items such as postage, printing, mailing, phone billings and other such items as may be approved.
  - 16. All expense vouchers are to be presented to the District governor on a monthly basis.
  - 17. Have all correspondence records and financial records available to the succeeding Cabinet Secretary-Treasurer within ten (10) days of the close of the administrative year and/or prior to the first Cabinet meeting of the new administrative personnel.
- C. Perform such additional assignments as may be required from time to time by the District governor
  - D. Perform such additional functions and acts as may be required of each by the International Board of Directors through the Cabinet Secretary-Treasurers Manual and other directives.
- NOTE:** The District Governor may decide to have both a Secretary and a Treasurer in which case each position shall have a vote on the cabinet. The Secretary shall do all the duties of record keeping and reporting. The Treasurer shall do all the duties with regards to financing and auditing the financial condition of the District.

**SECTION 4. Region Chairperson:** As elected by the Delegates at the Annual District Convention The Region Chairpersons shall be a part of the voting Cabinet of the District. **Note:** This is an optional position at the request of the incoming District Governor.

- A. Promote the District Governors programs within the Region.
- B. Work with the Vice District Governor in providing contact with the Lions Clubs within the Region and the Zones within the Region.
- C. Work with the Zone Chairpersons in promoting strengthening the Lions Clubs within the region through Membership, Retention, and Training of Club Officers.
- D. Oversee the work being performed by the Zone Chairperson and report to the District Governor the progress of Lionism within the Region.
- E. Visit each Lion's Club within the Region and survey the strength and weaknesses of each Lion's Club within the Region.
- F. Make additional visits to each Lion's Club as may be required to provide the best service possible within the District and Region.
- G. Attend each Cabinet Meeting, Mid-winter Conference and District Convention, and prepare a written report on the conditions of Lionism within the Region for the District Governor.
- H. Perform such additional assignments and acts as may be required from time to time by the District Governor.

**SECTION 5. Zone Chairperson:** The Zone Chairperson, as appointed by and subject to the supervision and direction of the District Governor, shall be the chief administrative officer of the zone. The Zone Chairperson shall be a part of the District voting Cabinet. The respective responsibilities shall be to:

- A. Further the purposes and objects of this Association.
- B. Serve as Chair of all Zone Meetings as required by the District Governor and the Constitution of the International Association of Lions Clubs.
- C. Report each zone meeting to the District Governor within five (5) days of each meeting. A copy of said zone meeting reports shall be provided to the District Vice Governor.
- D. Keep in communication with all Clubs in the Zone and assist each Club as the Clubs may require in their respective administration.
- E. Supervise the progress of District, multiple District, and International Association of Lions Clubs projects within the Zone.
- F. Visit a regular meeting of each Club in the Zone once or more times during the term of office. Report such strengths and/or weaknesses to the District Governor and Vice District Governor.
- G. Attend a Board Meeting of each Club within the Zone as an observer. Notify The Club President of intent to attend as an observer. If a requested delay is asked for honor such a request, but make sure that a Board Meeting is attended at least once during the administrative year.
- H. Attend and be a part of the operation of the District at each Cabinet meeting as called by the District Governor.
- I. Send in all expense vouchers as required by the District to the district Governor abiding by the Rules of Audit on a monthly basis.

**SECTION 6. District Cabinet:** Shall consist of the District Governor the Chair, First Vice District Governor, Second Vice District Governor, Secretary/Treasurer, Region Chair Person (if required), and Zone Chair Persons.

- A. Assist the District Governor in the performance of the duties and formulation of administrative plans and policies affecting the welfare of Lions with the District.
- B. Receive and act upon reports or recommendations from Cabinet members, Committee Chairperson, and Lions Clubs as may be required or requested.
- C. Update the Policy Manual as may be required at each Cabinet meeting to keep in line with the changes as they may occur to better administrate the District.
- D. Vote on the issues that come before the District Cabinet as business of the District Cabinet. One vote for each Cabinet Officer present, there shall be no proxy voting.

**SECTION 7. Committees:** The District Governor may appoint such Committees and Committee Chairmen to further the objects of Lionism within the District. There shall be mandatory Committees to further assist the District Governor and the District Cabinet in the performance of the administrative duties within the District. The mandatory Committees are:

**Advisory Committee:** Chaired by the appointed Past District Governor, and shall include all active Past District Governors residing within the District.

- 1). Shall provide assistance and input to the District Governor's program for the Association within the District.
- 2). Shall work at the pleasure of the Governor on such assignments as may be given them.
- 3). Submit expenses at the end of the month in which said expense is incurred.

**Constitution and By-Laws Committee:**

- 1). To report to the District Governor and the Cabinet all of the proposed changes to the Constitution and By-laws.
- 2). To give recommendation(s), as proposed, to the Constitution and By-Laws.
- 3). To update the changes as approved by vote of the Delegates at the annual District Convention into the Constitution and By-Laws.
- 4). To distribute the Constitution and By-Laws within sixty (60) days after the close of the Convention. Such distribution to be to each Cabinet Officer, each Club President, with a copy to the Chairman of the Council of Governors of the Multiple District and to The International Association of Lions Clubs.
- 5). To prepare the ballot for the voting by the certified Delegates to the annual District Convention.
- 6). Submit expenses at the end of the month in which said expense is incurred.

**Credentials Committee:**

- 1) To approve and certify the status of appointed voting Delegates and Alternates by the Lions Clubs, within the District, to the annual District Convention.
- 2) The hours of registration and certification shall be those hours as set by the Multiple District Convention agenda.

**Nominations Committee:** It shall be the Nominations Committee responsibility

- 1) To receive and approve the receipt of candidates for the various elected offices within the District. Such approval to consist of eligibility to meet the requirements of the International Association of Lions Clubs.

- 2). The Nominations Committee shall place in nomination at the Annual District Convention such candidates that have met the criteria of that office to which they seek to be elected.
- 3). To prepare the ballot for the Election Committee.
- 4). To submit expenses as they may occur at the end of the month such expenses were incurred.

**Elections Committee:** It shall be the duties of the Chair of the Elections Committee to:

- 1). Appoint to the Committee to assist in the election process. Such appointees shall be no fewer than five (5) or more than seven (7) Lion Club members.
- 2). To make certain that each candidate has an observer to the voting and election process.
- 3). To allow only those registered and certified delegates in the voting area.
- 4). Not to allow any campaigning, by candidates, or issues, within the designated voting area.
- 5). To judicially report the results of the voting to the Multiple District Elections Chairperson.
- 6). To submit expenses at the end of the month that such expenses were incurred.

**Other Committees:**

- 1). To serve at the pleasure of the District Governor and voting Cabinet.
- 2). To provide knowledge and information with regards to the area as outlined by the District Governor.
- 3). To report findings and operations to the District Governor and voting Cabinet as requested at Cabinet meetings and at the annual District Convention.
- 4). To submit expenses at the end of the month that such expenses were incurred.

### **ARTICLE III**

#### **Nominations and Endorsement International Vice President and International Director**

**SECTION 1.** Subject to the provisions of the International Association of Lions Clubs Constitution and By-Laws, any member of a Lions Club in the District, in good standing, seeking endorsement at a District Convention as a candidate for the office of International Director or Vice-President shall:



- A. Deliver (by mail or in person) written Notice of Intention to seek such endorsement to the District Governor and to the Multiple District Council Secretary-Treasurer no less than sixty (60) 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 fulfillment of the qualifications for such office as set forth in the International Association of Lions Clubs Constitution and By-Laws.

**SECTION 2.** Each Notice of Intention so delivered shall be transmitted forthwith by the District Governor to the Nominating Committee of the District Convention, which shall review and perfect the same by obtaining from each prospective candidate any additional evidence in intention and qualifications as may be necessary under The International Association of Lions Clubs Constitution and By-Laws, and shall place in nomination at the respective Convention the name of each prospective candidate, by alphabetical sequence, who has fulfilled said procedural and Constitution requirements.

**SECTION 3.** Each such nominee for endorsement shall be entitled to one nominating speech of no more than two (2) minutes and one seconding speech of no more than two (2) minutes duration. Each nominee is entitled to one acceptance speech of no more than five (5) minutes duration.

**SECTION 4.** The vote on the question of endorsement shall be by secret written ballot. The nominee must receive a majority of valid votes cast, a number more than one-half of the total votes cast excluding blanks and abstentions by the Registered and Certified Delegates present and voting for endorsement. The nominee receiving the majority of the valid votes cast shall be declared endorsed. In the event of a tie vote, or failure of one nominee to receive the required majority of valid votes cast for endorsement by the registered and Certified Delegates on any one ballot, balloting shall continue for the nominees until one shall receive the majority of valid votes cast on any one ballot. At that time the candidate shall be declared endorsed. In the event only one nominee is to be endorsed and that nominee does not receive the majority of the valid votes cast by the Registered and Certified Delegates attending the District Convention, that candidate shall not be endorsed. Further, the valid votes that are to be counted to determine the majority votes cast from individuals legally entitled to vote, but excluding blanks and abstentions.

**SECTION 5.** Certification of Endorsement by the District 94-A Convention shall be in writing to the Multiple District 49 Council Secretary.

## ARTICLE IV

### Rules of Procedure District 49-A Convention

**SECTION 1. Order of Business:** The District Governor shall arrange the order of business for the District Convention. Changes from the announced order of business shall be made only by the consent of three-fourths (3/4) of the certified delegates assembled at any one session at which a quorum is present. A majority of the certified delegates shall be present at any one session to constitute a quorum. Except as otherwise provided in the International Association of Lions Clubs Constitution and By-Laws, District 49-A procedures shall be governed by ROBERTS RULES OF ORDER, NEWLY REVISED.

**SECTION 2. Replacement of Delegates and Alternates;**

- a). To replace a Delegate and/or Alternate already certified the following procedures must be followed.
  - 1). To replace a Delegate by an Alternate, verification of said change of status must be approved in writing or in person by an officer of the Club to the Credentials Committee prior to the day of voting. At that time the Delegate being replaced has no status other than attendee of the Convention. At that time the newly changed Delegate has the authority to act for their Club (voting).
  - 2). To replace an Alternated with an Attendee, verification of said change of status must be approved in writing or in person by an officer of the Club to the Credentials Committee prior to the day of voting. At that time the Alternate being replace has no status at the Convention other than that of an attendee.
  
- b). The Credentials Committee must notify the Elections Committee of the change of status of Alternate to Delegate.

**SECTION 3. Voting;**

- a). Voting will take place at a predetermined location and time.
- b). To secure a ballot(s) the Certified Delegate shall provide identification as may be requested by the Credentials Committee.
- c). Upon receipt of the ballot(s) the Certified Delegate shall proceed to vote and place said completed ballot(s) in the proper receptacle as indicated by the Elections Committee.

**SECTION 4.** 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 procedures in any District meeting or group or committee shall be determined by ROBERT RULES OF ORDER, NEWLY REVISED.

## ARTICLE V

### Revenue

**SECTION 1.** The District Administration shall levy an annual dues on each chartered Lions Club in the District to defray operating expenses. Such dues so levied shall be at the rate of eighteen (\$18,00) dollars per Lion member. Such levied dues may be paid in advance or in no case less than current at the rate of one dollar and fifty cents (\$1.50) per member per month. Monthly payments, by each Lions Club, shall be made to District 49-A and directed to the District Treasurer. All Lions of a Chartered Lions Club listed on the membership report are subject to the levied dues with the sole exception of **SECTION 4.** Life Members.

**SECTION 2.** Newly initiated members to a Chartered Lions Club of the District dues shall commence the first month after they are duly installed and reported as a new member.

**SECTION 3.** Newly Chartered Lions Clubs dues to the District will commence the first month after being duly Chartered by the International Association of Lions Club.

**SECTION 4.** Life members approved by the International Association of Lions Clubs: A single fee of one hundred dollars (\$100.00) shall be forwarded to the District Treasurer by the Lions Club in which the Life Member is a duly reported member. Upon receipt of the Lions Club fee of one hundred Dollars (\$100.00) and reported to the District Cabinet and approved by said body no further dues shall be billed to that Club for that Life member.

**SECTION 5.** The Multiple District operating tax of two dollars (\$2.00) and a one dollar (\$1.00) for the support of candidates for International office above that of Council Chairman and for Special Events at the International Convention or as current in MD49 documents per member on a semi annual basis shall be paid to the District as required in the Multiple District 49 Constitution and By-Laws with the exception of Life Members. Life Members shall not be levied an assessment to the Multiple District.

**SECTION 6.** The fiscal year of the District shall be July 1<sup>st</sup> to June 30<sup>th</sup> each calendar year. All accounting and audits shall be reflected by that fiscal year.

**SECTION 7.** Residual funds from any administrative year after Rules of Audit disbursement shall be placed into Reserved Funds which shall have a cap of twenty thousand dollars (\$20,000.00). Funds in excess of the cap shall be placed into Restricted Funds. Only in addition to fiscal budget, upon recommendation by the Treasurer and approved by the Cabinet; ten percent (10%) of Restricted Funds may be used in any administrative year.

## ARTICLE VI

### Policy Manual

The purpose of the Policy Manual shall be to establish administrative procedures to be followed by District 49-A. The Policy Manual shall be effective from the date of acceptance by the Certified Delegates at a District Convention of these By-Laws.

#### **SECTION 1).** Amendments.

- A. Amendments to the Policy Manual may be amended at each regularly scheduled Cabinet Meeting by the voting members of the Cabinet.
- B. Written notice of amendments to the Policy Manual must be presented to all members of the voting Cabinet. The notice of amendment must indicate the Section of the Manual to be amended or altered. A statement of reason must be submitted in addition to the notice. A vote of two-thirds (2/3) majority is needed to adopt the proposed amendment(s).
- C. Distribution. The Policy Manual shall be printed annually, whether or not amended during the year, and distributed along with the Constitution and By-Laws of District 49-A.
- D. Upkeep and Expense. This Policy Manual shall be maintained by the Cabinet Secretary. The expense of printing shall be a proper expense of the District 49-A Cabinet.
- E. Amendments as approved, throughout the administrative year shall be printed on colored paper as an addendum to the Policy Manual and dated as to the date and place of adoption..

## ARTICLE VII

### Conflicts

**SECTION 1.** If any **ARTICLE(S)** or **SECTION(S)** of these by-Laws should conflict with the International Association of Lions Clubs Constitution and By-Laws, and Multiple District 49 Constitution and By-Laws, then the provisions of the International Association of Lions Clubs and/or Multiple District 49 Constitution and By-Laws shall prevail.

## ARTICLE VIII

### Amendments

**SECTION 1.** These By-Laws may be amended only at a District Convention by resolution reported by the Constitution and By-Laws Committee of the District and adopted by a majority of the votes cast.

**SECTION 2.** No amendment shall be so reported or voted upon unless the same shall have been passed by a majority of a legal Board of Directors meeting present of a Lions Club in good standing. Such proposed amendments shall be forwarded to the District Governor by the sponsoring Lions Club, forty-five (45) days prior to the annual Mid-Winter Conference for Cabinet recommendations of “Unconditionally Pass”, “Pass on Condition That”, or “Do Not Pass.” Proposed amendments With Cabinet recommendations and any comments or changes made by the Sponsoring Lions Club per Cabinet recommendation shall then be forwarded by that Lions Club to the Chair of the District Constitution and By-Laws Committee via certified or registered mail not less than ninety (90) days prior to the convening of the District 49-A Convention. The Constitution and By-Laws Chairperson shall then mail or electronically send copies to each Lions Club in the District no later than forty-five (45) days prior to the commencement of the Convention along with notice that each will be voted on at said Convention by secret ballot.

**SECTION 3.** Each amendment shall take effect at the close of the Convention unless Otherwise specified in the amendment.

**SECTION 4.** It shall be the responsibility of the District Governor elected at the time a Constitution and/or By-Laws as amended is passed, to have the Constitution & by-Laws updated, incorporating the amendment(s) and distribute the updated Constitution & By-Laws to each Lions Club within the District and to each Past District governor within sixty (60) days of the effective date of the amendment.