

THE INTERNATIONAL ASSOCIATION OF LIONS CLUBS
DISTRICT 201Q2 CONSTITUTION and BY-LAWS

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Note: Text in Italics are mandatory provisions pursuant to the International Constitution and By-Laws and board policy.

Text highlighted in Yellow indicates changes (or consequential changes) to the International Constitution June 2021.

Text highlighted in Grey indicates changes as a result of Motions passed at 2021 District Convention in Charters Towers.

THE INTERNATIONAL ASSOCIATION OF LIONS CLUBS
DISTRICT 201Q2 CONSTITUTION

ARTICLE 1 - NAME

This Organisation, hereinafter referred to as "the District" shall be known as District 201Q2 of The International Association of Lions Clubs, which Association is hereinafter referred to as "the Association".

ARTICLE 2 - PURPOSES

The purposes of this District shall be:

- (a) To provide an administrative structure with which to advance the Purposes of Lions Clubs International in this district.*
- (b) To create and foster a spirit of understanding among the peoples of the world.*
- (c) To promote the principles of good government and good citizenship.*
- (d) To take an active interest in the civic, cultural, social and moral welfare of the community.*
- (e) To unite the members in the bonds of friendship, good fellowship and mutual understanding.*
- (f) To provide a forum for the open discussion of all matters of public interest; provided, however, that partisan politics and sectarian religion shall not be debated by club members.*
- (g) To encourage service-minded people to serve their community without personal financial reward, and to encourage efficiency and promote high ethical standards in commerce, industry, professions, public works and private endeavors.*

ARTICLE 3 - MEMBERSHIP

The members of this organization shall be all Lions clubs in this District chartered by Lions Clubs International.

ARTICLE 4 – EMBLEM, COLOURS, SLOGAN and MOTTO

Section 1 - Emblem.

The emblem of this association and each chartered club shall be of a design as follows:



Section 2 - Use of Name and Emblem

Use of the name, goodwill, emblem and other logos of the association shall be according to the guidelines established from time to time in the by-laws.

Section 3 - Colours.

The colors of this association and of each chartered club shall be purple and gold.

Section 4 - Slogan.

Its Slogan shall be: Liberty, Intelligence, Our Nation's Safety.

Section 5 - Motto.

Its Motto shall be: We Serve.

ARTICLE 5 - BOUNDARIES OF THE DISTRICT

The boundaries of this District are as defined by Multiple District, but for simplicity may be defined as encompassing Sarina in the South, stretching west to the Northern Territory border, and north to include Papua New Guinea.

ARTICLE 6 - ORGANISATION

Section 1 - Officers.

(a) The District shall have a district cabinet composed of the District Governor, the Immediate Past District Governor, the first and second Vice District Governors, the Region Chairpersons (if the position is utilized during the District Governor's term), the Zone Chairpersons, a Cabinet Secretary-Treasurer or a Cabinet Secretary and a Cabinet Treasurer, and such other club members as may be included in this section as amended in accordance with the amendment procedures contained herein. In addition, the global membership team district coordinator, global leadership team district coordinator, global service team district coordinator and LCIF district coordinator shall be non-voting members of the District Cabinet. Each such cabinet member shall be a member in good standing of a Lions club in good standing in the district

(b) The Executive Officers of this District are the District Governor, Vice District Governors, Cabinet Secretary, Cabinet Treasurer and the Constitution and By-Laws Chairperson.

Section 2 – District Cabinet Composition

The District shall have a District cabinet composed of the District Governor, the Immediate Past District Governor, the first and second Vice District Governors, the Region Chairpersons (if the position is utilized during the District Governor's term), the Zone Chairpersons, a Cabinet Secretary-Treasurer or a Cabinet Secretary and a Cabinet Treasurer, and such other club members as may be included in this section as amended in accordance with the amendment procedures contained herein. In addition, the global membership team district coordinator, global leadership team district coordinator, global service team district coordinator and LCIF district coordinator shall be non-voting members of the district cabinet. Each such cabinet member shall be a member in good standing of a Lions club in good standing in the district. **In the event a Leo or Leo-Lion is appointed to the position of Leo/Leo-Lion Cabinet Liaison, the position would serve as a non-voting advisor to the cabinet.**

Section 3 – Election/Appointment of District Cabinet.

The District Governor and First and Second Vice District Governors shall be elected at the annual convention of the district. The District Governor shall appoint or the district shall elect by the time he/she takes office, the Cabinet Secretary-Treasurer or a Cabinet Secretary and a Cabinet Treasurer, one Region Chairperson for each Region (if the position is utilized during the District Governor's term), and one Zone Chairperson for each zone, in the district, the Sergeant at Arms and such other Chairpersons or Lions or Leos as the District Governor of the day may from time to time appoint.

Section 4 – Qualifications

District Governor

In order for a Lion to be eligible and qualified to fill 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.

First and Second Vice District Governors

In order for a Lion to be eligible and qualified to be selected to fill 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.

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 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, Past District Governors, Past International Directors and Past International Presidents in the District shall convene at a date, time and place called and determined by the Immediate Past District Governor to select a replacement for recommendation to the International Board of Directors.

It shall be the duty of the Immediate Past District Governor, if he/she is not available, the most recent Past district Governor who is available, to send out invitations fifteen (15) days in advance of the meeting to attend said meeting.

The recommended ballot form for District Governor, First Vice District Governor and Second Vice District Governor is Appended hereto as Exhibit "G".

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 the 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 the event that the vacancy in the office of First Vice District Governor cannot be filled by the assumption of that role by the currently serving Second Vice District Governor the vacancy shall be filled by appointment in like manner to the fulfillment of a vacancy in the office of Second Vice District Governor.

The recommended ballot form for District Governor, First Vice District Governor and Second Vice District Governor is Appended hereto as Exhibit "G".

Section 7 - Region and Zone Chairperson Vacancy

Should a Region Chairperson or Zone Chairperson cease to be a member of a Club in the Zone or Region, as the case may be, to which he or she was appointed, his or her term of office shall thereupon cease and the District Governor may appoint a successor to fill that office.

Section 8 - Removal.

Members of the District Cabinet other than the District Governor, First Vice District Governor and Second Vice District Governor may be removed from office for cause by the affirmative vote of two-thirds (2/3) of the entire number of the District Cabinet.

The District Governor may be removed by 2/3 vote of the entire International Board of Directors in accordance with Article V Section IX of the International Constitution.

For cause may be any reason as determined by the District Cabinet in accordance with Joske's Law and Procedure, at Meetings in Australia, newly revised.

Section 9 - Cabinet Secretary

The Cabinet Secretary shall carry out such duties as the District Governor may assign to him or her. He or she shall give at least 21 (twenty-one) days previous written notice of Cabinet Meetings and shall, as soon as possible after each meeting, convey in writing to each District Cabinet Officer, the Executive Officer of Multiple District 201, and the International Secretary of the Association an accurate record of the proceedings. His or her records must be available at all times to the District Governor. He or she shall cause to be kept an accurate record of the proceedings at District Conventions and meetings. He or she shall be reimbursed for any expenses approved by the District Governor and may be paid an honorarium in such sum as may be approved by District Cabinet from time to time.

Section 10 – Cessation of Good Standing.

Should any Officer cease to be a member in good standing of a Lions or Leo Club as the case may be, in good standing in the District, his or her term of office shall thereupon cease and the District Governor may appoint a successor to fill that office.

Section 11 - Retirement

With the exception of Multiple District fixed term appointments, District Chairpersons shall automatically retire on completion of three (3) years consecutively served in any one portfolio. However, the retiring member may be re-appointed to another Cabinet position.

Section 12 - No Salary

No salary shall be paid to any Officer of the District.

ARTICLE 7 – DISTRICT CABINET MEETINGS

Section 1 - 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 The presence of a majority of the Officers shall constitute a quorum for any meeting of the Cabinet.

(d) The presence of a majority of the Officers appointed to any Committee of Cabinet shall constitute a quorum for any meeting of that Committee.

(e) Vote. Every Officer, including the District Governor, shall be entitled to vote on any matter. In the event of voting being equal, the District Governor shall in addition have a casting vote but may use the same only to maintain the status quo.

Section 2 - Venues

Venues are to be determined by the District Governor.

Section 3 - Hosting Arrangements

The Region or Zone Chairperson of the Region or Zone in which the venue is chosen shall be responsible for arranging the facilities.

Section 4 - Attendance by Non-Members

The attendance of non-members of the Cabinet shall be at the discretion of the District Governor.

Section 5 - Immediate Past District Treasurer

The Immediate Past District Treasurer shall attend and be present at the first Cabinet Meeting of the following year and shall be entitled to reimbursement in accordance with Section 6 hereof.

Section 6 - Reimbursement of Expenses

All Officers, including Leos shall be entitled to reimbursement of expenses incurred in attendance at Cabinet Meetings as determined from time to time by Cabinet and in accordance with the Association's Rules of Audit in such sum as is specified in Schedule F.

Section 7 - Alternative Meeting Formats. Regular and/or special meetings of the District Cabinet may be held through the use of alternative meeting formats, such as teleconference and/or web conference as determined by the District Governor.

Section 8 - Business Transacted by Mail. The District Cabinet may transact business by mail (including letters, electronic mail, facsimile transmission, or cable), provided that no such action shall be effective until approved in writing by two-thirds (2/3) of the entire number of the members of the District Cabinet. Such action may be initiated by the District Governor or any three (3) Officers of the District.

ARTICLE 8 - REGIONS AND ZONES.

Section 1 - Organisational. Regions and zones shall be subject to change by the district governor, with the approval of the district cabinet and when it is in the best interests of the clubs, district and the association. The District should be divided into regions of sixteen (16) to six (6) Lions Clubs. Each Region should be divided into Zones of between eight (8) and three (3) Lions Clubs, giving due regard to the geographical locations of the clubs.

Section 2 - Region Meetings. Meetings of representatives of all Clubs in a Region, with the Region Chairperson (if the position is utilized during the District Governor's term) or other District Cabinet member as may be assigned by the District Governor presiding, should be held during the fiscal year at times and places fixed by the Region Chairperson of the respective Region.

Section 3 - 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.

- i. In each Zone, the Zone Chairperson, the Presidents, Secretaries and Membership Chairperson of all Clubs in the Zone shall comprise a District Governor's Advisory Committee and shall attend meetings at such dates and places as shall be determined by the Zone Chairperson, in accordance with the current Zone Chairperson Manual. Such meetings shall be known as Zone Meetings.
- ii. The Agenda and all other matters relating to Zone Meetings shall be determined by the Zone Chairperson or in default by the Chairperson of the Meeting, who may permit persons other than those specified in (b) above to attend such Meetings at his or her discretion.

ARTICLE 9 – MEDIA

- (a) **Magazine:** The District may produce and distribute such publication as it may deem desirable, to assist with promoting the Purposes of Lions Clubs International in the District, and such publication shall be called the "The Northern Lion".
- (b) **Website:** The District may host a Website to assist in promoting the Purposes of Lions Clubs International
- (c) **Social Media:** The District may host such social media sites as are deemed suitable by District Cabinet to promote the Purposes of Lions Clubs International in the District. The District Governor may appoint an IT Coordinator to take responsibility for the District's online presence.

ARTICLE 10 – NOMINATIONS, ELECTIONS AND ENDORSEMENTS

(a) Second Vice President and International Director 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:

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- I. 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;
- II. Deliver with said notice of intention evidence of fulfillment 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 four (4) 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 have been met.*

(b) District Governor And Vice District Governors

Section 1 - Qualifications

No person shall be entitled to be elected as District Governor, First Vice District Governor or Second Vice District Governor unless:

- (a) He or she is qualified in accordance with the provisions of the Constitution of the Association.
- (b) He or she is nominated by his or her Club and such nomination is certified in writing by the President or Secretary of the Lions Club in which he or she is a member (or he or she is endorsed by the majority of the Lions Clubs in the District and such endorsement is certified in writing by the President or Secretary of such Clubs) and such certification or endorsements (as the case may be) together with the nominee's written consent is conveyed to the Cabinet Secretary at least sixty (60) days prior to the date fixed for the opening of the District Convention; or he or she is nominated from the floor of the District Convention in accordance with Section 6 of this Article; and
- (c) Such person or Committee appointed by the District Governor of the day for that purpose shall have confirmed his or her eligibility.

Section 2 - Notice to Clubs

The Cabinet Secretary shall convey written advice of the persons nominated to each club in the District, to the Executive Officer of Multiple District 201 and the International Secretary of the Association, at least thirty (30) days prior to the opening of the District Convention.

Section 3 - Speeches

At any Convention where an election is to be held, a nominating speech on behalf of each candidate, shall be made by a delegate to the Convention, selected by the candidate. A candidate's nominating speech shall be limited to five (5) minutes and a warning signal shall be given thirty (30) seconds before such time elapses. The candidate's speech shall not exceed three (3) minutes for each candidate and a warning signal shall be given thirty (30) seconds before such time elapses.

Section 4 - Election Method (District Governor)

The delegates attending the Annual District Convention shall at each Convention elect a District Governor for the following financial year by secret ballot in accordance with the provisions of the Constitution of the Association. (Article IX, section 6 (a))

(a) In the event of the current First Vice District Governor standing for election, and there is no other candidate, it is necessary that a secret ballot be conducted and that the candidate secure a simple majority of the affirmative votes cast by the delegates. (This is to say that the candidate must receive 50% + 1 vote).

(b) In the event of more than one candidate standing (the successful candidate must secure a simple majority. (This is to say that the successful candidate must receive 50% + 1 vote).

(c) In the event the candidate does not receive a simple majority, as per the International Constitution, (Article IX, Section 6 (a)), the matter be referred to the International Board which would then appoint the incoming District Governor.

(d) In the event no nominations are received and/or so qualified, then, and only then, nominations may be made from the floor.

Section 5 - Election Method (First Vice District Governor)

The delegates attending the Annual District Convention shall at each Convention elect a First Vice District Governor for the following financial year by secret ballot:

(a) That in the event of the current second Vice District Governor standing for election, there will be no other candidate, but it will be necessary that a secret ballot be conducted and that the candidate secures a simple majority of the affirmative votes cast by the delegates. (That is to say that the candidate must receive 50% + 1 vote).

(b) In the event of more than one candidate standing (and this means the current second Vice District Governor is not a Candidate), the successful candidate must secure a simple majority. (That is to say that the successful candidate must receive 50% + 1 vote).

Section 6 - Election Method (Second Vice District Governor)

That the delegates attending the annual District Convention shall at each convention elect a Second Vice District Governor for the following financial year by secret ballot. With the Second Vice District Governor candidate required to secure a simple majority of the affirmative votes cast by the delegates present. (That is to say the candidate must receive 50% plus 1 vote)

“In the event of more than one candidate standing the successful candidate must secure a simple majority (That is to say the successful candidate must secure 50% plus 1 vote).”

(a) Should no proper nomination have been under Section 4 or Section 5 of this Article or should the only qualified nominee die or withdraw prior to the time of the matter being dealt with at the Convention, then nominations shall be sought from the floor from delegates at the Convention.

(b) Such nominations must be made at a time designated on the program for that purpose on behalf of members suitably qualified and who shall have signified their willingness to stand for election. If more than one proper nomination shall have been received under Section 5 of this Article and such nominations shall for any reason have been subsequently reduced to one, further nominations may be made from the floor of the Convention with the consent of at least two-thirds of the accredited delegates present and voting.

(c) Where nominations are made pursuant to this section the time for nominating speeches and candidate speeches shall be as set out in Section 3 hereof.

Section 7 - Vacancy

In the event of a vacancy in the offices of both First and Second Vice District Governor a qualified candidate may choose to nominate for each office. In such event the nomination for the office of Second Vice District Governor shall be deemed to be withdrawn if that candidate is elected to the office of First Vice District Governor. An election for the office of First Vice District Governor shall be conducted prior to the election for the office of Second Vice District Governor.

ARTICLE 11 - 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) Serve as the Global Action Team District Chairperson to administer and promote membership growth, new club development, leadership development and humanitarian service to clubs within the District.
 - (1) Ensure the selection of a qualified Lion Leader for the positions of GST District Co-ordinator, GMT District Co-ordinator and GLT District Co-ordinator.
 - (2) Ensure regular meetings to discuss and advance initiatives established by the District Global Action Team
 - (3) Collaborate with the Multiple District's Global Action Team
- (b) Promote the Lions Clubs International Foundation and all service activities of the association.
- (c) 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.
- (d) Promote harmony among the chartered Lions clubs.
- (e) Exercise such supervision and authority over cabinet officers and district committee appointees as is provided in this district constitution.
- (f) 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.
- (g) 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.
- (h) Deliver, in a timely manner, at the conclusion of his/her term in office, the general and/or financial accounts, funds and records of the district to his/her successor in office.
- (i) Report to Lions Clubs International all known violations of the use of the association's name and emblem.
- (y) 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 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.
- (h) At the request of the district governor, supervise other district committees.
- (i) Participate in the planning of the next year, including the District Budget.
- (j) 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.
- (k) Conduct a District Quality Assessment and collaborate with the District Officers, specifically members of the District's Global Action Team, and other committee chairpersons, during his/her term as First Vice District Governor to develop a plan for membership growth, leadership development, operational improvement and the fulfillment of humanitarian services to be presented and approved by the District Cabinet during his/her term as District Governor.

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.

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- (d) Participate in the cabinet meetings, and conduct meetings in the absence of the district governor, and First Vice District Governor and participate in council meetings as appropriate.*
- (e) Familiarize himself/herself with the health and status of the clubs in the district, review the monthly financial report and assist the district governor and the first vice district governor in identifying and strengthening the existing and potential weak clubs.*
- (f) Conduct club visitation, as the representative of the district governor, when requested by the district governor.*
- (g) Assist the district governor and first vice district governor in planning and conducting the annual district convention.*
- (h) Work with the District LCIF Coordinator 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.*
- (i) 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.*
- (j) At the request of the district governor, supervise other district committees.*
- (k) Assist the district governor, first vice district governor, and the cabinet in 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 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 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 dues and taxes levied on members and clubs in the sub district, deposit the same in such bank or banks as the district governor shall determine and disburse the same by order of the district governor.*
 - 5) Remit and pay over to the multiple district council secretary-treasurer the multiple district dues and taxes, if any, collected in the sub-district, and secure a proper receipt.*
 - 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.*
 - 8) Deliver, in a timely manner, at the conclusion of his/her term in office, the general and/or financial accounts, funds and records of the district to his/her successor in office.*
- (c) Perform such other functions and acts as may be required of each by directives of the International Board of Directors.*

Section 5 - Cabinet 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) Make reports to the cabinet as the district governor or cabinet may require.*
 - 2) Collect and receipt for all dues and taxes levied on members and clubs in the sub district, deposit the same in such bank or banks as the district governor shall determine and disburse the same by order of the district governor.*
 - 3) Remit and pay over to the multiple district council secretary-treasurer the multiple district dues and taxes, if any, collected in the sub-district, and secure a proper receipt.*

- 4) *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.*
 - 5) *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.*
 - 6) *Deliver, in a timely manner, at the conclusion of his/her term in office, the general and/or financial accounts, funds and records of the district to his/her successor in office.*
- (c) *Perform such other functions and acts as may be required of each by directives of the International Board of Directors.*

Section 6 – Global Service Team (GST) District Co-ordinator.

The GST district coordinator is a member of the District Global Action Team. His/her responsibilities include:

- (a) Encourage clubs to implement service projects that are aligned with global LCI initiatives, including the LCI Service Framework.
- (b) Work with clubs to raise the visibility of Lions service impact in local communities.
- (c) Collaborate with GMT and GLT district coordinators and the Global Action Team district chairperson (district governor) to further initiatives focused on leadership development, membership retention and growth, and expanding humanitarian service.
- (d) Work with region, zone, and club service chairpersons to help clubs reach their service goals, ensure regular reporting in MyLCI, and encourage utilization of LCI tools (such as the App) to increase engagement in service projects.
- (e) Support local community service projects that create a sense of belonging and pride to the Lions and Leos in the district.
- (f) Promote service projects that attract multi-generational participants, including the integration and leadership development of Leos.
- (g) In collaboration with the LCIF district coordinator, maximize LCIF resource utilization and fundraising and monitor LCIF grants given to the district.
- (h) Gather club and district feedback related to service challenges, opportunities, and successes and share information gathered with multiple district coordinator to troubleshoot/remove barriers impeding the successful implementation of service programs.

Section 7 – Global Membership Team (GMT) District Co-ordinator

The GMT district coordinator is a member of the District Global Action Team. His/her responsibilities include:

- (a) Collaborate with the GLT and GST district coordinators and the Global Action Team district chairperson (district governor) to further initiatives focused on leadership development, membership growth and expanding humanitarian service.
- (b) Develop and execute an annual district membership development plan.
- (c) Collaborate with region, zone, and club membership chairpersons to identify communities without a club or where additional clubs can be chartered.
- (d) Motivate clubs to invite new members, inspire positive club membership experiences, and ensure clubs are aware of available membership programs and resources.
- (e) Monitor club membership reports. Recognize clubs that are increasing membership and support clubs that are losing members.
- (f) Work with clubs in danger of cancellation by ensuring payments are submitted on time.
- (g) Include diverse populations to participate in Global Action Team Initiatives.
- (h) Respond promptly to prospective member leads provided by the GMT multiple district coordinator or LCI, track recruitment and provide status report of the lead.
- (i) Complete requirements and submit applications to receive district funding from LCI for membership development activities. LA-4 Revised July 4, 2017 Page 23
- (j) Confirm new members are provided an effective member orientation at the club level, in collaboration with the GLT district coordinator and the club officers.
- (k) Provide retention strategies to clubs in collaboration with GLT and GST district coordinators.

Section 8 – Global Leadership Team (GLT) District Co-ordinator

The GLT district coordinator is a member of the District Global Action Team. His/her responsibilities include:

- (a) Collaborate with your GMT and GST district coordinators and Global Action Team district chairperson (district governor) to further initiatives focused on leadership development, membership growth and expanding humanitarian service.
- (b) Develop and execute an annual district leadership development plan.
- (c) Communicate regularly with region/zone chairpersons and club vice presidents to ensure they are aware of leadership development programs and resources available.

- (d) Provide ongoing motivation to region/zone chairpersons and club vice presidents to achieve leadership development goals.
- (e) Promote leadership development opportunities that encourages participation all levels of the association.
- (f) Collaborate with GMT and GST district coordinators to provide retention strategies to clubs.
- (g) Include diverse populations to participate in Global Action Team initiatives.
- (h) Identify potential and new leaders to participate in service, membership and leadership development opportunities.
- (i) Organize and facilitate instructor-led and web-based training in coordination with LCI.
- (j) Confirm new members are provided an effective member orientation at the club level, in collaboration with the GMT district coordinator and club officers.
- (k) Complete requirements and submit applications to receive district funding from LCI for leadership development activities.

Section 9 – LCIF District Co-ordinator

The LCIF district coordinator is nominated by the LCIF multiple district coordinator, in consultation with the district governor, and appointed by the LCIF chairperson, to serve for a three-year term. This position serves as an ambassador for Lions Clubs International Foundation and reports directly to LCIF multiple district coordinator while working closely with district leadership. His/her responsibilities include:

- (a) Be familiar with LCIF initiatives and educate Lions within the district on the various grants and projects supported by LCIF. Assist district governors with grant applications to LCIF, as needed.
- (b) Promote foundation initiatives in district publications, during district events and to the public at large.
- (c) Ensure that local LCIF-funded projects receive proper promotion and follow grant-criteria guidelines. LA-4 Revised July 4, 2017 Page 24
- (d) Encourage all Lions to contribute to LCIF and promote individual and club recognition programs as incentives to donate to LCIF.
- (e) Identify potential major gift donors, local foundations, corporations, and businesses with the potential to support LCIF and, and when appropriate, be involved in the gift-request process.
- (f) Assist with the submission of LCIF funds, MJF applications, and other donation information when necessary.
- (g) Encourage clubs to select a Lion to serve as the club LCIF coordinator (which may be the immediate past club president). Host an annual training for club LCIF coordinators. Communicate with each LCIF club coordinator quarterly.
- (h) In collaboration with the district governor and the LCIF multiple district coordinator, develop and execute a plan with agreed upon goals. Communicate monthly with the LCIF multiple district coordinator to discuss progress and challenges.

Section 10 - 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)** In coordination with the District GMT Coordinator, 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, District GMT Coordinator, the District GLT Coordinator and the District GST Coordinator as appropriate.
- (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, district GMT Coordinator and district GLT Coordinator.
- (f)** Endeavor to have every club in his/her region operating under a duly adopted club constitution and bylaws.
- (g)** Promote the Club Quality Initiative to the clubs within the zone and work in concert with the District GMT Coordinator, the District GLT Coordinator and the District Governor Team to implement the program within the region.
- (h)** In coordination with the District GLT Coordinator, play an active role in supporting leadership initiatives by informing Lions with the zone about leadership development opportunities at the zone, district or multiple district.
- (i)** In co-ordination with the GST District Co-ordinator, play an active role in promoting global service initiatives by informing Lions within the Zone about service opportunities in the Region, District or Multiple District.
- (j)** 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.

- (k) Carry out such official visitations to club meetings and charter nights as shall be assigned to him/her by the district governor.*
- (l) 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.*

Section 11 - 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) Endeavor to include the District GMT Coordinator, the District GLT Coordinator and the GST District Coordinator as special guests to a District Governor's Advisory Committee meeting to discuss needs related to membership, leadership development and service and how these teams may assist with membership and leadership development within the zone.*
- (d) Make a report of each District Governor's Advisory Committee meeting and send copies within five (5) days thereafter to Lions Clubs International and to the District Governor, District GMT Coordinator, District GLT Coordinator, the District GST Coordinator and region chairperson.*
- (e) Promote the Club Quality Initiative to the clubs within the zone and work in concert with the District GMT Coordinator, the District GLT Coordinator and the District Governor Team to implement the program within the zone.*
- (f) In coordination with the District GMT Coordinator, play an active role in organizing new clubs and keep informed of the activities and well-being of all clubs in his/her zone.*
- (g) In coordination with the District GLT Coordinator, play an active role in supporting leadership initiatives by informing Lions within the zone about leadership development opportunities at the zone, district or multiple district.*
- (h) In coordination with the GST District Coordinator, play an active role in promoting global service initiatives by informing Lions within the Zone about service opportunities in the Zone, District or Multiple District.*
- (i) Represent each club in his/her Zone in any problems with District, Multiple District council chairperson or Lions Clubs International.*
- (j) Supervise the progress of District, Multiple District, and Lions Clubs International projects in his/her zone.*
- (k) Endeavor to have every club within his/her Zone operating under a duly adopted club constitution and by-laws.*
- (l) 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.*
- (m) 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).*
- (n) Perform such other functions and acts as may be required of him/her by directives of the International Board of Directors.*

Section 12 - 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 dues and 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 Treasurer.*
- (e) Secure, semi-annually or more frequently, sub-district financial reports from the Cabinet Treasurer.*

Section 13 - Sergeant-at-Arms. *The Sergeant-at-Arms shall maintain order and decorum at the respective conventions and meetings and perform such other duties as are incident to his/her office under Joske's Law and Procedure, at Meetings in Australia, newly revised.*

Section 14 – Leo/ Leo-Lion Cabinet Liaison (Optional): The District Governor, in consultation with the district Leo chair, may choose to appoint a Leo or a Leo-Lion to serve a one-year term in an official non-voting capacity. The Leo/Leo-Lion cabinet liaison shall represent the interests and perspectives of Leos and Leo-Lions and facilitate communication and connection between Leos and Lions. In areas with a Leo district, the role shall be filled by a Leo-Lion or Leo, who is a current or past Leo district president, vice-president, secretary, or treasurer. In areas where no Leo district has been formed, the role shall be filled by a Leo or a Leo-Lion who is a current or former Leo club president.

The District Governor shall assign the Leo/Leo-Lion cabinet liaison to the standing cabinet committee(s) that would most benefit from a young adult voice. The cabinet liaison may remain on the same committee for the duration of the year or transition among committees as determined by the district governor.

The responsibilities of the Leo/Leo-Lion cabinet liaison include:

- (a) Facilitate communication between Leos and Lions within the district.
- (b) Serve as a resource to district cabinet officers and assigned committee(s).
- (c) Coordinate with the district Leo chairperson in the promotion of the Leo club, Leo-Lion programs, and engagement opportunities for young people within the Lions' district.
- (d) Support district Leo chairperson in conducting training for Leo district officers.
- (e) Advocate for leadership and leadership training opportunities for Leos and Leo-Lions within Lions district activities.
- (f) Serve as support and point of contact for district Leos to explore Lions membership program opportunities.
- (g) Communicate with Leo district president, Leo/Leo-Lion council liaison (if appointed), and the constitutional area representative of the Leo Club Program Advisory Panel to collaborate on initiatives related to young people.
- (h) Assist in planning and integration of Leos and Leo-Lions in Lions district convention, forum events and trainings.
- (i) Attend Leo district meetings as necessary.
- (j) Chair one district collaboration project between Leos and Lions.

ARTICLE 12 - FINANCES

Section 1 - District Administration Fund

(a) To provide revenue to defray the non-convention administrative expenses of the District, annual Per Capita Dues of such sum as may be determined from time to time by District Convention is hereby levied upon each member of each Club in the District. It shall be paid in advance by each club in semi-annual payments determined from time to time by District Convention and held in the District Administration Fund. The sums and dates of payment shall be published in Schedule F to the Constitution within sixty (60) days after the close of Convention.

(b) Notwithstanding anything herein contained the Semi-Annual payments otherwise payable by any Club or Member of a Club in Papua New Guinea to the District be waived, either in whole or in part, from time to time by resolution of the Cabinet having regard to the recommendations of the District Governor of Lions District 201 Q2 providing that the Club in question makes an official request for assistance in writing to the District Governor and that the Club provides proof of their financial situation.

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

Section 2 - New Clubs

(a) Newly chartered or re-organised clubs shall collect and pay the Per Capita Dues from July 1 or January 1, less 50% of the current half yearly district administration dues for the first two half yearly payments of such dues, which first occurs following the date of charter or re-organisation, as the case may be.

(c) A grant shall be made to the sponsoring Lions Club of a new Lions Club up to the amount specified in Schedule F for the purchase of regalia and the printing of the Charter Certificate. The amounts shall be paid on the presentation of original documents and receipts.

Section 3 - Cheques

The Per Capita Dues shall be disbursed only for non-convention administrative expenses of the District and only upon approval by the District Cabinet. Disbursements therefrom shall be by cheque drawn and signed by any two (2) of the following -the District Governor; the Cabinet Secretary, the Cabinet Treasurer and the Zone Chairperson from the Zone in which the Cabinet Treasurer is a member. Clubs which incur the District in additional administrative expenditure by failing to submit reports or pay accounts by the time requested, may, at the discretion of the District Governor, be charged the additional expenditure so incurred.

Section 4 - District Convention Fund

- (a)** Such sum as may be determined from time to time by District Convention shall be paid per annum per member into the District Convention Account to defray District Convention costs for purposes other than hospitality. This amount is to be paid with the first semi-annual billing in such sum as is specified in Schedule F.
- (b)** An amount determined from time to time by District Cabinet and as specified in Schedule F shall be paid to the District Organising Committee to pay all Convention administration expenses for that Convention, and any balance remaining after payment of all Convention administration expenses shall be paid into the District Convention Fund and become available for future Convention Administration Expenses at the discretion of the District Cabinet.
- (c)** If additional funds to cover administration expenses are required by the Convention Organising Committee, then application will be made to the District Cabinet for consideration of additional monies from the District Convention Fund.
- (d)** There will be no direct administration charges levied through a registration fee on members attending District Convention, other than in Article 11, Section 4(a) above.
- (e)** On closure of the books of accounts of the Organising Committee for the Convention any surplus shall be paid to and deficiencies made up from the District Convention Fund.
- (f)** Such fee as the District Cabinet shall set may be collected, under procedures set by the District Cabinet, from each delegate, alternate, and guest attending the District convention to defray the actual cost of convention meals and entertainment.
- (g)** The District Governor shall, or District Cabinet may, provide for an annual or more frequent audit of the District Convention Fund and shall give an annual financial report of said Fund to each District Convention.

Section 5 - Fares Equalization Fund

- (a)** All Clubs in the District will be levied such sum as may be determined from time to time by District Convention per member, to be paid with the first semiannual dues, only from the Administration or a Special Convention fund, and in such sum as is specified in Schedule F.
- (b)** Each Club will be entitled to a payment of up to two (2) delegates who register and attend the Convention and are present at the Forums and Business sessions. In the event of a Convention being held in a remote area, the Cabinet of the day shall decide what is a fair and reasonable amount of refund to be disbursed to accredited delegates.
- (c)** Any amount paid in accordance with Section 5(b) or such greater amount, as may be determined by a Club's Board of Directors shall be disbursed or have been disbursed, to the accredited delegates who attended the said Convention, to assist in defraying travel expenses and such other expenses, as may be determined by the Club's Board of Directors.
- (d)** Notwithstanding any other provision herein contained, no Club shall be entitled to claim or be paid any monies out of this fund with respect to any delegate who has received or is entitled to receive funding for the purpose of attending that Convention from any other fund or source associated with the International Association or any affiliate thereof, other than the Club in question, whether direct or indirect.
- (e)** The payment by the District shall be to those delegates from clubs outside four hundred (400) kilometres from the Convention venue and on the basis determined from time to time by District Cabinet in such sum as is specified in Schedule F to a maximum of two hundred and fifty dollars (\$250.00).
- (f)** If there are insufficient funds available in the Fares Equalization Fund in any year to meet this total cost all payments will be reduced proportionately.

(g) Surplus monies in the Fares Equalization Fund, after payments in any one year have been met or any accrued surpluses, shall not be disbursed to support any other fund or purpose other than that for which it was raised.

Section 6 - District Governor's Fund

There shall be a District Governor's Expense Fund into which shall be paid such sum as may be determined from time to time by District Convention per member per annum, in such sum as is specified in Schedule F and disbursement from this Fund shall be made only for purposes associated with contingent expenses incurred by the District Governor during his or her year of office and not fully recoverable from Lions Clubs International, and which have been approved by District Cabinet. Any claim must be accompanied by a receipt or other form of proof of payment

Section 7 - Vice District Governor's Fund

(a) There shall be a First Vice Governor's Expense Fund into which shall be paid such sum as may be determined from time to time by District Convention per annum in such sum as is specified in Schedule F, and disbursement from this Fund shall be made only for the purposes associated with contingent expenses incurred which includes the purchase of his or her personal Badge and/or Bannerette to be used in his or her year as District Governor and which have been approved by District Cabinet. Any claim must be accompanied by a receipt or other form of proof of payment

(b) There shall be a Second Vice District Governor's Fund into which shall be paid such sum as may be determined from time to time by District Convention per annum in such sum as is specified in Schedule F, and disbursement from this Fund shall be made only for the purpose associated with contingent expenses incurred which includes Travel, Accommodation and Hospitality booklets to the Multiple District Convention for training and the cost of travel to the Advanced Senior Lions Leadership Institute, both of which will occur during the Second Vice District Governor's year of office, and which have been approved by District Cabinet. Any claim must be accompanied by a receipt or other form of proof of payment

Section 8 - District Activities Fund

(a) District shall maintain a District Activities Fund to pay the costs of administering National and District Projects when such are not covered by other Districts' Funds. To maintain this fund, a levy of such sum as may be determined from time to time by District Convention per club member shall be paid in one semi-annual billing and in such sum as is specified in Schedule F.

(b) District Officers who are required to attend approved meetings outside the District may have reasonable out of pocket expenses reimbursed where supported by receipts or other form of proof of payment and as approved by District Cabinet at its discretion.

Section 9 - District Youth Fund and District Youth of the Year Projects

A District Youth Fund will be established to cover the cost of maintaining District Youth Projects and District Youth of the Year Projects. A levy of such sum as may be determined from time to time by District Convention per member, from Lions Clubs may be paid from the Club's Activities Account in semi-annual payments and in such sum as is specified in Schedule F.

Section 10 - District Fund Administration

(a) **Interest Bearing Deposits.** Interest gained from the investment of District funds shall be distributed pro-rata over the financial accounts that contributed to the investment monies.

(b) The District Cabinet shall open such accounts and/or establish such other funds as it thinks fit.

(c) The incoming "Club Officers Training Schools" be held in a minimum of three (3) locations. The cost of hire of the meeting rooms and officer training where applicable shall be borne by the District Administration Fund with kilometres travelled as per Article 8 Section 5 (e)

Section 11 - District Governor nor District Officers, shall incur obligations

Neither the District Governor nor District Officers shall incur obligations in any fiscal year which will cause an unbalanced budget or deficit.

Section 12 – Fidelity Bonding

An insurance policy to provide fidelity bonding for the Cabinet Secretary and Cabinet Treasurer shall be effected at the expense of the District.

Section 13 - Audit

(a) There shall be an external Audit of all monies, books and accounts of the District after the close of each financial year for presentation to the succeeding District Cabinet by the end of the month of August. The Auditor shall be appointed by Cabinet or the District Governor.

(b) Payments for this Audit shall be shared between the Administration Account and the Activities Account, in accordance with Queensland Office of Fair-Trading policy or directives, in such percentage proportions as appear in Schedule F.

(c) A copy of the Audited District Accounts for the preceding Lions Year to be conveyed to all Clubs in the District at least thirty (30) days prior to the next District Convention.

Section 14 - M.D. Funds

Any fees payable from time to time to Multiple District 201 Council shall be collected by the Cabinet Treasurer of the District and forwarded to the Multiple District Council Executive Officer.

Section 15 - District Funds

District funds raised as a result of activities undertaken by Lions Clubs of the District shall, unless raised for a specific purpose which was outlined at the commencement of the activity, be distributed in such amounts and at such times and in such areas as shall be determined by a District Convention or Cabinet.

Section 16 - Disaster Emergency Fund

Any written application for an increase in funding of any approved grant must be presented to the District Governor for consideration and if granted, ratified at the next Cabinet Meeting.

Section 17 - Treasurer

The Cabinet Treasurer shall carry out such duties relating to finance and accounts as the District Governor or District Cabinet may assign to him or her. His or her books and accounts must be available at all times to the District Governor and District Cabinet and any Auditor appointed by the District Governor or Cabinet. He or she shall be reimbursed for any expenses approved by the District and he or she may be paid an honorarium in such sum as may be approved by District Cabinet from time to time.

Section 18 - CPI Increases

Each successive year except as otherwise provided for, Schedule F of the District Constitution will be amended to reflect changes in the Consumer Price Index (CPI) from March to March for the previous year.

Section 19 – Western Zone Fund

There shall be a fund to cover the travel expenses of the Zone Chairperson to visit Clubs within the Western Zone of up to two visits per year. This is only to clubs that are outside a 100 kilometre radius from his or her usual place of residence. Any claim must be accompanied by a receipt or other form of proof of payment with reimbursement as per Schedule F.

ARTICLE 13 - DISTRICT CONVENTION

Section 1 – Convention Date

An Annual Convention of the District shall be held in each year over the third weekend in November or such date as may be decided from time to time by District Cabinet; commencing on the Friday evening and finishing on Sunday.

Section 2 - Determination of Venue

The place of each Convention shall be determined by the penultimate Convention of the District, or by the District Governor of the day in accordance with the paragraph following or otherwise at the District Governors discretion.

Where no written application has been received in accordance with the following Section 3, then applications may be received from the floor of the Convention at the discretion of the District Governor. Such applications should disclose sufficient particulars of the proposal and suitability of the proposed venue to enable Delegates to properly consider the application.

Section 3 – Application to Host

(a) Any Club desiring to be the Convention Host Club of any Convention shall make written application to and be in the hands of the Cabinet Secretary at least sixty (60) days prior to the date fixed for the penultimate Convention of the District.

(b) Each eligible application shall set out particulars of the proposal and the Club's reasons for considering the venue to be suitable. Each application shall be submitted to Convention for consideration.

Section 4 - Official Call.

The district governor shall issue an official call by printed or electronic means to all clubs for the annual district convention not less than sixty (30) days prior to the date fixed for holding the same, stating the place, day and hour thereof.

Section 5 - Venue Change.

The district cabinet shall retain, and have, power to change at any time, for good reason, the convention venue previously chosen and neither the district, officers of the district nor any member of the district cabinet, shall incur any liability thereby to any club or club member in the district. Notice of this venue change shall be furnished in writing to each club in the district no less than thirty (30) days prior to the convening date of the annual convention

Section 6 - Officers. *The members of the district cabinet shall be the officers of the annual district convention.*

Section 7 - 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 8 - Official Report

Within fifteen (15) days after the close of each single and sub-district convention, the cabinet secretary shall transmit one copy of the complete proceedings to the international office. Upon written request from any club in the respective district a copy shall be furnished to said club.

Section 9 - Credentials Committee.

The Credentials Committee of the district convention shall be composed of the district governor, as chairperson, the cabinet secretary and two other non-officers of the district appointed by the district governor, each of whom shall be a member in good standing of a different Lions club in good standing in the district. The non-officers shall not' through the duration of the appointment hold any district or international office either by election or appointment. The Credentials Committee shall have the powers and perform the duties set forth in Joske's Law and Procedure, at Meetings in Australia, newly revised.

Section 10 - 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 11 - 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.

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Each region, if any, shall have at least one representative on each such committee. These committees shall perform such duties as the district governor shall designate.

Section 12 - Delegates

(a) Delegate Registration

The delegates at each Convention shall be those members registered with the Cabinet Secretary by the close of registrations and determined in accordance with the provisions of the Constitution of the Association.

(b) Club Delegate Formula.

Each chartered club in good standing in Lions Clubs International and its district (single or sub- and multiple) shall be entitled in each annual convention of its district (single or sub- and multiple) to one (1) delegate and one (1) alternate for each ten (10) members, who have been enrolled for at least one year and a day in the club or major fraction thereof, of said club as shown by the records of the international office on the first day of the month last preceding that month during which the convention is held. The major fraction referred to in this section shall be five (5) or more members. Each certified delegate present in person shall be entitled to cast one (1) vote only for each office to be filled by, and one (1) vote only on each question submitted to, the respective convention. Unless otherwise specified herein, the affirmative vote of a majority of the delegates voting on any question shall be the act of the convention. All eligible delegates must be members in good standing of a club in good standing in this district. Delinquent dues may be paid and good standing acquired up to fifteen (15) days prior to the close of credential certification, as such closing time shall be established by the rules of the respective convention.

(c) Clubs in Good Standing

"Good Standing" means as follows:

- (i) Current Per Capita Dues (International, MD201 and District) must be paid in full.
- (ii) Balances of more than \$50.00 ninety (90) days past due, must be paid (includes Christmas Cakes, and amounts owed by sponsored Lioness and/or Leo Clubs).
- (iii) *Delinquent dues may be paid and good standing acquired up to fifteen (15) days prior to the close of the credential certification, and such closing time shall be thirty (30) minutes prior to the presentation of the appropriate credentials report.*

(d) Leos

Leos may seek leave to speak on any topic similar to the rights given to non-delegates.

Section 13 - Past District Governors

Each Past District Governor who is a member of a Club within the District shall be a delegate of the Convention with full rights as such, independent of the ordinary Club quota of his or her Club.

Section 14 - Delegates Voting

A vote on any question can be cast: only by a delegate in attendance (which for the purpose of this Article includes alternate delegates acting as delegates) and Past District Governors.

Section 15 - Quorum

The presence of a majority of the delegates registered at a Convention shall constitute a quorum at any session of the Convention.

Section 16 - Copies of Proceedings

Within sixty (60) days after the close of the Convention an official report of the Convention proceedings must be conveyed in writing by the Convention Organising Committee to the Association, and if so requested to each Club in the District.

Section 17 - Chairperson

The District Governor shall preside over and appoint all Convention arrangements and committees in consultation

with the Convention Organising Committee and the Vice District Governor (Elect), but the District Governor may appoint the Immediate Past District Governor, a Past District Governor or other suitable Lion to act as Chairperson of the Convention.

Section 18 - Transport

No official carrier shall be appointed to solely control the transport arrangements for a District Convention.

Section 19 - Club Fundraising Activities

No Club or member of a Club shall conduct Club fundraising activities at District Conventions other than as approved by District Cabinet.

Section 20 - Convention Committee Report

The Convention Organizing Committee shall present a report to each District Cabinet Meeting.

Section 21 - Convention Presentations

Presentations to VIPs, and other guests of Convention shall not be incurred as an expense of the Convention but shall be purchased from the District Convention Fund.

Section 22 - Reimbursement of Executive Officers

(a) For the purpose of this Section, the Executive Officers are the District Governor, Vice District Governors, Cabinet Secretary, Cabinet Treasurer, Constitution and By-Laws Chairperson, and Convention Chairperson of the Lions year in which the Convention is held.

(b) The Executive Officers shall be reimbursed from District Convention Fund for accommodation expenses not exceeding three (3) nights and such travel allowances in accordance with Article 8 Section 5(e) but disregarding the 200 kilometre radius.

Section 23 - Hospitality Fee

A Hospitality Fee, the amount of which shall be determined by the Convention Organizing Committee and approved by Cabinet shall be collected from each person who applies to attend each Convention. This fee will be collected by the Organising Committee and used exclusively to meet hospitality expenses. The Organising Committee shall put all Profits from Convention into the Convention Fund. The Organising Committee may make such refunds of hospitality fees as it shall think proper and subject to any directions from the District Governor.

Section 24 – Budget Preparations

The Convention Organising Committee shall prepare and present to the District Cabinet;

(a) By February 28, of the year of the Convention: a provisional budget for the Convention. Such Budget is to include all anticipated income and expenditure and shall form the basis of the claim referred to in Article 8, Section 4 (b).

(b) By May 31, of the Year of the Convention: a detailed budget, to include proposed charges for all activities

Section 25 - Accounts

The Convention Organising Committee shall submit to the District Cabinet audited statements of the Convention Accounts within ninety (90) days of the close of the Convention, such audit having been made by the Auditor appointed pursuant to Article 8, Section 13(a) hereof.

Section 26 - Special Convention.

A Special Convention of the clubs of the District may be called by a two-thirds vote of the District Cabinet at such time and place as they shall determine; provided that such Special Convention shall conclude no less than 30 days prior to the convening date of the International Convention and that such Special Convention shall not be convened for the election of the district governor, first vice district governor or second vice district governor. Written notice of the Special Convention setting forth the time, place and purpose thereof, shall be provided to each club in the District by the District Cabinet Secretary, no less than 30 days prior to the convening date of the Special Convention.

ARTICLE 14 - DISTRICT CONVENTION MOTIONS

Section 1 - General

Subject to Sections 5 and 7 hereto, the only Motions to be considered at a Convention shall be those:

(a) That have been submitted in writing to the Cabinet Secretary not less than sixty (60) days prior to the date of the opening of the Convention, PROVIDED that the limit of sixty (60) days shall be increased to ninety (90) days in the case of any motion to establish a District Project, by a Club within the District and which are signed by the Club's President or Secretary;

or

(b) That have been approved by Cabinet for submission to the Convention not less than sixty (60) days prior to the date of the Convention PROVIDED that the limit of sixty (60) days shall be increased to ninety (90) days in the case of any motion to establish a District Project.

(c) A notice of motion that is put forward to a Convention and is lost may not be put forward for a period of three (3) years without the express approval of the District Governor.

Section 2 - Administration Charges

Before any changes in administration charges are presented to Convention for any purpose whatsoever, the full financial details covering the need and implementation shall be presented to delegates.

Section 3 - Projects

(a) The Mover of any motion to establish a District Project must provide full organizational details of the project and the financial responsibilities of the Clubs within the District which decide to participate in the Project, and where the details of a District Project are being amended, the Mover of such Motion must provide sufficient information to identify the effect of the amendment on the organizational details of the Project and the financial responsibilities of the participating Clubs.

(b) The Constitution and By-Laws Chairperson of the day, or such other Officer as may be directed by the District Governor shall, in conjunction with the Project Chairperson, prepare a written description of the objects of the Project for the purposes of By-Law 6, Rule 4.

Section 4 - Notice to Clubs

The Cabinet Secretary shall convey to all Clubs within the District a copy of all Notices of Motion to be placed before the Convention (and the basic information submitted with respect to the Notice of Motion at least thirty (30) days (or in the case of Notices of Motion to establish a district project) at least forty-five (45) days prior to the opening of the Convention.

The intention of the period of days so calculated is to provide Clubs with at least one Regular or Dinner meeting and one Board meeting to consider the Notices of Motion.

Section 5 - Late Notices

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:

(a) i. It arises as a result of debate or action taken at Convention relating to a Motion received in time; or
ii. It arises as the 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; **or**
iii. It relates to a happening or event occurring between the due date for lodging motions and the commencement of the Convention and is approved by the District Governor as a proper matter for inclusion in the agenda of the Convention as a Late Notice of Motion; **and**

(b) at least two-thirds of the delegates present and voting support the admission of such a motion to the Convention program or 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 6 - Delegates Voting

A vote on any question can be cast only by a delegate present (which for the purpose of this Article includes alternate delegates acting as delegates) and Past District Governors.

Section 7 - Formal Motions

Sections 1, 4 and 5 of this Article shall not apply to Motions of a formal nature.

Section 8 - Effect

Any Motion carried at a Convention shall take effect at the close of the Convention unless otherwise specified in that motion.

ARTICLE 15 - DISTRICT DISPUTE RESOLUTION PROCEDURE

Section 1 - Disputes Subject to Procedure

All disputes or claims arising from provisions of the District Constitution and By-Laws or any policy or procedure adopted from time to time by the district (single or sub-) cabinet, or any other internal Lions district (single or sub-) matters that cannot be satisfactorily resolved through other means, arising between any clubs in the district (single or sub-), or any club(s) and the district (single or sub-) administration, shall be resolved in accordance with the Dispute Resolution Procedures established by the International Board of Directors.

Section 2 - Complaints and Filing Fee

Any Lions club in good standing within the association (the "complainant") may file a written request with the district governor or, in the event the complaint is directed against the district governor, the immediate past district governor (a "complaint"), with a copy to the Legal Division, asking that dispute resolution take place under this procedure. The complaint must be filed within thirty (30) days after the complainant(s) knew or should have known of the occurrence of the event upon which the complaint is based. The complainant(s) must submit minutes signed by the club secretary certifying that a resolution in support of filing the complaint has been adopted by a majority of the entire membership of the club. A copy of the complaint shall be sent to the respondent(s). A complaint filed under this procedure must be accompanied by a US\$750.00 filing fee, or its equivalent in the respective national currency, payable by each complainant to the district (single or sub-) which shall be submitted to the district governor or, in the event the complaint is directed against the district governor, the immediate past district governor, at the time the complaint is filed. In the event the complaint is settled or withdrawn prior to a final decision by the conciliators, US\$100.00 shall be retained by the district (single or sub-) as an administrative fee and US\$325.00 shall be refunded to the complainant and US\$325.00 shall be paid to the respondent (which shall be shared on an equal basis if there is more than one respondent). In the event the selected conciliators find the complaint to have merit and the complaint is upheld, US\$100.00 shall be retained by the district (single or sub-) as an administrative fee and US\$650.00 shall be refunded to the complainant. In the event the selected conciliators deny the complaint for any reason, US\$100.00 shall be retained by the district (single or sub-) as an administrative fee and US\$650.00 shall be paid to the respondent (which shall be shared on an equal basis if there is more than one respondent). In the event the complaint is not settled, withdrawn, upheld or denied within the time frames established by this procedure (unless an extension has been granted for good cause), then the entire fee will be automatically retained by the district (single or sub-) as an administrative fee and shall not be refunded to any party. All expenses incurred relative to this dispute resolution procedure are the responsibility of the district (single or sub-), unless established district (single or sub-) policy provides that all expenses incurred relative to this dispute resolution procedure shall be paid on an equal basis by the parties to the dispute.

Section 3 - Response to Complaint

The respondent(s) to the complaint may file a written response to the complaint with the district governor or, in the event the complaint is directed against the district governor, the immediate past district governor, with a copy to the Legal Division, within ten (10) days of receiving notice of the complaint. A copy of the response shall be sent to the complainant(s).

Section 4 - Confidentiality

Once a complaint has been filed, communications between the complainant(s), respondent(s), district governor or, in the event the complaint is directed against the district governor, the immediate past district governor and conciliators should be kept confidential to the extent possible.

Section 5 - Selection of Conciliators

Within fifteen (15) days of filing the complaint, each party to the dispute shall select one (1) neutral conciliator and the selected conciliators shall select one (1) neutral conciliator, who will serve as chairperson. The selected conciliators' decision relative to the selection of the conciliator/chairperson shall be final and binding. All of the selected conciliators shall be Lion leaders, preferably past district governors, who are currently members in good standing of clubs in good standing in the district (single or sub-) in which the dispute arises, other than a club which is a party to the dispute and shall be impartial on the matter in dispute and without loyalties to any party to the dispute. Upon completion of the selection process, the conciliators shall be deemed appointed with all authority appropriate and necessary to resolve or decide the dispute in accordance with this procedure. In the event the selected conciliators cannot agree on the selection of the conciliator/chairperson within the time frame noted above, then the selected conciliators shall be automatically deemed to have resigned for administrative reasons and the parties must select new conciliators ("the second team of selected conciliators") who shall then select one (1) neutral conciliator/chairperson in accordance with the selection procedures and requirements described above. In the event the second team of selected conciliators cannot agree on the selection of the conciliator/chairperson from within the district (single or sub-) in which the dispute arises, the selected conciliators may select one (1) neutral conciliator/chairperson who is a member of a club in good standing outside the respective district (single or sub-). In the event the second team of selected conciliators cannot agree on the selection of the conciliator/chairperson from within or outside the district (single or sub-) in which the dispute arises, then the past international director who most recently served on the International Board of Directors from within the district (single or sub-) in which the dispute arises or from an adjacent district (single or sub-), whichever is closest in proximity, shall be appointed as conciliator/chairperson. The time limits in this Section 5 may not be shortened or extended by the district governor or, in the event the complaint is directed against the district governor, the immediate past district governor, or the conciliators.

Section 6 - Conciliation Meeting & Decision of Conciliators

Upon being appointed, the conciliators shall arrange a meeting of the parties for the purpose of conciliating the dispute. The meeting shall be scheduled within thirty (30) days of the appointment of the conciliators. The objective of the conciliators shall be to find a prompt and amicable resolution to the dispute. If such conciliation efforts are unsuccessful, the conciliators shall have the authority to issue their decision relative to the dispute. The conciliators shall issue their decision in writing no later than thirty (30) days after the date on which the initial meeting of the parties was held, and the decision shall be final and binding on all parties. The written decision shall be signed by all the conciliators, with the dissent of any conciliator properly noted, and a copy of the written decision shall be provided to all parties, the district governor or, in the event the complaint is directed against the district governor, the immediate past district governor, and, to the Legal Division of Lions Clubs International. The decision of the conciliators must be consistent with any applicable provisions of the International, Multiple District and District Constitutions and By-Laws and policies of the International Board of Directors and is subject to the authority of and further review by the International Board of Directors at the sole discretion of the International Board of Directors or its designee. Failure to comply with the final and binding decision of the conciliators constitutes conduct unbecoming a Lion and is subject to loss of membership privileges and/or charter cancellation.

ARTICLE 16 - MULTIPLE DISTRICT 201 CONVENTION AND COUNCIL MEETINGS

Section 1 - Expenses of District Officers

- (a)** Expenses of the District Governor Elect, the 1st Vice District Governor Elect and Cabinet Secretary and the Cabinet Secretary Elect where they are required to attend Council Meetings shall be paid from District Funds to include the equivalent of the cheapest airfare available and accommodation.
- (b)** Expenses of the District Governor Elect for their attendance at Multiple District Convention shall be paid from District Administration Funds. Such 'expenses' shall include the equivalent of the cheapest airfare available, accommodation and the cost of the hospitality book for the District Governor Elect and partner.
- (c)** Expenses of the current Cabinet Secretary when required to attend the Multiple District Council Meetings and Multiple District Convention shall be paid from District Funds. Such expenses to include: the equivalent of the cheapest airfare available, accommodation, plus the hospitality book for the Cabinet Secretary's partner.

ARTICLE 17 - SUSPENSION OR CANCELLATION OF CLUB CHARTER

Section 1 - Distribution of Surplus Assets

(a) If the Charter of a Club in the District is cancelled, by the Association. The Club shall be wound up in accordance with the provisions of the Associations Incorporation's Act 1981 (as amended) and the Regulations made thereto.

(b) Section 1(a) hereof shall apply whether the Club is Incorporated or not Incorporated.

Section 2 - Status Quo

If a Chartered Club within the District is placed in Status Quo. The District Governor or a District Officer nominated by the District Governor shall assume and execute the duties and responsibilities of the Board of Directors of the Chartered Club.

ARTICLE 18 - DISSOLUTION

Upon the dissolution of this District either by agreement of the District in accordance with a resolution carried at a District Convention by a two-thirds majority of delegates voting thereon or by the decision of the Association the property and assets of the District shall vest in such other Lions Clubs or Lions District and in such proportions as such resolution may provide or the Association (or in default the Council of Multiple District 201) shall determine provided that all such funds shall be applied to charitable purposes within the meaning of the law of the State of Queensland or to another Lions Club or Clubs or Lions District constituted principally within Queensland. Funds held for a particular purpose should be applied to a purpose as closely as is practicable to that purpose.

ARTICLE 19 - CONSTITUTION

Section 1 - Supremacy

The Standard Form District Constitution and By-Laws shall govern the district unless otherwise amended so as not to conflict with the Multiple District and International Constitution & By- Laws and policies of Lions Clubs International. Whenever there may exist a conflict or a contradiction between the provisions set out in the district constitution and by-laws and the multiple district constitution and by-laws then the multiple district constitution and by-laws shall Govern. Whenever there may exist a conflict or a contradiction between the provisions set out in the district constitution and by-laws and the International Constitution and By-Laws, then the International Constitution and By-Laws shall govern.

Section 2 - Precedence

The provisions of the Constitution and By-Laws of the Association shall take precedence over the provisions of this Constitution, and the provisions of this Constitution 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 3 - Amendments

This Constitution may only be amended at a District Convention on a motion requiring two-thirds affirmative vote and in accordance with Article 9 of this Constitution.

Section 4 - Automatic Update

When amendments to the International Constitution and By-Laws are passed at the International Convention, any amendments that would have an effect on this District Constitution and By-Laws shall automatically be updated in this district constitution and by-laws at the close of the convention.

Section 5 - Effect

Each amendment shall take effect at the close of the Convention at which it was adopted unless otherwise specified in the motion.

ARTICLE 20 - POWER TO DISTRIBUTE FUNDS

The income and property of the District, however derived, shall be applied solely toward the promotion of the object of the District and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise however by way of profit to the Clubs of the District or to Lions members or to relatives of such members, provided that nothing herein shall prevent the payment in good faith of an honorarium to any Officer or Servant of the District or to any Lions member in return for any services actually rendered to the District or the payment of interest on any monies borrowed by the District from a Club or a Lions member.

ARTICLE 21 - AWARDS AND PRESENTATIONS

(a) The District shall establish or continue in existence such Awards and Presentations as the District Governor, in Consultation with District Cabinet shall from time to time approve.

(b) The qualifying rules, points allocation (where applicable), and selection of recipients shall be as specified in Schedule "AP", the Awards and Presentations Rules.

ARTICLE 22 - GENDER REFERENCE

Any reference to the male gender in this Constitution and its By-Laws or Awards and Presentations Rules or any attachments, Schedules, or appendices shall be read to mean and include the female gender where appropriate.

ARTICLE 23 – CHILDREN AND YOUNG PEOPLE POLICY

The Policy in relation to Children and Young People appears in Schedule CP of this Constitution and By-Laws

THE INTERNATIONAL ASSOCIATION OF LIONS CLUBS
DISTRICT 201Q2 BY-LAWS

BY-LAW 1 - DISTRICT CABINET

Rule 1 - Duties of District Cabinet

The District Cabinet shall:

- (a) Assist the District Governor in the performance of his or her duties and in the formulation of administrative plans and policies affecting the welfare of Lionism within the District;

- (b) Receive from the Regional and Zone Chairpersons: reports and recommendations which concern the clubs and zones;

- (c) Authorize all expenditure and shall not create any indebtedness beyond the current income of the District, nor authorize disbursement of District funds for purposes inconsistent with the District Constitution;

- (d) Have the right to present Notices of Motion to the District Convention under the same guidelines as stated in Article 11 of Multiple District 201 Constitution and by-Laws and Article 9 of this constitution.

- (e) Have the power to make such By-Laws as shall be deemed necessary with respect to the conduct and administration of the District and for the purpose of carrying out its duties and may repeal or amend such By-Laws at any time.

Rule 2 - Sergeant-at-Arms

The Sergeant-at-Arms shall maintain order and decorum at District Conventions and District meetings and perform such other duties as are incidental to his or her office pursuant to the Robert's Rules of Order Newly Revised, as revised from time to time.

BY-LAW 2 - COMMITTEES

Rule 1 - Credentials Committee

The Credentials Committee of the District shall be composed of the District Governor as Chairperson, the Cabinet Secretary, the Cabinet 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 the Robert's Rules of Order Newly Revised, as revised from time to time.

Rule 2 - District Committees

The District Governor shall appoint the Chairperson of, and fill any vacancies occurring in District Committees. which will perform such duties as the District Governor shall designate from time to time.

- (a) **District Governor's Advisory Committee.** In each zone, the zone chairperson and the presidents, first vice presidents and secretaries of the clubs in the zone shall compose a District Governor's Advisory Committee, with the zone chairperson as chairperson. At a date, time and place called by the zone chairperson, this committee shall hold a first meeting within ninety (90) days after the adjournment of the preceding international convention; a second meeting in the month of November; a third meeting in the month of February or March; and a fourth meeting approximately thirty days prior to the multiple district convention. The club service chairpersons, club marketing and communications chairpersons, and club membership chairpersons should attend when information is shared that relate to their position. 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.

- (b) **District Global Action Team.** Chaired by the district governor and includes the GMT district coordinator, GST district coordinator and GLT district coordinator. Develops and initiates a coordinated plan to help clubs expand humanitarian service, achieve membership growth, and develop future leaders. Meets regularly to discuss the progress of the plan and initiatives that may support the plan. Collaborates with members of the multiple district's Global Action Team to learn about initiatives and best practices. Shares activities, achievements and challenges with members of the multiple district Global Action Team. Attends the District Governor Advisory Committee meeting and other zone, region, district or multiple district meetings that feature service, membership or leadership initiatives to share ideas and gain knowledge that may be applied to club practices. LA-4 Revised July 4, 2017 Page 27
- (c) **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.
- (d) **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

BY-LAW 3 -RULES OF PROCEDURE

Rule 1 - Order of 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.

Rule 2 - Questions as to Order and 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 in any District meeting or Convention, any meeting of the District Cabinet, a Region, Zone or member Club of any group or committee of any one of them shall be determined by Joske's Law and Procedure, at Meetings in Australia, newly revised,.

Rule 3 - Standing Orders Relative to Rules of Procedure and Debate

(a). Preliminary

Where these Rules do not cover a particular situation, it shall be dealt with in accordance with the Robert's Rules of Order Newly Revised, as revised from time to time.

(b). Definitions

In these Rules:

"Business Session" means each separate day of the Convention.

"Chairperson" means the District Governor (or any person acting in his or her place).

"Convention" means a Convention of District 201Q2.

"Committee" means any properly constituted Committee of the Convention appointed for a period not exceeding the duration of the Convention.

"Delegate" means any Delegate registered for that business Session of the Convention; any Alternate Delegate when acting in lieu of such Delegate; and Past District Governor

"Quorum" means:

- (a) In relation to a Convention -a majority of the Delegates registered for that Business Session of that Convention.
- (b) In relation to a Committee -a majority of the members of that Committee.

C. Formal Motions shall be:

- C.1. The Closure.
- C.2. Proceed to next business.
- C.3. Adjournment of debate to a later time at this meeting.
- C.4. Adjournment of debate to another meeting.
- C.5. Adjournment of debate indefinitely.
- C.6. Adjournment of the meeting to another meeting.
- C.7. Adjournment of the meeting indefinitely.
- C.8. That the question lie on the table.
- C.9. That the speaker be no longer heard.

D. Explanatory Comments on Formal Motions

C 1 - The Closure

This is used, if carried, to terminate debate and to bring a matter to the vote. The form in which this motion is moved is 'That the question is now put'. This motion may be applied to an amendment as well as the motion.

If this motion is carried, a vote must be immediately taken without right of reply or further discussion or amendment on the motion or amendment to which it is applied.

C2 - Proceed to next Business

This motion is used, if carried, to defer for the time being the particular matter then before the meeting. The form in which this motion is moved is 'That the meeting proceed to the next business'.

This motion may be moved even though an amendment is being considered in which case, if carried, the meeting resumes discussion on the main motion.

C.3 to C.5 Adjournment of Debate

These motions are used, if carried, to adjourn the particular matter being debated (both motion and amendments) while the meeting continues to deal with the other business.

The form in which these motions are moved is:

- (a) 'That this debate be adjourned to a later time, (to be specified) at this meeting'; or
- (b) 'That this debate be adjourned to another meeting (time, date and place to be specified)'; or
- (c) 'That this debate be adjourned indefinitely.'

These motions cannot be amended, discussed or debated as to the time, date and/or place of the meeting at which the adjourned debate is to be resumed.

Should motion (b) be carried, only the matter which was adjourned can be debated at the adjourned meeting.

Should motion (c) be carried, the matter which was adjourned, may be reintroduced at another Convention or meeting of a committee, provided due notice is given.

C.6 to C.7 Adjournment of Meetings

The form in which this motion is moved is either 'That this meeting be adjourned to a definite time, date and place (to be specified).'

This motion cannot be moved during the election of the Chairperson or whilst another person is speaking but it can be moved during the course of debate on a particular matter. This motion cannot be amended except that amendments

to the time, date and place of the adjourned meeting are permissible. This motion cannot be discussed or debated other than that amendments as to the time, date and/or place of the adjourned meeting may be discussed and debated.

If it is resolved that 'This meeting be adjourned indefinitely' the adjournment will be to the next scheduled Convention at which both adjourned business and new business may be discussed.

If it is resolved that 'This meeting be adjourned to date, time and place (to be specified)', other than the next scheduled Convention then at the adjourned meeting only adjourned business can be discussed.

C.8 That the Question Lie on the Table

This motion is used, if carried, to defer further discussion on the matter before the meeting and the meeting proceeds to the next business. There can be a subsequent motion, either at the same or a later meeting to take the question or matter from the table.

The form in which this motion is moved is, 'That the question or matter lie on the table.'

This motion may be applied to an amendment as well as a motion. If carried on an amendment, the original motion is also laid on the table.

C.9 That the Speaker be no Longer Heard

The form in which this motion is moved is 'That the speaker be no longer heard.'

If this motion is accepted by the Chairperson, the person who was speaking must immediately resume his seat until the motion is voted upon. If the motion is lost, he or she may continue to speak.

D. In these Rules, the following directions apply:

D.1 "Formal Motions" are required to be seconded; and

D.2 "Formal Motions" cannot be moved or seconded by anyone who has moved, seconded or spoken on the matter immediately under consideration; and

D.3 The Chairperson has complete discretion as to whether he or she will accept any "Formal Motion".

D.4 The mover has no right of reply on "Formal Motions".

D.5 These following "Formal Motions" cannot be amended, discussed or debated:

- (a) The Closure;
- (b) That the question lie on the table; and
- (c) That the speaker be no longer heard.

D.6 The following "Formal Motions" cannot be moved whilst another person is speaking:

- (a) Proceed to next business;
- (b) Adjournment of debate to a later time at this meeting;
- (c) Adjournment of debate to another meeting;
- (d) Adjournment of debate indefinitely;
- (e) Adjournment of the meeting to another meeting;
- (f) Adjournment of the meeting indefinitely; and
- (g) That the question lay on the table.

D.7 The following "Formal Motions" can be moved whilst another person is speaking:

- (a) The Closure; and
- (b) That the speaker be no longer heard.

E. General Matters

E.1 Quorum. Should there be no quorum, a meeting shall not commence or if commenced shall be adjourned by the Chairperson.

E.2 Order of Business Except in the case of a resolution to suspend Standing Orders, business at any meeting shall be conducted strictly in accordance with the business paper or agenda prepared by the Secretary or other proper official in conjunction with the Chairperson except that where notices of motion are materially related they may, at the discretion of the Chairperson, be dealt with consecutively.

E.3 Minutes. A comprehensive and accurate record of any meeting shall be kept by the Minute Secretary or other appointed officer and shall be recorded in a book known as the Minute Book which shall, upon confirmation at that or a subsequent meeting, after any necessary alterations or amendments have been duly made, be signed by the Chairperson.

In the case of District Conventions such details shall be recorded in accordance with the requirements as may be determined by Cabinet.

F. Powers and Duties of the Chairperson

F.1 The Chairperson shall preside over and control a meeting and may require any speaker to resume his seat if he or she speaks over his or her time or does not keep to the point under discussion or is disorderly.

F.2 The Chairperson of a committee shall have voting rights but shall not have a casting vote. The Chairperson of a Convention shall not exercise voting rights (except as a delegate of his or her Club) and shall not have a casting vote.

F.3 In the event of a voting on a motion or amendment being equal the Chairperson shall declare that the motion or amendment is lost.

F.4 Notwithstanding anything appearing elsewhere in these Rules, the Chairperson may at any time request the approval of the meeting to:

- (a) Suspend Standing Orders for a definite time or until a defined event, in either case to be stated by the Chairperson.
- (b) Adjourn a matter under discussion to later in the order of business, or to some other time in either case to be stated by the Chairperson;
- (c) Grant leave to a person who is not a delegate to address the meeting.
- (d) Terminate the debate if in his or her opinion reasonable discussion has taken place.

F.5 The Chairperson may at his or her discretion refuse to accept notices of motion, motions and/or amendments if in his or her opinion:

- (a) They are ambiguous; or
- (b) They are unconstitutional; or
- (c) They are invalid; or
- (d) They are procedurally out of order; or
- (e) They have not been received, analyzed and if necessary redrafted by the Constitution and By-Laws Committee.

F.6 The Chairperson may at any time refuse to accept such formal motions as are permitted by these Rules, if, in his or her discretionary judgment they are contrary at that time, to the interests of the meeting.

F.7 During the course of any meeting, the Chairperson may require notices of motion, motions and/or amendments to be given in writing and may require any motion or amendment to be divided.

G. Points of Order

G.1 Points of order may be raised by any Delegate at a Convention or by any member of a committee at a meeting of a committee at any time and shall be immediately ruled upon by the Chairperson.

G.2 In the event of a dispute arising on a matter of procedure or a point of order, the Chairperson shall give a ruling and such ruling shall be final.

H. Late Notices of Motion

H.1 Subject to the provision that Notices of Motion be submitted by: District Cabinet; District Governor or a Lions Club of the District, late Notices of Motion may be dealt with only after the approval of a two-thirds majority of the delegates present and voting.

H.2 The Chairperson at his or her discretion may allow Motions to admit late notices of motion to be dealt with singly or in groups of late notices of motion.

I. Substantive Rules of Debate

I.1 Motion. A motion shall be affirmative in form and shall be the property of a Convention or a committee when it has been moved and seconded and accepted by the Chairperson and cannot be withdrawn without the permission of the mover and seconder and the consent of the meeting. A seconder of any motion or amendment shall not be entitled to reserve his or her speech.

I.2 Amendments. An amendment to a motion shall become the property of a Convention or a committee when it has been duly moved and seconded and accepted by the Chairperson. Such amendment may add to, or alter, but shall not directly negate the original motion or be of such a nature that the original motion loses its identity.

I.3 Only one (1) amendment to a motion at a time shall be dealt with, although a further amendment may be foreshadowed. No amendment of an amendment shall be permitted.

I.4 Amended Motion. If an amendment is passed, then the motion as amended shall become the motion before the Convention or committee and may be further amended. If the amendment is defeated, the motion remains the motion before the Convention or meeting.

I.5 Incorporation of an Amendment. The mover and seconder of a motion may, by their mutual consent incorporate a proposed amendment into their motion provided, however, that the amendment does not include a matter requiring notice. Where the proposed amendment does include such matter, the motion as so amended shall only be accepted with the consent of at least a two-thirds majority of the meeting.

I.6 Right of Reply. The mover of a motion shall be entitled to a right of reply. This must be exercised immediately prior to the motion being finally put to the vote. The subject matter of the reply must be limited to matters raised in opposition and shall not include new material. There shall be no right of reply to an amendment.

I.7 A person who is not a Delegate at a Convention or a member of a committee at a meeting of a committee shall not move or second a motion or any amendment or cast a vote.

I.8 Order of Speakers. The Chairperson shall permit the mover and seconder of a motion or an amendment to speak thereon, to be followed by two speakers against and then alternate one speaker for and one speaker against. The mover and seconder of a motion may speak against an amendment without the mover losing the right of reply to the principal motion.

I.9 Recognition of Speakers. A person wishing to speak to a motion or an amendment at a Convention shall rise to his or her feet and remain in this place until recognized by the Chairperson and in a committee shall raise his or her right hand until recognized by the Chairperson.

I.10 Time Allotted for Speaking. The mover of a motion shall be permitted to speak for no longer than five (5)

minutes and any other speaker thereon shall be permitted to speak for no longer than three (3) minutes provided, however, that the Convention may grant to the mover or any other speaker thereon an extension or extensions of time for not more than three (3) minutes each.

I.11 Subject Matter. A person speaking upon a motion or amendment shall confine himself or herself strictly to the subject matter of that motion or amendment, and in the event of a failure to do so, shall accept lawful directions from the Chairperson.

I.12 Limitations Upon Speakers. Except by way of explanation, or by way of query, or by way of answering a question directly put (and in each case with the permission of the Chairperson), no person other than the mover shall speak more than once upon a motion.

I.13 Moving. A person shall not move or second more than one amendment to each motion. However, he or she may speak to amendments moved by others.

BY-LAW 4 - YOUTH OF THE YEAR PROGRAMME - DISTRICT ADMINISTRATION

Rule 1 - Administration. The Youth of the Year Manual is to be followed for all of the levels of the Program including judging at each level. However, two or more zones for reasons of convenience and cost and with the consent of the District Youth of the Year Chairperson may combine, to conduct a joint zone level final.

Rule 2 - Administrative Funding. Funding of the District Administration of the Youth of the Year Program shall be provided from the District Youth Fund established pursuant to Article 7 Section 9.

Rule 3 – Club Expenses

(a) The Youth of the Year Program is conducted as a Club project. Administrative support, advisory support and limited financial assistance may be provided by District Cabinet, in the case of financial hardship. Individual participating Clubs should fund the expenses of participation on the basis of it being a Community Service project.

(b) Request for payment to assist with expenses from District Youth of the Year Fund (other than the State final) shall be considered by District Cabinet only in special circumstances or in cases of individual Club financial hardship. The decision of District Cabinet with respect to any request for payment shall be final and binding.

(c) Requests for payment to meet expenses from District Youth of the Year Fund are to be made to the Cabinet Treasurer through the District Youth of the Year Chairperson and should be accompanied by appropriate and adequate documentation.

(d) The District Youth of the Year expenses are drawn from the District Youth of the Year Fund for the following purposes, as may be applicable: Function expenses for judges and partners; trophies; presentations to judges; administration costs including: postage, telephone expenses; State and Multiple District levies/nomination fees; and some State and National finals costs.

Rule 4 - Zone and Regional Finals Expenses

All expenses associated with conducting Zone or Regional finals, shall be met by the Clubs participating in the Program, at the respective finals.

Rule 5 -Prizes

(a) Prizes at the District finals shall be for such value for the winner and for other finalists as is specified in the budget presented by the Youth of the Year Chairperson and approved by District Cabinet.

(b) In addition to prizes provided for at (a) above, the following awards shall be made:

(i) Irene Petrofski Memorial Award for Public Speaking at the District Final; and

(ii) Kate Lemon Award for Community Service.

(c) Contestants at District Finals of the Program are to be presented with their prizes on the night of the

District Finals.

Rule 6 - State and Multiple District Nomination Fees

The nomination fees for participation at State and Multiple District (national) finals shall be paid from the District Youth Fund.

Rule 7 - Judges Expenses District Final

The expenses of five (5) judges and one reserve judge and their partners shall be reimbursed to the Host Club of the District Final in the sums provided for in Schedule F, when request is made for such payment.

Rule 8 - District Representative Expenses District Final

The District Youth of the Year Chairperson is to attend the District Final and will receive payment of return economy airfare or such sum as is provided for in Schedule F (travel expenses) together with cost of accommodation and the function dinner expense from District Youth Fund, when request is made for such payment.

Rule 9 - District Representative Expenses State Final

The District shall be represented at the Youth of the Year State Finals: by the District Governor and partner and the District Chairperson for Youth of the Year or by such other person appointed by the District Governor. The District Governor and partner and District Chairperson for Youth of the Year or that other person shall be entitled to receive payment of a return economy airfare or such other sum as is provided in Schedule F (travel expenses) together with the cost of accommodation and the function dinner expenses from District Youth Fund, when request is made for such payment.

Rule 10 - Accompanying Persons Expenses State Final

The District Winner and Responsible Accompanying person (Club member, parent or teacher) will receive a contribution to the cost of Economy Air Fares, but otherwise shall receive such sum as is provided in Schedule F (travel expenses together with cost of accommodation and the function dinner expenses from the District Youth Fund, when request is made for such payment.

Rule 11 - Previous State Winner

The winner of the State Youth of the Year final in a preceding year whose host Club is within this District, may be invited to attend the State Youth of the Year final at this District's expense, such expenses being paid from the District Youth Fund.

Rule 12 - General

All contestants must be advised by their Club's Youth of the Year Chairperson, or may be advised by the District Youth of the Year Chairperson, that judging at all levels of the Youth of the Year Program may take place on any day or days of the week.

Rule 13 - Papua New Guinea

Papua New Guinea conducts and funds its own Program within that country. Accordingly, they shall not be charged the sum specified in Article 7 Section 9 of the District Constitution.

BY-LAW 5 - DISTRICT FLAG SETS

Rule 1 - General

The District Flag Sets, to be called from here on 'The Flags', will only be made available to Lions, Lioness and Leo Clubs in good standing, the Convention Committee within District 201Q2 or other Lions Districts as approved by the District Cabinet.

Rule 2 - Administration

(a) The Flags will be under the sole control of the District Governor on the advice of District Cabinet.

(b) The District Cabinet will ensure that The Flags are at all times adequately covered by insurance.

(c) Approval in writing shall be given in writing to the Caretaker Club by the District Governor for any use of the Flags.

(d) All movement of The Flags within District 201Q2 shall be by the contracted carrier of the day - as designated by the District Cabinet from time to time - or by such other means of transport approved by the Cabinet Secretary.

Rule 3 - Caretaker Club

(a) The District Governor or District Cabinet may delegate the responsibility of storage, disbursement, collection and maintenance of The Flags to a Club in the District that is in good standing.

(b) The Caretaker Club will report to the District Governor any damage or loss in relation to The Flags, as soon as such comes to its notice.

Rule 4 - Fees

(a) A fee for each usage of The Flags shall be as published in Schedule F to this Constitution.

(b) The fee will be such that it will cover maintenance, replacement and insurance of The Flags.

(c) District Cabinet may waive the fee at its discretion.

Rule 5 - Use of the Flags

Clubs wishing to use The Flags must apply, in writing, to the District Governor.

(a) The Cabinet Secretary will confirm the availability of The Flags on the dates requested and will advise the freight charge applicable. Such charge shall cover the return cost of freight to and from the Caretaker Club.

(b) The Flags shall not be released until the appropriate hire fee and freight charge has been received by the Cabinet Secretary.

(c) Clubs using The Flags must return them to a designated location within the District promptly and shall report any damage to the District Governor immediately.

(d) When it is necessary for The Flags to be transported from one user Club to another user Club, the costs will be shared equally unless the District Governor deems to the contrary.

Rule 6 - Use of the Ceremonial Flag Sets

A set of Nine Flags will be available for any Club within District 201Q2. This set comprises the Flags of the United Nations, United States of America, New Zealand, Indonesia, New Caledonia, Australia, Papua New Guinea, Lions and Leos. Lions and Leo Clubs wishing to use this set of flags must contact the District Governor. There is no hire fee but the Clubs are responsible for the cost of and collection and the return of the Flags in good, clean condition to the District Almoner.

BY-LAW 6 - DISTRICT PROJECTS

Rule 1 – Establish a Project

The District may, by motion, moved in accordance with the provisions of Article 9 of the District Constitution, establish a project as a District Project.

Rule 2 - Chairperson

A District Officer or other person nominated by the District Governor of the day shall be the District Project Chairperson and shall present a report of the current activities and financial standing of such District Project to each

Cabinet Meeting.

Rule 3 -Currency

District Projects which have currency shall be those that are listed in Schedule DP

Rule 4 - Objects

Each District Project shall have the Objects such as are specified in Schedule DP.

BY-LAW 7 – LEO OF THE YEAR

Rule 1 - Frequency

There shall be an annual Leo of the Year Quest, and each Leo Club in the District is entitled to nominate at least one entrant. Additional entrants may be allowed, at the discretion of the District Leo Chairperson.

Rule 2 - Rules

The rules of the competition are detailed in the guidelines accompanying the Application Form (refer Australian Lions web site or MD Leo Committee)

Rule 3 – Judging Levels

District Judging

District Judging shall be organized by the District Leo Chairperson, and will be held at least four clear weeks before the State finals.

Judging Expenses

The District Leo of the Year Quest expenses are drawn from the District Youth Fund for the following purposes as may be applicable: Function Expenses for venue hire, trophies, judges' and partners' meals and presentations to the Judges, as is specified in the budget presented by the Leo Chairperson and approved by District Cabinet.

State Judging

The State Judging shall be organized by the State Leo Council or the State Leo Council and will be held at least three clear weeks before the Lions Multiple District 201 Convention.

The District shall be represented at the Leo of the Year State Finals by the District Chairperson for Leo of the Year or by such other person appointed by the District Governor. This person shall be entitled to receive payment of a return economy airfare or such other sum as is provided in Schedule F (travel expenses) together with the cost of accommodation when request is made for such payment.

District Winner Expenses

The District winner shall be entitled to reimbursement of reasonable registration, travel and accommodation costs to attend the State final.

If the winner is under 18 years of age, he or she must be accompanied by a chaperone who is also entitled to reimbursement of reasonable registration, travel and accommodation costs. These costs are to be met from the District Youth Fund. All other costs associated with State Judging shall be met by the State Leo Council.

National Judging

The National Judging shall be organized by the Multiple District 201 Leo Committee and will be held at the Lions Multiple District 201 Lions Convention.

State Winner Expenses

Each Q District shall contribute \$300 per annum to the Queensland State Leo Council. This contribution shall assist the State Winner to attend the National Final with reasonable registration travel and accommodation costs.

BY-LAW 8 - POLICY MINUTES

That the District Cabinet maintain a Policy Minute Book to record a minute that will involve more than one Lions year. Any Policy minute requiring change, addition or deleted be reviewed at the first Cabinet Meeting of the new Lions year. Additional Policy Minutes as required can be added after consideration at any Cabinet Meeting.

BY-LAW 9 – WRITTEN CORRESPONDENCE

Written correspondence shall be deemed to include electronic transmission eg. e-Mail

**SCHEDULE AP
AWARDS AND PRESENTATIONS**

Top Lions Club Award
PDG Jim Nicolson Second Top Club Award
Top Leo Club Award
Hardest Working Club
Cabinet Secretary Clive Meredith Memorial Award
Top Lions Club Secretary
Lions Club Bulletin Award
Prostate Cancer Award
Breast Cancer Support Award
DDG Jim Leigh Memorial Shield
PDG Len Cassidy Memorial Award
Journey for Sight Award
PDG Barry Brockbank Challenge Trophy

GENERAL CONDITIONS

- (a)** The Awards and Presentations ("the awards") of District 201Q2 are those contained in Schedule AP hereto.
- (b)** The cost of maintaining the awards shall be a charge against District Funds unless otherwise specified by the donor.
- (c)** All Clubs and Lions in good standing within District 201Q2 shall be eligible to receive any one or more of the awards.
- (d)** The Awards are to be presented at the Convention of District 201Q2 following the year in which the award was won unless otherwise specified by the donor.

- (e) The awards are not described or listed herein or in the Schedule AP in any order of preference.

DISTRICT GOVERNOR'S AWARDS

District 201Q2 - Top Lions Club and Second Top Lions Club Awards

The District Governor of the day will set the conditions and present the Award annually at the following District Convention or suitable venue.

District 201Q2 -Lions Club Bulletin Award

The District Governor of the day, with the District Bulletin Editor, will set the conditions and present the Award at the following District Convention or suitable venue.

District 201Q2 -Top Leo Club Award

The District Governor of the day, with the District Leo Chairperson, will set the conditions and present the Award at the following District Convention or suitable venue.

SPECIAL AWARDS AND PRESENTATIONS

(1) DDG Jim Leigh Memorial Shield

History

- (a) A very dedicated Lion, DDG Jim Leigh died tragically in a motor accident in February 1984.
- (b) At that time, Lion Jim had already qualified as 100% Deputy District Governor.
- (c) In recognition of Lion Jim's dedication and service to Lions during his year, PDG Lion Don Bryson presented a Shield to the District as a Perpetual Memorial to the dedication and service of DDG Jim Leigh.

Rules and Conditions of Competition

- (a) The contest will be conducted on an annual basis and only Clubs in District 201Q2 shall be eligible.
- (b) The judges for the contest shall be the District Governor of the day and the Cabinet Secretary.
- (c) The Shield shall be awarded to the highest scoring Club in the District Governor's Top Club competition, provided however, such Club must have:
- (i) Had a delegate at District 201Q2 Convention.
 - (ii) Had a delegate at Multiple District 201 Convention.
 - (iii) Have sponsored a candidate in the Youth of the Year Quest or the Lions Miss Popularity Quest.
- (d) If in any one year, no Club has satisfied all the above requirements, the Shield shall be held by the Cabinet Secretary for safe keeping until the following year.
- (e) The Shield, will be presented by the District Governor or his or her representative, to the outgoing President at the Club's Installation Night or other suitable occasion.

(2) Cabinet Secretary Clive Meredith Memorial Award

History

(a) A very dedicated Lion and businessman, Lion Clive Meredith tragically died while on his way to the MD201 Convention in Hobart in May 1993.

(b) At the time, Lion Clive was Cabinet Secretary for District 201Q2 and this Award is in recognition of his dedication and service to Lions International.

Rules and Conditions

(a) The contest be run on an annual basis and only Clubs in 201Q2 be eligible.

(b) The judges for the contest be the District Governor of the day and the Cabinet Secretary.

(c) This Special Award shall be presented to the highest scoring Club Secretary competing in the Club Secretary 100% Award (M-I-S).

(3) District Journey for Sight Award

History

This Award was presented by: PDG Lion Trevor Green and Lucy Green; to commemorate the first Lions Clubs International Journey for Sight project conducted by District 201Q2 in 1982-83, Lion Trevor's year as District Governor.

Rules and Conditions

(a) This award is to be presented to the "best participating Club" in the Lions Journey for Sight Program.

(b) The judging panel shall be the District Governor of the day and the District Journey for Sight Chairperson. If no District Journey for Sight Chairperson is appointed, the District Governor may determine the winning Club.

(c) The Journey for Sight organising details are as determined by Lions Clubs International.

(d) Clubs are to report their participation in their Club Activities Reports.

(i) If Clubs join together to participate, the current District Governor at the time of the Journey shall decide as to whether the award should be shared for an equal period.

(ii) If all Clubs in a Zone are involved the responsibility for sharing may be vested in the Zone Chairperson.

(e) In addition to advising participation in their Club Activities Report, participating Clubs must forward a separate written report on their Journey for Sight, to the District Governor and District Chairperson.

(4) PDG Len Cassidy Memorial Award

This award is for the Lions Club that inducts the most members in the Lions year.

(5) The Hardest Working Club Award

History

This award was donated by: Lions Evelyn and Jack Maher (Lions Club of Rollingstone & District 1997-98).

Rules and Conditions

- (a) The contest will be conducted on an annual basis and only Clubs in District 201Q2 shall be eligible.
- (b) The judges for the contest shall be the District Governor of the day and the Cabinet Secretary.
- (c) Awarded to the Club with the highest number of individual projects completed in a year. (In the advent of a Tie it shall be awarded to the Club with the highest number of project hours per club member.) based on the Club's membership as at 30 June.

(7) Youth of the Year Program Awards

In addition to the awards and prizes as detailed in the **Program** guidelines the following District Awards shall be presented each year at the District Final:

- (a) Irene Petrofski Memorial Award for Public Speaking. This award is for the best Public Speaker at the District Final as determined by the judges and is in recognition of the great interest that Lions Lady Irene Petrofski showed in all matters relating to youth.
- (b) Kate Lemon Award for Community Service. This award is for the Program finalist with the best performance in Community Service as determined by the judges and is in recognition of District 201Q2's Kate Lemmon and the work she did as winner at the National level of the Quest in 1998-99.

(8) Breast Cancer Support Award

Donated by Lions Club of Mackay North Inc. for presentation annually to the Club with the highest level of support per club member.

(9) Prostate Cancer Award

A District Award for Prostate Cancer for the top club participation in this very worthy project be awarded annually at the District Convention.

(10) Camp Kanga and Youth Program PDG Warren Hansen Memorial Award

History

A man that lived for Lions, PDG Warren Hansen was taken from us in April 2008 in a tragic car accident. PDG Warren gave many years to Youth and Camp Kanga.

In recognition of his dedication to Youth, his wife, Lion Lorraine, has awarded a shield to continue PDG Warren's efforts for Youth and Camp Kanga.

Rules and Conditions

- (a) Awarded annually to a Lion of District 201Q2 who has given above and beyond expectation of his or her time and effort to annual Youth Exchange and/or Youth Camp program.
- (b) The judges for the award shall be the District Governor of the day, Youth Exchange Chairperson, Camp Kanga Chairperson and Team Leader Youth Projects.

(11) The Jeff and Pearl Page Trophy for Diabetes Education

History

Presented to District 201Q2 in November 2009

Rules and Conditions

- (a) Awarded annually to the Club who has made the greatest contribution to Diabetes Education
- (b) The judges for the award shall be the District Governor of the Day, Diabetes Awareness Chairperson and Team Leader Health Projects.

(12) PDG Barry Brockbank Challenge Trophy.

History.

This award was first presented by PDG Barry Brockbank in 2012

Rules.

The award is to be made at the discretion of the District Governor to a Zone or a Club within District 201Q2 that has undergone extreme hardship or catastrophe and overcome that setback.”

(13) PDG Jim Nicolson Top Lions Club award 2nd Place

History: This award was first presented by PDG Jim Nicolson in 2012.

Rules: This award gives the District Governor the opportunity to make second place award, when overall points for the top Lions club has a small variance in points award.

SCHEDULE CP

Children and Young People Policy

Section 1 - General

1. This policy lays down the requirements for all Clubs throughout District 201Q2 to abide by the relevant Queensland Government legislation with respect to the Public Safety Business Agency
2. This policy also requires Clubs to ensure that the requirements in respect of the Multiple District (MD) 201 Policy of Lions Youth Projects and Program is followed especially in relation to the Declaration of Duty of Care undertaking to be signed by all members of District 201Q2 Clubs who are declared suitable to be involved with children and young people. The Declaration is at Attachment A.
3. This policy has been designed to ensure that Lions Clubs throughout District 201Q2 are aware of their responsibilities in respect of, and application of, the relevant Queensland legislation. It has also been designed to ensure that children and young people, under eighteen (18) years of age, involved in Lions projects or programs throughout the District, are protected from physical, mental, sexual and verbal abuse and/or injury.

Section 2 - Definition of Projects or Programs

4. For the purpose of this policy, "youth" projects and programs includes all those activities that are controlled, managed or owned by: Lions Clubs International (LCI); MD201; District 201Q2; or Clubs within the District, that involve the participation of children or young people who are under eighteen (18) years of age in that project or program. Where a Club or Clubs working together undertake such a project or program, the activity it is to be recorded in Club records.

Section 3 - Privacy

5. Under no circumstances is the Club President or other Club Officer to disclose any personal details included in any application or subsequent review to any third party without the express approval of the applicant.

Section 4 - Application

6. This policy will apply to those members of the Lions District 201Q2 and their families participating in either: LCI; MD201; District 201Q2; or Club projects or programmes involving children and young people who are under eighteen years of age.

Section 5 - Frequency of Contact

7. For the purpose of this policy, involvement or participation includes: contact; instruction; supervision; hosting; chaperoning; and escorting. Volunteers must hold a valid Blue Card before they start volunteering regardless of how often they come into contact with children and young people. A volunteer of a recognised body may be exempt from holding a Blue Card if: -

they are volunteering for 10 days or less, no more than twice a year; and

- it is for the purpose of observing, supplying information or entertainment to 10 or more people;
- and**
- they are unlikely to be with a child while no other adult is present

8. Under this definition, a Police Screening Check would not be needed for participants in the Lions Miss Popularity Quest. As from 1 August 2002 entrants in the Quest must be 18 years of age at the time of nominating.

9. Clubs members involved in the Lions Youth of the Year Quest require a Blue Card. Hosting of the Lions Youth of the Year National Tour participants and Leos, requires all members of the Host Family over the age 18 years, living in that home, to have a Blue Card.

10. Lions Club members' participation in the school based Leo Clubs require a Blue Card.

11. For other District or Club owned activities, the major determinant will be the frequency of contact. For example, the operation of the Lions Train at the school or community fete would not require a clearance. However, if the operation of the train were a regular occurrence, a check would be required. Involvement in the selection of bursary winners would not require a clearance because the teachers are present during the selection process. If, on the other hand the District or a Club is involved in the conduct of any youth camp or program where it is likely that the frequency of contact may exceed those detailed at Paragraph 7 above, it would be prudent to obtain a Police Screening Check for those individuals involved.

Section 6 - Police Screening Check

14. District 201Q2 is committed to providing a safe and caring environment for all young people who are participating in any Lions Youth projects or program. The basic intention of this policy is to ensure that anyone, involved in Lions Youth projects or program, which require participation of an ongoing nature with children or young people, is subject to the appropriate Police Screening Check.

15. The success of all youth focused projects and activities are largely dependent upon the quality of the adult leadership and supervision. Those adults involved with these projects must be of suitable character and previous history to be entrusted with the care of these children and young people.

16. The process of checking is to ensure that those involved in Lions Youth projects and programs have not been charged or convicted of a serious offence. The Cabinet Secretary or the District CBL Chairman has a list of the relevant offences that may preclude an individual from being involved.

All members of the Lions family who exceed the contact criteria as detailed in Paragraph 7 are required to undergo a Police Screening Check. The relevant form for Queensland is the "Application For Suitability Notice For a Volunteer" (Attachment C). Copies of this document are available from the Cabinet Secretary or the District CBL Chairman or from the [Public Safety Business Agency](http://www.childcomm.qld.gov.au) web site at www.childcomm.qld.gov.au.

18. Where a person in the Lions Club's local community is invited to participate in a Lions Club project or program, which involves participation with children or young people under 18 years of age, the Board of Directors of the Lions Club has a responsibility to ensure that this policy and the relevant State legislation is applied to that individual.

Section 7 - Club/District Records

19. The Board of Directors of each Club is responsible for approving the selection of Lions Club members and community individuals to be involved in children and young people projects or program. This approval and the processing of the Application Form should be recorded in the Club records.

20. Care is to be taken in completing the Application Form. All Application Forms MUST be forwarded to the Club Secretary for processing, collation and on movement to the [Public Safety Business Agency](http://www.childcomm.qld.gov.au). (Individuals are not to forward direct.)

21. For the purpose of this Policy, the Club President is the appointed Volunteer Coordinator to complete Sections A and B of the Application Form.

22. The completion of the "Proof of Identity Document" section requires the Applicant to tender, in person, to the Club President, two original documents supporting the applicant's identity, one from List 1 and one from List 2 of the documents in Part B of the Application Form. Where these identity documents cannot be provided, the Club President is required to return the Application Form to the member concerned and no further involvement in the project or program should be permitted until this requirement has been met.

23. The Club Secretary, on receipt of the Notification of the Issue of a Suitability Card must keep a Club Register.

24. To ensure that those individuals involved in Lions projects or program, who have been declared suitable by the [Public Safety Business Agency](http://www.childcomm.qld.gov.au) to be involved with children and young people, are aware of their Duty of Care towards children or young people, Clubs are to ensure that the Declaration, (at Attachment A) is completed by these individuals. Such completed Declarations are to be retained in a separate file by the Club Secretary as part of Club records.

25. Where the Club Secretary is advised that an individual is considered "Not Suitable" this information is to be provided direct to the Applicant. The Applicant is to be advised that, in accordance with the relevant legislation, an appeal is permitted against this decision. The individual concerned must not be involved in children or young peoples projects or programs until the [Public Safety Business Agency](http://www.childcomm.qld.gov.au) has declared the individual suitable and issued a Suitability Card.

26. The processing of this appeal documentation to the relevant Agency is the responsibility of the Applicant. The appeal process documentation is to be lodged directly with the Agency. Under no circumstances should this documentation be forwarded to the Club Secretary or the Cabinet Secretary.

27. It is the responsibility of the Lions Club concerned to ensure that, if any Lions family member or other community volunteer is deemed "Not Suitable" to be involved with children and young people, they are not to be involved in any Lions children or young people projects or programs.

If a member or Club becomes aware of a serious offence being raised or recorded against a Lion or individual involved in a MD, District 201Q2, or Club project or program then the [Public Safety Business Agency](#) must be informed, by the Club, without delay. This procedure is to apply whether the Lion is the holder of a Blue Card or not. The Lion or individual must not be involved in further children or young people projects or program until the [Public Safety Business Agency](#) has reviewed the case.

28. There is no charge for the issue of the Blue Card; however, there is a charge for a replacement card for any reason prior to the expiration of the card. The [Public Safety Business Agency](#) must be notified of any lost card.

Section 8

As outlined on: <http://www.ccypcg.qld.gov.au/employment/bluecard/risk.html>

Risk Management Strategies:

Organisations regulated by the [Public Safety Business Agency](#) and Child Guardian Act must have a written Risk Management Strategy in place in which complies with the minimum requirements specified in the [Public Safety Business Agency](#) Amendment Regulation (No 1) 2006.

Each organisation is required to determine whether their policies and practices are adequate to protect children in their care from harm and to promote their wellbeing.

The strategy must include evidence of procedures, processes and documents which show an organisation's commitment to maintaining the safety and wellbeing of children and young people.

To comply with the requirements under the Act, as a minimum, a risk strategy for child protection must include: -

- A policy with a statement of commitment to the safety and wellbeing of children and the protection of children from harm
- A Code of Conduct for interacting with children and young people
- Recruitment, training and management procedures for staff (including appropriate screening – ie. Blue Cards and Registers of staff who hold Blue Cards)
- Reporting guidelines and directions for handling disclosures and suspicious of harm A policy for managing breaches of the risk management strategy
- Policies and procedures for compliance with Blue Card legislation Risk management plans for high risk activities and special events and Strategies for communication and support such as:-
- Information sheets for staff, volunteers and parents about policies, procedures and Codes of Conduct; and Training materials and strategies to help staff, volunteers and parents identify and manage risks of harm.

Attachment A

LIONS CLUB INTERNATIONAL DISTRICT 201Q2 DUTY OF CARE

All children and young people are entitled to be cared for in a way that protects them from harm. Parents are entitled to expect that people engaged Lions Club projects and programs that involve children or young people are persons suitable for working with their children or young people.

Code of Conduct

This code of conduct is expected of all individuals over the age of 18 years, who participate in, or adults, who are engaged to work with children or young people as part of a Lions project or program, recognizing that at all times they should act responsibly and exercise a duty of care to these children and young people

In particular, all individuals should:

- Respect the dignity of themselves and others
- Demonstrate a high degree of individual responsibility, recognizing that at all times their words and actions are an example to all members of the community and other members of Lions Club International.
- Respect everyone's right to personal privacy at all times
- Avoid unaccompanied and unobserved activities with children or young persons wherever possible. Remember "in sight – out of hearing". For their own protection, individuals should avoid potentially compromising situations by ensuring, where reasonably possible, that two adults are in attendance whilst supervising and/or accompanying children or young people. It is recognized that, in certain circumstances, it may be necessary for an adult, whilst acting responsibly and exercising their duty of care, to be alone with children or young people.

The success of all Lions projects and programs involving children and young people is largely dependent upon the quality of its adult leadership and supervision. With every position the entrusted person must be suitable by virtue of character and previous history to be entrusted with the care of these children or young people.

To ensure that those individuals involved in Lions projects or program, who have been declared suitable by the Queensland [Public Safety Business Agency](#) to be involved with children and young people, are aware of their Duty of Care towards children or young people Clubs are to ensure that the attached declaration is completed by these individuals.

DUTY OF CARE DECLARATION

Applicant to complete

Name:

Family Name Maiden Name (if applicable)

Given Names Male/Female

Previous Name(s)

Date of Birth/...../..... Place of Birth

Address:

No and Street

Town/Suburb Postcode

Postal Address

Telephone:

Home Work

Mobile Fax

Email:

In consideration of this application for involvement in children or young people's projects or activities/programs within District 201Q2.

I agree to abide by and uphold the Code of Conduct detailed above in my dealings with any Lions Clubs International Club Children or Young People's project or program.

..... (Applicant's Full Name)

..... Applicant's Signature / .../... . (Date)

..... Witness's Signature / .../... . (Date)

**SCHEDULE DP
DISTRICT PROJECTS**

LIONS CAMP KANGA

Objects

Lions Lake Proserpine Community Welfare Camp Inc. shall be a facility for use by: youth; people with disabilities; school and community groups; and other organizations including service clubs: for training; educational; recreational; and other community welfare activities. The camp shall be known as 'Lions Camp Kanga'.

Background

The land occupied by the Camp, an area of 4,663 hectares situated on Lot 130 on C.P. Parish of Crystalbrook, shall be taken over by Lions District 201Q2 under lease agreement from the Queensland Department of Natural Resources offered for an initial term of fifty (50) years from 2 June 1999, at an annual rental as specified in the lease.

District 201Q2 Lions Lake Proserpine Community Welfare Camp Inc., as owners of: all buildings; plant; Machinery; furniture fittings; facilities; and other effects located on the lease, shall retain responsibility for the over-all maintenance and any capital works and improvements as may occur from time to time subject to need and justification towards the operation of the Camp in a similar manner as that expected of other District Lions Projects.

Administration

Lions Camp Kanga shall be administered on behalf of District 201Q2 by an Executive Committee comprising: a Chairperson (appointed by the District Governor); a Secretary; and a Treasurer (who on a quarterly basis is to produce a comprehensive financial report to the Cabinet Treasurer); and such other members as needed, but not less than seven (7), who shall be members in good standing of Lions Clubs of District 201Q2, duly elected at an Annual General Meeting of Lions Camp Kanga. The Executive Committee shall: have full administrative control of the overall operations of Lions Camp Kanga; authorize any expenditure on capital works and improvements; and exercise an overview responsibility for the day to day operations of the camp, subject to the normal authority of the District Governor of the day.

The executive Committee shall report on the camp's operations, including the current financial status, at each meeting of District Cabinet with a copy of the annual financial audit provided to the Cabinet Treasurer of the day, immediately following the Annual General Meeting of the Executive Committee.

LIONS CHILDREN OF COURAGE ACHEIVEMENT PRESENTATION

Goal

That, through the Lions Children of Courage Awards, recognition may be given to a very special group of young people.

Background

The Lions Children of Courage Awards are now established as an important and extremely worthwhile annual project of Lions Clubs International in Western Australia.

The program was introduced in 1983 by District Governor Joe Mason to provide for an awards program through which Lions Clubs in Western Australia could recognize a very special group of young Western

Australians and their families.

At that time there were many awards that recognized the achievements of young people but children with “special needs” were not catered for.

Since its modest beginnings, the Lions Children of Courage Awards has grown to be one of the most important annual events in the Western Australian Lions calendar.

The Lions Children of Courage Awards are not a competition. Every recipient of an award is a “winner” in his or her own right as the recognition of these young people’s achievements will:

- Act as an encouragement for their future;
- Help them to believe in themselves; and
- Help to increase their self-worth.

All children just want to be accepted by others regardless of any special needs they may have. These awards will portray them as children who have successfully overcome the additional barriers which faced them in this world.

Administration

The children who are to receive their award, together with members of their nominating club and their families, will gather at the venue chosen for the presentation.

As each child is called forward for the presentation, a short summary of the reasons for the presentation and eligibility for the award is read out. The recipient of the award then receives a plaque detailing the category under which the award is made and inscribed with their name, and a Certificate detailing their presentation resume. Nominations are forwarded through local Lions Clubs for consideration and approval by the District Chairperson, and are restricted to children between the ages of five (5) and fifteen (15) years (younger children do not seem to be able to cope as well). A Nomination Fee (which appears in Schedule F) for each entrant (child), is set each year by District Cabinet and is payable by the nominating club. This is the only cost to participating clubs, other than any costs that may be associated with conducting the presentation function.

Categories of the Awards

1. Special Needs. Children with special needs who have shown courage in the face of adversity. Such children include those who are confined to a wheelchair; those who are sight, hearing or speech impaired; or have undergone long periods of medical treatment, surgery or hospitalisation, which has brought pain and trauma to their young lives. Nominees in this category will be those children who have attempted to overcome these obstacles and who have striven to improve the quality of their lives.

2. Courageous Act or Deed. Children who, without regard for their personal safety, have been instrumental in the preservation of life and/or property or have rendered assistance at an accident, or whose concern for others is worthy of recognition.

3. Outstanding Sporting Achievement. Children who, have overcome personal hardships and/or disadvantages to achieve a high degree of sporting prowess, as an individual or as a good team member.

MARINE SPECIES DANGEROUS TO HUMANS RESEARCH FOUNDATION

Goal

To encourage Clubs to support the Australian Lions Foundation for Scientific and Medical Research on Marine Species Dangerous to Humans as a District Project.

Background

The Foundation was established in 1989 with three Lion trustees from each of District 201Q2 and 201Q4 and the District Governors of the day. However, subsequent redistricting has resulted in the Trustees from Q4 now being located in Q2, thus the six Lions trustees are now from 201Q2. The District Governor of 201Q4 does not attend meetings but all papers are forwarded as a matter of courtesy.

The key criteria for research are:

- Relevant to understanding the ecology of stingers;
- Relevant to the identification of stingers in the field and/or during diagnosis of patients;
- Relevant to the diagnosis of jellyfish syndromes and the treatment of patients; and
- Relevant to North Queensland and Torres Strait waters.

HOSPITAL VISITATIONS

Goal

To provide support to Lions and Lion’s Family members admitted to hospital.

Administration

1. There shall be no cost to District other than that associated with the Almoner.
2. This project lends itself to being adopted as a Zone Project particularly in regions such as Cairns; Mackay, Mt Isa and Townsville and can be implemented in any town that has a hospital (s);
3. Plaques to be presented to participating Hospitals for display in appropriate Wards and Intensive Care Units. A Register of current Club contacts to be maintained at the Administration Desk.
4. Participating Clubs to arrange for members to visit all Lions or Lions family members admitted to participating hospitals.
5. Reports to Zone Meetings of visits conducted would provide a useful means of monitoring the success of this very worthwhile project.

Suggested wording for plaques:

**ALL MEMBERS OF
LIONS CLUBS INTERNATIONAL
In Hospital.**

**PLEASE CONTACT INFORMATION DESK
FOR LIONS VISITATION CONTACT**

THE ALEXANDER STEELE YOUNG MEMORIAL LIONS FOUNDATION

PROJECT LIFELOOD

History

Alex was born with Haemophilia B before any treatment, or indeed the cause of the disease, had been discovered. The end of his life just overlapped the beginning of a scientific era which has since unraveled many secrets locked in "blood".

The Home Hill Lions initiated Project Lifeblood, setting the goal of raising \$100,000 for the fund. Through an amazing, herculean effort this goal was achieved by 1976, to assist the Australian Red Cross Service to investigate all types of blood disorders and transfusion. The concept was to raise sufficient capital to be held and invested, but not used. "The interest therefrom to be used for investigation in accordance with the terms of the project. The fund will be managed by the Board of Trustees".

Trust Deed dated 23.05.1977 was varied at the Mt Isa Convention held 18.09.2005 to exclude Districts 201T and 201H and include District 201Q2 with seven (7) trustees – four (4) from the Australian Red Cross and three (3) from District 201Q2; the current Lions Trustees being Lions George Bogiatzis, Rosario Musumeci and Ian Abraham Young.

SCHEDULE F

DUES AND FINANCES

Article 7 Section 6	Reimbursement of expenses @ 25 cents per km excluding first 100km each way
Article 12 Finances	Total of first semi-annual per capita dues payable by August 31 Total of second semi-annual per capita dues payable by February 28

COMPOSITION OF ANNUAL PER CAPITA DUES

(a) Administration

Article 12 Section 1	District Administration Fund	\$29.48
Article 12 Section 4	District Convention Fund	\$ 8.81
Article 12 Section 5	Fares Equalisation	\$ 5.00
Article 12 Section 6	District Governor's Fund	\$ 2.66
Article 12 Section 7(a)	1 st Vice District Governor's Fund	\$ 1.76
Article 12 Section 7(b)	2nd Vice District Governor's Fund	\$ 1.76
Article 12 Section 19	Western Zone Fund	\$ 2.68

(b) Activities

Article 12 Section 8	District Activities Fund	\$ 3.54
Article 12 Section 9	District Youth Fund and District Youth of the Year Projects	\$11.08

(c) General

Article 12 Section 2(b)	Grant on formation of a new Lions Club	\$1000.00
Article 12 Section 5(e)	Per km each way excluding first 200km	\$.25
	Maximum	\$ 250.00
Article 12 Section 13	Audit Administration Account	25%
	Audit Activities Account	75%
Article 12 Section 19	Per km each way	\$.25
By-Law 4 Rule 7	Expenses – District Final Youth of the Year	\$.25 per km refund
By-Law 4 Rule 8	Expenses – Judging Youth of the Year Travel, Accommodation and Meals	At cost
By-Law 5 Rule 4(a)	District Flag Hire Charge	\$ 58.50
Schedule DP	Children of Courage Awards Nomination Fee	\$ 50.0

EXHIBIT A

SAMPLE RULES OF PROCEDURE

DISTRICT 201Q2 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 201Q2 Constitution and By-Laws, national custom and practice or these rules, Joske's Law and Procedure at Meetings in Australia, 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 Joske's Law and Procedure at Meetings in Australia, newly revised.

(b) The registration and certification of delegates shall occur on the day(s) of Friday between the hours of 9.00am and 8.00pm and Saturday between the hours of 7.00am and 12 noon.

(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) 60 days prior to the convening of the Convention, the District Governor, unless otherwise provided, shall appoint, and designate the Chairperson of a Nominations Committee consisting of not less than three (3) and no more than five (5) members. It shall be the Committee's responsibility to review the qualifications of each nominated candidate within thirty (30) days prior to the election 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 provide a certificate signed by two Officers of the Club, certifying that the replacement is eligible as an Alternate Delegate

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

Rule 6.

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 speeches not to exceed five minutes for each nominee.

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 valid 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 majority vote shall be necessary to elect the District Governor, First Vice District Governor and Second Vice District Governor. A majority is defined as a number more than one-half of the total valid votes cast excluding blanks and abstentions. If a majority vote is not received in the election of District Governor, First Vice District Governor and Second Vice District Governor, a vacancy shall occur and Article IX, Section 6(d) of the International By-Laws shall apply.
- (e) A 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 majority vote.

EXHIBIT B.

**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 immediate past district governor, first and second vice district governors, and all past international presidents, past international directors and past district governors **who are members in good standing of a chartered Lions club in good standing within the district** for the purpose of recommending a club endorsed Lion for appointment by the International Board of Directors.

Rule 2. Written invitations to this meeting shall be sent not less than fifteen (15) days in advance of the meeting. 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.

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.

(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 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 IX, Sections 6(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 recommended or any club member as district governor for the (remainder of the) term.

EXHIBIT C.

**RULES OF PROCEDURE
SPECIAL MEETING TO RECOMMEND
A LION FOR APPOINTMENT AS FIRST OR
SECOND VICE DISTRICT GOVERNOR**

Rule 1. In the event a vacancy arises in the office of first or second vice district governor, the district governor shall convene a meeting of the members as defined in Article II, Section 6 of these By-laws 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 endorsed member as first or second vice district governor for the remainder of the term.

Rule 2. In filling said vacancy, it shall be the duty of the district governor, or if not available, the most recently serving past district governor who is available, to send out written invitations no less than fifteen (15) days in advance of the meeting, to attend said meeting and it shall also be his/her responsibility to preside as chairperson of the meeting. The 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.

Rule 3. The district governor 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.
- (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 majority vote shall be necessary to recommend a member for appointment as first or second vice 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.

EXHIBIT D

Nominating Committee Checklist

District Governor Candidate

This checklist must be completed for each candidate and submitted to the Elections Committee.

Name of Candidate:.....

Name of Candidate's Lions Club:.....

Date of Nominating Committee Meeting:.....

Date of Election:.....

Candidate has submitted sufficient evidence showing that he/she has met the following Requirements:

- Candidate is an active member in good standing of a chartered Lions Club in Good Standing* in his/her single or sub-district.
- Candidate endorsed by his/her Lions Club or a majority of the Lions Clubs in the District.
- Candidate is currently serving as the first vice district governor within this district.
- In the event the current first vice district governor does not stand for election as district governor, or if a vacancy in the position of first vice district governor exists at the time of the district convention, the candidate fulfills the following qualifications: for the office of second vice district governor:
 - Club President: Year Served
 - Club Board of Directors Two (2) Years Served
 - District Cabinet (check one)
 - Zone or Region Chairperson Year Served
 - Cabinet Secretary and/or Treasurer Year Served
 - One (1) additional year as a member of district cabinet
Position held: _____ Year Served
 - With none of the above being accomplished concurrently.

**Please note that if the club has any outstanding dues, the candidate should be notified and provided up until fifteen (15) days prior to the close of credential certification to ensure that his/her club pay outstanding dues.*

I have reviewed this checklist and certify that the candidate listed above has met the requirements for District Governor in accordance with the International By-Laws, Article IX, Section 4.

Nominating Committee Chairperson..... Date.....

Nominating Committee Member..... Date.....

EXHIBIT E

Nominating Committee Checklist

First Vice District Governor Candidate

This checklist must be completed for each candidate and submitted to the Elections Committee.

Name of Candidate:

Name of Candidate's Lions Club:.....

Date of Nominating Committee Meeting:.....

Date of Election:.....

Candidate has submitted sufficient evidence showing that he/she has met the following Requirements:

o Candidate is an Active Member in good standing of a chartered Lions Club in Good Standing* in his/her single or sub-district.

o Candidate endorsed by his/her Lions Club or a majority of the Lions Clubs in the District.

o Candidate is currently serving as the second vice district governor within this district,

In the event the current second vice district governor does not stand for election as first vice district governor, or if a vacancy in the position of second vice district governor exists at the time of the district convention, the candidate fulfills the qualifications for the office of second vice district governor:

o Club President: Year Served

o Club Board of Directors Two (2) Years Served

o District Cabinet (check one)

o Zone or Region Chairperson Year Served

o Cabinet Secretary and/or Treasurer Year Served

o With none of the above being accomplished concurrently.

*Please note that if the club has any outstanding dues, the candidate should be notified and provided up until fifteen (15) days prior to the close of credential certification to ensure that his/her club pay outstanding dues.

I have reviewed this checklist and certify that the candidate listed above has met the requirements for First Vice District Governor in accordance with the International By-Laws, Article IX, Section 6(b).

Nominating Committee Chairperson..... Date.....

Nominating Committee Member..... Date.....

EXHIBIT F

Nominating Committee Checklist

Second Vice District Governor Candidate

This checklist must be completed for each candidate and submitted to the Elections Committee.

Name of Candidate:

Name of Candidate's Lions Club:

Date of Nominating Committee Meeting:

Date of Election:

Candidate has submitted sufficient evidence showing that he/she has met the following Requirements:

- o Candidate is an Active Member in good standing of a chartered Lions Club in Good Standing* in his/her single or sub-district.
- o Candidate endorsed by his/her Lions Club or a majority of the Lions Clubs in the District.
- o Club President: Year Served
- o Club Board of Directors Two (2) Years Served
- o District Cabinet (check one)
- o Zone or Region Chairperson Year Served
- o Cabinet Secretary and/or Treasurer Year Served
- o With none of the above being accomplished concurrently.

**Please note that if the club has any outstanding dues, the candidate should be notified and provided up until fifteen (15) days prior to the close of credential certification to ensure that his/her club pay outstanding dues.*

I have reviewed this checklist and certify that the candidate listed above has met the requirements for Second Vice District Governor in accordance with the International By-Laws, Article IX, Section 6(c).

Nominating Committee Chairperson..... Date.....

Nominating Committee Member..... Date.....

EXHIBIT G

Standard Ballot District Governor, First Vice District Governor & Second Vice District Governor Elections

Sample 1: Ballot where there are more than one candidates.

Instructions: Clearly indicate your vote by placing an appropriate symbol in the box next to the name of the candidate you are casting your vote for.

Position	Name	Vote
First Vice District Governor		
Candidate A		X
Candidate B		

Sample 2: Ballot where there is only one candidate.

Instructions: Clearly indicate your vote by placing an appropriate symbol in the box indicating a yes or a no vote for the candidate.

Position	Name	Yes	No
District Governor			
Candidate A		X	

Sample #3: Ballot where there are three or more than two candidates:

(Note: there are a few different options when there is more than one candidate. If time permits, you may have the voter indicate their selection next to the candidate they wish to vote for. If no candidate receives a majority of the votes, then the candidate with the lowest number of votes is dropped off the ballot and another vote is taken (The ballot would look like Sample #1 above). This process would continue until a candidate receives the required number of votes. As most districts do not have the time to conduct such a lengthy process, the option of Preferential Voting allows the voter to complete one ballot.

Following is an example of a Preferential Voting Ballot:

In addition, a candidate must receive a majority of affirmative votes to move forward. If there is a tie between a yes and no vote, the candidate would not have received the required number of votes to be elected and it would result in a vacancy.

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Position	Name	Preference/ Rank
Second Vice District Governor		
Candidate A		4
Candidate B		2
Candidate C		1
Candidate D		3

Rules for Preferential Voting:

1. On the preferential ballot - for each office to be filled the voter is asked to indicate the order in which he/she prefers all the candidates, placing the numeral 1 beside his/her first preference, the numeral 2 beside his/her second preference, and so on for every possible choice.
2. In counting the votes for a given office, the ballots are arranged in piles according to the indicated first preferences – one pile for each candidate.
3. The number of ballots in each pile is then recorded for the tellers' report. These piles remain identified with the names of the same candidates throughout the counting procedure until all but one are eliminated as described below.
4. If more than half of the ballots show one candidate indicated as first choice, that choice has a majority in the ordinary sense and the candidate is elected. But if there is no such majority, candidates are eliminated one by one, beginning with the least popular, until one prevails, as follows:
 - a. The ballots in the thinnest pile – that is, those containing the name designated as first choice by the fewest number of voters – are redistributed into the other piles according to the names marked as second choice on these ballots.
 - b. The number of ballots in each remaining pile after this distribution is again recorded.
 - c. If more than half of the ballots are now in one pile, that candidate is elected. If not, the next least popular candidate is similarly eliminated, by taking the thinnest remaining pile and redistributing its ballots according to their second choices into the other piles, except that, if the name eliminated in the last distribution is indicated as second choice on a ballot, that ballot is placed accordingly to its third choice.
 - d. Again the number of ballots in each existing pile is recorded, and if necessary, the process is repeated – by redistributing each time the ballots in the thinnest remaining pile according to the marked second choice or most-preferred choice among those not yet eliminated – until one pile contains more than half of the ballots, the result being thereby determined.
 - e. The tellers' report consists of a table listing all candidates, with the number of ballots that were in each pile after each successive distribution.
5. If a ballot having one or more names not marked with any numeral comes up for placement at any stage of the counting and all of its marked names have been eliminated, it should not be placed in any pile, but should be set aside.
6. If at any point two or more candidates are tied for the least popular position, the ballots in their piles are redistributed in a single step, all of the tied names being treated as eliminated.
7. In the event of a tie in the winning position – which would imply that the elimination process is continued until the ballots are reduced to two or more equal piles – the election should be resolved in favor of the candidate that was strongest in terms of first choice (by referring to the record of the first