



Lions International  
Association of Lions Clubs

District A-16 Constitution  
and By-Laws

Updated May 2010

# District A - 16 Constitution and By-Laws

Updated May 2010

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# **District A - 16 Constitution and By-Laws**

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## **CONSTITUTION**

### **Article I**

#### **Name**

##### **Section 1**

##### **Entity**

This Organization shall be known as District A-16 of The International Association of Lions Clubs (hereinafter referred to as "Lions Club International"), and this Constitution shall be the Constitution of District A-16.

##### **Section 2**

##### **Gender rule**

Wherever the male gender or pronoun presently appears in the Constitution and By-Laws, it shall be interpreted to mean both male and female persons.

### **Article II**

#### **Objects**

##### **Section 1**

##### **Purpose**

To provide an administrative structure with which to advance the Purposes and Objects of Lions Clubs International in District A-16.

### **Article III**

#### **Membership**

##### **Section 1**

##### **Requirement**

The members of this organization shall be all Lions Clubs in the District Chartered by Lions Clubs International.

##### **Section 2**

##### **District Boundaries**

The boundary lines of District A-16 shall be as laid down by the International Board of Directors of Lions Clubs International.

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## Article IV

### District Organization

#### Section 1

#### Cabinet and Officers

- A. District A-16 shall have a District Cabinet composed of the Officers of the District and the District Committee Chairpersons.  
The Officers of the District shall be the Voting Officers of the District A-16 Cabinet and the District Committee Chairpersons shall be Non Voting Members of the District A-16 Cabinet.  
The Officers of the District shall be the District Governor, the Immediate Past District Governor, the First and Second Vice District Governors, the Region Chairpersons (when the position is utilized during the District Governor's term), the Zone Chairpersons, the Cabinet Secretary, the Cabinet Treasurer (Cabinet Secretary-Treasurer).  
The District Chairpersons shall be appointed by the District Governor.  
Each member of the District A-16 Cabinet, whether a Voting Officer or a Non Voting Member, shall be a member in good standing of a Lions Club in good standing in the District.
- B. The District Governor shall be elected at the Annual District A-16 Convention. He/She shall appoint by the time he/she takes office the Cabinet Secretary and Cabinet Treasurer (or Cabinet Secretary-Treasurer) and the District Committee Chairpersons.
- C. Candidate(s) for position of District Governor to announce at the time of filing his/her Nomination Form with the Nominating Committee, his/her intentions with regards to utilizing during his/her term as District Governor the office of Region Chairperson in the District A-16 Cabinet.
- D. The First and Second Vice District Governors, one Region Chairperson for each Region (when the position is to be utilized during the District Governor's Term), and one Zone Chairperson for each Zone in District A-16 shall be elected at the District A-16 Convention.
- E. Any vacancy in any District Office, except that of District Governor and First or Second Vice District Governor shall be filled by appointment of the District Governor for the unexpired term thereof.
- F. In filling any vacancy arising in the office of First or Second Vice District Governor, the District 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 that 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.
- G. If any Region or Zone Chairperson shall cease to be a member of a Club in the Region or Zone as the case may be, to which he/she was elected/appointed, his/her term of office shall there under cease and the District Governor shall appoint a successor to fill said Office. The District Governor in his/her discretion may determine not to use the position of Region Chairperson for the remainder of the term.
- H. No salary shall be paid to any Officer of District A-16.

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## Section 2

### District Cabinet Meetings

- A. Regular.** The District Governor's Cabinet shall meet at such times and places as fixed by the District Governor. Ten (10) days written notice of meetings shall be given to each member by the Cabinet Secretary (Cabinet Secretary-Treasurer).
- 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 (Cabinet Secretary-Treasurer) by a majority of the members of the Cabinet. Not fewer than five (5) days written or electronic notice of a special meeting, setting forth the purposes thereof and a date, time and place determined by the District Governor, shall be given to each member by the Cabinet Secretary (Cabinet Secretary-Treasurer).
- C. Quorum and Vote.** The attendance of a majority of the members of the Cabinet shall constitute a quorum for any meeting thereof. In all such meetings, the voting privilege shall extend to the District Governor, the Immediate Past District Governor, the First and Second Vice District Governors, the Region Chairpersons (if the position is utilized), the Zone Chairpersons, the Cabinet Secretary and Cabinet Treasurer (or Cabinet Secretary-Treasurer).
- D.** The District Governor as the Chairperson, or other Voting Officer presiding as Chairperson of the Cabinet, shall only vote to break a tie vote.

## Section 3

### Regions and Zones

- A. (i) District** A-16 shall be divided into Regions, and each Region into Zones. All such Regions and Zones shall be subject to change by the District Governor upon consultation with the Clubs involved and the Past International Officers within District A-16. Any changes deemed necessary shall be in the best interest of all Clubs involved and Lions International.
  - (ii)** Regions should consist of no more than sixteen (16) and no fewer than ten (10) Lions Clubs.
  - (iii)** Zones should consist of no more than eight (8) and no fewer than four (4) Lions Clubs.
- B. Regional Meetings.** Meetings of representatives of all clubs in a Region, with the Region Chairperson (if the position is utilized during the term) or other District cabinet member as may be assigned by the District Governor presiding, may be held during the fiscal year at times and places fixed by the Region Chairperson or other assigned cabinet member of the respective Region.
- C. Region Rallies.** A Region Rally shall be held during the District A-16 Convention, with the Region Chairperson or other District cabinet member as may be assigned by the District Governor presiding.
- D. Zone Meetings.** Meetings 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 of the respective Zone.

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## Section 4

### District Committees

#### A District Governor's Advisory Committees.

(i) There shall be a District Governor's Advisory Committee in each Zone composed of the Zone Chairperson, the Presidents, Secretaries and the Membership Chairpersons of the clubs in the Zone, and these shall be the voting members.

(ii) The Zone Chairperson of each Zone shall convene at least three (3) meetings of the Zone Advisory Committee during his/her term in Office. He/She shall be the Chairperson of these meetings, with the first meeting held within ninety(90) days after the adjournment of the preceding International Convention. The second meeting shall be held in November or early December, and the third meeting shall be held in February or March, at least thirty (30) days prior to the District A-16 Convention.

#### B. District Governor's Honourary Committee

The Honourary Committee is usually chaired by the Immediate Past District Governor, and be composed of all Past International Officers (ie Past District Governors, Past International Directors, Past International Vice Presidents, Past International Presidents) who are members in good standing of clubs within District A-16. The committee shall meet when requested to do so by the District Governor, or by the Chairperson of the Honourary Committee, or by a quorum of the members of the Honourary Committee, of which five (5) such members shall constitute a quorum for said meetings.

#### C. District Committees.

The District Governor shall appoint Chairpersons of Committees. Several Committees may be combined at the District Governor's discretion.

All funds collected by District Committee Chairpersons will be payable to District A-16, and turned over to the Cabinet Treasurer (Cabinet Secretary-Treasurer) as they are received to be deposited in the District A-16 bank accounts with appropriate records kept.

## Article V

### District Administration Fund

#### Section 1

##### District Administrative Fund Per Capita Assessment

- A. To provide revenue to defray Administration expenses of District A-16 and Convention expenses only as provided for in this Constitution and By-Laws, a current Administrative Fund Per Capita Assessment is hereby levied on each member of every Lions Club in District A-16, and this assessment of \$9.00 shall be collected by the Cabinet Treasurer (or Cabinet Secretary-Treasurer). The membership numbers of each Lions Club for this purpose shall be based on the number of members on record at Lions Clubs International on the 30th day of June immediately preceding.
- B. The Administrative Fund Per Capita Assessment should be an amount sufficient to operate District A-16 for the following fiscal year, and shall be approved at the District A-16 Convention of the current year. Each Lions Club in District A-16 shall be invoiced by the Cabinet Treasurer (or Cabinet Secretary-Treasurer) their annual Administrative Fund Per Capita Assessment in September of each year.
- C. Newly Chartered and Organized clubs shall be exempt from the District A-16 Administrative Per Capita Assessment during the fiscal year of their organization.

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## Section 2

### Club Extension

- A. To defray the cost to the District for newly Chartered Lions Clubs' Regalia, and to help start these new clubs out with proper Regalia, the District Extension Chairperson shall be authorized to solicit voluntary contributions from Lions Clubs within District A-16.
- B. Charter Night Gifts of regalia will not be ordered by the District without written agreement from the presenting club to pay when invoiced.

## Section 3

### Fiscal Constraint

The District Governor and his/her Cabinet shall not incur obligations in any fiscal year that will affect an unbalanced budget or deficit in said fiscal year.

## Section 4

### Surety Bond

The Cabinet Treasurer (or Cabinet Secretary-Treasurer) shall be bonded, unless otherwise instructed by the District Cabinet, in such amounts and with such Surety Company as shall be approved by Cabinet. The cost of same shall be an administrative expense.

## Section 5

### Financial Statement

The District Cabinet Treasurer (or Cabinet Secretary-Treasurer) shall provide a current Financial Statement at each Cabinet Meeting.

## Section 6

### Audit Requirements

The District Governor shall provide for an annual or more frequent Audit of the Books and Accounts of District A-16. A statement of the financial condition of District A-16 shall be sent to the Cabinet members and each Lions Club in District A-16 within sixty (60) days after the close of the fiscal year by the Governor then in office.

## Section 7

### Cabinet Meal Costs

The cost of the meals for all Committee Chairpersons, or their designate, attending Cabinet meetings, as well as the meals for the Cabinet Secretary, Cabinet Treasurer (or Cabinet Secretary-Treasurer), the Lioness District President, and one representative of the Leo Clubs shall also be paid for from the District A - 16 Administration Funds.

## Section 8

### District Signing Authorities

- a) The District Governor, the Immediate Past District Governor, Cabinet Secretary and the Cabinet Treasurer (or Cabinet Secretary-Treasurer) shall be the signing authorities for the disbursements made from the District A-16 bank accounts. All cheques shall be signed by any two of these signing officers.
- b) At last Cabinet meeting in each Lions year the Cabinet shall approve a resolution moved by the Governor Elect (VDG) naming financial institution and signing officers for the following Lions year.
- c) In the event that the Immediate Past District Governor is unable to act as a signing authority, the Governor shall appoint an alternate signing authority.

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### Section 9 Trust Funds

Any Trust Funds held by District A-16 shall be accounted for separately.

### Section 10 Accounts Payment

No District A-16 Accounts shall be paid in cash.

## Article VI Reserve Account

### Section 1 Requirement

District A-16 shall maintain a District Reserve Account

### Section 2 Purpose

The purpose of the District Reserve Account shall be to provide:

- a. Meet unforeseen NON Operating Administrative District Expenses in A-16.
- b. Provide financial support for a candidate from A-16 for International Office other than District Governor, provided that: the support shall not exceed an amount equal to one half of the total funds in the Reserve Account as of the first day of the current Lions Year. The support shall not exceed an amount equivalent to Ten Thousand (C\$10,000) dollars Canadian.
- c. Meet emergency situations encountered in District Projects in District A-16.
- d. Notwithstanding the foregoing, funds in excess of \$25,000 shall be used for the benefit of the Lions in District A-16 as approved by the District A-16 Cabinet.
- e. The funds from the District A-16 Reserve Account turned over to the District shall be maintained as separate from the General Funds within the District Accounts and expenditures from these funds shall be detailed in the report of the Cabinet Treasurer (Secretary-Treasurer) to the Cabinet.

### Section 3 Funding

Funding of the District Reserve Account shall be obtained through a one (\$1) dollar Per Capita Assessment to be invoiced with, but not as a part of, the annual District Administrative Fund Per Capita Assessment.

### Section 4 Administration

Administration of the District Reserve Account Funds shall be by a Committee comprised of four (4) Past International Officers of the District. The Immediate Past District Governor shall be a member of this committee. In the event that the Immediate Past District Governor is unable to fulfill this office, the Honourary Committee shall appoint another Past International Officer of the District to this committee.

### Section 5 Terms of Reference

- A. The Committee shall act as Trustees only. They shall deposit all funds into a Trust Account in a Financial Institution approved by the District A-16 Cabinet. This account shall be maintained as a District A-16 Account.
- B. There shall be four (4) signing authorities, two (2) of which shall be required to sign on all cheques.

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- C. All Investments shall be guaranteed by the Canadian Deposit Insurance Corporation, with the approval of the District A-16 Cabinet.
- D. The disbursement of any or all Funds shall be by cheque only, with the approval of the District Cabinet.
- E. The Committee shall provide a current Financial Statement, in writing, at every District A-16 Cabinet meeting.
- F. This Committee shall be responsible to, and act only on the direction of the District A-16 Cabinet.

## **Article VII**

### **Audits**

#### **Section 1**

##### **Audit Committee**

The District Governor shall appoint an Audit Chairperson who shall be a Past District Governor. The Chairperson shall enlist (appoint) two Lions from District A-16 to assist in performing the audit of the District Accounts. No Committee member shall have served as a district A-16 Officer in the previous year.

#### **Section 2**

##### **Duties of the Audit Committee**

- A. The Audit Committee shall be responsible to complete an annual audit of the Books and Accounts of District A-16. They shall also complete Interim Audit(s) of the Books and Accounts of District A-16 when requested by the District Governor or the District A-16 Cabinet.
- B. Following all such audits the Audit Committee shall provide a report to the District A-16 Cabinet stating that in their opinion these Financial Records present fairly the financial position of District A-16 and the results of its operations and cash flows for the period under review. They shall provide at that time such other comments and recommendations as they deem appropriate.
- C. The Annual Audit shall be completed no later than 60 days after the fiscal year end of District A-16. Interim Audits shall be completed within 30 days of the audit request being received from the District Governor or District A-16 Cabinet.

## **Article VIII**

### **District Convention**

#### **Section 1**

##### **Time and Rules Of**

- A. The Annual District A-16 Convention shall be held at least three (3) weeks prior to the Multiple District 'A' Convention.
- B. The District A-16 Convention will be governed by the Rules and Regulations, as approved by the Lions of District A-16, and as provided for in Appendix A, which forms a part of this constitution.

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## **Section 2**

### **Terms of Reference**

The District A-16 Constitution will comply with the Terms of Reference as provided for in Appendix B, which forms a part of this constitution.

## **Section 3**

### **Sergeant-At-Arms**

The District Governor shall appoint the Convention Sergeant-At-Arms and the Assistant Sergeant-At-Arms. They shall be responsible for maintaining order and decorum at the respective convention and meetings and perform such other duties as are incident to his/her office under ROBERT'S RULES OF ORDER NEWLY REVISED.

## **Section 4**

### **Voting Delegates**

Each Chartered Lions Club in good standing with Lions International Clubs, Multiple District A and District A-16, shall be represented by one or more delegates at the Annual District A-16 Convention, and shall be entitled in each such Convention to one Voting Delegate and one 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 may cast one Vote only for each Office to be filled by, and one vote only on each issue to be voted on by the members of said Convention. Unless specified herein, the affirmative vote of a majority of the delegates voting on any question shall be the act of the convention. Delinquent dues may be paid and good standing acquired at any time prior to the close of credential certification, as such closing time shall be established by the rules of the respective convention

## **Section 5**

### **Quorum**

The Registered Delegates in attendance at the District A-16 Business Meeting shall constitute a quorum providing their total number is not less than twenty-five (25) per cent of the total eligible voting Delegates in District A-16 as verified by the Sergeant at Arms.

## **Section 6**

### **Officer Votes**

Each present and past Officer of Lions Clubs International who is a member in good standing of a club in good standing in District A-16 shall be entitled to one (1) vote, and such vote shall not be considered a vote to which his/her club would have otherwise been entitled. He/She may also exercise his/her vote pertaining to matters within his/her clubs' Zone or Region. He/She shall, however, be entitled to one vote only.

## **Section 7**

### **Convention Minutes**

Within sixty (60) days after the close of the District A-16 Convention, the Official Minutes of the Convention proceedings shall be forwarded to Lions Clubs International, each Past International Officer in the District each Cabinet member, and each Lions Club within District A-16.

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## **Article IX**

### **Rules of Procedure for Appointment of District Officers**

#### **Section 1**

##### **Vacancies other than District Governor or First or Second Vice District Governor**

Any vacancy in any District A-16 office, except that of District Governor and First or Second Vice District Governor shall be filled by appointment by the District Governor for the unexpired term thereof.

#### **Section 2**

##### **First or Second Vice District Governor Vacancy**

In filling the vacancy arising in the office of First or Second Vice District A-16 Governor, District A-16 shall convene a meeting 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 District A-16. It shall be the duty of the attendees at this a 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 A-16 Governor, or if not available, the most recent past District A-16 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 that 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.

#### **Section 3**

##### **District Governor Vacancy**

See Exhibit A at end of this book

## **Article X**

### **Constitutional Amendments**

#### **Section 1**

##### **Approval of Amendments**

This Constitution may be amended only at a District A-16 Convention by Resolution reported on by the Constitution and By-Laws Committee, and adopted by the affirmative vote of two-thirds (2/3) of the votes cast.

#### **Section 2**

##### **Proposed Amendments**

Proposed Amendments to the Constitution shall be in writing and in the hands of the District A-16 Chairperson of the Constitution and By-Laws Committee for review, no less than ninety (90) days prior to the Official opening of the District A-16 Convention.

#### **Section 3**

##### **Notification of Proposed Amendment**

No Amendment shall be reported or voted upon unless the same shall have been furnished in writing to each Lions Club in District A-16 no less than thirty (30) days prior to the convening date of the annual District A-16 Convention, with notice that same will be voted upon at the said Convention.

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## Section 4

### Effectiveness

Each Amendment shall take effect at the close of the Convention at which adopted, unless otherwise specified in the amendment.

## BY-LAWS

### BY-LAW I

#### District Nominations and Elections

## Section 1

### Nominating Committee Membership

The Honourary Committee with the approval of the District Governor shall act as the Nominating Committee to be responsible for review and approval of all applications for District A-16 Office. The Honourary Committee shall elect at least three (3) of their members to act in this capacity at least sixty (60) days prior to convening of the District A-16 Convention.

## Section 2

### Elections Committee Membership

The Honourary Committee, with the approval of the District Governor, shall act as the Elections Committee and operate the voting polls. The Honourary Committee shall elect at least three (3) of their members to act in this capacity at least thirty (30) days prior to the convening of the District A-16 Convention.

## Section 3

### Eligibility for District Governor Candidacy

Any qualified member of a club in District A-16 seeking the office of District Governor shall file his/her intention to so run in writing with the Nominating Committee, the District Governor and the Multiple District A Secretary, thirty (30) days prior to the day of its report to the Convention, and furnish therewith evidence of his/her compliance with the qualifications for said office set out in the International Constitution and By-Laws. The Nominating Committee shall place in nomination at the District Convention the name(s) of all candidate(s) so qualified. A candidate shall be allowed one nominating speech of no more than five minutes duration, and one seconding speech of no more than three minute duration.

## Section 4

### Eligibility for First Vice District Governor Candidacy

Any qualified member of a club in District A-16 seeking the office of First Vice District Governor shall file his/her intention to so run in writing with the Nominating Committee, the District Governor and the Vice District Governor, thirty (30) days prior to the day of its report to the Convention, and furnish therewith evidence of his/her compliance with the qualifications for said office set out in the International Constitution and By-Laws. The Nominating Committee shall place in nomination at the District Convention the name(s) of all candidate(s) so qualified. A candidate shall be allowed one nominating speech of no more than five minutes duration, and one seconding speech of no more than three minute duration.

He/She shall:

1. File his/her intention to run in writing on the Official Nomination Form.
2. Be an active member in good standing of a Chartered Club in good standing in District A-16.
3. Secure the endorsement of his/her club or a majority of the clubs in District A-16.
4. Currently be serving as the second vice district governor.
5. Only in the event the current second vice district governor does not stand for election as first vice

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district governor, or if a vacancy in the position second vice district governor exists at the time of the district convention, any club member who fulfills the qualifications for the office of second vice district governor as set forth in Section 5 of these by-laws or constitution may be considered eligible to stand for the office of the first vice district governor.

## Section 5

### Eligibility for 2<sup>nd</sup> Vice District Governor

Any qualified member of a club in District A-16 seeking the office of Second Vice District Governor shall file his/her intention to run in writing with the Nominating Committee, the District Governor and the First Vice District Governor, thirty (30) days prior to the day of its report to the Convention, and furnish therewith evidence of his/her compliance with the qualifications for said office set out in the International Constitution and By-laws. The Nominating Committee shall place in nomination at the District Convention the name(s) of all candidate(s) so qualified. A candidate shall be allowed one nominating speech of no more than five minutes duration, and one seconding speech of no more than three minutes duration.

He/She shall:

1. File his/her intention to run in writing on the Official Nominating Form.
2. Be an active member in good standing of a Chartered Club in good standing in District A-16.
3. Secure the endorsement of his/her club or a majority of the clubs in District A-16.
4. Have served or will have served at the time he/she takes office as Second Vice District Governor –
  - a. As President of a Lions Club for a full term or major portion thereof and as a member of the Board of Directors of a Lions Club for no less than two(2) additional years, and
  - b. As Zone Chairperson or Region Chairperson or Cabinet Secretary and/or Treasurer for a full term or major portion thereof.
  - c. With none of the above being accomplished concurrently.

## Section 6

### Eligibility for Region Chairperson Candidacy

Any qualified member of a club in District A-16 seeking the office of Region Chairperson shall file his/her intention to so run in writing with the Nominating Committee, the District Governor and the Vice District Governor, thirty (30) days prior to the day of its report to the Convention, and furnish therewith evidence of his/her compliance with the qualifications for said office set out in the International Constitution and By-Laws. The Nominating Committee shall place in nomination at the District Convention the name(s) of all candidate(s) so qualified. A candidate shall be allowed one nominating speech of no more than five minutes duration, and one seconding speech of no more than three minute duration.

He/She shall:

1. File his/her intention to run in writing on the Official Nomination Form.
2. Be an active member in good standing of a Chartered Club in good standing in his Region.
3. Secure the endorsement of his/her club or a majority of the clubs in his Region.
4. Have served or will have served at the time he/she takes office as Region Chairperson -
  - a. As President of a Lions Club for a full term or major portion thereof and as a member of the Board of Directors of a Lions Club for no less than two (2) years, and
  - b. As Zone Chairperson or Cabinet Secretary and/or Treasurer for a full term or major portion thereof.
  - c. With none of the above being accomplished concurrently.

## Section 7

### Eligibility for Zone Chairperson Candidacy

Any qualified member of a club in District A-16 seeking the office of Zone Chairperson shall file his/her intention to so run in writing with the Nominating Committee, the District Governor and the Vice

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District Governor, thirty (30) days prior to the day of its report to the Convention, and furnish therewith evidence of his/her compliance with the qualifications for said office set out in the International Constitution and By-Laws. The Nominating Committee shall place in nomination at the District Convention the name(s) of all candidate(s) so qualified. A candidate shall be allowed one nominating speech of no more than five minutes duration, and one seconding speech of no more than three minute duration.

He/She shall:

1. File his/her intention to run in writing on the Official Nomination Form.
2. Be an active member in good standing of a Chartered Club in good standing in his Zone.
3. Secure the endorsement of his/her club or a majority of the clubs in his Zone.
4. Have served or will have served at the time he/she takes office as Zone Chairperson -
  - a. As President of a Lions Club for a full term or major portion thereof and as a member of the Board of Directors of a Lions Club for no less than two (2) years, and
  - b. With none of the above being accomplished concurrently.

## Section 8

### Method of Election

- a) The election shall be by secret ballot with the candidate receiving a simple majority of the votes cast declared as the winner.
- b) In case of a tie on any ballot the Election Committee Chairman will immediately initiate new balloting on the tied candidates until one is elected.
- c) Each Candidate for election shall be allowed one Scrutineer.
- d) Candidates for election to District Office at the District A-16 Convention shall not be allowed in the Polling Room except to cast a vote if they are a Voting Candidate.

## BY-LAW II

### DUTIES

#### Section 1.

##### District Governor

Under the general supervision of the International Board of Directors, he/she shall represent the Association of his/her District. In addition, he/she shall be the chief administrative officer of this District and shall have direct supervision over the First and Second Vice District Governors, Region Chairpersons, Zone Chairpersons, the Cabinet Secretary and Cabinet Treasurer ( or Secretary/Treasurer) and such other Cabinet members as may be provided for in this Constitution and By-Laws. His/Her specific responsibilities shall be to:

- a. Further the purposes and objects of this Association.
- b. Supervise the organization of new Lions Clubs.
- 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 cordial relations among chartered Lions Clubs.
- e. Endeavor to visit each club at least once during his/her term of office.
- f. Exercise such supervision and authority over cabinet officers and District committee appointees as is provided for in this Constitution.
- g. Submit a current itemized statement of total District receipts and expenditures to his/her District convention nor annual meeting of his/her District at Multiple District Convention
- h. Deliver forthwith, at the termination of his/her term of office, all District accounts and records to his/her successor in office.
- i. Report all known violations of the use of the Association name and emblem.
- j. 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.
- k. Ensure suitable archiving of District A-16 records as per District A-16 Policy.

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## Section 2

### First Vice District Governor

The First Vice District Governor, subject to the supervision and direction by the District Governor shall be chief administrative assistant to the District Governor. His/Her responsibilities shall be:

- a. Further the purposes and objects of this Association.
- b. Familiarize himself/herself with the duties of District Governor so in the event of a vacancy in the office of district Governor he/she will be better prepared to assume the duties and responsibilities of said office.
- c. The Vice District Governor shall act a chairperson of the District MERL Committee.
- d. Perform such administrative duties as may be assigned by the District Governor.
- e. Perform such other functions and acts as may be required of him/her by the International Board of directors through the Vice District Governor's manual and other directives.
- f. Actively participate in all cabinet and Council meetings and conduct all meetings in the absence of the District Governor.
- g. Participate in the preparation of the District budget.
- h. Be actively engaged in all matters to be continued during the next year.
- i. Participate in the review of strengths and weaknesses of the clubs of the District and,
- j. At the request of the District Governor supervise appropriate District committees.
- k. Participate in council of governors meetings as appropriate.

## Section 3

### Second Vice District Governor

The Second Vice District Governor, subject to the supervision and direction by the District Governor shall:

- a. Further the purposes of the Association.
- b. Work with other district officers to promote membership growth, new club organization and membership retention.
- c. Attend cabinet meetings.
- d. Preside at cabinet meetings and other meetings in the absence of the governor and the first vice district governor.
- e. Monitor the health of clubs by regularly reviewing LCI recap and membership reports; develop action steps to assist declining clubs in coordination with MERL teams and zone/region chairs.
- f. Assist in preparation of the budget and other matters to be continued the following year.
- g. Supervise appropriate district committees as requested by the district governor.
- h. Accept and complete other duties as required by the association's policy or as assigned by the district governor.
- i. Become familiar with the responsibilities of the district governor and first vice district governor.

## Section 4

### Cabinet Secretary

Under the supervision and direction of the District Governor the Cabinet Secretary shall:

- a. Keep an accurate record of the proceedings of all meetings of the Cabinet and within seven (7) days after each meeting, forward copies of same to all members of the Cabinet, Past International Officers in District A-16 and Lions International.
- b. Take and keep minutes of the District A-16 Convention and furnish copies of same to Lions International, the District Governor, Past International Officers in the District, District Cabinet members and the secretary of each club in A-16.
- c. Assist the District Governor and his Cabinet in conducting the business of District A-16 and perform such other duties as are specified or implied in this Constitution and By-Laws, or as may be assigned to him from time to time by the District Governor or Cabinet.
- d. Be one of the co-signers, sign, as required, all cheques, notices and documents issued by District A-16.

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- e. Keep accurate minutes of all Cabinet and District meetings and permit inspection of same by the District Governor, Cabinet members and any club or authorized agent of any of them, at any reasonable time for any proper purpose.
- f. 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 under the supervision and direction of the District Governor.

## Section 5

### Cabinet Treasurer

Under the supervision and direction of the District Governor the Cabinet Treasurer shall:

- a. Assist the District Governor and his Cabinet in conducting the business of District A-16 and perform such other duties as are specified or implied in this Constitution and By-Laws, or as may be assigned from time to time by the District Governor or Cabinet.
- b. Be one of the co-signers, sign, as required, all cheques, notices and documents issued by District A-16.
- c. Present a current financial position paper at each Cabinet meeting.
- d. Make an annual report to the cabinet at its meeting immediately preceding the Annual Convention and such other reports at such times as the District Governor or Cabinet require.
- e. Invoice each Lions Club in District A-16, in the month of September, their annual Administrative Fund Per Capita Assessment & their Reserve Account Per Capita Assessment.
- f. Collect and receipt all Per Capita Dues levied hereunder on members and clubs in District A-16 and deposit same in such bank as determined by the District Governor and to disburse same by order of the District Governor and the Cabinet.
- g. Keep accurate books and records of accounts and permit inspection of same by the District Governor, Cabinet members and any club or authorized agent of them at any reasonable time for any proper purpose.
- h. Provide complete financial statements together with all supporting books and records of accounts to the Audit Committee
  - a) within 30 days after the fiscal year end for the Annual Year End Audit and,
  - b) immediately when requested by the District Governor or District Cabinet at any time during the year for an Interim Audit.
- i. 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.

## Section 6

### 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 of his/her Region. His/her specific responsibilities shall be:

- a. Further the purposes and object of this Association.
- b. Supervise the activities of the Zone Chairperson in his/her Region and such District Committee Chairperson as may be assigned to him/her by the District Governor.
- c. Play an active role in organizing new clubs and in strengthening weak clubs.
- d. Be an active member of the District MERL Committee.
- e. Visit regular meetings of each club in his/her Region, either at the request of the District Governor or the specific request of the individual club. He/she shall report findings to the District Governor. During that visit he/she shall arrange to meet with the Board of Directors at the end of the meeting.
- f. Endeavor to have every club in his/her Region operating under a duly adopted Club Constitution and By-Laws.
- g. Promote representation at International and District Conventions by at least the full quota of delegates to which clubs in his/her region are entitled.
- h. Carry out such official visitations as shall be given to him/her from time to time by the District Governor.

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- i. Perform such additional assignments as shall be given to him/her from time to time by the District Governor.
- j. Perform such other functions and acts as may be required by him/her by the International Board of Directors through the Region Chairperson's manual and other directives.

In the event the Region Chairman for any reason cannot or does not, in the judgment of the District Governor, perform the duties of his/her office, or in the event the office is for any reason vacated, the District Governor shall appoint a successor to serve for the unexpired term

## Section 7

### 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 of his/her zone.

His/her responsibilities shall be to:

- a. Further the purposes and objects of this Association.
- b. Serve as Chairperson of the District Governor's Advisory Committee in his/her Zone and as such Chairperson to call regular meetings of said committee.
- c. Make a report of each District Governor's Advisory Committee meeting and send copies within five (5) days thereafter to Lions Club International and to the District Governor and Region Chairperson.
- d. Play an active role in organizing new clubs and keep informed on the activities and well-being of all clubs in his/her Zone.
- e. Represent each club in his/her Zone in any problems with District, Multiple District or Lions International.
- f. Supervise the progress of District, Multiple District and Lions International projects in his/her Zone.
- g. Endeavor to have every club in his/her Zone operating under a duly adopted Club Constitution and By-Laws.
- h. Promote representation at International and District Conventions by at least the full quota of delegates to which clubs in his/her zone entitled.
- i. Visit regular meetings of each club in his/her zone at least once during his/her term of office, report his/her findings to the Region Chairman - particularly with respect to weakness he/she may have discovered. (Copy to District Governor).
- j. Perform such other functions and acts as may be required by him/her by the International Board of Directors through the Zone Chairperson's manual and other directives.

In the event the Zone Chairperson for any reason cannot or does not, in the judgement of the District Governor, perform the duties of his/her office, or in the event the office is for any reason vacated, the District Governor shall appoint a successor to serve for the unexpired term.

## Section 8

### Immediate Past District Governor

Under the supervision and direction of the District Governor, the Immediate Past District Governor shall:

- a) Act as a primary resource for the District Governor.
- b) Act as Chairperson of the District A-16 Honourary Committee, convening a minimum of four (4) of said committee in the course of the year.
- c) Act as chairperson of the District A-16 Convention Committee responsible for:
  1. Chairing the District Convention Committee meetings
  2. Ensuring that that the annual A-16 Convention adheres to the requirements of the District A-16 Constitution and By-laws
  3. The preparation and publishing of the District A-16 Convention Procedures Package (Deck Set) and that copies are sent to all District A-16 Officers, Committee Chairmen, District Honourary Committee members and District Lioness Honourary Commi8ttee

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- members.
4. Be responsible for the District A-16 First Time Convention Attendees Contest for all Lions, Lioness and Leo members attending a convention for the first time.
  5. Be responsible for the Nominations and Elections Committee functions at the District A-16 Convention.
  6. Act as Chairperson of the District Officer Elect Training Session.
  7. Be one of the four (4) signing authorities on the District A-16 reserve Account.
  8. Act as Vice Chairperson of the School for Incoming Officers.
  9. Ensure that the Vice District Governor collects all District Trophies.

Each and every Past District Governor, in descending order of service, shall substitute for the Immediate Past District Governor when required.

In the event the Immediate Past District Governor is elected the District "A" Council Chairperson, the District Governor is requested to make the Penultimate District Governor the Vice Chairman of all committees chaired by the Immediate Past District Governor.

## Section 9

### District Governor's Cabinet

The District Governor's cabinet shall:

- a. Assist the District Governor in the performance of his/her duties in the formulation of administrative plans and policies affecting the welfare of Lionism within the District.
- b. Receive, from the Region Chairperson or other assigned District Cabinet member, reports and recommendations which concern the clubs and zones.

## Section 10

### District Governor's Advisory Committee

It shall assist the Zone Chairperson in an advisory capacity, procure recommendations affecting the welfare of Lionism and the clubs in the Zones, and relay the same through the Zone Chairperson to the District Governor and his/her Cabinet.

## Section 11

### District Governor's Honourary Committee

It shall act under the direction of the District Governor in the promotion of harmony throughout the District. The Chairperson of this committee shall attend meetings of the Cabinet when requested by the District Governor.

## Section 12

### Sergeant at Arms

The Sergeant at Arms shall:

- a. Maintain order and decorum at the respective conventions and meetings and perform such other duties as are incident to his/her office under the ROBERTS RULES OF ORDER NEWLY REVISED.
- b. The Sergeant at Arms shall be properly identified.

## Section 13

### Solicitation of Funds

Except when authorized by the International Board of Directors or its designee, no Lions Club, Lions Club member or any Lions District (Single, Sub- or Multiple) or any entity (legal or natural, in corporate or any other form) organized and/or controlled by any Lions Club, member or members or any Lions District shall solicit funds or aid or anything of material or commercial value in the chartered

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territory of any other Lions Club or the defined boundary of any other District, as the case may be, without the consent of such other club or District, as the case may be; PROVIDED, however, that in the event of a major calamity or disaster, a District Cabinet or Multiple District Council may authorize solicitation of relief aid from among Clubs within its respective District and no Lions Club, Lions Club member, Lions District or any other Lions organization shall use the membership relationship for any solicitation promoting private commercial benefits.

## **BY-LAW III**

### **Rules and Procedure**

#### **Section 1**

##### **District Meetings**

Except as otherwise provided in this Constitution and By-laws or in the Rules of procedure in any District meeting or Convention, any District A-16 Cabinet meeting, Region, Zone or any Group or Committee, all of them shall be determined by ROBERTS RULES OF ORDER NEWLY REVISED.

#### **Section 2**

##### **District Convention**

The Rules of **Procedure** for the District A-16 Convention shall be provided for in Appendix A, of the District A-16 Constitution and By-Laws.

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## **BY-LAW IV**

### **Nomination and Endorsement International Director and Second Vice President Nominee**

#### **Section 1**

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

- a. Deliver (by mail or in person) written Notice of Intention to seek such endorsement to the District Governor and, if this District is a sub-District of a Multiple District, to the Multiple District Council Secretary/Treasurer no less than thirty (30) days prior to the convening date of the respective Convention at which such question of endorsement is to be voted upon.
- b. Deliver with said Notice of Intention evidence of fulfillment of the qualifications for such office set forth in the International Constitution and By-Laws.

#### **Section 2**

Each Notice of Intention so delivered shall be transmitted forthwith by the District Governor to the Nominating Committee of the 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 candidate who has fulfilled said procedural Constitutional requirements.

#### **Section 3**

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

#### **Section 4**

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 the 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 votes cast.

#### **Section 5**

Certification of Endorsement by the respective Convention shall be made in writing to the International Office by the District officials designated, and in accordance with the requirements therefore set forth, in the International Constitution and By-Laws.

#### **Section 6.**

No 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 V have been met.

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## **BY-LAW V**

### **Fiscal Year**

The fiscal year of District A-16 shall be from July 1<sup>st</sup> to June 30<sup>th</sup>.

## **BY-LAW VI**

### **Amendments**

#### **Section 1**

##### **Approval of Amendment**

These By-Laws may be amended only at a District A-16 Convention, by resolution reported by the Committee on Constitution and By-Laws, and adopted by two-thirds (2/3) of the votes cast.

#### **Section 2**

##### **Proposed Amendments**

Proposed Amendments to the By-Laws shall be in writing and in the hands of the District A-16 Chairperson of the Constitution and By-Laws Committee for review, no less than ninety (90) days prior to the Official opening of the District A-16 Convention.

#### **Section 3**

##### **Notification of Proposed Amendment**

No amendment shall be so reported or voted upon unless the same shall have been furnished, in writing to each Club no less than thirty (30) days prior to the convening of the District A-16 Convention with notice that the same shall be voted upon at said convention.

#### **Section 4**

##### **Effectiveness**

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

## **BY-LAW VII**

### **Effective Date**

This Constitution and By-Laws shall take effect at the close of the District A-16 Convention at which the same is adopted by the affirmative vote of two-thirds (2/3) of the votes cast.

## **BY-LAW VIII**

### **Lions Clubs Camp Kirk Foundation**

- a. The Objects, Powers and By-Laws of this Foundation shall be described in the Articles of Incorporation.
- b. Any changes to the format of the Articles of Incorporation shall be deemed to be included and become a part of this section of the District A-16 Constitution and By-Laws.
- c. The Foundation shall report and present a Financial Statement at each District A-16 Cabinet Meeting.

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## APPENDIX A

### DISTRICT A-16 CONVENTION

#### Section 1

##### Time

The District A-16 Convention shall be held sometime between the last week in March and the fifteenth (15<sup>th</sup>) day of May.

#### Section 2

##### Purpose

The purpose of the District A-16 Convention shall be:

- a. To provide for the holding of Region Rallies by the Region Chairperson or other Cabinet member appointed by the District Governor.
- b. To elect District Officers as required.
- c. For presentation of reports to the District membership.
- d. To vote on such items of business as may be put before the delegates.
- e. To consider resolutions brought to the floor of the District A-16 Business Meeting as recommendations to District Cabinet.
- f. So that all elected District A-16 Officers can be properly recognized and honoured each year.
- g. To elect Directors of Lions Clubs Camp Kirk Foundation.

#### Section 3

##### Credentials Committee

The Credentials Committee of the District Convention shall be composed of the District Governor, as Chairperson, the Cabinet Secretary, Cabinet Treasurer or Cabinet Secretary/Treasurer and two other non-officers of the District appointed by the District Governor. The Credential Committee shall have the power and perform the duties set forth in ROBERTS RULE OF ORDER NEWLY REVISED.

#### Section 4

##### District Convention Committee

The District Convention Committee shall be chosen by the District Governor. The Chairperson is usually the Immediate Past Governor. The District Convention Committee shall be responsible for determining acceptable Convention Applications and act for the District A-16 Cabinet in seeing that its directives and policies are adhered to, as they pertain to the Convention.

#### Section 5

##### Hosting of Convention

Clubs or groups of Clubs wishing to host a District A-16 Convention for the second year following, shall deliver a written submission to the District Convention Committee, with a copy to the District Governor. This submission must be received sixty (60) days prior to the opening of the Convention in which the entry is to be decided upon. All acceptable applications, as determined by the District Convention Committee will be placed on a ballot, to be voted upon at the current Convention.

This submission shall be made on the District A-16 Convention Bid Form found in the Policy Manual.

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## **Section 6**

### **Assignment of Host Club(s)**

In the event no acceptable applications are received by the District Convention Committee within eighteen (18) months prior to aforesaid convention, the District A-16 Cabinet shall make suitable arrangements for a Club, or group of Clubs to host the aforementioned.

## **Section 7**

### **Host Club Convention Committee**

The Host Club shall have a Host Club Convention Committee. The Host Club Convention Committee will accept as final, the decisions of the District A-16 Convention Committee, and they will guarantee in writing that all policies and directives will be complied with in full.

## **Section 8**

### **Changes in Future Convention Schedule**

Changes in future Convention Schedule(s) or Operation(s) of the District A-16 Convention may be requested for by:

- a. The District Cabinet.
- b. District A-16 lions Clubs.
- c. The Host Convention Committee.
- d. The District Convention Committee.

All requests shall be presented in writing to the District A-16 Constitution and By-Laws Committee within sixty (60) days prior to the District A-16 Convention for consideration for placing on a ballot at that Convention.

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## APPENDIX B

### DISTRICT A-16 CONVENTION TERMS OF REFERENCE

#### Section 1

##### Name

The Convention shall be known as the "District A-16 Convention". Other names for the Convention may be used in conjunction with the Official Convention Name with the permission of the District Convention Committee. (Use of the word "MINI" to describe this Convention shall NOT be acceptable).

#### Section 2

##### Convention Registration Forms

Convention registration forms, providing details of the registration fee, cost of each activity (Warmup, Breakfasts, Governor's Banquet, Closing Luncheon, etc) together with Hotel/Motel Room Reservation information, as approved by the District Convention Committee, shall be sent by the Host Club Convention Committee to all Clubs, District Officers, Past International Officers and District Chairmen in District A-16 no later than 6 months prior to the beginning of the Convention

#### Section 3

##### Parade (when held)

##### A) Time

Parade starting time, finish time and day it is held must conform to the Convention Schedule and be approved by the District Convention Committee.

##### B) Parade Notification

The clubs in District A-16 shall be sent no later than 1<sup>st</sup> January in the year of the Convention with the following information:

- a. Cost of entry and an Entry Form.
- b. Starting time for the Parade.
- c. Classification for Parade Awards.
- d. Detailed map of Parade Route.
- e. Length of Parade Route.
- f. Approximate time of travel to the Parade Route.

##### C) Parade Entries

- a. Only entries by Lions, Lioness and Leo Clubs of District A-16 shall be eligible to compete for District prizes and trophies.
- b. Commercial entries and individual entries by Lions, Non-Lions or Lions Clubs outside District A-16 may participate only at the discretion of the District and Host Club Convention Committees.

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## Section 4

### Responsibilities of Host Club Convention Committee

#### A) Parade (when held)

The Host Club Convention Committee shall provide three (3) non-Lions, Lioness or Leos as Parade Judges.

- a. No soliciting of funds will be allowed during the Parade.
- b. No give away will be allowed without permission of the District and Host Club Convention Committees.
- c. No consuming of alcoholic beverages will be allowed in the Parade, including the assembly and dispersal points.
- d. Failure to comply with these regulations could result in the disqualification of the entry and the privilege to participate in the next District A-16 Convention Parade.

#### B) Overnight Accommodation

- a. The Host Club Convention Committee shall to provide an adequate number of Hotel or Motel rooms for the delegates attending the Convention.
- b. The District Convention Committee will supply an approximate number of rooms required to accommodate persons indicated in c below.
- c. The Host Club Convention Committee shall set aside in the Headquarters Hotel an adequate number of rooms for the District Officers, District Chairmen and any Special Guest(s) of the District Cabinet as required.

#### C) Facility Requirements

The Host Club Convention Committee shall provide at NO COST to the District A-16 Cabinet, Regions, Zones or Clubs of District A-16:

- a. Facilities for Region Rallies.  
A separate room for each region for a Region rally during the Convention.
- b. A Main hall for:
  1. The Opening Ceremonies on Saturday.
  2. The Governor's Banquet and a suitable social activity on Saturday evening.
  3. Voting on District Officer elections and District business. (the voting to be conducted in the same building as the District business session, but in a separate area).
  4. The closing Luncheon and Ceremonies on Sunday afternoon.
- c. An area for Registration of delegates and adequate staff on Friday evening, Saturday morning, afternoon and Sunday morning until the close of voting.

#### D) Hospitality

The Host Club Convention Committee shall hold a Friday night get together for the Convention delegates at a very reasonable cost.

The District Convention Committee and the District Cabinet will promote the closing of all Hospitality Rooms during the Friday night get together and all Official Functions.

#### E) Convention Budget

The Host Club Convention Committee shall prepare a proposed Convention registration budget showing all costs involved. This budget must be approved by the District Convention Committee prior to distribution of the Registration Form

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## **F) Registration Cost**

The Host Club Convention Committee shall charge a reasonable cost for the Convention registration. This will incorporate the provisions of Section C above, to be decided jointly with the District Convention Committee prior to distribution of the Registration Form

## **G) Guests of Host Club**

The District Governor and his/her partner shall be guests of the Host Club Convention Committee and Host Club(s).

## **H) Convention Arrangements**

The Host Club Convention Committee shall be responsible for these arrangements:

- a. The Governor's Banquet and a suitable social activity on Saturday evening of the Convention.
- b. Supply of suitable and adequate catering for the Dinner.
- c. Any guests of the Host Club Convention Committee shall be their responsibility.
- d. Supplying suitable music during Dinner at the Governor's Banquet.
- e. Arranging for printing of the Convention program and paying for same.
- f. Providing a sound system for the Governor's Banquet.

## **I) Business Meeting Requirements**

For the Sunday morning District A-16 Business Meeting the Host Club Convention Committee shall provide:

- a. Adequate facilities for seating delegates and conducting the meeting
- b. A sound system.
- c. Courtesy refreshments.

## **J) Sunday Luncheon**

The Host Club Convention Committee may make arrangements for a luncheon in conjunction with the Closing Ceremonies on Sunday.

- a. They shall provide the facilities, catering and sound system.

## **K) List of Convention Registrants**

The Host Club Convention Committee shall keep available at the registration Area a list of all Lions registered, (showing Club, Zone and hotel).

## **L) Extra Curricular Activities**

- a. The Host Convention Committee may arrange, with the approval of the District Convention Committee for other forms of entertainment and/or solicitations for funds.
- b. The Host Club Convention Committee may arrange a tour or other suitable entertainment on Saturday afternoon for the spouses at a reasonable cost.

## **M) Final Convention Financial Report**

The Host Club Convention Committee shall provide the District A-16 cabinet with a detailed financial report pertaining to the Convention at the final Cabinet meeting of the fiscal year.

# District A - 16 Constitution and By-Laws

Updated May 2010

## Section 5

### Responsibilities of District Convention Committee

#### A) Convention Arrangements

The District Convention Committee shall be responsible for:

- a. Head Table seating at all events.
- b. For their Special Guest(s) at the Head Table, if any, at all events.
- c. The Banquet and a suitable social activity agenda, drawn up by the District Committee.
- d. No draw tickets shall be sold during or after the Governor's Banquet.
- e. Cost of the tickets to the Banquet and a suitable social activity shall be set after consultation with the Host Club Convention Committee.
- f. Rooms and all activities for the Cabinet Secretary (Cabinet Secretary-Treasurer), the District Convention Chairperson, and the Protocol Officer shall be paid for by District A-16.

#### B) Convention Draw

The District Convention Committee shall obtain approval of the Cabinet for only one draw to be held for the District A-16 Convention.

- a. No other draw tickets to be officially sold or solicited at the Convention.
- b. Proceeds of the Convention draw to be used by the Host Club Convention Committee to help cover their Convention expenses.

## Section 6

### Responsibilities of Elections Committee

The Honourary Committee, acting as the Elections Committee, shall be in charge of voting:

- a. Voting privileges shall be granted only to Certified Delegates.
- b. Certified Delegates and the Clubs they represent must comply with the requirements of Lions Clubs International, Multiple District A and District A-16 to be in good standing.
- c. Results of voting will be announced in the Closing Ceremonies. In the event of a tie on any ballot the Committee shall immediately initiate balloting on the tied candidates until one is elected.
- d. All participants in the counting of votes shall be sworn to secrecy.

# District A - 16 Constitution and By-Laws

Updated May 2010

## Section 7

### Summary of the District A-16 Convention:

- a. The Convention shall be held sometime between the last week of March and the fifteenth (15<sup>th</sup>) of May
- b. The date shall be set or approved by the District A-16 Cabinet.
- c. There shall be adequate registration time provided for Friday, Saturday and Sunday.
- d. There shall be a Host Club warm-up get together on Friday night.
- e. There may be a Parade on Saturday morning.
- f. There shall be an Opening Ceremony held Saturday afternoon.
- g. Region Rallies shall be held after the Opening Ceremonies.
- h. Spouses entertainment, if held shall be after the Opening Ceremonies.
- i. There shall be Governor's Banquet and a suitable social activity Saturday evening.
- j. Voting for District Officers and on District, Region and Zone matters will take place on Sunday morning at a time to be determined by the District Convention Committee.
- k. A District A-16 Business Meeting will be held Sunday morning.
- l. The Luncheon, if held, and Closing Ceremonies will take place at 12.00 p.m. or later Sunday.
- m. A Sunday morning Interdenominational Church Service is recommended.
- n. The District A-16 Constitution and By-Law Committee Chairman shall attend each Region Rally to inform those present of the voting to take place Sunday morning to decide on proposed changes to District A-16 Constitution and By-Laws.

# **District A - 16 Constitution and By-Laws**

Updated May 2010

## **APPENDIX C**

### **MISCELLANEOUS RECOMMENDATIONS**

#### **Section 1 Candidate Nights**

No club will attempt to represent a Zone, Region or District hosting an all Candidates Night. Any and all Candidate Nights will be Club events only.

#### **Section 2 Club Charter Anniversaries' Promotions**

Clubs Charter Anniversary Nights in District A-16 are to be promoted widely on the fifth (5<sup>th</sup>) Anniversary and multiples thereof only.

#### **Section 3 Advice to New Officers**

The Honourary Committee shall meet the incoming District Officers to inform them of their responsibilities and proper procedures etc. within fifteen (15) days of the closing of the District A-16 Convention.

#### **Section 4 Caucus Meetings**

District A-16 may hold a Caucus meeting at all Multiple A District Conventions.

#### **Section 5 Campaigning for District Office**

Nomination forms must be filed with the specified officers prior to the commencement of his/her campaign for district office.

Campaigning for election by a candidate for District Governor, First Vice District Governor, Second Vice District Governor, Region or Zone Chairperson shall not commence before acceptance of nomination papers by the designated Nominating Committee.

Campaigning by present District Officers may take place at the time of their Official Visits at the discretion of the Host Club.

Campaigning at other events is at the discretion of the Host Club.

# District A - 16 Constitution and By-Laws

Updated May 2010

## EXHIBIT A

### RULES OF PROCEDURE

#### SPECIAL MEETING TO RECOMMEND A LION FOR APPOINTMENT AS DISTRICT A-16 GOVERNOR

**Rule 1.** In the event a vacancy arises in the office of District A-16 Governor, it shall be the duty of the Immediate Past District A-16 Governor, or if not available, the most recent Past District A-16 Governor who is available, upon notification from the International Office, to convene a meeting of the District A-16 Officers, being the Governor, Immediate Past District Governor, First and Second Vice District Governors, the Region Chairpersons, Zone Chairpersons and the Secretary and the Treasurer or Secretary/Treasurer and all Past International Presidents, Past International Directors and Past District Governors **who are members in good standing of a chartered Lions Club in District A-16** for the purpose of recommending a Lion for appointment by the International Board of Directors.

**Rule 2.** Written invitations to this meeting shall be sent as soon as possible so that the meeting is held within the required **fifteen (15)** days of receipt of notification. The Immediate Past District A-16 Governor, as the meeting's Chairperson, shall have the authority to select the meeting site, date and time. However, he/she shall use hi/her best efforts to select a centrally located meeting venue, and a schedule the meeting at a convenient date and time within the required **fifteen (15) days**.

**Rule 3.** The Chairperson shall maintain a **written** attendance roster.

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

**Rule 5.** Each such nominee shall be entitled to one seconding speech, only, on 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 a written ballot unless a majority of the members attending the meeting select another voting method.
- c) The member shall indicate his/her vote by writing the name of his/her choice on the ballot. Any ballot containing votes for more than one nominee shall be declared invalid.
- d) A simple majority vote shall be necessary to recommend a member for appointment as District A-16 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 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 VII, Section 9(a)(4) of the International Constitution shall consider, but is not bound by, any recommendation resolved at the special meeting. The International Board of Directors reserves the right to appoint the recommendee or any club member as District A-16 Governor for the (remainder of the) term.