The International Association of Lions Clubs

STANDARD DISTRICT

BY-LAWS
5M-8

Lions Fiscal Year
2026 - 2027
Updated

Lions Clubs
International

PURPOSES

TO ORGANIZE, *charter and supervise service clubs to be knows as Lions clubs.* **TO COORDINATE** *the activities and standardize the administration of Lions clubs.* **TO CREATE** *and foster a spirit of understanding among the peoples of the world.* **TO PROMOTE** *the principles of good government and good citizenship.*

TO TAKE *an active interest in the civic, cultural, social and moral welfare of the community.*

TO UNITE *the clubs in the bonds of friendship, good fellowship and mutual understanding.*

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.*

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.*

VISION STATEMENT

TO BE *the global leader in community and humanitarian service.*

MISSION STATEMENT

TO EMPOWER *volunteers to serve their communities, meet humanitarian needs, encourage peace and promote international understanding through Lions clubs.*

BY-LAWS

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BY-LAWS
District 5M-8

ARTICLE I Nominations and Endorsement Third 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 third vice-president shall:

(a) Deliver (by mail or in person) written notice of intention to seek such endorsement to the district governor and if this is a sub-district of a multiple district to the multiple district council secretary treasurer no less than 30 days prior to the convening date of the district convention at which such question of endorsement is to be voted upon;
(b) Deliver with said notice of intention evidence of 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 three (3) minutes in duration.

Section 4. **VOTE.** The vote on the question of endorsement shall be by secret written ballot, unless there shall be only one nominee seeking the same, in which event a voice vote may be taken. The nominee receiving a majority of the votes cast shall be declared endorsed (elected) as the candidate of the convention and district. In the event of a tie vote, or failure of one nominee to receive the required majority, on any ballot, balloting shall continue until one receives the required majority of the votes cast.

Section 5. **CERTIFICATION OF ENDORSEMENT**. Certification of endorsement by the respective convention shall be made in writing to the international office by the district officials designated (and if the district is a sub-district in the multiple district to the multiple district council of governors) in accordance with the requirements set forth, in the International Constitution and By-Laws.

Section 6. **VALIDITY**. No district endorsement of any candidacy of any member of a Lions club in this district shall be valid unless and until the provisions of this Article have been met.

ARTICLE II District Nominations, Elections and Appointments

Section 1. **NOMINATING COMMITTEE**. Each district governor shall appoint by written notification received at least sixty (60) days prior to the sub-district convention, a Nominating

Committee of not less than three (3) and no more than five (5) members, each of whom shall be a member in good standing of a different Lions club in good standing in the district, and shall not through the duration of their appointment hold any district cabinet or international office either by election or appointment.

Section 2. **DISTRICT GOVERNOR ELECTION PROCEDURES**. Any qualified member of a club in the district seeking the office of district governor shall file his/her intention to so run in writing with the Nominating Committee prior to the day of its report to the convention, and furnish evidence of his/her compliance with the qualifications for said office set out in the International Constitution and By-Laws. The Nominating Committee shall place in nomination at the district convention the name(s) of all candidate(s) so qualified.1 If none are so received and/or so qualified, then, but then only, nominations for the office may be made from the floor. A candidate shall be allowed one nominating speech of no more than five (5) minutes duration, and one seconding speech of no more than three (3) minutes duration.

Section 3. **FIRST AND SECOND VICE DISTRICT GOVERNOR ELECTION PROCEDURES**. Any member of a club in the district seeking the office of first or second vice district governor shall file his/her intention to so run in writing with the Nominating Committee at least thirty (30) days prior to the election and furnish evidence of his/her compliance with the qualifications for said office set out in the International Constitution and By-Laws. The Nominating Committee shall place in nomination at the district convention the names of all candidates so qualified.2 If none are so received and/or so qualified, then, but then only, nominations for the office may be made from the floor. Each candidate shall be allowed one nominating speech of no more than five (5) minutes duration, and one seconding speech of no more than three (3) minutes duration.

Section 4. **BALLOT**. The election shall be by secret written ballot, with the candidate or candidates required to secure a majority of the votes cast by the delegates present and voting in order to be declared elected; for purpose of such election, a majority is defined as a number more than one-half of the total valid votes cast excluding blanks and abstentions. If, on the first ballot, and subsequent ballots, no candidate receives a majority, the candidate or tied candidates receiving the lowest number of votes shall be eliminated and balloting shall continue until one candidate receives a majority. In case of a tie on any ballot, balloting shall continue on the tied candidates until one is elected.3

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.

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

(a) Be an active Member in good standing of a chartered Lions club in good standing in his/her single or sub-district.

(b) Secure the endorsement of his or her club or a majority of the clubs in his/her single district.

(c) Have served or will have served at the time he/she takes office as district governor:

(i) As officer of a Lions club for a full term or major portion thereof; and

(ii) As a member of the district cabinet for two (2) full terms or major portion thereof.

(iii) With none of the above being accomplished concurrently.

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

Section 6. **FIRST AND SECOND VICE DISTRICT GOVERNORS AND OTHER VACANCIES.** Any vacancy in office except that of district governor and first and second vice district governors shall be filled by appointment from the district governor for the unexpired term. In event of a vacancy arising in the office of first or second vice district governor, the district governor shall convene a meeting of the immediate past district governor, first vice district governor and second vice district governor 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 fifteen days (15) in advance of the meeting to attend said meeting and it shall also be his/her responsibility to preside as chairperson of the meeting. The chairperson shall convey the results to the International office within seven (7) days together with evidence of invitations sent and meeting attendance. Each Lion who is entitled to receive an invitation to attend and is present at said meeting shall be entitled to cast one vote for the Lion of his/her choice.

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

(a.) Be an Active Member in good standing of a chartered Lions club in good standing in his/her single or sub-
(b.) District.
(b.) Secure the endorsement of his or her club or a majority of the clubs in his/her single district.
(c.) Have served or will have served at the time he/she takes office as first or second vice district governor:
(i) As President of a Lions club for a full term or major portion thereof, and as member of the Board of Directors of a lions Club for no less than two (2) additional years.
(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.
(d) Has not completed a full term or major portion thereof as district governor.
(e) As Zone chairperson, Region Chairperson, District Global Extension Team Coordinator, District Global Leadership Team Coordinator, District Global Membership Team coordinator, District Global Service Team Coordinator, District LCIF Coordinator, or Cabinet Secretary and/or Treasurer for a full term or Major portion thereof with none of the above being accomplished concurrently. NOTE: any lion utilizing Service in the LCIF coordinator current (3) year term position must serve at least a majority of their (3) Year term before meeting this criteria.

Section 7. **REGION/ZONE CHAIRPERSON QUALIFICATIONS.** Each region and zone chairperson shall:

(a) Be an active member in good standing in his/her respective region or zone; and
(b) Have served or will have served at the time of taking office as region or zone chairperson as president of a Lions club for a full term or major portion thereof, and a member of the board of directors of a Lions club for no less than two (2) additional years.5

Section 8. **APPOINTMENT/ELECTION OF REGION/ ZONE CHAIRPERSON.** The district governor shall appoint, by the time he/she takes office, 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.

Section 9. **REGION/ZONE CHAIRPERSON VACANCY.** If any region chairperson or zone chairperson shall cease to be a member of a club in the region or zone, as the case may be, to which he/she was appointed, his/her term of office shall thereon cease and the district governor shall appoint a successor to fill said office. Provided, however, the district governor, in his/her discretion may determine not to use the position of region chairperson for the remainder of the term.

ARTICLE III
Duties of District Officers/Cabinet

Section 1. **DISTRICT GOVERNOR.** Under the general supervision of the International Board of Directors, 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 throughout the district.
    (1) Ensure the selection of a qualified Lion leader for the positions of GST district coordinator, GMT district coordinator and GLT district coordinator.
    (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.

(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.

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. First Vice District Governor will be added to the Bank signature card to enable his/her signature on a district check appropriately prepared for signature by the Cabinet Treasurer when required for a second signature. **NOTE:** approved at annual business meeting February 5, 2022.

(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. Second Vice District Governor will be added to the Bank Signature cards to enable his/her signature on a district check appropriately prepared for signature by the Cabinet Treasurer when required for a second signature. **NOTE:** approved at annual business meeting on February 5, 2022.

(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 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-TREASURER.** He/ she shall act under the supervision of the district governor. His/her specific responsibilities shall be to:

(a) Further the Purposes of this association.
(b) Perform such duties as are implied by the title of said office, including but not by way of limitation, the following:
    (1) Keep an accurate record of the proceedings of all meetings of the cabinet, and within five (5) days after each meeting forward copies of the same to all members of the cabinet, and the office of Lions Clubs International.
    (2) Take and keep minutes of the sub-district convention and furnish copies of the same to Lions Clubs International, the district governor and the secretary of each club in the sub-district.
    (3) Make reports to the cabinet as the district governor or cabinet may require.
    (4) Collect and receipt for all 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.
    (9) Cabinet Secretary will be added to the bank signature cards to enable his/her signature on a district check appropriately prepared for signature by the Cabinet Treasurer when required for a second signature. **NOTE:** approved at annual business meeting on February 5, 2022.
(c) Perform such other functions and acts as may be required of each by directives of the International Board of Directors.
(d) If separate offices of cabinet secretary and cabinet treasurer are adopted, the duties listed in (b) are to be attributed to each of the offices according to the nature of such duties.

Section 5. **GLOBAL SERVICE TEAM (GST) DISTRICT COORDINATOR.** 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, GLT & GET 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) 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 6. **GLOBAL MEMBERSHIP TEAM (GMT) DISTRICT COORDINATOR.** The GMT district coordinator is a member of the District Global Action Team. His/her responsibilities include:

(a) Collaborate with the GLT, GST & GET 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.
(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 7. **GLOBAL LEADERSHIP TEAM (GLT) DISTRICT COORDINATOR.** The GLT district coordinator is a member of the District Global Action Team. His/her responsibilities include:

(a) Collaborate with your GMT, GST & GET 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, GST & GET 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 8. **GLOBAL EXTENSION TEAM (GET) DISTRICT COORDINATOR.** The GET district coordinator is a member of the District Global Action Team. His/her responsibilities include:

(a) Collaborate with your GMT, GLT 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) Identify opportunities to charter new clubs in communities throughout District 5M8 that are not served Or are underserved.
(c) Collaborate with district leadership to build a team capable of completing the tasks required in successful Chartering of new clubs including membership recruitment, leadership development, and engagement In meaningful service projects.
(d) Develop a plan and timeline for each potential new club following proven processes for new club Development including site selection, needs assessments, identification of sponsoring clubs and guiding Lions, informational and organizational meetings, and charter member recruitment.
(e) Understand and communicate the process and policies of new club development to team members and Ensure that accurate information is conveyed to prospective members.
(f) Enable the success of new clubs by helping sponsor clubs establish mentoring relationships with the New club officers and educating Guiding Lions on expectations of the new club.
(g) Train and involve Lions interested in new club chartering to expand District 5M8's ability to charter New clubs.
(h) Ensure new club applications are complete, properly approved, and submitted efficiently.
(i) The GET District Coordinator should be knowledgeable about the club chartering process. Passionate About Lions and is invested in the association's future. The coordinator should be able to use technology (email, Microsoft Office, MyLCI, LCI Website and social media).
(j) The GET does not replace the New Club Organization Team, which reports directly to Lions Clubs International, but rather augments the current process.

Section 9. **LCIF DISTRICT CHAIR.** The LCIF district chair 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.
(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 and the GMT district coordinator, the GLT district coordinator and the GST district 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 and the GMT district coordinator, the GLT district coordinator and the GST district coordinator as appropriate.
(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 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 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 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 GMT district coordinator, the GLT district coordinator, the GST district coordinator and the GET 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 the clubs 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. Copies should also be sent to the GMT district coordinator, the GLT district coordinator, the GST district coordinator and region chairperson when appropriate.
(e) Promote the Club Quality Initiative to the clubs within the zone.
(f) In coordination with the GMT district 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 GLT district 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 secretary-treasurer.
(e) Secure, semi-annually, or more frequently, sub-district financial reports from the cabinet secretary and cabinet treasurer (or secretary-treasurer).
(f) Provide for an audit of the books and accounts of the cabinet secretary, cabinet treasurer, or cabinet secretary-treasurer and with the district governor's approval, set up definite schedule of dates, times and places of cabinet meetings to be held during the fiscal year.

Section13. **SERGEANT-AT-ARMS.** The Sergeant-at- Arms shall maintain order and decorum at the respective conventions and meetings and perform such other duties as are incident to his/her office under ROBERT'S RULES OF ORDER, NEWLY REVISED.

Section 14. **PROTOCOL CHAIRMAN.** The protocol chairman shall provide assistance on proper protocol to the District Convention Committee, Lions Club Charter Night Committees, and any club functions committee that may ask for help with proper protocol.

ARTICLE IV
District Committees

Section 1. **DISTRICT GOVERNOR'S ADVISORY COMMITTEE.** In each zone, the zone chairperson and the presidents, first vice presidents and secretaries of the clubs in the zone shall compose a District Governor's Advisory Committee, with the zone chairperson as chairperson. At a date, time and place called by the zone chairperson, this committee shall hold a first meeting within ninety (90) days after the adjournment of the preceding international convention; a second meeting in the month of November; a third meeting in the month of February or March; and a fourth meeting approximately thirty 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.

Section 2. **DISTRICT GLOBAL ACTION TEAM.** Chaired by the district governor and includes the GMT district coordinator, GST district coordinator, GLT district coordinator and GET district coordinator. Develops and initiates a coordinated plan to help clubs expand humanitarian service, achieve membership growth, and develop future leaders. They meet regularly to discuss the progress of the plan and initiatives that may support the plan. Collaborates with members of the multiple district's Global Action Team to learn about initiatives and best practices. Shares activities, achievements and challenges with members of the multiple district Global Action Team. Attends the District Governor Advisory Committee meeting and other zone, region, district, or multiple district meetings that feature service, membership or leadership initiatives to share ideas and gain knowledge that may be applied to club practices.

Section 3. **DISTRICT GOVERNOR'S HONORARY COMMITTEE.** The district governor may appoint a District Governor's Honorary Committee composed of past international officers who are members in good standing of clubs within the sub-district. This committee shall meet when and as called upon by the district governor. It shall act under the direction of the district governor in the promotion of harmony throughout the district. The chairperson of this committee shall attend meetings of the cabinet when requested by the district governor.

Section 4. **DISTRICT CABINET COMMITTEES.** The district governor may establish and appoint such other committees and/or chairpersons as he/she deems necessary and appropriate for the efficient operations of the district. Such committee chairpersons shall be deemed non-voting members of the district cabinet.

ARTICLE V
Meetings

Section 1. **DISTRICT CABINET MEETINGS.**

(a) Regular. A regular meeting of the cabinet shall be held in each quarter of the fiscal year, with the first of which should be held within thirty (30) days after the adjournment of the preceding international convention. Ten (10) days written notice or by electronic mail, 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 attendance of a majority of the officers of this district shall constitute a quorum for any cabinet meeting.

(d) Vote. The voting privilege shall extend to all members of the district cabinet.

Section 2. **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 3. **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.

Section 4. **REGIONS AND ZONES.**

(a) Organizational. Regions and zones shall be subject to change by the district governor, when in his/her sole discretion; he/she shall deem the same necessary to the best interests of the district and the association. The district should be divided into regions of sixteen (16) to ten (10) Lions clubs. Each region should be divided into zones of between eight (8) and four (4) Lions Clubs, giving due regard to the geographical locations of the clubs.

(b) 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.

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

ARTICLE VI
District Convention

Section 1. **ANNUAL CONVENTION.** An annual convention of the district shall be held each year prior to the international convention at a place selected by a previous annual convention of the district, and at a time and date fixed by the district governor, provided the convention concludes no less than 30 days prior to the convening of the international convention. A meeting of the registered delegates of the district in attendance at the annual convention of the multiple district of which this district shall be a part, may constitute the annual convention of the district.

Section 1A. **CONVENTION SITE SELECTION.** The district governor shall receive invitations in writing from places desiring to entertain the succeeding year(s) annual convention. All invitations shall set forth such information as the district governor shall from time to time require and shall be delivered to him/her no later than thirty (30) days prior to the convening date of the convention at which the convention site shall be voted upon by the delegates of said convention. Procedure to be followed in investigation of bids and in presentation of the same to conventions, as well as action to be taken by a convention in the event no bids are acceptable to or so received by the district governor shall be determined by the district governor.6

Section 2. **OFFICIAL CALL.** The district governor shall issue an official call by printed or electronic means to all clubs for the annual district convention not less than sixty (60) days prior to the date fixed for holding the same, stating the place, day and hour thereof.

Section 3. **SITE CHANGE.** The district cabinet shall retain, and have, power to change at any time, for good reason, the convention site previously chosen and neither the district, officers of the district nor any member of the district cabinet, shall incur any liability thereby to any club or club member in the district. Notice of this site change shall be furnished in writing or electronic mail to each club in the district no less than thirty (30) days prior to the convening date of the annual convention.7

Section 4. **OFFICERS.** The members of the district cabinet shall be the officers of the annual district convention.

Section 5. **SERGEANT-AT-ARMS.** A convention sergeant- at-arms and such assistant sergeant-at-arms as deemed necessary shall be appointed by the district governor.

Section 6. **OFFICIAL REPORT.** Within fifteen (15) days after the close of each single and sub-district convention, the cabinet secretary shall transmit one copy of the complete proceedings to the international office. Upon written request or electronic mail from any club in the respective district a copy shall be furnished to said club.

Section 7. **CREDENTIALS COMMITTEE.** The Credentials Committee of the district convention shall be composed of the district governor, as chairperson, the cabinet secretary or the cabinet secretary-treasurer and two other non-officers of the district appointed by the district governor, each of whom shall be a member in good standing of a different Lions club in good standing in the district. The non-officers shall not, through the duration of the appointment, hold any district or international office either by election or appointment. The Credentials Committee shall have the powers and perform the duties set forth in ROBERT'S RULES OF ORDER, NEWLY REVISED.

Section 7A. **CREDENTIALS PROCEDURE.** The District 5M-8 cabinet secretary shall prepare a credentials log book with a separate page for each Lions club in District 5M-8. Each page shall list the name of the Lions club and a signature line for each delegate that the Lions club in allowed. There shall also be a signature line for each past district governor in good standing in the Lions club. Each prospective delegate must sign the proper page in the credentials logbook before a credential card is issued.

Section 8. **ORDER OF CONVENTION BUSINESS.** The district governor shall arrange the order of business for the district convention, and the same shall be the order of the day for all sessions.

Section 9. **DISTRICT CONVENTION COMMITTEES**. The district governor shall appoint the chairperson of, and fill any vacancies occurring in the following district convention committees: Resolutions, Elections, Constitution and By-Laws, Rules of Procedure and International Convention. 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 10. **DISTRICT 5M-8 CONVENTION COMMITTEE.** All past district governors who are members in good standing of a Lions club within the boundary of district 5M-8 shall constitute the Convention Committee with the immediate past district governor as its chairperson. This committee will conduct the annual District 5M-8 Convention only if no host club(s) will conduct the convention. **Note: See Policy Manual, Conventions & Forums on page 4.**

club(s) will conduct the convention.

Section 11. **RESOLUTIONS.** All non-operating resolutions must be submitted by the opening business session of the District 5M-8 Convention. All non-operating resolutions shall be carried as addendum to the district 5M-8 Constitution and By-Laws for one year. Operating resolutions which have been adopted by the convention shall be referred to the Constitution and By-Laws Committee. This committee shall draft these into proposed amendments to the Constitution or By-Laws, if appropriate, and shall submit them for consideration at the next annual District 5M-8 Convention.

ARTICLE VII
CONVENTION FUND

Section 1. **CONVENTION FUND TAX.** In lieu of or in addition to a district convention registration fee, an annual district convention fund tax of $1.00 may be levied upon each member of each club in the district and shall be collected and paid in advance by each club, except newly chartered and reorganized clubs, in two (2) semiannual payments as follows: $.50 per club member on September tenth of each year to cover the semi-annual period July 1 to December 31; and $.50 per club member on March tenth of each year to cover the semi-annual period January 1 to June 30, with billings of said tax to be based upon the roster of each club as of the first days of September and March, respectively. Any club which is chartered or reorganized in a current fiscal year shall collect and pay said convention tax for said fiscal year on a pro-rata basis from the first day of the second month following the date of its organization, as the case may be. This tax shall be collected from the clubs by, and be remitted to, the cabinet secretary or cabinet-treasurer (or secretary-treasurer), who shall deposit the monies so collected in a special account in a bank or other depository chosen by the district governor. The fund so collected shall be used exclusively for defraying expenses of district conventions and shall be expended only by district checks drawn and signed by the cabinet treasurer and countersigned by the district governor or other authorized signees.
Section 2. **REMAINING FUNDS.** In any fiscal year, any balance remaining in the convention fund after payment of all convention administrative expenses in that year shall remain in said convention fund and become available for future convention expenses and be treated as income in any fiscal year in which expended or otherwise budgeted for payment of such expenses.

Section 3. **FEE COLLECTION.** Such fee as the district governor shall set may be collected, under procedures set by the district governor, from each delegate, alternate, and guest attending the district convention to defray the actual cost of convention meals and entertainment.

Section 4. **CONVENTION PROFIT.** - In addition to the reimbursement of all legitimate and reasonable expenses, the host club, or clubs, shall receive one thousand and five hundred dollars ($1,500.00) for hosting the 5M-8 convention.

Section 5. **CONVENTION PINS.** The District Governor shall endeavor to design and provide a District 5M8 convention pin. The cost of district 5M-8 convention pins shall be a convention expense. District 5M-8 convention pins shall be distributed at the District 5M-8 Convention only.

ARTICLE VIII District
Administration Fund

Section 1. **SEMI-ANNUAL PER CAPITA TAX.** To provide revenue to defray the administrative expenses of Lions District 5M-8, a semiannual per capita tax is hereby levied upon each member of each Lions club in Lions District 5M-8. The semiannual per capita tax shall be determined as follows:

(A) To the Multiple District 5M administrative fund, as determined by the Multiple District 5M By-

Laws;

(B) To the Multiple District 5M campaign fund, as determined by the Multiple District 5M By-Laws;

(C) To the Multiple District 5M geographical area assistance fund, as determined by the Multiple District 5M By-Laws;

(D) To the Multiple District 5M annual convention fund, as determined by the Multiple District 5M By-Laws;

(E) $3.50 July 1, 2017, $4.25 July 1, 2018, and thereafter, to the District 5M-8 administrative fund;

(F) $0.50 to the District 5M-8 convention fund, and;

(G) Actual cost to District 5M-8 of bonding for clubs and club officers.

The per capita tax shall be collected and paid by each Lions club by Sept. 10 of each year to cover the semiannual period of July 1 to December 31 and by March 10 to cover the semiannual period of January 1 to June 30; such billings shall be based upon the membership of each Lions club as shown by its membership report of June and December, respectively. Said payment shall be made to the cabinet secretary-treasurer, or cabinet treasurer, by each Lions club, except newly chartered and reorganized Lions clubs, which shall collect and pay said per-capita tax on a prorated basis from the first day of the second month following the date of their organization or reorganization. Said per capita tax shall be disbursed for administrative expenses of the district in accordance with the annual budget. Any administrative expenses not included in the annual budget must be approved by the Lions District 5M-8 cabinet

Section 2. **DISTRICT GOVERNOR EXPENSE REIMBURSEMENT.** The district governor shall be reimbursed for actual expenses related to the position of district governor which are not reimbursed from Lions Clubs International or Multiple District 5M or by means of other contributions from individuals or clubs. Payment shall be made after presentation of an expense statement. The maximum amount paid each fiscal year shall be six thousand five hundred dollars ($6,500.00). The district governor shall not be allowed any other expense reimbursement from any District 5M-8 funds, unless expenses are extraordinary and have been approved by the cabinet before the expenditure is made.

Section 3. **FIRST VICE DISTRICT GOVERNOR EXPENSE REIMBURSEMENT.** The first vice district governor shall be allowed expenses to the USA/Canada Forum, limited to 3 days meals and 4 nights lodging, plus travel, 4 Council of Governors meetings, with 3 Council of Governors meetings limited to 2 days meals and 2 nights lodging, plus travel and the Council of Governors meeting at the Multiple District 5M convention limited to 3 days meals and 3 nights lodging plus travel, and the Lions District 5M-8 forum, limited to travel and 1 day meals. All expenses shall be limited to District 5M-8 rules of audit plus registration fees.

Section 4. **FIRST VICE DISTRICT GOVERNOR-ELECT EXPENSE REIMBURSEMENT.** The first vice district governor-elect shall be allowed expenses to the Multiple District 5M convention limited to 3 days meals and 3 nights lodging plus travel. All expenses shall be limited to District 5M-8 rules of audit plus registration fees.

Section 5. **SECOND VICE DISTRICT GOVERNOR EXPENSE REIMBURSEMENT.** The Second Vice District Governor shall be allowed expenses to the USA/Canada Forum, limited to 3 days meals and 4 nights lodging plus travel. The Second Vice District shall be allowed expenses to the USA/Canada Forum during the term of Second Vice District Governor or during the term of First Vice District Governor, but not both terms. The Second Vice District Governor shall be allowed expenses to the Council of Governor's meeting at the Multiple District 5M convention limited to 3 days meals and 3 nights lodging plus travel, and the Lions District 5M-8 Forum, limited to travel and 1 day's meals. All

expenses shall be limited to District 5M-8 rules of audit.

Section 6. **SECOND VICE DISTRICT GOVERNOR ELECT EXPENSE REIMBURSEMENT.** The Second Vice District Governor-elect shall be allowed expenses to the Multiple District 5M Convention limited to 3 days meals and 3 nights lodging plus travel. All expenses shall be limited to District 5M-8 rules of audit.

Section 7. **CABINET COMMITTEE EXPENSE REIMBURSEMENT.**

(A) Expense reimbursement to Lions District 5M-8 Youth Outreach chairmen shall be made from the Lions District 5M-8 Youth Outreach dedicated fund. If no funds are available from the District 5M-8 Youth Outreach dedicated fund, then expense reimbursement shall be made from the Lions District 5M-8 administrative fund. Expense reimbursement shall be subject to District 5M8 Rules of Audit.

(B) Expense reimbursement to Lions District 5M-8 diabetes, awareness and screening clinics chairmen shall be made from the Lions District 5M-8 diabetes dedicated fund. If no funds are available from the District 5M-8 diabetes dedicated fund, then expense reimbursement shall be made from the Lions District 5M-8 administrative fund. Expense reimbursement shall be subject to District 5M8 Rules of Audit

(C) Expense reimbursement to Lions District 5M-8 Kidsight chairmen shall be made from the Lions District 5M-8 dedicated fund. If no funds are available from the District 5M-8 Kidsight dedicated fund , then expense reimbursement shall be made from the Lions District 5M-8 administrative fund. Expense reimbursement shall be subject to District 5M-8 rules of audit. **Note:** Section (C) added at annual business meeting February 8, 2020.

Section 8. **CABINET MEMBER EXPENSE REIMBURSEMENT.** Members of the District 5M-8 Cabinet may be reimbursed for their official activities as members of the cabinet under Lions District 5M-8 rules of audit. Such reimbursement shall be based on available funds and may not always equal one hundred percent of any claims filed. Allowable reimbursement shall apply to all members of the cabinet.

(A) Each cabinet member may claim two full days under Lions District 5M-8 rules of audit for attendance at the District 5M-8 convention. In any event, no cabinet member may claim reimbursement, if the member's expense is reimbursed by the member's club or a multiple district committee.

(B) Expense claims by members of the District 5M-8 Cabinet not covered under Lions District 5M-8 rules of audit (Article IX) must be approved by the Lions District 5M-8 Cabinet before the expenditure is made.

(C) District 5M-8 Cabinet members must submit quarterly expense claims. A 30-day grace period for the first three quarters of the fiscal year and a 15-day grace period for the fourth quarter of the fiscal year is allowed.

(D) No reimbursement shall be paid for housing unless the member is registered at a convention hotel/motel.

Section 9. **REMAINING FUNDS.** 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 10. **DESIGNATED FUND DISBURSEMENT.** All funds contributed for use by specific District 5M-8 project committees, including interest thereon, shall only be used for the purpose intended by the contributor(s). Expenses of the chairmen of the Youth Outreach Committee, Diabetes Awareness committee, Lions Clubs International Foundation committee, Leader Dog committee, and Youth Exchange committee will be allowed from the respective funds. No funds may be transferred or expended for any purpose other than that for which the contribution was made without the specific permission of the club(s) or person(s) making the contribution.

Section 11. **DISTRICT 5M-8 MINI FORUM** The total amount in the District 5M-8 mini forum fund shall not exceed seven hundred dollars ($700.00). Amounts more than seven hundred dollars ($700.00) shall be used to promote and cover expenses of the next District 5M-8 mini forum.

Section 12. **LIONS MULTIPLE DISTRICT 5M PINS.** Lions Multiple District 5M pins shall be an allowed Lions District 5M-8 expense, pending sale of the pins.

ARTICLE IX
LIONS DISTRICT 5M-8 RULES OF AUDIT

Section 1. Eligible Lions of the Lions District 5M-8 Cabinet may be reimbursed for expenses limited to the following:

(A) Mileage at sixty five percent (65%) of the IRS federal business rate.

(B) Lodging at Seventy-Five dollars ($75.00) per day.

(C) Meals at Twenty dollars ($20.00) per day.

(D) Telephone calls and postage limited to actual cost.

Expenses not included in this article must be approved by the cabinet before payment is made.

Section 2. Eligible Lions of District 5M-8 receiving lodging reimbursement from Lions Clubs International or Multiple District 5M less than (b) of this article may be paid the difference of the amount received and what is allowed in (b) of this article.

ARTICLE X
Miscellaneous

Section 1. **PAST DISTRICT GOVERNORS' DELEGATES.** Past district governors who reside in the district and are Lions in good standing in a Lions club of District 5M-8 in good standing, shall be considered certified delegates at the annual district convention and shall be in addition to, not included in, their Lions club's quota of delegates.

Section 2 **DISTRICT GOVERNOR EXPENSES – INTERNATIONAL CONVENTION.** Expenses of the district governor in connection with his/her attending the international convention shall be considered a district administrative expense. Reimbursement for such expenses shall be made by the district on the same basis as outlined in the General Reimbursement Policy of Lions Clubs International.

Section 3. **FINANCIAL OBLIGATIONS.** The district governor and his/her cabinet shall not incur obligations in any fiscal year which will affect an unbalanced budget or deficit in said fiscal year.

Section 4. **CABINET SECRETARY-TREASURER BOND.** The cabinet secretary-treasurer and authorized signatories shall be bonded in such amount and with such surety company as shall be approved by the district governor's cabinet and the cost of same shall be an administrative expense.

Section 5. **REVIEW AND TAX RESPONSIBILITY.** The immediate past district governor shall provide for the annual review of the books and accounts of the district cabinet secretary-treasurer, or cabinet treasurer of the immediate past fiscal year. The immediate past district governor shall be responsible for filing all state and federal tax forms of the immediate past fiscal year. A statement of the financial condition of the district shall be sent to Lions Clubs International and e-mailed to each Lions club in the district within ten (10) days after the second cabinet meeting of the fiscal year by the district governor then in office.

Section 6. **ANNUAL REVIEW.** The annual district financial review shall be conducted by an accountant qualified in the field of public accounting in Minnesota. A preliminary financial report shall be available to the cabinet at the first cabinet meeting of the new year following the close of the international convention.

Section 7. **COMPENSATION.** No officer shall receive any compensation for any service rendered to this district in his/her official capacity with the exception of the cabinet secretary cabinet treasurer (or secretary treasurer) whose compensation, if any, shall be fixed by the district cabinet.

Section 8. **FISCAL YEAR.** The fiscal year of this district shall be from July 1st to June 30th .

Section 9. **RULES OF PROCEDURE.** Except as otherwise specifically provided in this constitution and by-laws, or in the rules of procedure adopted for a meeting, all questions of order and procedure adopted for a meeting, all questions of order and procedure in any district meeting or convention, any meeting of the district cabinet, region, zone or member club or of any group or committee of any one of them shall be determined by ROBERT'S RULES OF ORDER, NEWLY REVISED.

ARTICLE XI
Amendments

Section 1. **AMENDING PROCEDURE.** These by-laws may be amended only at a district convention, by resolution reported by the Constitution and By-Laws and adopted by a majority of the votes cast.

Section 2. **FORMAT.** Amendments to these By-Laws shall be submitted in writing, in a proper form which shall include a rationale for the amendment, a reference to the article and section affected, and an exact statement of any wording to be replaced or added.

Section 3. **FILING.** Such submitted amendment, to be acted on at the next District 5M-8 convention, must be in the hands of the chairman of the Constitution and By-Laws committee by November 1 preceding the annual convention of District 5M-8.

Section 4. **COMMITTEE FUNCTIONS.**

(A) Review - The Constitution and By-Laws committee shall review all the proposed amendments to these By-Laws at a meeting held in November preceding the annual convention of District 5M-8.

(B) Action and Transmittal - All proposals which meet the criteria set forth in sections 1 and 2 of this article, shall be communicated in writing to the District 5M-8 cabinet secretary before December 1 preceding the annual District 5M-8 convention. The Constitution and By-Laws committee shall report each correctly proposed amendment, with or without recommendation, to the delegates to the District 5M-8 convention.

Section 5. **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 6. **NOTICE.** No amendment shall be so reported or voted upon unless the same shall have been furnished in writing to each club no less than thirty (30) days prior to the convening date of the annual convention with notice that the same will be voted upon at said convention.

Section 7. **EFFECTIVE DATE.** Each amendment shall take effect at the close of the convention at which adopted unless otherwise specified in the amendment.

Section 8. **HOUSEKEEPING CHANGES.** The District 5M-8 Constitution and By-Laws committee shall be authorized to make "housekeeping" changes within these by-laws which neither alter the meaning nor intent of the changed section. Changes made by the action of the Constitution and By-Laws committee, pursuant to this section, shall be presented to the delegates at the next annual convention of District 5M-8

[1] Refer to the district governor nominating committee checklist (See Exhibit "D").
[2] Refer to first and second vice district governor candidate nominating checklist (See Exhibits "E" and "F").
[3] Recommended ballot form for district governor, first vice district governor and second vice district governor is included herein as Exhibit "G".
[4] See Exhibit "B".
[5] A district may change the qualifications to be more or less than what is stated here.
[6] There is no restriction to holding the location of the district convention outside the geographic location of the district unless otherwise restricted by amendment of the district constitution and by-laws.
[7] Under extraordinary circumstances, outside the control of the district cabinet, the district may change the facilities where the district convention is set to be held.
[8] These are the minimum requirements. The district may add additional rules so long as they are not in conflict with mandatory rules.
[9] Please note that the district should indicate the appropriate symbol to use, or approved stamp provided to all voters.
[10] Please note that the district should indicate the appropriate symbol to use, or approved stamp provided to all voters. 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.

EXHIBIT A

SAMPLE RULES OF PROCEDURE

These Sample Rules of Procedure are guidelines and may be amended by the district cabinet and adopted by the delegates of the convention.[8]

DISTRICT 5M-8 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 5M-8 Constitution and By-Laws, national custom and practice or these rules, Robert's Rules of Order, Newly Revised shall govern all questions of order and procedure.

Rule 3.

(a) The credentials committee shall be composed of the district governor, as chairperson, the cabinet secretary/treasurer and two other non-officers of the district appointed by the district governor; provided, however, the district governor may designate any other committee member as chairperson. The credentials committee's primary responsibility shall be to verify club delegate credentials. In carrying out this responsibility, the credentials committee shall have the powers and shall perform the duties as established by national custom and practice or as set forth in Robert's Rules of Order, Newly Revised.

(b) The registration and certification of delegations shall occur on the day(s) of ____between the hours of _____and _____.

(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/ seconding speeches not to exceed _____ minute(s) 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, the region chairpersons, zone chairpersons and the secretary and treasurer or secretary-treasurer and all past international presidents, past international directors and past district governors **who are members in good standing of a chartered Lions club in good standing within the district** for the purpose of recommending a Lion for appointment by the International Board of Directors.

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

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

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

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

Rule 6. Voting.

(a) Voting will occur immediately after the close of nominations.
(b) Voting will be by written ballot.
(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 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.

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 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 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
DistrictGovernorCandidate

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:

1. Candidate is an active member in good standing of a chartered Lions Club in Good Standing* in his/her single or sub-district.
2. Candidate endorsed by his/her Lions Club or a majority of the Lions Clubs in the District.
3. 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:

Club President: Year Served_____
Club Board of Directors Two (2) Years Served_____
District Cabinet (check one)
1. Zone or Region Chairperson Year Served_____
2. Cabinet Secretary and/or Treasurer) Year Served_____
3. 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
FirstViceDistrictGovernorCandidate

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:

1. Candidate is an Active Member in good standing of a chartered Lions Club in Good Standing* in his/her single or sub-district.
2. Candidate endorsed by his/her Lions Club or a majority of the Lions Clubs in the District.
3. 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:

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_____
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
SecondViceDistrictGovernorCandidate

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:

1. Candidate is an Active Member in good standing of a chartered Lions Club in Good Standing* in his/her single or sub-district.
2. Candidate endorsed by his/her Lions Club or a majority of the Lions Clubs in the District.
3. Club President: Year Served_____
4. Club Board of Directors Two (2) Years Served_____
5. District Cabinet (check one)
   a. Zone or Region Chairperson Year Served_____
   b. Cabinet Secretary and/or Treasurer) Year Served_____
   c. 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

<u>StandardBallotDistrictGovernor,FirstViceDistrictGovernor&SecondViceDistrict GovernorElections</u>

Sample 1: Ballot where there are two candidates.

Instructions: Clearly indicate your vote by placing an appropriate symbol[9] 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	
	Candidate B	

Sample 2: Ballot where there is only one candidate.

Instructions: Clearly indicate your vote by placing an appropriate symbol[10] in the box indicating a yes or a no vote for the candidate.

Position	Name	Yes	No
District Governor			
	Candidate A		

Sample 3: Ballot where there are three or more 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 amount 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):

Instructions. Indicate your preference by clearly marking next to each candidate's name a number (1, 2, 3 or 4) indicating your preference in the order in which you would elect the candidate (i.e., 1, representing highest preference, 2 – next preference, etc.).

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 prefers all the candidates, placing the numeral 1 beside his first preference, the numeral 2 beside his 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 distribution).

Lions Clubs International

CODE OF ETHICS

TO SHOW *my faith in the worthiness of my vocation by industrious application to the end that I may merit a reputation for quality of service.*

TO SEEK *success and to demand all fair remuneration or profit as my just due, but to accept no profit or success at the price of my own self-respect lost because of unfair advantage taken or because of questionable act ion on my part.*

TO REMEMBER *that in building up my own business it is not necessary to tear down another's; to be loyal to my clients or customers and true to myself.*

WHENEVER *a doubt arises as to the right or ethics of my position or action towards others, to resolve such doubt against myself.*

TO HOLD *friendship as an end and not a means. To hold that true friendship exists not on account of the service performed by one to another, but that true friendship demands nothing but accepts service in the spirit in which it is given.*

ALWAYS *to bear in mind my obligations as a citizen to my nation, my state and my community, and to give them my unswerving loyalty in word, act and deed. To give them freely of my time, labor, and means.*

TO AID *others by giving my sympathy to those in distress, my aid to the weak, and my substance to the needy.*

TO BE CAREFUL *with my criticism and liberal with my praise; to build up and not destroy.*