

District 7 O
Constitution and By-Laws
Adopted Oct 8, 2016

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**District 7 O
Constitution and By-Laws**

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ARTICLE I

Name

Section A.

The organization of clubs in the northeast quadrant of Arkansas shall be known as "Lions District 7-O".

Section B.

Each club in District 7-O shall take a name using the directives issued by Lions Clubs International constitution in Article VIII; Section 1.

ARTICLE II

Purposes

The purposes of this district shall be:

- (a) To provide administrative structure for District 7-O.
- (b) To encourage growth in District 7-O.
- (c) To encourage interaction among the Lions Clubs of Arkansas.
- (d) To increase knowledge and understanding of Lions Clubs International purposes.

ARTICLE III

Membership

District 7-O clubs shall be those duly chartered by Lions Clubs International. The boundaries of District 7-O shall be as designated by the Arkansas Lions constitution Article V; Section 1.

ARTICLE IV

Emblem, Colors, Slogan and Motto

District 7-O shall use the established emblem, slogan and motto of Lions Clubs International constitution, Article IV (all sections). The uniform for District 7-O shall be as prescribed in the Arkansas Lions Constitution, Article IV.

ARTICLE V

Supremacy

This constitution and by laws shall govern the district as long as they do not conflict with the Multiple District or International Constitution & By-laws.

ARTICLE VI

District Officers

Section 1. OFFICERS:

The officers of District 7-O shall be the district governor, the immediate past district governor, the 1st & 2nd vice district governors, region chairs (if utilized), zone chairs, cabinet secretary, cabinet treasurer or cabinet secretary-treasurer. Each officer shall be a member in good standing of a Lions club in good standing in the district.

Constitution
Article VI Officers (cont.)

Section 2: DISTRICT CABINET: The district cabinet shall be composed of the district governor, the immediate past district governor, the 1st & 2nd vice district governors, region chairs (if utilized), zone chairs and cabinet secretary, cabinet treasurer or cabinet secretary-treasurer. Other Lions may be included in this section if in accordance with the district practices.

Section 3: ELECTION/APPOINTMENT OF DISTRICT CABINET: The district governor, 1st & 2nd vice district governors shall be elected at the annual convention of the district. The district governor shall appoint a district secretary, district treasurer or secretary-treasurer, region chairs (if utilized), zone chairs, sergeant-at-arms and such other district cabinet positions as required at the time they take office.

Section 4: REMOVAL: Members of the District Cabinet other than the District Governor, 1st & 2nd Vice district governors may be removed from office for cause by a 2/3rd vote of the District Cabinet.

ARTICLE VII
District Convention

Section 1. TIME AND PLACE: An annual convention of the district shall be held in each year to conclude no less than thirty (30) days prior to the International Convention. The incoming district governor shall select a date and place for their year. There shall be registered delegates of the district at the annual convention.

Section 2. CLUB DELEGATE FORMULA: Each chartered club in good standing with Lions Clubs International and its district shall be entitled to one delegate and one alternate for each ten members who have been enrolled for at least one year and a day in the club or a major fraction thereof, of said club as shown by the records of the International office on the first day of the month last preceding that month during which the convention is held.

Each certified delegate present in person shall be entitled to cast one vote for each office to be filled. Certified delegates present in person shall be entitled to cast one vote on any question presented at the district convention.

Delegates must be in good standing of a club in good standing. Delinquent dues must be paid 15 days prior to the close of credential certification by a club to obtain good standing.

Section 3. QUORUM: The attendance in person of a majority of the delegates registered at a convention shall constitute a quorum of the convention.

Section 4. CALLED CONVENTION: A "special" Convention of the clubs of the District may be called by a two-thirds vote of the District Cabinet at such time and place as they shall determine, provided that such Special Convention shall conclude no less than 30 days prior to the convening date of the International Convention and that such Special Convention shall not be convened for the election of the district governor or vice district governors. Written notice of the Special Convention setting forth the time, place and purpose thereof, shall be provided to each club of the district by the District Cabinet Secretary, no less than 30 days prior to the convening date of the Special Convention.

ARTICLE VIII
Dispute Procedure

A. Disputes Subject to Procedure:

All disputes relative to membership, club boundaries, or interpretation, breach of, or application of the district constitution and by-laws, or any policy or procedure adopted from time to time by the district cabinet, or any other internal Lions district matters that can not be satisfactorily resolved through other means, arising between any clubs in the district, or any club(s) and the district administration, shall be settled by the following dispute resolution procedure. Except as otherwise provided herein, any time limits specified in this procedure may be shortened or extended by the district governor, or, in the event the complaint is directed against the district governor, the immediate past district governor, conciliators or the International Board of Directors (or its designee) upon a showing of good cause. All parties to any dispute subject to this procedure shall not pursue administrative or judicial actions during this dispute resolution process.

B. Complaints and Filing Fee:

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

C. Complaint Response:

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

D. Confidentiality:

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

Constitution
ARTICLE VIII
District Dispute Resolution Procedure (cont.)

E. Conciliators Selection:

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

F. Meeting & Decision of Conciliators:

Upon being appointed, the conciliators shall arrange a meeting of the parties for the purpose of conciliating the dispute. The meeting shall be scheduled within 30 days of the appointment of conciliators with their objective being to find a prompt and amicable resolution to the dispute. A decision shall be issued in writing no later than 30 days after the date of the initial meeting to all parties (district governor, immediate past district governor, and LCI Legal Department). The decision shall be final and binding on all parties.

Failure to comply with the final and binding decision of the conciliators constitutes conduct unbecoming a Lion and is subject to loss of membership and/or charter cancellation.

ARTICLE IX
Amendments

Section 1. Amending Procedure: This constitution may be amended only at a district convention, by resolution to the Constitution and By Laws Committee and adopted by the affirmative vote of 2/3 rds of votes cast.

Section 2. Automatic Update: Amendments to the International Constitution and By Laws passed at the International Convention that effect this constitution shall automatically be updated to this constitution at the close of LCI convention. (Note: changes from LCI are usually a month after International Convention.)

Section 3. Notice: No amendment shall be voted upon unless the same shall have been published (regular post or electronic means) to each club no less than 30 days prior to the convening date of the annual convention. The publishing of amendments shall also include notice of voting at annual district convention.

Section 4. Effective Date: Each ammendment shall take effect at the close of convention unless otherwise specified.

DISTRICT 7-O By Laws
ARTICLE I
District Election Procedures

Section 1. Nominating Committee: Each district governor shall appoint with written notification being received at least 60 days prior to the sub-district convention, a Nominating Committee of not less than 3 and no more than 5 members who 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 Procedure: Any qualified member of a club in the district seeking the office of district governor shall file their intention to run in writing with the Nominating committee prior to the day of its report to the convention, and furnish evidence of their compliance of 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. (See checklist Exhibit). 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 3 minutes, and one seconding speech of no more than 2 minutes.

Section 3. First And Second District Governor Election Procedure: Any member of a club in the district seeking the office of 2nd vice district governor shall file their intention to run in writing with the Nominating Committee prior to the day of its report to the convention, and furnish evidence of their 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. (See checklist Exhibits D, E & F). 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 3 minutes, and one seconding speech of no more than 2 minutes.

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

Section 5. District Governor Vacancy: In the event of a vacancy in the office of district governor, the same shall be filled in accordance with the provisions of the International Constitution and By Laws. The immediate past district governor, 1st and 2nd vice district governors, region chairs (if used), zone chairs, cabinet secretary, cabinet treasurer, past district governors, past international directors and past international presidents of 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.

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

- (a). Be an Active Member in good standing of a chartered Lions club in good standing in the district.

By Laws
Section 5

District Governor Vacancy (cont.)

- (b). Have served or will have served at the time of taking office:
 - (i). As officer of a Lions club for a full term or major portion thereof.
 - (ii). As a member of the district cabinet for 2 full terms or major portion thereof.
 - (iii). With none of the above being accomplished concurrently.

It is encouraged that the 1st vice district governor fulfill their term of office and other qualified Lions be considered for filling the district governor office vacancy.

Section 6. Vice Governors And Other Vacancies: Any vacancy in office except that of district governor and 1st and 2nd vice district governors shall be filled by appointment from the district governor for the unexpired term. In the event of a vacancy in the office of 1st or 2nd vice district governor, the district governor shall convene a meeting of the existing cabinet as provided for in the International Constitution and By Laws and all past international officers who are members in good standing of a Lions club in good standing in the district. It shall be the duty of these persons to appoint a qualified club member as 1st or 2nd vice district governor for the remainder of the term. It shall be the duty of the district governor or the most recent past district governor to send out invitations to attend said meeting. It shall be the responsibility of the district governor or most recent past district governor to preside as chairperson of the meeting. Results shall be conveyed to the international office within 7 days together with evidence of invitations sent and the meeting attendance. Each Lion entitled to receive an invitation and who is present at said meeting shall be entitled to cast one vote.

The qualifications of a Lion to fill the vacant office are:

- (a). Be an Active Member in good standing of a club in good standing of the district.
- (b). Have served or will have served at the time they take office:
 - (i). As officer of a Lions club for a full term or major portion thereof.
 - (ii). As a member of the district cabinet for a full term or major portion thereof.
 - (iii). With none of the above being accomplished concurrently.

Section 7. Zone Chair Qualifications: Each region/zone chair shall:

- (a). Be an active member in good standing in their respective region/zone and;
- (b). Have served or will have served at the time of taking office as region/zone chair 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 2 additional years. *(District may change these qualifications).

Section 8. Appointment/Election Of Zone Chairs: The district governor shall appoint, by the time they take office, region chairs (if used) and zone chairs for each region or zone in the district.

Section 9. Zone Chair Vacancy: If any region or zone chair ceases to be a member of a club in the region or zone to which they were appointed, their term of office shall cease and the district governor shall appoint a successor. A region chair does not have to be appointed for the remainder of the term if the district governor so chooses

ARTICLE II
Nominations and Endorsement
Second Vice President and
International Director Nominees

Section 1. **Endorsement Procedure:** International Director Candidate or International Second Vice President. Any Lion seeking endorsements of a district convention as candidate for the offices listed above shall:

- (a.) Deliver written notice of intention to seek an endorsement to the district governor 30 days prior to the convening date of the district convention for a vote;
- (b.) Deliver with said notice evidence of fulfillment of the qualifications for such office per LCI By Laws Article II; Section 3.

Section 2. **Nominations:** The district governor shall forthwith transmit notice to the district nominating committee. The committee shall review and if needed obtain additional evidence of qualifications. The names of candidates who have fulfilled said procedural and constitutional requirements shall be placed in nomination at the district convention.

Section 3. **Seconding Speech:** Each nominee shall be entitled to one seconding speech of no more than 2 minutes duration.

Section 4. **Vote:** The vote shall be by secret written ballot, unless there shall be only one nominee, in which case a voice vote may be taken. In the event of a tie, balloting shall continue until one receives the required majority of votes cast.

Section 5. **Certification Of Endorsement:** Certification of endorsement by the convention shall be made in writing to the international office by the district officials designated in accordance with the International By Laws, Article II; Section 4.

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 III
Duties of District Officers/Cabinet

Section 1. **District Governor:** Under the general supervision of the International Board of Directors he/she will be the chief administrative officer of the district and shall have direct supervision over the vice governors, region chairs (if utilized), zone chairs, the cabinet secretary and other such cabinet members as provided for in the district constitution and by-laws. The governor is also under general supervision of the International Board. Specific duties are:

- (a). Administer and promote membership growth and new club development.
- (b). Administer and promote leadership development at the club and district levels.
- (c). Promote harmony among clubs.
- (d). Preside over cabinet, convention, and other district meetings. If unable to preside, the first or second vice governor shall serve. If vice governors are unable to preside, a district officer chosen by the attending members shall preside.
- (e). Ensure each Lions club in the district is visited by district governor or other district officer once every year and submit a visitation report to International Headquarters for each visit.
- (f). Submit a current itemized statement of total district receipts and expenditures to his/her district convention.

ARTICLE III
Duties of District Officers/Cabinet
Section 1. District Governor (cont.)

- (g). Deliver at conclusion of term in office general and financial accounts, funds and records of the district to his/her successor in office.
- (h). Report to Lions Clubs International all known violations of the use of the association's name and emblem.
- (i). Perform such other functions and acts as required of him/her by the International Board of Directors through the District Governor's Manual and other directives.
- (j). Promote Lions Clubs International Foundation and all service activities of the association.

Section 2. **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 district.
- (b) Receive from chairpersons and other district cabinet members, reports and recommendations which concern the clubs and zones.
- (c) Supervise the collection of dues and by the cabinet treasurer, designate a depository(s) for said funds and authorize payment of all legitimate expenses pertaining to the administration of the affairs of the district.
- (d) Secure, set amount of and approve the surety company issuing, the surety bond for the cabinet secretary-treasurer.
- (e) Secure sub-district financial reports from cabinet secretary and treasurer (or secretary-treasurer).
- (f) Provide for an audit of books and accounts of cabinet secretary, cabinet treasurer, and with district governor's approval, set up dates, times and places of cabinet meetings to be held during the fiscal year.

Section 3. **Sergeant-at-Arms:** The Sergeant-at-Arms shall maintain order and decorum at conventions and meetings and perform such other duties as are incident to his/her office under ROBERT'S RULES OF ORDER, NEWLY REVISED.

Section 4. **First Vice District Governor:** The first vice district governor shall be the chief administrative assistant and representative of the district governor. Duties are found in Article X: section 2 (b) of the International Constitution and By Laws.

Section 5. **Second Vice District Governor:** The second vice district governor shall be an assistant in the administration of the district and representative of the district governor. His/her duties are found in Article X: section 2 (c) of the International Constitution and By Laws.

Section 6. **Cabinet Secretary-Treasurer:** He/she shall act under the supervision of the district governor. Specific responsibilities are found in Article X: section 2 (f) of the International Constitution and By Laws plus the cabinet secretary-treasurer's manual.

Section 7. **Zone Chairs:** Region and zone chairs are subject to the supervision and direction of the district governor. They shall be the chief administrative officer in his/her region. Region and zone chairs duties are found in Article X: section 2 (d & e) of the International Constitution and By Laws as well as the chairperson's manual.

ARTICLE IV
District Committees

Section 1. **District Governor's Advisory Committee:** In each zone, the zone chair, presidents and secretaries of the clubs in the zone shall compose a District Governor's Advisory Committee with the zone chair as chairperson. At a date, time and place called by the zone chair, this committee shall hold a first meeting within 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 at the multiple district convention. The Advisory Committee shall assist the zone chair in an advisory capacity, procure recommendations affecting the welfare of Lionism and the clubs in the zone, and relay the same through the zone chair to the district governor and the district cabinet.

Section 2. **District Cabinet Committees:** The district governor may establish and appoint such other committees and/or chairs as they deem necessary and appropriate for the efficient operations of the district. Such chairpersons shall be deemed non-voting members of the district cabinet.

Section 3. **Honorary Committee:** The district governor may appoint a District Governor's Honorary Committee composed of past international officers. The committee shall act under the direction of the district governor to promote harmony throughout the district. This committee shall meet when and as called upon by the district governor. Chairperson shall attend meetings of the cabinet when requested by the district governor.

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 being held within 30 days after adjournment of the preceding international convention. Ten days written notice of meetings giving date, time and place 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 their discretion, and shall be called upon written request made to the district governor or cabinet secretary by a majority of cabinet members. No fewer than 5 nor more than 20 days written notice of special meetings giving purposes and 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 the 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 cabinet may be held through the use of alternative meeting formats, such as teleconference or web conference as determined by the district governor.

Section 3. **Business By Mail:** The cabinet may transact business by mail (letters, electronic, fax, or cable) provided that no such action shall be effective until approved in writing by 2/3 of the entire number of the members of the cabinet. Such action may be initiated by the district governor or any 3 officers of the district.

ARTICLE V
Meetings (cont.)

Section 4. **Zones:**

- (a) Organizational. Zones shall be subject to change by the district governor, when in their sole discretion, they shall deem the same necessary to the best interests of the district and association. The district should be divided into regions of 10 to 16 clubs. Each region should be divided into zones of between 4 to 8 clubs, giving due regard to the geographical locations of the clubs.
- (b) Zone meetings shall be held during the fiscal year at times and places fixed by the Zone chairs.

ARTICLE VI
District Convention

Section 1. **Convention Location:** The district governor shall receive invitations in writing no later than 30 days prior to the current convention from places desiring to hold the next annual convention. In the event no bids are received, the district governor will determine convention location.

Section 2. **Official Call:** The district governor shall issue an official call by printed or electronic means to all clubs not less than 60 days prior to the date giving place, day and hour.

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. Neither the district officers or member of district cabinet shall incur any liability thereby to any club or club member in the district. Written notice of site change shall be furnished in writing to each club no less than 30 days prior to convening date of convention.

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

Section 5. **Sergeant-at-Arms:** A convention sergeant-at-arms and assistants as deemed necessary shall be appointed by the district governor.

Section 6. **Credentials Committee:** The credentials committee shall be composed of the district governor as chair, cabinet secretary/treasurer and 2 other non-officers of the district appointed by the district governor. The non-officers shall be in good standing and not hold any district or international office for the duration of the appointment. The credentials committee shall have the powers and perform the duties set forth in ROBERT'S RULES OF ORDER, NEWLY REVISED.

Section 7. **Order of Business:** The district governor shall arrange the order of business for the convention and the same shall be the order of the day for all sessions.

Section 8. **Convention Committees:** The district governor shall appoint the following committees: Resolutions, Election, Rules, and Constitution and By Laws. An effort shall be made to have at least one representative from each zone on each committee. These committees shall perform duties as designated by the district governor.

Section 9. **Official Report:** Within 15 days after the close of each convention, the cabinet secretary shall transmit one copy of the complete proceedings to the international office. Any club may request in writing a copy of the report.

ARTICLE VII
Convention Fund

Section 1. **Convention Tax:** In addition to a convention registration fee, a convention tax may be levied upon each member of each club in the district. This tax can be collected by the cabinet secretary and be deposited in a special account. This tax shall be used exclusively for convention expenses (checks to be signed by treasurer and district governor).

Section 2. **Remaining Funds:** Any balance remaining in the convention fund after all debts have been met shall remain in the convention fund to be used for future convention expenses.

Section 3. **Fee Collection:** Each delegate, alternate, and guest attending a district convention will pay the fee set by the district governor to cover actual costs of convention meals and entertainment.

ARTICLE VIII
District Administration Fund

Section 1. **District Revenue:** To provide revenue for district projects and administrative expenses, an annual district administrative fund tax of \$6.00 is hereby levied upon each member of each club. \$3.00 shall be collected and paid in advance in 2 semi-annual payments. First payment is due by August 31. Second payment is due by March 1st. Newly chartered and reorganized clubs shall collect and pay said tax from the first day of the second month following the date of their organization or reorganization. These monies shall be for administrative expenses only. Approval is given by the district governor's cabinet.

Section 2. **Remaining Funds:** Any balance remaining in the district fund shall remain in the administrative fund to be used for future district administrative expenses.

Section 3. **ALERT Funding:** As voted on at cabinet meetings in 2013 and 2014, one-half of the funds raised at a district convention auction shall be credited to the ALERT fund. ALERT funds may be disbursed after a vote by the District Governor's Cabinet.

ARTICLE IX
Miscellaneous

Section 1. **Financial Obligations:** The district governor and the cabinet shall not incur obligations in any fiscal year which will cause a deficit in said year.

Section 2. **Treasurer Bond:** The cabinet treasurer shall be bonded in such amount and with such surety company as shall be approved by the district governor's cabinet. The cost of the bond shall be an administrative expense.

Section 3. **Review of Books:** The district governor's cabinet shall provide for an annual or more frequent review of books and accounts of the cabinet treasurer.

Section 4. **Compensation:** No officer shall receive any compensation for any service rendered to this district in their official capacity except that fixed by the district cabinet.

Section 5. **Rules of Procedure:** All meeting procedures and/or questions shall be determined by ROBERT'S RULES OF ORDER, NEWLY REVISED unless otherwise specifically provided in the district constitution and By Laws.

Article X
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 Committee and adopted by a majority of delegate votes cast.

Section 2. **Notice:** No amendment shall be reported or voted upon unless the same shall have been furnished to each club no less than 30 days prior to date of convention with notice that the same will be voted upon at convention.

Section 3. **Effective Date:** Each amendment shall take effect at the close of convention unless otherwise specified in the amendment.

Section 4. **Automatic Update:** Any International Constitution or By Laws amendment that would effect the district shall automatically be updated in the district constitution and By Laws at the close of the International Convention.

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.¹⁵

DISTRICT 7-O 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 7-O 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. Creditintial Committee

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

by national custom and practice or as set forth in Robert's Rules of Order, Newly Revised.

(b) The registration and certification of delegates shall occur on the day(s) of the convention.

(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. Appoint a nominating committee

(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) 5 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 surrender the copy of the credential certificate issued to the member he/she is replacing 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.

¹⁵ These are the minimum requirements. The district may add additional rules so long as they are not in conflict with mandatory rules

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 2 minute(s) for each nominee.

Rule 7. Elections Committee

(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, to secure a ballot card, the delegate shall present his/her credential certificate to

(b) 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 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 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

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

1. The international office has advised the district to convene a special meeting to recommend a member for appointment as district governor.
2. The immediate past district governor prepares invitations for the special meeting. Invitations are to be sent to the immediate past district governor, first and second vice district governors, the region chairpersons, zone chairpersons and the secretary and treasurer or secretary-treasurer and all past international presidents, past international directors and past district governors who are members in good standing of a chartered Lions club in the district. The invitations should state the date, time and location for the meeting.
3. The chairperson maintains an attendance roster at the meeting.
4. Nominations are made from the floor. Each nominee may speak for three (3) minutes, and his/her seconder may speak for an additional two (2) minutes.
5. Voting begins immediately after nominations close. Voting is by written ballot unless a majority of attendees select another voting method.
6. A majority of votes cast by those present and voting is necessary to be recommended. If no one candidate secures a simple majority vote, voting continues as outlined in the rules of procedure.
7. The chairperson forwards the meeting results at the conclusion of the meeting.

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 chairperson, 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 two (2) 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
District Governor Candidate

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

Name of Candidate: _____

Name of Candidate's Lions Club: _____

Date of Nominating Committee Meeting: _____

Date of Election: _____

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

- Candidate is an active member in good standing of a chartered Lions Club in Good Standing* in his/her single or sub-district.
- Candidate endorsed by his/her Lions Club or a majority of the Lions Clubs in the District.
- Candidate is currently serving as the first vice district governor within this district.

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

:

Club President: Year Served: _____

Club Board of Directors Two (2) Years Served: _____

District Cabinet (check one)

Zone or Region Chairperson Year Served: _____

Cabinet Secretary and/or Treasurer) Year Served: _____

One (1) additional year as a member of district cabinet
Position held: _____ Year Served _____

With none of the above being accomplished concurrently.

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

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

Nominating Committee Chairperson: _____ Date: _____

Nominating Committee Member: _____ Date: _____

EXHIBIT E
Nominating Committee Checklist
First Vice District Governor Candidate

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

Name of Candidate: _____

Name of Candidate's Lions Club: _____

Date of Nominating Committee Meeting: _____

Date of Election: _____

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

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

Club President: Year Served: _____

Club Board of Directors Two (2) Years Served: _____

District Cabinet (check one)

Zone or Region Chairperson Year Served: _____

Cabinet Secretary and/or Treasurer) Year Served: _____

One (1) additional year as a member of district cabinet
Position held: _____ Year Served _____

With none of the above being accomplished concurrently.

**Please note that if the club has any outstanding dues, the candidate should be notified and provided up until fifteen (15) days prior to the election 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 F
Nominating Committee Checklist
Second Vice District Governor Candidate

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

Name of Candidate: _____

Name of Candidate's Lions Club: _____

Date of Nominating Committee Meeting: _____

Date of Election: _____

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

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

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

Club President: Year Served: _____

Club Board of Directors Two (2) Years Served: _____

District Cabinet (check one)

Zone or Region Chairperson Year Served: _____

Cabinet Secretary and/or Treasurer) Year Served: _____

One (1) additional year as a member of district cabinet

Position held: _____ Year Served _____

With none of the above being accomplished concurrently.

**Please note that if the club has any outstanding dues, the candidate should be notified and provided up until fifteen (15) days prior to the election 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 G

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

Sample 1: Ballot where there are two candidates.

Instructions: Clearly indicate your vote by placing an appropriate symbol ¹⁶ in the box next to the name of the candidate you are casting your vote for.

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

Sample 2: Ballot where there is only one candidate.

Instructions: Clearly indicate your vote by placing an appropriate symbol ¹⁷ in the box indicating a yes or a no vote for the candidate.

Position	Name	Yes	No
District Governor			
	Candidate A	X	

Sample #3: Ballot where there are three or more 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	Name	Preference/Rank
2nd Vice District Governor		
	Candidate A	4
	Candidate B	2
	Candidate C	1
	Candidate D	3

¹⁶ Please note that the district should indicate the appropriate mark to use or approved stamp provided to all voters.

¹⁷ 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 an vacancy

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).