

# **District 19-I Constitution & By-Laws**

**(Amended July 1, 2008 & 2009)**

## **Article One - Name**

This organization exists under the authority of Lions Clubs International, and shall be know as District 19-I of that organization.

## **Article Two - Purpose**

The purpose of District 19-I is to provide an administrative structure within which to advance and promote the purpose and objects of Lions Clubs International.

## **Article Three - Boundaries**

The geographic jurisdiction of District 19-I includes all of Vancouver Island and its adjacent islands in the Province of British Columbia, Canada and a number of Lions clubs situated on the Olympic Peninsula in the State of Washington in the United States of America.

## **Article Four - Membership**

Membership in District 19-I is open to and includes all Lions Clubs located within the boundaries of the District and that have been chartered by Lions Clubs International.

This Constitution may be amended only by an affirmative vote by three-quarters of the votes cast by delegates to an annual District convention, and shall come into force on July 1<sup>st</sup> next following the close of the convention at which the amendment is adopted

Proposed amendments must be submitted to the District's Constitution and Bylaws Committee or proposed directly by that Committee, and any submitted proposals shall have the endorsement in writing, certified by the President and Secretary, of at least one Lions club in District 19-I-  
**WITH A COPY OF THE CLUBS MINUTES SHOWING SAID MOTION.**

# District 19-I Constitution & By-Laws

## LIONS CLUBS INTERNATIONAL: DISTRICT 19-I GENERAL BY-LAWS (BY-LAWS UPDATED JUNE 29/2017)

### PART ONE - ORGANIZATION ( amended July 1, 2012)

#### 1.10 District Cabinet

The governing administrative body for District 19-I is the District Cabinet, comprised of the following members:

Immediate Past District Governor;

District Governor;

1st and 2nd Vice District Governors;

Current Zone Chairpersons;

Cabinet Secretary-Treasurer or Cabinet Secretary and Cabinet Treasurer.

#### 1.11 District Officers

The members of the Cabinet shall serve as the officers of the District.

#### 1.12 Meetings of the Cabinet

The Cabinet shall meet once in each quarter of the fiscal year, as required by Lions Clubs International, with the following provisos: the first meeting of the Cabinet shall take place not more than ninety days following the close of the International convention, and the fourth Cabinet meeting shall take place in conjunction with the annual District 19-I convention.

#### 1.13 Notice of Meetings

Each member of the Cabinet, each Cabinet committee chairperson and each Lions Club shall receive not less than thirty days prior written notice of the date, time, place and agenda of each Cabinet meeting, such notice to be given by the Cabinet Secretary-Treasurer.

#### 1.14 Quorum

A quorum for a meeting of the Cabinet shall be a majority of the Administrative body members present in person.

#### 1.15 Attendance

Every member of the Cabinet is expected to attend all meetings of the Cabinet. In the event that a member fails to carry out this obligation, he/she may be dismissed from Cabinet by a majority vote of Cabinet members, and replaced through the process relevant to his/her position in the District.

# District 19-I Constitution & By-Laws

**1.151** Should any member of the Cabinet request a leave of absence for an extended period of time for any reason, he/she shall be deemed to be a member at large and therefore must resign his/ her position on cabinet for the rest of the lion year.

## **1.16 Voting**

The governing administrative body for District 19-I as described in Article 1:10 of 19-I By Laws and all committee chairs present will be a voting member at Cabinet meetings. Each member will have one vote only. 1:161 In an emergency, or where it is not practical or feasible to convene a special meeting of the Governing Administrative body to consider a matter, the Secretary-Treasurer, at the direction of the Governor, may submit a matter to the Governing Administrative body for a vote by email, or telephone if a member does not have email. In the event at least a majority of the total Membership of the Governing Administrative body respond in favor of the matter, the same shall be considered as adopted as if a special meeting had been convened. To be counted, any members vote must be received by the Secretary-Treasurer within 72 hours of when the email requesting the vote is sent by the Secretary-Treasurer. The matter voted upon shall be submitted to the Governing Administrative Body and Committee Chairpersons at its next regularly scheduled meeting for ratification.

## **1.2 Zones**

The District shall be divided for administrative purposes into sub-areas known as zones, each consisting of not less than four and not more than ten Lions Clubs.

## **1.21 Changes in the Zone Structure**

**1.211** A zone may be subdivided into two new zones, but such division shall require written consent from a majority of the clubs in the existing zone as well as the permission of the District Governor and the MD19 Council of Governors.

**1.212** Should it be required for the efficient administration of the District, two or more zones may be amalgamated into one, with the written permission of the Zone Chairpersons involved as well as that of the District Governor.

**1.213** One or more clubs may be transferred from one zone to another with the written approval of each Zone Chairperson involved and that of the District Governor.

## **1.22 Zone Advisory Committee**

**1.221** It is a requirement of Lions Clubs International that each zone shall establish a Zone Advisory Committee comprised of the Zone Chairperson and the President and Secretary of each Lions Club in the zone.

**1.222** The Zone Advisory Committee shall hold three meetings in each fiscal year, with the third meeting having been held not less than fourteen days prior to the opening

# District 19-I Constitution & By-Laws

of the annual District convention with each meeting to be held preferably within fourteen days before or after each Cabinet meeting.

**1.223** Each Lions Club shall be entitled to two votes at a zone meeting, such votes to be carried by the President and the Secretary. In the event that a President or Secretary is unable to attend the meeting, he/she shall be entitled to an alternate voting delegate, who must be present in person at the meeting.

**1.224** Voting shall be decided by a majority of the voting delegates present in person.

## PART TWO - OFFICERS

### **2.1 District Governor**

The District Governor is elected annually by the voting delegates at the District convention and holds office under the bylaws of Lions Clubs International, of which he/she is appointed as an officer at the official swearing-in ceremony held at the annual LCI convention. Thus, the Governor has two distinct roles: as the representative of Lions Clubs International within the District, he/she shall carry out those duties and functions that may be assigned from time to time by Lions Clubs International, and as the chief administrative officer, he/she shall supervise the administrative operations of the District, the Cabinet and the Zone Chairpersons, and assure the efficient and effective functioning of the District.

### **2.11 Qualifications for the Office of District Governor**

Any Lion may seek the office of District Governor, provided that the following qualifications have been met: the/she must be an active member in good standing in a Lions Club in good standing within District 19-I; Secure in writing the endorsement of his/her club or a majority of the clubs in District 19-I. he/she must be serving currently as 1st Vice District Governor of District 19-I.

### **2.2 First Vice District Governor**

The First Vice District Governor is elected annually and serves as the chief administrative assistant to the District Governor. He/she shall undertake such duties as may be assigned from time to time by the District Governor, and in particular may serve as the team leader for the District LEMPR team.

### **2.21 Qualifications for the Position of First Vice District Governor**

- i) Any Lion may seek the position of First Vice District Governor provided that the following qualifications have been met:
- ii) he/she must be an active member in good standing in a Lions club in good standing in District 19-I;

## **District 19-I Constitution & By-Laws**

- iii) Secure the endorsement in writing of his/her club or a majority of the clubs in District 19-I. at the time of taking office as First Vice District Governor, he/she must have served as: Second Vice District Governor;
- iv) Only 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 exits at the time of the district convention any club member who fulfills the qualifications for the office of First Vice District Governor as set forth in the International Constitution and By-Laws.

### **2.3 Second Vice District Governor**

The Second Vice District Governor is elected annually and serves as the administrative assistant to the District Governor. He/she shall undertake such duties as may be assigned from time to time by the District Governor,

#### **2.31 Qualifications for the Position of Second Vice District Governor:**

Be an active member in good standing in a lions club in good standing in District 19-I. He/she must secure the endorsement in writing of his her club or a majority of clubs in District 19-I and have, at the time of taking office as Second Vice District Governor, served as:

- a) President of a Lions Club for a full term or major portion thereof; as a member of the Board of Directors of a Lions Club for two full years; as a Zone Chairperson or Cabinet Secretary-Treasurer for a full term or major portion thereof, and with none of the above being completed concurrently.

### **2.4 Zone Chairperson**

A Zone Chairperson acts as an assistant to the District Governor through the role of chief Administrative Officer of the zone. In this role, he/she shall carry out those functions mandated by Lions Clubs International and Multiple District 19, including but not limited to:

- i) calling and chairing Zone Advisory Committee meetings and completion of all related reporting requirements;
- ii) meeting all of his/her obligations as a member of the District Cabinet;
- iii) mentoring and encouraging club leaders, and the promotion of team action, cross communication and interaction within the zone, and
- iv) carrying out any other obligations that may be required by Lions Clubs International, Multiple District 19, or the District Governor.

#### **2.41 Qualifications for the Position of Zone Chairperson**

Any Lion who is a member in good standing in a Lions Club in good standing in his/her zone may seek the office of Zone Chairperson provided that the following qualifications have been met:

## District 19-I Constitution & By-Laws

- i) he/she must secure the endorsement in writing of his/her club or of a majority of clubs in the zone;
- ii) he/she must have served at the time of taking office as Zone Chairperson as President or Secretary of a Lions Club for a full term or major portion thereof, and
- iii) as a member of the Board of Directors of a Lions Club for not less than two years, in addition to the term served as President or Secretary.

### 2.42 Term of Office

The District practice is to elect Zone Chairpersons annually, with a contemplated term of one year. Under no circumstances may a Lion serve more than two consecutive terms.

### 2.5 Nomination Procedures

Any Lion seeking election to any of the above offices must complete the nomination documentation *no later than December 31<sup>st</sup>*. Documents are to be submitted as outlined below:

#### District Governor and Vice District Governors

By email, fax, and/or letter, the candidate shall state his/her intent to seek the position of Vice District Governor or District Governor. He/she shall state the qualities he/she believes qualify him/her for said position. The emails, faxes, and/or letters shall be sent to the secretary of his/her club, the seated Zone Chairperson of the zone in which his/her club is located, the seated Vice District Governor and the seated District Governor of the district in which his/her club is located, Nomination Chairperson and the MD19 Executive Secretary-Treasurer. The emails, faxes, and/or letters must be received by the aforementioned officers on or before December 31 of the current Lions year.

2. The proposed candidates club secretary shall submit an email, fax, and/or letter of club endorsement to the seated Zone Chairperson of the zone in which his/her club is located, stating he/she is an active member in good standing in a club in good standing, and further, the candidate was endorsed by a majority vote at a regular meeting. A copy of the email, fax, and/or letter of endorsement must be submitted to the seated Vice District Governor and the seated District Governor of the district in which the candidates club is located, Nomination Chairperson and the MD19 Executive Secretary-Treasurer on or before December 31 of the current year. If his/her Club endorsement is not secured, the candidate may secure the endorsement in writing of a majority of the Clubs in his/her district. The Secretary of each Club endorsing the candidate by a majority vote at a regular or special meeting shall submit an email, fax, and/or letter stating that Clubs endorsement to the Zone Chairperson, Vice District Governor, District Governor, and MD19 Executive Secretary-Treasurer on or before December 31 of the current year.

# District 19-I Constitution & By-Laws

## Zone Chairpersons

1. By email, fax and/or letter, the candidate shall state his/her intent to seek the position of Zone Chairperson. He/she shall state the qualities he/she believes qualify him/her for the said position. The email, fax, and/or letter shall be sent to the Secretary of his/her club, the seated Zone Chairperson in the zone in which his/her club is located, the seated Vice District Governor, and the seated District Governor of the district in which his/her club is located, and the MD19 Executive Secretary-Treasurer. The aforementioned officers must receive the emails, faxes, and/or letters on or before December 31 of the current Lions year.
2. The proposed candidate's club secretary shall submit an email, fax, and/or letter of endorsement to the seated Zone Chairperson of the zone in which his/her club is located stating that the candidate is an active member in good standing of a club in good standing, and further, that the candidate was endorsed by a majority vote at a regular club meeting. A copy of the email, fax, and/or letter of endorsement must be sent to the seated Vice District Governor and the seated District Governor of the district in which the zone is located and to the MD19 Executive Secretary-Treasurer. The email, fax, and/or letter and the copies of the email, fax, and/or letter must be received by all parties on or before December 31 of the current Lions year.

Voting for the Zone Chairperson shall be by ballot at the zone meeting preceding or during the district conference (Voting is covered in Article XIII "BL" Section 3-e of MD constitution and By Laws).

## Official Nominations:

### District Governor and Vice District Governors

The Honorary Committee shall conduct the official nominating procedure, which shall take place at the third meeting of the District Cabinet. Each candidate determined by the Honorary Committee to be qualified shall be allowed one nominating speech of not more than five minutes duration and one seconding speech of not more than two minutes duration at the Cabinet meeting and again at the District convention. The candidate shall have three minutes to respond to the nomination. If no candidates are nominated at the third Cabinet meeting, nominations for 1st and 2nd Vice District Governor's will remain open and then, but only then, nominations will be allowed from the floor at the District convention. Voting will take place as set out in Section Four of this bylaw.

### Official Nomination - Zone Chairpersons

Official nomination of Zone Chairperson candidates shall take place at the second Zone Advisory meeting in each zone. Candidates shall be allowed one nominating speech of not more than three minutes duration and one seconding speech of not more than two minutes duration at a pre-announced time during the Zone Advisory meeting. The

# District 19-I Constitution & By-Laws

candidate shall have three minutes to respond to the nomination. In the event that no candidate is nominated, or in the event that there is not a sitting Zone Chairperson, the District Governor shall convene a Special Zone Advisory Committee meeting to fill the vacancy by election. Should there still be no successful candidate, the District Governor shall have the right to appoint a qualified Lion to the position of Zone Chairperson, subject to the approval of the Zone.

## 2.6 Cabinet Secretary-Treasurer

The Cabinet Secretary-Treasurer is the secretarial assistant to the District Governor. Once appointed by the District Governor, his/her duties shall include but not be limited to the following: preparation and delivery by post or electronic mail of all notices required to be filed in connection with the activities of the District and the Cabinet;

- ii) recording the minutes of all Cabinet meetings and distributing copies to the Cabinet members, Multiple District 19 Executive-Secretary, Lions Clubs International and each Lions Club within the District; maintaining any files necessary for the efficient and effective operation of the District;
- iv) receiving, depositing and disbursing funds that may flow through the District, and maintaining appropriate books of account for these funds;
- v) providing timely financial accounting to the Cabinet;
- vi) preparation and publishing of the District directory;
- vii) performing any other tasks assigned by the District Governor or mandated by Lions Clubs International or Multiple District 19.
- viii) mailed out by Regular Post Invoices for district dues to every club on or before Sept
- ix) The Cabinet Secretary Treasurer shall be the chairperson of the finance committee

## PART THREE - FINANCE

### 3.1 Fiscal Year

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

### 3.2 Control of Funds

**3.21** The Secretary-Treasurer shall receive all funds paid to the District and shall deposit the funds intact into the financial institution which acts as the District's banker.

**3.22** The Secretary-Treasurer shall disburse funds as approved by the Cabinet, by cheque drawn upon the District's bank account.

**3.23** Signing officers for the District should include a minimum of three from the following group .The District Governor, 1st Vice District Governor, 2nd Vice District Governor, Cabinet Secretary/Treasurer, or Cabinet Secretary, Cabinet Treasurer Finance Chairperson and all cheques will require two signatures. At no

# District 19-I Constitution & By-Laws

time will two members of the same household have signing authority.

## **3.3 District Administration Account**

**3.31** The District shall maintain a chequing account in an insured financial institution for the purpose of paying the appropriate administrative expenses of the District.

**3.32** The District shall not incur any indebtedness nor operate with a planned deficit.

**3.33** The District administration account shall not be used for personal expenses of any District member, but members may be reimbursed for expenses that have been authorized by the District Cabinet and that fall within the rules of audit published by Lions Clubs International, subject to the provision of appropriate receipts by the member.

**3.34** The District Administrative Account shall be used for Administrative and Conference expenses which are essential to the furtherance of Lionism in the District.

## **3.4 Trust Accounts**

From time to time it may be expedient to establish trust accounts for funds designated for the operation of service activities judged to be best managed at the District committee level. Such trust accounts shall be opened at the financial institution which holds the District's administration account, and shall be controlled by the signing officers designated from time to time for the District administration account. If warranted by the circumstances, a trust account may have additional signing officers, but such signing officers must be authorized in advance by the District Cabinet. Accounting for any such trust accounts must be segregated from the accounting for the administration account and shall be reported upon to the District separate and apart from the District administration account and from each other, and shall be reported upon on the same schedule as for the administration account.

**3.41** All money collected at cabinet meetings or D.G.'s visits to clubs will be deposited in to the District Administration Account at the financial institution of record, reported as a separate item to the Cabinet along with the rest of the District Administration account.

## **3.5 Financial Reporting**

**3.51** The Cabinet Secretary-Treasurer shall present a current statement of revenue and expenditures for all accounts at each Cabinet meeting.

**3.52** Within thirty days of the end of the fiscal year, the Cabinet Secretary-Treasurer shall complete a statement of revenue and expenditures for the fiscal year for

# District 19-I Constitution & By-Laws

which he/she was responsible.

**3.53 The Auditor, to be appointed by the incoming District Governor, will be responsible for conducting the Audit of the District Administration and Speakers Contest accounts for the Lion's year ending June 30<sup>th</sup>. The District's annual statements shall be examined and commented upon at the first Cabinet Meeting .**

**3.54** A copy of the auditors report shall be mailed or E-mailed to each District officer and to each Lions Club in the District within sixty (60) days of the end of the fiscal year.

## **3.6 Budget**

The Finance Committee shall submit a budget for the District administration account for the approval of the Cabinet at its first Cabinet meeting each year. Any other proposed expenditures must have the prior approval of the Cabinet. Budgets for any trust accounts must also be presented at the first Cabinet meeting. Any Cabinet committee requiring funding must submit a budget request to the Finance Chairperson prior to the first Cabinet meeting.

## **3.7 District Dues**

An annual per capita levy of \$3 Cdn per member shall be billed by the Cabinet Secretary/Treasurer upon each Lions Club, based upon that club's membership recorded by Multiple District 19 as of June 30<sup>th</sup> of the previous fiscal year. The amount of the levy may be changed from time to time by the affirmative vote of two-thirds of the voting delegates at an annual District 19-I convention, and shall be applied as of July 1<sup>st</sup> following the convention at which the change is approved.

## **PART FOUR - DISTRICT CONVENTION**

### **4.1 Convening**

The District Governor shall convene an annual convention open to all Lions Club members, Lioness members and Leo Club members in the District. The convention shall be held not less than thirty days prior to the opening of the Multiple District 19 annual convention, and will normally be held in the months of March or April.

### **4.2 Location**

**4.21** The site of each annual convention shall be open to bidding by any District 19-I Lions Club that wishes to host it and that can satisfy the requirements surrounding location and size of the facility as may be determined from time to time by the District Cabinet. Any qualified bid for the convention is to be delivered to the Cabinet Secretary-Treasurer not less than thirty days prior to the third Cabinet

# District 19-I Constitution & By-Laws

meeting in the year prior to that for which the bid is being submitted.

**4.22** In the event that two or more bids are received to host the convention in any year, the District Governor shall appoint an ad hoc committee to examine the bids and report its findings to the District Cabinet, which shall then select the winning bid. The announcement of date and location of the convention site shall be made at the prior year's convention and the host club shall be allowed time on the convention agenda to promote its bid.

**4.23** In the event that no bids are received, the District Governor Elect shall find a suitable location.

## **4.3 Qualified Bid**

A qualified bid shall include the following information:

- i) the date of the proposed convention;  
the names of the proposed convention chairperson and co-chairperson, both of whom will require the approval of the District Governor.
- ii) evidence of a suitable venue, to include
  - a) comfortable banquet seating for at least 300 people with sufficient additional space for the necessary head table seating and food service;
  - b) a minimum of four breakout rooms capable of seating at least fifty people each in lecture style seating;
  - c) suitable space for Lioness and Leo meetings;
  - d) suitable space, including dressing rooms, for holding the contest and awards function; a preliminary proposed budget for the convention; and suitable and affordable accommodation.

**Special Note: Because of the timing of the convention and the often poor acoustics involved, the use of a hockey or curling rink is not considered to be suitable space.**

## **4.4 Convention Committee**

The convention chairperson shall establish a convention committee, with sub-committee chairpersons responsible for the various aspects of staging the convention. The committee shall hold regular meetings to report upon and plan its progress and shall keep the District Governor informed of the date, time and location of these meetings.

## **4.5 Quorum**

The attendance, in person, of a majority of the registered delegates shall constitute a quorum for the transaction of business that may properly come before the convention.

# District 19-I Constitution & By-Laws

## 4.6 Convention Agenda

The business agenda for the convention shall include, amongst other matters, time for the reports of the District officers and any other District committees or Lions organizations as may be required, voting on business requiring a vote and the election of a District Governor Elect and a 1st and 2nd Vice District Governor's Elect. The sitting District Governor shall be the chairperson of the business sessions of the convention.

## 4.7 Voting Delegates

Each District 19-I Lions Club in good standing shall be entitled to nominate voting delegates and alternate delegates as provided for under rules set out by Lions Clubs International.

### 4.72 Credentials

Each delegate and alternate delegate shall be provided by his/her club with a credentials certificate on a form to be supplied to the club by Multiple District 19 office, certifying the qualification of the delegate to vote at the convention. The credential certificate is to be presented by the delegate to the credentials certification committee upon arrival at the convention location. This committee will record the delegate and issue a voting certificate, which the delegate is to present upon arrival at the voting site, at which time the voting certificate will be recorded and the requisite ballots issued to the delegate.

### 4.73 The Voting Process

The voting process shall be supervised by Returning Officers appointed by the Election Committee. On the day appointed for the voting, the voting station will be open for the purpose of casting ballots. Time to be set by the Conference Committee and approved at the second Cabinet meeting. Voting to take place on the Saturday of the Convention. Voting time to be distributed to all the clubs in District 19-I within 7 days after third cabinet meeting. Upon the closing of the voting, the Returning Officers shall retire to first mix and then count the ballots. When the results have been tabulated, they are to be placed in a sealed envelope and handed to the Nomination Committee Chairperson, who will announce the results to the convention delegates.

## 4.8 Convention Finance

### 4.81 Convention Budget

The Convention Committee shall prepare a proposed budget for the convention, which shall be presented for discussion at the first cabinet meeting and a revised budget if required at the second cabinet meeting.

### 4.82 Working Capital

In order to facilitate the payment of expenses that may be incurred prior to the receipt of registration revenue, the Convention Committee may apply for a

## **District 19-I Constitution & By-Laws**

working capital advance from the District 19-I Escrow Account held by Multiple District 19. To issue an advance, the Multiple District requires evidence of an affirmative vote of approval by the District Cabinet, setting out the amount to be requested from Escrow.

### **4.83 Accounting for Working Capital**

Funds advanced from the Escrow account are to be treated for accounting purposes as a loan to the Convention Committee and are not to be included as convention revenue unless the convention should incur a deficit, in which case only the amount necessary to cover the deficit may be recorded as revenue. Unused Escrow funds, together with any surplus realized from the convention, must be returned to the Escrow account within sixty days following the close of the convention.

### **4.84 Financial Reporting**

The Convention Committee shall provide a final financial report of the convention to the District Governor and District Governor Elect within sixty days of the closing of the convention, with a copy of the report to be sent to the Multiple District 19 office. Also a copy to the Cabinet Secretary/Treasurer or Cabinet Secretary who will maintain five years of Spring Convention Reports on file. A copy of the final financial report shall be made available to any Lion of District 19-I who may request one.

### **4.85 Fund Raising**

Only one fund raising raffle or draw shall be authorized at each District convention and that raffle or draw shall be reserved to the Convention Committee. Individual Lions or clubs are not permitted to raise funds at the convention.

## **PART FIVE - STANDING COMMITTEES**

The District Governor will need to appoint a variety of Cabinet committees, as may be dictated by the changing programs and activities entered into by the District. The chairpersons of these committees shall attend the Cabinet meetings. The chairpersons shall have the authority to recruit committee members as may be required by the duties of the committees.

### **Standing Committees**

Included in the District committees are a number of standing committees which will continue from year to year.

# District 19-I Constitution & By-Laws

## 5.1 The LEMPR Team

The District LEMPR Team (known elsewhere in Lionism as a MERL Team) consists of the following members:

The **1st Vice District Governor**, who may act as team facilitator;

The **Leadership Chairperson**, who shall be responsible for leadership training within the District, to include amongst other duties as may be assigned, organization of the annual fall LEMPR Forum, the organization and delivery of club officer training, and the development and presentation of educational panels at the District convention.

The **Membership Chairperson**, who shall be responsible for the education of Lions Clubs about the importance of new member recruiting, and methods of recruiting new members.

The **Extension Chairperson**, who shall be responsible for overseeing the potential extension of Lionism through the creation of new club's. Since the potential for new membership extends across several generations and cultural groupings, this activity may be segmented into smaller more focused sub-committee structures;

The **Public Relations Chairperson**, who shall be responsible for the development of public and media relations capability within the District's Lions Clubs through educational activities with club members. This chairperson shall also have the responsibility for the development of media contracts on behalf of the District itself.

The **Retention Chairperson**, who shall be responsible for promoting the need and methods for the retention of members.

**LEMPR Team membership** will normally be for a three year term, as set out in the Multiple District 19 LEMPR procedures, and replacements for retiring team members are to be appointed by the incoming District Governor. Team members who are failing to complete their team responsibilities may be removed by the District Governor and replaced.

## 5.2 Finance Committee

The duties and membership of the Finance Committee are detailed above in Part Three -Finance.

## 5.3 Convention Committee

The duties and membership of the Convention Committee are detailed above in Part Four -District Convention. This committee will be renewed each year as the convention moves from one location to another throughout the District, and members will be recruited from local Lions and Lioness clubs.

# District 19-I Constitution & By-Laws

## 5.4 Honorary Committee

The Honorary Committee is the District Governor's advisory group, and shall perform such duties as may be requested by the District Governor from time to time to promote harmony throughout the District. The committee shall be comprised of Past International Officers (PID and PDG) in good standing in a club within the District.

The Chairperson of the Honorary Committee shall be responsible for conducting the process of nominating the candidates for District Governor and Vice District Governor receive, review and certify the credentials of potential candidates for office; organize and supervise the nomination of candidates at the third Cabinet meeting and at the District convention;

## 5.5 Zone Advisory Committee

The duties and membership of the Zone Advisory Committees are described in Section One above. There shall be a Zone Advisory Committee for each zone in District 19-I.

## 5.6 Election Committee

The Immediate Past District Governor shall serve as the chairperson of the Election Committee, responsible for notify MD office so ballots can be made up as to who is on the ballot and any other item required to be voted on one (1) month before District Conference and may recruit a committee consisting of not more than five (5) members

### 5.61 Duties

The duties of the Election Committee are as follows:

- i) appoint and supervise the Credentials Certification Team, whose duty is to certify
- ii) the credentials of voting delegates to the annual District convention and issue voting certificates to qualified delegates;
- iii) provide Returning Officers, whose duty is to issue ballots and supervise the voting process at the balloting place, and to count the votes after the polls have closed; and to perform such other duties related to the election process as may be delegated by the District Governor.

## Part Six-Amendments

### 6.1 Amendment Procedure

Any portion of this Bylaw may be amended only by an affirmative majority of the votes cast by delegates to an annual District 19-I convention upon a resolution which has been received and considered by the Constitution and Bylaw Committee. Each amendment so adopted shall take effect on July 1<sup>st</sup> next following the District 19-I convention at which it is adopted, unless otherwise specified in the wording of the amendment

# District 19-I Constitution & By-Laws

## 6.2 Endorsement of Amendments

Any amendment submitted for the consideration of the Constitution and Bylaw Committee shall have the written endorsement of at least one Lions Club, as certified by the President and Secretary of that club, with a copy of the club minutes in which the club's amendment is recorded.

## 6.3 Timing of Amendments

Any proposed amendments shall be delivered to the Constitution and Bylaw Committee no later than November 30<sup>th</sup>. Such amendments shall be considered by the Committee and forwarded to the Cabinet Secretary-Treasurer no later than December 31<sup>st</sup>. They shall then be distributed to the Cabinet members no later than 30 days prior to the third Cabinet meeting. Following consideration by the Cabinet.

## 6.4 Automatic Amendments

Any amendments to the Constitution And Bylaws of either Lions Clubs International or Multiple District 19 that necessitates an amendment to this Bylaw shall be automatically incorporated into this Bylaw without further recourse to this amending procedure.

## PEACE POSTER CONTEST

Prizes for Peace Poster Contest shall be broken down as following

1st Prize \$100 (One Hundred Dollars)

2nd Prize \$75 (Seventy Five Dollars)

3rd Prize \$50 (Fifty Dollars)

If no 2nd and 3rd winner only first prize of \$100

