



DISTRICT C-1

CONSTITUTION & BYLAWS

DISTRICT C-1
CONSTITUTION & BYLAWS
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Constitution

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District C-1
Constitution

Article 1
Interpretation

- Section 1.** For the purposes of the Constitution and Bylaws of District C-1;
- a. "District" shall mean District C-1 as chartered by Lions Clubs International.
 - b. "Governor" shall mean the District Governor for District C-1.
 - c. "First Vice Governor" shall mean the First Vice District Governor for District C-1.
 - d. "Second Vice Governor" shall mean the Second Vice District Governor for District C-1.
 - e. "Supremacy" shall mean the Standard Form District Constitution and By-Laws shall govern the District unless otherwise amended so as not to conflict with the Multiple District and International Constitution & By-Laws and policies of Lions Clubs International. Whenever there may exist a conflict or a contradiction between the provisions set out in the District Constitution and By-laws and the Multiple District Constitution and By-laws then the Multiple District Constitution and By-laws shall govern. Whenever there may exist a conflict or a contradiction between the provisions set out in the District Constitution and By-laws and the International Constitution and By-Laws, then the International Constitution and By-Laws shall govern.

Section 2. Any reference in the Constitution or Bylaws to the male gender shall be interpreted to include both male and female persons.

Section 3. Any reference in the Constitution or Bylaws to the singular shall, unless context otherwise requires, include the plural.

Article I
Name

Section 1. This Organization shall be known as District C-1 of the International Association of Lions Clubs (hereinafter referred to as Lions Clubs International).

Article I
Objects

- Section 1.** The Objects of the Organization shall be:
- a. To advance the Purposes and Objects of Lions Clubs International in this District.
 - b. To provide structure for the administration of the business of the District.

Article M
Membership

Section 1. The members of this Organization shall be all Lions clubs in this District chartered by Lions Clubs International.

Section 2. The boundary lines of this District shall coincide with the boundaries as approved, from time to time, by Lions Clubs International.

Article V
District Organization

Section 1. Cabinet and Officers

- a. The District shall have a District Cabinet which shall consist of the Governor,

the immediate Past Governor, the First Vice District Governor, the Second Vice District Governor, the Region Chairpersons (optional), the Zone Chairpersons, the Secretary, the Treasurer and all other positions officially recognized by Lions Clubs International. Each of these members shall have one vote. There shall be no proxy votes. The use of the position of Region Chairperson, during the term of the District Governor, shall be at the sole discretion of the District Governor. If the District Governor wishes to use the position of Region Chairperson during the term of office of that District Governor, the Governor shall appoint the Region Chairpersons.

- b. The Cabinet may, at its first Cabinet meeting of the fiscal year, extend voting privileges to other members of the Cabinet, including Committee Chairs.
- c. The Cabinet shall:
 - (i) assist the Governor in the performance of the Governor's duties and in the formulation of administrative plans and policies affecting the welfare of Lionism within the District;
 - (ii) serve in an advisory and administrative capacity; and
 - (iii) receive, from the Region Chairperson and Zone Chairperson, reports and recommendations which concern the Clubs and Zones.
- d. The officers of the District Cabinet shall consist of the Governor, the immediate Past Governor, the First Vice District Governor, the Second Vice District Governor, the Region Chairpersons (*optional*), the Zone Chairpersons, the Cabinet Secretary, and the Cabinet Treasurer.
- e. The District Governor, the First Vice District Governor, and the Second Vice District Governor shall be elected at the annual Convention of the District and shall take office immediately upon the adjournment of the Lions Clubs International Convention following their election, serving until the adjournment of the next following Lions Clubs International Convention. The District Governor shall, immediately upon taking office, appoint the Zone Chairpersons, Region Chairpersons (*optional*), the Cabinet Secretary, and the Cabinet Treasurer.
- f. The Governor may constitute such committees as the Governor considers necessary to advance the purposes and objects of Lions Clubs International in the District, and appoint chairpersons to supervise the functioning of such committees. The Governor shall be ex-officio a member of all committees except the Nominations Committee for Governor and Vice District Governor.
- g. Where and when practical, the Governor may appoint a person to fill any vacancy in a District office for the unexpired term of that office, other than for the offices of District Governor, First Vice District Governor and Second Vice District Governor.
- h. No salary shall be paid to members of the District cabinet. However, cabinet members *may* be reimbursed expenses for which *prior* authorization has been given by Cabinet and that are reasonably related to and incurred in the discharge of their duties.

Section 2. District Cabinet Meetings

- a. **Regular** A regular meeting of the Cabinet shall be held in each quarter of the fiscal year, with the first to be held within sixty (60) days after the adjournment of the immediately preceding International Convention. Notice of the meetings shall be sent by the Secretary to each voting member a minimum of ten (10) days in advance. The notice shall be set forth the purpose of meeting and the date, time and place as determined by the Governor.

- b. **Special** Special meeting of the Cabinet may be called at the discretion of the Governor, or upon written request made to the Governor or the Secretary by at least five (5) members of the Cabinet. Notice of meeting shall be sent by the Secretary to each voting member a minimum of ten (10) days in advance. The notice shall set forth the purpose of meeting and the date, time and place as determined by the District Governor.
- c. **Quorum** Attendance of the majority of the members of Cabinet of this District shall constitute a quorum for any cabinet meeting. Attendance may be in person, or via tele-conference or web-conference, if approved by the District Governor.

Section 3. Regions and Zones

- a. The Governor shall divide the District into Regions and Zones. All Regions and Zones shall be subject to change by the Governor when, in the sole discretion of the Governor, the Governor considers the change necessary in the best interests of Lions Clubs International.
- b. **Region Meetings** - If the position of Region Chairperson is used during the fiscal year, meetings of representatives of all clubs in the Region, with the Region Chairperson presiding, may be held during the fiscal year at times and places fixed by the Region Chairperson.
- c. **Zone Meetings** – Meetings of representatives of all clubs in a Zone, with the Zone Chairperson presiding, shall be held during the fiscal year at times and places fixed by the Zone Chairperson.

Section 4. District Committees

a. Governor's Advisory Committees

In each Zone the Zone Chairperson and the Presidents and Secretaries of the clubs in the Zone constitute a Governor's Advisory Committee with the Zone Chairperson presiding.

b. Governor's Honorary Committee

The Governor shall appoint a Governor's Honorary Committee comprised of Past International Officers, Past International Directors, and Past District Governors of Lions Clubs International who are members in good standing of clubs within the District. This Committee shall meet as when called upon by the Governor.

c. District Budget and Finance Committee

The District C-1 Budget and Finance Committee shall consist of the District Governor, Immediate Past District Governor, 1st Vice District Governor, 2nd Vice District Governor, and the District C-1 Treasurer. The District C-1 Treasurer shall act as chairperson of the committee. The committee shall prepare a current year budget for the District C-1 Cabinet's consideration at the Cabinet's first meeting. The District C-1 Cabinet may amend the budget prior to its approval.

Section 5. Administration

- a. The Governor and Cabinet shall not incur obligations in any fiscal year which will result in an unbalanced budget or deficit in the fiscal year.
- b. The District Treasurer may be bonded in such amount and with such surety company as approved by the District Cabinet and the cost of the bonding shall be paid from the District C-1 funds.

- c. The Governor shall provide for an annual or more frequent financial review of the books and accounts of the District. Within sixty (60) days after the close of the Lions year, a statement of the financial condition of the District shall be sent by the District Governor to each club in the District that requests such a statement.

Article VI

District Convention

Section 1. An annual Convention of the District shall be held each year no less than thirty (30) days prior to the International Convention at a place selected under this Article and at a date and time fixed by the Governor.

Section 2. The place for the District Convention shall be selected by a vote of the delegates present in person, qualified and registered at an annual convention. In the event that there are more than two or more bids by clubs to host the District Convention in any year, a vote shall be taken by written ballot. Bids may be submitted two annual conventions in advance. Only bids from clubs in good standing will be considered and the bids must be supported by evidence of endorsement of the club's members. If there is no bid, the place of the Convention shall be set by the District Governor in consultation with the Convention Advisory Committee if one has been established.

Section 3. Each chartered club in good standing in Lions Clubs International and its district (single or sub – and multiple) shall be entitled in each annual convention of its district (single or sub – and multiple) to one (1) delegate and one (1) alternate for each ten (10) members, who have been enrolled for at least one year and a day in the club or major fraction thereof, of said club as shown by the records of the international office on the first day of the month preceding that month during which the convention is held. The major fraction referred to in this section shall be five (5) or more members.

Unless otherwise provided in this Constitution, the affirmative vote of the majority of the certified delegates voting on any question constitutes the decisions of the District C-1 Convention. The District Governor and any Past District Governor resident in District C-1 have full voting delegate status at an annual District C-1 Convention providing his or her Lions club is in good standing with District C-1. One vote per certified delegate, per ballot, shall be permitted.

Section 4. The attendance in person of a majority of the delegates registered at a Convention shall constitute a quorum at any session of the Convention.

Section 5. The Governor has the power to change, at any time, for good reason, the Convention site chosen by a previous District Convention and neither the Governor nor the District, nor any member of the District Cabinet is liable to any club or club member in the District for any loss, damages or cost arising from any change to the Convention site.

Article VII

Amendments

Section 1. This Constitution may be amended only at a District Convention by resolution reported by the Constitution and Bylaws Committee and adopted by the affirmative vote of two-thirds (2/3) of the votes cast. The Constitution shall be updated annually to automatically reflect the changes approved at the immediately preceding Convention of Lions Clubs International. Amendments may be proposed by the District Cabinet or Lions clubs in good standing in the District. Proposed amendments shall be endorsed by Cabinet or in writing by ten (10) clubs in good standing in the District. The District Constitution

and Bylaws Committee shall develop proposed and properly endorsed amendments for presentation at the convention at which they will be voted on by the delegates.

Section 2. No amendment shall be reported or voted on unless notice of it has been given by the Secretary to each club in the District not less than thirty (30) days prior to the convening date of the convention at which they will be voted on, with notice that the amendment will be voted on at that convention.

Section 3. Each amendment adopted at a convention takes effect at the close of the convention at which it was adopted, unless otherwise specified in the amendment.

Article VIII Supremacy of Standard Form

Section 1. That the board of directors of Lions Clubs International shall and hereby does declare as policy that with respect to any matter of district (single, sub or multiple) operation which is not covered by the constitution and by-laws of the respective district (single, sub or multiple) and is covered by the Standard Form (single or multiple district) constitution and by-laws, that the provisions of the latter shall govern and control.

DISTRICT C-1

BYLAWS

Article I

District Nominations and Elections

Section 1. Each Governor shall appoint, by written notification received at least sixty (60) days prior to the District Convention, a Nominations Committee of not more than five (5) members, each of whom shall be a member in good standing of a different Lions club in good standing in the District, and shall not at the time of their appointment hold any District or International office. The names and addresses of Lions so appointed shall be sent to all clubs in the District at least thirty (30) days prior to the convening day of the District Convention.

Section 2. Subject to Section 3(b), if there is more than one candidate for a position under this Article, an election shall be held by secret ballot with the candidate receiving a simple majority of the votes cast declared elected. In the case of a tie on any ballot, balloting shall continue on the tied candidates until one is elected.

Section 3. A Lions club in good standing within the District may nominate one candidate for election either to the office of Governor, First Vice District Governor, or Second Vice District Governor. Written notice of such nomination shall be submitted to the Secretary at least (30) days prior to the commencement of the District Convention. The Secretary shall:

- a. Notify the District Nominations Committee of the nominations. The Nominations Committee shall ensure that all nominees for Governor and Vice District Governor are qualified under the Bylaws of Lions Clubs International. The Nominations Committee shall place in nomination at the District Convention the names of all qualified candidates for the offices of Governor and Vice District Governor.
- b. Section 2 of this Article applies to the selection of a Governor, First Vice District Governor, or Second Vice District Governor even if only one candidate has been nominated for the position.
- c. The First Vice District Governor election shall be conducted by secret written ballot, with the candidate required to secure a majority of the votes cast by the delegates present and voting in order to be declared elected.
- d. The Second Vice District Governor election shall be conducted by secret written ballot, with the candidate required to secure a majority of the votes cast by the delegates present and voting in order to be declared elected.
- e. For the purposes of such election, a majority is defined as a number more than one-half of the valid votes cast, excluding blanks and abstentions.
- f. If no nominations for the position of First Vice District Governor are received by the Nominations Committee by the deadline, then and only then, nominations may be made from the floor of the convention. If there is only one such nomination from the floor of the convention, the nominee, to be declared elected, shall be required to secure, via secret written ballot, a simple majority of the affirmative votes cast as is defined under Article 1, Section 3, subsection e. of the Bylaws.
- g. If no nominations for the position of Second Vice District Governor are received by the Nominations Committee by the deadline, then, and only then, nominations may be made from the floor of the convention. If there is only one such nomination from the floor of the convention, the nominee, to be

declared elected, shall be required to secure, via secret written ballot, a simple majority of the affirmative votes cast as is defined under Article 1, Section 3, subsection e. of these Bylaws.

Section 4. Candidacy Requirements for District Governor, First Vice District Governor and Second Vice District Governor

- a. A candidate for District Governor shall:
 - (i) Be an Active member in good standing of a chartered Lions club in good standing in the District
 - (ii) Secure the endorsement of his/her club or a majority of the clubs in the District
 - (iii) Currently be serving as the First Vice District Governor in the District
 - (iv) In the event the current 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, any club member who fulfills the qualifications for the office of Second Vice District Governor and who is currently serving or has served one (1) additional year as a member of the District Cabinet, shall fulfill the requirements of subsection (iii) of this section.
- b. A candidate for First Vice District Governor shall:
 - (i) Be an Active member in good standing of a chartered Lions Club in good standing in the District.
 - (ii) Secure the endorsement of his/her club or a majority of the clubs in the District.
 - (iii) Currently be serving as the Second Vice District Governor within the District.
 - (iv) In the event the current Second Vice District Governor does not stand for election as First Vice District Governor, or if a vacancy exists in the position of Second Vice District Governor at the time of the District Convention, any club member who fulfills the qualifications for the office of Second Vice District Governor shall fulfill the requirements of subsection (iii) of this section.
- c. A candidate for Second Vice District Governor shall:
 - (i) Be an active member in good standing of a chartered Lions Club in good standing in the District.
 - (ii) Secure the endorsement of his/her club or a majority of the clubs in the District.
 - (iii) Have served or will have served at the time he/she takes offices as Second Vice District Governor:
 1. As President of a Lions club for a full term or major portion thereof, and a member of the board of directors of a Lions club for no less than two (2) additional years; and
 2. As Zone Chairperson or Region Chairperson or Cabinet Secretary and/or Treasurer for a full term or major portion thereof.
 3. None of the above shall have been accomplished concurrently.

Each qualified candidate for the office of District Governor, First Vice District Governor, or Second Vice District Governor shall be allotted a total of eight (8) minutes during the official convention agenda to promote that person's candidacy.

Section 5. In the event that no suitable candidate for the position of District Governor, First Vice District Governor, or Second Vice District Governor has been elected at the District C-1 Convention, the District C-1 Cabinet Secretary shall, within (60) days prior to the commencement of the Multiple District C 1 Convention, notify, in writing, the Multiple District C Secretary Treasurer of the intent of District C-1 to elect a District Governor, First Vice District Governor, and/or Second Vice District Governor at that Multiple District Convention.

Section 6. The District C-1 Cabinet Secretary shall, no less than (30) days after the District C-1 Convention, notify the Multiple District C Elections Committee of the name of District C-1 District Governor-elect, the First Vice District Governor-elect, and the Second Vice District Governor-elect.

Section 7. If a vacancy occurs in the office of First or Second Vice District Governors, the Governor shall convene a meeting of Cabinet and the members of the Governor's Advisory Committee to select a replacement.

Section 8. The District Governor shall have the full responsibility of appointing all the Zone Chairpersons for his/her District. Zone Chairpersons are to have the following qualifications:

- a. Be an active member in good standing in a club in good standing of the zone in which he/she is to serve
- b. Have served as President of a Lions club for a full term or a major portion thereof prior to taking office as a Zone Chairperson.

Article I Duties

Section 1. Governor's Advisory Committee - This committee shall assist the Zone Chairperson in an advisory capacity, obtain recommendations affecting the welfare of Lionism and the clubs in the Zone, and relay them through the Zone Chairperson to the Governor and his Cabinet.

Section 2. Governor's Honorary Committee - This committee shall act under the direction of the Governor in the promotion of harmony throughout the District. The Chairperson of this committee shall attend meetings of Cabinet when requested by the Governor.

Article III District Administration

Section 1. Dues

- a. Annual dues in the amount of \$10.00 Canadian per member of each club in the District are payable to the District and billed twice a year in accordance with the MDC and Lions Clubs International billing policies. The amount owed by each club will be as written under Section 2, subsection (a) of the Article III.
- b. The annual budget *may* include an amount per member from the District dues which *may* be designated for District Convention support.

Section 2. District Administration Fund

The following applies to the per member dues under Section 1.

- a. The per member dues shall be based on the membership of each club as shown by its June and December healthy club membership report or the most

current billing information provided by Lions Clubs International. The first invoice for one half of the per member dues shall be sent out no later than August 1 and the second invoice shall be sent out no later than February 1.

- b. New or organized clubs shall pay dues on a pro-rated basis beginning the first day of the second month following their organization or reorganization;
- c. Any amount owing for a period of 90 days or more is subject to such carrying charges as may be determined by the Cabinet;
- d. The dues shall be collected by the District C-1 Cabinet Treasurer.

Section 3. District Administration Fund

The following applies to the District Administration Fund

- a. The fund shall be used for administration expenses of the District on the approval of the Governor and Cabinet;
- b. The fund shall not be used for the purposes of reimbursing the District Governor-elect for attendance at the International Convention;
- c. Expenses of the First Vice District Governor in connection with attending one USA/Canada Leadership Forum shall be paid for from the District Administration Fund. Reimbursement for such expenses shall be made for the Forum registration fee, a maximum of 4 days lodging at a hotel at the Forum site, and return economy air fare to the Forum site, and ground transportation to and from the home airport and the destination airport. Claims for reimbursement shall be supported by receipted documentation.

Section 4. New Club Paraphernalia Expenses for paraphernalia required to properly equip a newly chartered Lions club within the District shall be a District expense.

Section 5. Signing Authority

Signing authority for District C-1 will be the District Treasurer *plus* one of the District Governor, the 1st Vice District Governor, or the 2nd Vice District Governor.

Article IV Committees

Section 1. The Credentials Committee of the District Convention shall consist of the Governor, as chairperson, the Secretary, the Treasurer and two non-officers of the District appointed by the Governor. The Credentials Committee shall have the powers and perform the duties set forth in Robert's Rules of Order, Newly Revised.

Section 2. The Governor shall appoint, designate the Chairperson of, and fill any vacancies occurring in the following District Convention Committees: Resolutions, Elections, Constitution and Bylaws, and Rules. These committees shall perform such duties as the Governor shall designate.

Article V Rules of Procedure

Section 1. The Governor shall arrange the Order of Business for the District Convention, which shall constitute the order of the day for all sessions.

Section 2. Except as specifically provided for in the Constitution or Bylaws, or in the Rules of Procedure adopted for a meeting, all questions or Order of Procedure in any District meeting or convention, any meeting of the District Cabinet, a Region, Zone or member club or of

any group or committee or any one of them, shall be determined by Robert's Rules of Order, Newly Revised.

Article VI Meetings and Notices

Section 1. Any meeting of Cabinet and any committee meeting, Region meeting or Zone meeting may be held, on the direction of the Chairperson of the meeting, either wholly or in part by video-conferencing or teleconferencing.

Section 2. Any notice to be given under the Constitution and Bylaws may be given by mail, FAX, or e.mail. A notice sent by mail is deemed to be given on the date of the postmark for the mail. A notice sent by FAX or e.mail is deemed to have been given on the date of transmission.

Article VII Nomination and Endorsement Lions Clubs International Director and Vice President Nominees

Section 1. Subject to the provisions of the International Constitution and Bylaws and the Constitution and Bylaws of Multiple District C, any member of a Lions club in the District seeking endorsement of a District as a candidate for the office of International Director or Vice President shall;

- a. Deliver | (by mail or in person) written notice of intention to seek such endorsement to the Governor thirty (30) days prior to the convening of the District Convention at which the question of endorsement shall be voted upon.
- b. Deliver with the notice of intention, evidence for fulfillment of the qualifications for such offices as is set forth in the International Constitution and Bylaws.

Section 2. Each Notice of Intention so delivered shall be transmitted forthwith by the Governor to the District Nominations Committee which shall review and perfect the same by obtaining from each prospective candidate any additional evidence of such intention and qualifications as may be necessary under the International Constitution and Bylaws, and shall place in nomination at the District Convention the name of each prospective candidate who has fulfilled all procedural and constitutional requirements.

Section 3. Each nominee for endorsement shall be entitled to one (1 |) seconding speech of no more than three (3) minutes duration.

Section 4. The vote on the question of endorsement shall be by secret written ballot.

Section 5. Certification of endorsement by the respective convention shall be made in writing to the International office and to the Multiple District C office by the District officials designated, and in accordance with the requirements thereof set forth in the International and the Multiple District C Constitution and Bylaws.

Section 6. No endorsement of any candidacy of any member of a Lions club in the District is valid unless and until all of the provisions of this Article have been met.

Article VIII District Convention

Section 1. All expenses of District Conventions shall be defrayed from registration fees and from sponsors as have been approved by the District Cabinet.

Section 2. District Convention expenses shall be paid for by the host committee(s).

Section 3. A host club or clubs of a District Convention shall submit, for approval by the

Cabinet, a budget for its Convention. Upon approval of such budget, the Cabinet *may* allow such amount as it considers desirable to offset administrative expenses of that Convention. Subject to Section 4, if a host club or clubs does not present a budget for approval or incurs expenses that were not approved by the District Cabinet, part of all of any deficit resulting from that Convention shall be the responsibility of that club or clubs and not of the District.

Section 4. The District Cabinet shall approve the fees to be collected from each registrant attending the District Convention to defray the actual cost of the Convention and shall approved the procedures for collecting those fees.

Section 5. Within thirty (30) days following the close of the Convention, the host club or clubs shall provide the District Governor with a complete accounting of expenditures, receipts, billings, invoices, and other documents, together with a complete financial statement covering all aspects of the District Convention.

Section 6. If a deficit occurs, the District Cabinet after reviewing the financial statement provided in accordance with Section 5, may reimburse all or part of the deficit to the host club or clubs.

Section 7. A club or clubs acting as hosts for a District Convention shall not use the operation of the Convention as a club fund raising project.

Section 8. No Lions club or individual shall sell, provide, circulate, or otherwise distribute raffle tickets, draw entries, activities of chance or any merchandise whatsoever at a District Convention without the written authority of the Governor.

Section 9. Subject to all of the above Sections 1 through 8, a club or clubs acting as hosts for the District Convention may retain net proceeds of the Convention.

Section 10. A Lions club in good standing within the District may nominate one (1) Past District Governor for election as the District candidate for Vice Council Chairperson. Written notice of the nomination must be submitted to the Cabinet Secretary at least thirty (30) days prior to the commencement of the District Convention. The Secretary shall notify the District Nominations Committee of the nomination. The Nominations Committee shall ensure that the nominee is qualified in accordance with Multiple District C policy. The Nominations Committee shall place in nomination at the District Convention all qualified candidates. If only one (1) qualified candidate is received by the Nominations Committee, the nominee shall be declared elected. The Cabinet Secretary shall forward the name of the District Candidate for Vice Council Chairperson to the Multiple District Secretary/Treasurer at least sixty (60) days prior to the commencement of the Multiple District Convention.

Section 11. Each qualified nominee for Vice Council Chairperson shall be allotted a total of two (2) minutes during the official convention agenda to promote that persons' candidacy. If no nominations are received by the Nominations Committee by the deadline, then, and only then, nominations may be made from the floor of the Convention for the position of Vice Council Chair, then such nominee shall be declared elected.

Article IX Fiscal Year

Section 1. The fiscal year of this District is from July 1st to June 30th.

Article X
Amendments

Section 1. These Bylaws may be amended only at a District C-1 Convention, by resolution reported by the District C-1 Convention Committee on Constitution and Bylaws and adopted by the affirmative vote of a simple majority of the votes cast.

Section 2. No amendment shall be so reported or voted on unless it has been furnished in writing to each club in the District no less than thirty (30) days prior to the convening date of the Annual Convention with notice that it will be voted on at the Convention.

Section 3. Each amendment shall take effect at the close of the Convention at which it is adopted unless otherwise specified in the amendment.

Article X1
Effective Date

This Constitution and Bylaws shall take effect at the close of the District C-1 Convention at which it is adopted by the required affirmative votes cast by the certified delegates.