



## **FLAG SALUTATION**

*We salute our National Flag and pledge our allegiance to the same.*

*Its honour and its glory depend upon the zeal and assiduity with which each one of us will shoulder his responsibilities of a good citizen.*

*Its history written in Letters of Gold, inspires us to put in good work for the fair name of our Country.*

*We declare our unflinching loyalty to our National Flag and maintain that its course shall be our course and that each individual amongst us shall make genuine efforts to add to its lustre and glory and make it fly proudly aloft in the Comity of Nations.*

**JAI HIND**

## **Lions Clubs International** District 324 A6



## **CONSTITUTION AND BY LAWS**

**As Revised Upto June, 2012**

## Lions Clubs International

### Objects

**TO CREATE** and foster a spirit of understanding among the people of the world,

**TO PROMOTE** the principle of good government and good citizenship.

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

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

**TO PROVIDE** a forum for the open discussion of all matter of public interest; provided, however, that partisan politics and sectarian religion shall not be debated by club members.

**TO ENGOURAGE** service-minded people to serve their community without personal financial reward, and to encourage efficiency and promote high ethical standards in commerce, industry, professions, public works and private endeavors.

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## CONSTITUTION

### ARTICLE I

This organization shall be known as " Lions Clubs International Sub District 324 A6 " or The International Association of Lions Clubs Sub District 324 A6 (herein after referred as "District")

### ARTICLE II

#### OBJECTS

#### Sec (1)

To provide an administrative structure for the efficient administration with which to advance the purpose of Lions Clubs International in this District.

#### Sec (2)

To promote and coordinate the activities and to standardize the efficiency and functioning of Lions Clubs in the District.

#### Sec (3)

To motivate the individual Lions and the Lions Clubs in the District to take up service projects to achieve all or any of the objectives of the International Association of Lions Clubs/Multiple/District.

### ARTICLE III

#### MEMBERSHIP

#### Sec (1)

The Members of this organization shall be all Lions Clubs in this District chartered by Lions Clubs International comprising of a part of Chennai postal divisions and suburban and peripheral areas of Chennai City in the state of Tamil Nadu.

#### Sec (2)

Whenever a change is effected by the Government in respect of the name and/ or area of metropolitan Chennai and the two revenue districts named herein above, such change shall be incorporated in this section of this article without going through the provisions prescribed for amending the Constitution, but through timely intimation

In writing to all chartered Lions Clubs in this District, Multiple District and also Lions Clubs International.

#### Sec (3)

The District shall have its office located in the metropolitan City of Chennai or any other place where all records, documents and assets shall be preserved and maintained.

### ARTICLE IV

#### Jurisdiction, Slogan, Motto and Insignia

#### Sec (1)

This constitution & by-Laws shall extend to all chartered Lions Clubs located and comprising of a part of Chennai Postal Divisions of Suburban and peripheral areas of Chennai City in the State of Tamil Nadu.

#### Sec (2)

The slogan for this Association shall be Liberty, Intelligence, our Nation's Safety (LIONS)

#### Sec (3)

Its Motto shall be "We Serve"

#### Sec (4)

This Association shall have an official insignia as illustrated below:



#### Sec (5)

This constitution and By Law is subject to the control and supervision of Lions Clubs International, the provisions of the Constitution and By Laws of the International Association of Lions Clubs and the policies formulated from time to time by the Board of Directors of the said Association.

#### Sec (6)

The fiscal year of this District 324 A6 shall be July 1st of the year to June 30th of the succeeding year.

Sec (7)

The terms "International" and Lions Clubs International" wherever they occur shall mean and refer to the "International Association of Lions Clubs".

Sec (8)

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

**ARTICLE V**  
**Definitions**

Sec (1) A member in good standing of the Club

An individual Lion Member of any Chartered Lions Club in this district will be a member in good standing provided he has discharged all the statutory financial obligations to his Club

Sec (2) A Club in Good Standing

Any Lions Club in this District which has fulfilled all the statutory financial obligations to the District, Multiple and International and so recognized by the International Association of Lions Clubs is a good standing club in the District.

Sec (3) District Cabinet Officer

Any individual Lion in good standing of any club in good standing appointed by the District Governor to serve any position in the District Cabinet is called a Cabinet Officer.

Sec (4) Annual District Convention

Annual meeting all the chartered Lions Clubs in District 324 A6 duly organized as per the official call issued by the District Governor is called Annual District Convention.

Sec (5) Special Convention

Meeting of all the chartered Lions Club in District 324 A6 duly organized in addition to the Annual District Convention as per the call issued by the District Governor at his discretion is called Special Convention.

**ARTICLE VI**

**District Organization**

**Sec (1) District Governor**

**District Governor.** As an international officer of this association, and under the general supervision of the International Board of Directors, he/she shall represent the association in his/her district. In addition, he/she shall be the chief administrative officer in his/her district and shall have direct supervision over the region chairpersons, the zone chairpersons, the cabinet secretary and cabinet treasurer (or secretary-treasurer) and such other cabinetmembers as may be provided for in the respective single, or multiple district constitution and by-laws. His/her specific responsibilities shall be to:

- (1) Further the purposes of this association.
- (2) Oversee the Global Membership Team at the district level and inspire other district officers to actively support membership growth and new club organization.
- (3) Oversee the Global Leadership Team at the district level and inspire other district officers to actively support leadership development at the club and district levels.
- (4) Support and promote the Lions Clubs International Foundation.
- (5) Preside, when present, over the district convention, and cabinet and other district meetings.
- (6) Perform such other functions as required by the International Board of Directors.

**Sec (2) First Vice District Governor**

**First Vice District Governor.** The first vice district governor, subject to the supervision and direction of the district governor, shall be chief administrative assistant to the district governor. His/her specific responsibilities shall be to:

- (1) Further the purposes of this association.

- (2) Serve as the key District Governor Team liaison to the Global Membership Team and take an active role in membership growth, extension of new clubs, and ensuring existing club success within the district.
- (3) Work with the District Governor, Second Vice District Governor, and the Global Leadership Team to develop and implement a district-wide plan for leadership development.
- (4) Become familiar with the duties of the district governor so in the event of a vacancy in the office of district governor he/she will be better prepared to assume the duties and responsibilities of said office.
- (5) Perform such administrative duties as may be assigned by the district governor.
- (6) Perform such other functions and acts as may be required for him/her by the International Board of Directors and other directives,
- (7) Actively participate in all cabinet meetings and conduct all meetings in the absence of the district governor.
- (8) Participate in council of governors meetings as appropriate.
- (9) Participate in the preparation of the district budget.
- (10) Engage actively in all matters to be continued during the next year.
- (11) At the request of the district governor, supervise appropriate district committees and participate in the review of strengths and weaknesses of the district.

**Sec (3) Second Vice District Governor**

**Second Vice District Governor.** The second vice district governor is subject to the supervision and direction of the district governor. His/her specific responsibilities shall be to:

- (1) Further the purposes of this association.

- (2) Serve as the key District Governor Team liaison to the Global Leadership Team and actively participate and inspire other district officers to administer and promote effective leadership development.
- (3) Work with the District Governor, First Vice District Governor, and the Global Membership Team to develop and implement a district-wide plan for membership growth.
- (4) Perform such duties as assigned by the district governor.
- (5) Perform such other functions and acts as required by the policy of the association.
- (6) Actively participate in all cabinet meetings and conduct all meetings in the absence of the district governor and the first vice district governor.
- (7) Participate in the preparation of the district budget.
- (8) Actively engage in all matters to be continued during the following year.
- (9) At the request of the district governor, supervise appropriate district committees and participate in the review of strengths and weaknesses of the district.

**Sec (4) DISTRICT CABINET**

- a) The District shall have District Governor's cabinet composed of the District Governor as Chairperson, the Immediate Past District Governor, the Vice District Governors and the following who shall be appointed by the District Governor under the procedures laid down in this District Constitution and By Laws and Multiple District Constitution and By Laws viz. District Cabinet Secretary, District Cabinet Treasurer, one Region Chairperson for each region (if the position is utilized during the District Governor's term) and one Zone Chairperson for each Zone and District Chairpersons as suggested by Lions Clubs International.

- b) The District Governor may appoint such other Officers as may be deemed necessary to assist in the District Administration and activities.
- c) No Principal Officer of any Lions Clubs viz. President, Secretary, Treasurer shall hold an office in the District Cabinet in any capacity whatsoever simultaneously.
- d) (i) The total number of members in the District Cabinet under sub sec a & b of this section shall not exceed more than 10% of the total membership of the Lions in the District.
  - (ii) Only Past Presidents who have served as Presidents for a full term or a major portion thereof and a member of the Board of Directors of a Lions Club for not less than two (2) additional years shall be appointed as Zone Chairperson.
  - (iii) The Region Chairperson shall be appointed only from among the Past Presidents of Lions Clubs who had served as Zone Chairperson for a full term or a major portion thereof and additional two (2) years in the District Cabinet as District Chairperson.
  - (iv) Any Past President of any Lions Club who has served as a member of the Board of Directors of a Club for a minimum of two years shall alone be appointed as District Chairperson.
  - (v) Every appointee besides himself being a member in good standing should be from a club in good standing.
  - (vi) The status of good standing of the members of the Cabinet and their respective home clubs shall be continuous.
- e) The District Governor shall be the Chairperson of the District Cabinet and all the members of the Cabinet are the Officers of the District, each such officer shall be a member in good standing of a Lions Club in good standing.

- f) The District Governor shall preside over all the Cabinet Meetings. In the absence of the District Governor, the Vice District Governors in the order of their ranking shall preside over the meetings. In the absence of the District Governor and Vice District Governors or authorization from the District Governor in favor of a Member of the Cabinet to preside over on his behalf, the Cabinet Officers present shall elect one amongst themselves to preside over the meeting.
- g) The District Governor, Vice District Governors, Immediate Past District Governor, District Cabinet Secretary, District Cabinet Treasurer, Region Chairpersons (if the position is utilized during the District Governor's term) Zone Chairpersons, and all other Cabinet Officers appointed by the District Governor shall have one vote on each question requiring action of the cabinet in any meeting.
- h) The District Governor and the Vice District Governors shall serve for a term of one year, which term shall commence with the close of the International convention held in the year of their election if so held, if not, then on 1st July next following their election and shall terminate with the close of International convention of the succeeding year of his election.

## ARTICLE VII

### District Convention

#### Sec (1)

An Annual District convention shall be held each year atleast 15 days prior to the convening date of Multiple District Convention and atleast 30 days prior to the convening date of International Convention for the year at a place selected by a previous Annual Convention and /or received earlier in writing and at a date and time fixed by the District Governor's Cabinet, provided that this Sub-District which hosts the Multiple District Convention may hold its own Annual Convention just prior to the Multiple Convention. However the District Cabinet may reject for valid reasons such invitations and assign

hosting of the Convention to any Club/Clubs or Steering Committee constituted by the District Cabinet to host the Annual District Convention.

Sec (2)

- a) Each chartered Lions Club in good standing in the District shall be represented by one or more delegate at the District Convention and shall be entitled to one delegate and one alternate delegate of each ten members or major fraction thereof who have been enrolled for atleast one year and a day in the Club as shown by the records of the International Office on the first day of the month preceding the month during which convention is held, provided, however, that each club shall be entitled to cast one (1) delegate and one (1) alternate. Each certified delegate present in person shall be entitled to cast one (1) vote of his choice for each office to be filled by, and one (1) vote of his choice on each question submitted to the Convention. The major fraction referred to this section shall be five (5) or more members. Unless otherwise specified the affirmative vote of a majority of the delegates and alternate delegates present and voting on any question shall be the act of District Convention. Only delegates, alternates and members in good standing who have registered themselves at the Convention by paying the delegate registration fee shall be permitted to participate in the deliberations of the Convention. Any Club which is newly chartered and any other Chartered Lions Club which takes in new members prior to the convening of any such Convention shall have its delegates quota determined on the basis of members who have been enrolled in the Club for atleast one year and a day as shown on such record date in the records of the International office. Delinquent dues may be paid and good standing acquired at any time prior to the close of the credentials certifications, as such closing time shall be established by the rules of the Convention.
- b) Each Officer of the International viz. International President, Immediate Past

International President, Vice Presidents, International Directors and District Governor and any other Officer as designated by the International Board of Directors who is from the District and an active Member in good standing of a chartered Lions Club by virtue of his office shall be an accredited delegate and shall not be included in the delegate quota of his Club for any Convention/Conference.

- c) East Past Officer of the International viz. Past International President, Past International Vice President, Past International Director, Past District Governor and other Past International Officer (s) as designated by the International Board of Directors, who is from the District and an active Member in good standing of a chartered Lions Club by virtue of his office shall be an accredited delegate and shall not be included in the delegate quota of his Club for any Convention/Conference.
- d) The District Convention Chairperson appointed by the District Governor along with steering Committee shall be in charge of all arrangements for holding the Annual District Convention or Mid Term Conference.
- e) Good standing may be acquired by any club at the District Convention by paying the arrears to the District, Multiple and International before the close of the issue of credentials determined under the rules of the Convention. Credentials shall be issued to all the Clubs in good standing at the Convention

Sec (3)

Twenty (20) certified delegates/alternate delegates in attendance at any District Convention Session shall constitute the quorum for the session.

Sec (4)

The District Convention may take appropriate action on all matters consistent with the Constitution and By Laws of Lions Clubs International and may adopt resolutions

recommending action by the Multiple District and Lions Clubs International.

**Sec (5)**

A Special Convention may be held except to conduct elections at the discretion of the District Governor after giving fifteen (15) days notice to the Lions Clubs in the District specifying the purpose, date, time, venue and the procedures to be followed for the same. Such Special Convention District Conference may pass resolutions consistent with the provisions in the Constitution and By Laws of the District, Multiple and International.

**ARTICLE VIII**

**District Revenue**

**Sec (1)**

To provide revenue to defray the administrative expenses the District shall levy annual per capita dues for each member of the Lions clubs in this District as indicated in the By-Laws or an amount fixed through a resolution adopted by a majority of delegates / alternates present and voting at the Annual District Convention or Special Convention of the District. Such per capita dues shall be collected by the District Cabinet from each Lions Club in two semi annual installments, the first installment covering the period from July 1 to December 31 to be collected before August 10 of each year and the second installment covering the period from January 1 to June 30 to be collected before February 10 of each year.

**Sec (2)**

This District on enrollment of a new member shall levy an entrance fee as shown in By-Laws or any higher amount as fixed through a resolution adopted by a majority of the delegates / alternates present and voting at the Annual District Convention or Special Convention of the District and membership levy on pro-rata basis from the month of joining.

**Sec (3)**

This billing shall be based on the Monthly Membership Reports of each club for the months of June and

December respectively as recorded in the membership records of Lions Clubs International.

**Sec (4)**

Newly chartered and reorganized clubs shall pay per capita District dues on a pro-rata basis from the first of such month following the date of their organization or reorganization as the case may be.

**Sec (5)**

The District dues collected shall become and remain a fund of this District and shall be disbursed as decided by the District Cabinet. Payment out of this fund shall be made by the cheques drawn and signed by the District Cabinet Secretary / District Cabinet Treasurer and countersigned by the District Governor.

**Sec (6)**

The District Governor and his Cabinet shall not incur obligations in any fiscal year resulting in an unbalanced budget or deficit budget in the fiscal year.

**Sec (7)**

The District Governor shall levy a sum deemed appropriate as Cabinet Officers' Contribution towards the publication and administration account.

**Sec (8)**

Funds, Donations, contributions received or collected by the District Governor during the period of his office shall be for and on account of the District and shall be reflected in the accounts of the District.

**Sec (9)**

If at the end of the fiscal year, there remains any surplus, the Cabinet after payment of all bills shall make provision for any out standings, and transfer the balance to the succeeding year's District Cabinet.

**ARTICLE IX**

**General**

**Sec (1)**

The District shall include in its constitution/by laws such basic amendments as carried out by the International Convention/Multiple Convention without going through



the procedure of amendment to the constitution and By Laws. Such amendments carried out by the International Convention / Multiple Convention shall be included in this constitution with effect from the same date/time as adopted in the respective conventions.

**Sec (2)**

The District may adopt District Policy Manual duly approved at the Annual Convention with simple majority voting in favour.

**Sec (3)**

A club or clubs which has / have failed to pay any indebtedness due to Lions Clubs International, the Multiple District or to this District, shall forfeit its / their status of good standing and shall remain so till its / their indebtedness, including arrears, if any, are paid to the International, Multiple District or District. Delegates representing such club / clubs shall have no vote in any session of the International Convention, Multiple district Convention or Special Convention and District Convention.

**Sec (4)**

A member of a Lions Clubs shall be in good standing if he/she is not in arrears with respect to any indebtedness due to the club. Only members in good standing may hold office or participate in any deliberations or exercise voting privilege or any other privilege under this Constitution and in accordance with the Constitution and By-Laws and Board Policies of Lions Clubs International.

**Sec (5)**

- a) No lion member shall institute any legal proceedings against another member, Club, District, Multiple or Lions Clubs International under any circumstance.
- b) A lion member of a Club shall seek redressal of any grievance only in accordance with the provisions of the Constitution and By-Laws of the Club, District, Multiple and International and the policies of the District and International Board of Directors.
- c) A lion member of the Club shall accept the decision of organization's internal dispute

resolution mechanism or any other authority nominated under the provisions of the Constitution and By-Laws of the Club, District and its policies, Multiple and International.

- d) If any member of the Club approaches the court of law against another Lion Member, past or present, the Club, District, Multiple or International violating the provisions of sub section (a) (b) (c) herein above such member shall be removed by the Club from the membership of the Club and if the Club fails to remove such member from the roll of the Club membership, that club should be recommended to the Lions Clubs International to be placed under status quo by the District Governor.
- e) In case of the Club, if it approaches the court violating the provisions of sub section (a) (b) (c) & (d) herein above, the Club shall be recommended to be placed under status quo by the District Governor.

**ARTICLE X**

**Constitution Effective Dates & Amending Procedure**

**Sec (1)**

This Constitution shall come into full force immediately after the adjournment of the District Convention / Special Convention at which the same is adopted by affirmative vote of two third (2/3) of the votes cast.

**Sec (2)**

Copies of the Constitution and by-laws of the District shall be made available through District Website. All subsequent changes and amendments shall be notified to the Member Clubs through District Website from time to time.

**Sec (3)**

Copies of the Constitution and By-Laws of the District shall also be made available on payment of reasonable price to club members, if they so desire.

#### **Sec (4)**

This Constitution may be amended only at a District Convention or Special Convention by amendment reported by the committee on Constitution and By-Laws at such Convention / Conference and adopted by the affirmative vote of two thirds (2/3) of the certified delegates voting at such meeting. No amendment shall be reported to a Convention / Special Convention for vote unless it is proposed and circulated as per the following procedure.

- a) Amendment to this Constitution can be proposed by any Lions Club in the District in good standing or by district Governor's Cabinet and forward the said proposal to the Committee on Constitution / Special Convention.
- b) Any proposed amendment shall be reported for consideration at a Convention / Special Convention furnished in writing to each Lions Club in the District by the proposer not less than 15 days prior to convening date of the District Convention / Special Convention with notice that the same shall be considered and voted upon at the said Annual Convention / Special Convention.

#### **BY-LAWS**

##### **ARTICLE - 1 District Convention**

#### ***Sec (1) Site Change / Change of Date / Venue / time of Convention***

The District Governor shall have power to decide convention date and venue for the same.

The District Governor's Cabinet for valid reasons may change the venue / date / time of District Convention but with information to all the Clubs, the Present and Past International Officers and to the Cabinet of the District at least 10 days before the convening date of the convention.

#### ***Sec (2) Officers***

The members of the District Cabinet shall be officers of Annual District Convention

#### **Sec (3) Chairperson**

An Annual Convention of District shall be held each year with District Governor as Chairperson of the Convention

#### **Sec (4) Nominating Committee**

The District Governor shall appoint, by notification issued, at least thirty (30) days prior to the District Convention a Nominating Committee of not more than five (5) members each of whom shall be past presidents being members current in good standing of different Lions Clubs in good standing in the District and none of whom shall be officers of Lions Clubs International or District Cabinet. The names and address of Lions so nominated shall be sent to all clubs in the District.

#### **Sec (5) Nomination procedures of District Governor / First Vice Governor/Second Vice District Governor Candidates**

- a) Any member of Lions Club who fulfills qualifications as laid down by the Constitution and By-Laws of Lions Clubs International can be elected at the Annual District Convention as a District Governor, or a First Vice District Governor/ Second Vice District Governor provided his name is proposed through a resolution adopted by the Board of Directors of his Home Club and ratified by the General Body of the Club or if he is proposed by a majority of the Clubs in the District along with the letter of consent from the candidate.
- b) The proposal shall be sent so as to reach the Chairperson of the Nomination Committee not later than twenty one (21) clear days prior to the convening date of the District Convention. The nominations so received shall be scrutinized by the nominating committee appointed by the District Governor at least 7 days before the date of commencement of the Annual District Convention and the valid nominations shall be submitted to the District Governor for holding election. If none are so received and / or so qualified, then only, nominations for the office of District Governor / First Vice District Governor/ Second Vice District Governor may be made from the floor.

**Sec (6) Election of District Governor / First Vice Governor/Second Vice District Governor**

- a) The District Governor, The First Vice District Governor and the Second Vice District Governor election shall be conducted by a secret written ballot, with the District Governor candidate and The First Vice District Governor, The Second Vice District Governor candidate required to secure a majority of the affirmative votes cast by the delegates present and voting in order to be declared elected. For the 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
- b) If there are more than 2 candidates for the office of the Second Vice District Governor and if no candidate secures majority of the votes cast, then the re-balloting shall be conducted before the adjournment of the Annual Convention in the same venue among the two candidates who have secured highest valid votes cast and the candidate who secures majority votes cast by the delegates present and voting, shall be declared elected.

**Sec (7) Withdrawal**

Withdrawal by candidate, if any, shall be intimated by him/her in writing to the Chairperson of the Nominating Committee at least Seventy Two (72) hours before the commencement of the Annual District Convention.

**Sec (8) Candidacy Requirements for District Governor**

A candidate for the office of district governor shall:

- (a) Be an active member in good standing of a chartered Lions club in good standing in his/her single or sub-district.
- (b) Secure the endorsement of his/her club or a majority of the clubs in his/her single or sub-district.
- (c) Currently be serving as the first vice district governor within the district from which he/she is to be elected.
- (d) Only 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, any club member who fulfills the qualifications for the office of second vice district governor as set forth in these by-laws or constitution and who is currently serving or who has served one (1) additional year as a member of the district cabinet, shall fulfill the requirements of subsection (c) of this section.

**Sec (9) Candidacy Requirements for First Vice District Governor**

The first vice district governor election shall be conducted by a secret written ballot, with the first vice district governor candidate required to secure a majority of the votes cast by the delegates present and voting in order to be declared elected; for purpose of such election, a majority is defined as a number more than one-half of the total valid votes cast excluding blanks and abstentions. The first vice district governor shall serve a term of office of one year, which term shall begin with the close of the association's convention held in the year of his/her election and end at the close of the next convention of the association, and no first vice district governor may succeed himself or herself in office. Otherwise, an election for the office of the first vice district governor shall be conducted in accordance with the provisions of the respective district (single, sub- and multiple) constitution and by-laws. The result of each first vice district governor election shall be reported to the international office by the respective current district governor and/or international staff representative.

A candidate for the office of first vice district governor shall:

- (1) Be an Active Member in good standing of a chartered Lions club in good standing in his/her single or sub-district.
- (2) Secure the endorsement of his/her club or a majority of the clubs in his/her single or sub-district.
- (3) Currently be serving as the second vice district governor within the district from which he/she is to be elected.

- (4) 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 exists at the time of the district convention, any club member who fulfills the qualifications for the office of second vice district governor as set forth in these by-laws or constitution shall fulfill the requirements of subsection (3) of this section.

#### **Sec (10) Candidacy requirement for Second Vice District Governor**

The Second Vice District Governor election shall be conducted by a secret written ballot, with the second vice district governor candidate required to secure a majority of the votes cast by the delegates present and voting in order to be declared elected; for purpose of such election, a majority is defined as a number more than one-half of the total valid votes cast excluding blanks and abstentions. The second vice district governor shall serve a term of office of one year, which term shall begin with the close of the association's convention held in the year of his/her election and end at the close of the next convention of the association, and no second vice district governor may succeed himself or herself in office. Otherwise, an election for the office of the second vice district governor shall be conducted in accordance with the provisions of the respective district (single, sub- and multiple) constitution and by-laws. The result of each second vice district governor election shall be reported to the international office by the respective current district governor and/or international staff representative.

A candidate for the office of second vice district governor shall:

- (1) Be an Active Member in good standing of a chartered Lions club in good standing in his/her single or sub-district.
- (2) Secure the endorsement of his/her club or a majority of the clubs in his/her single or sub-district.
- (3) Have served or will have served at the time he/she takes office as second vice district governor:
  - (a) As president of a Lions club for a full term or major portion thereof, and a member of the board of directors of a Lions club for no less than two (2) additional years; and

- (b) As zone chairperson or region chairperson or cabinet secretary and/or treasurer for a full term or major portion thereof.
- (c) With none of the above being accomplished concurrently.

#### **Sec (11) Delegate Registration Fee**

Such Delegate registration and hospitality fee as the District Cabinet shall set may be collected, under procedures set by the cabinet, from each delegate, alternate and guest attending the District Convention to defray the cost of the food, entertainment, transportation and other incidentals.

#### **Sec (12) Sergeant – At – Arms**

A convention Sergeant – at – arms and such assistant Sergeants –at – arms as deemed necessary shall be appointed by the District Governor.

#### **Sec (13) District Convention Report**

An official report of the District Convention shall be mailed to Lions Clubs International and all the clubs in the District by the Cabinet Secretary within sixty (60) days of the close of the District Convention.

#### **Sec (14) District Convention – Transaction of Business**

The District Convention shall transact the following business

- a) Election of District Governor / First Vice District Governor / Second Vice District Governor.
- b) Endorse a candidate for International Director or International 2nd Vice President.
- c) Consider the audited accounts of the District of the previous fiscal year.
- d) Consider the audited accounts of the previous Annual Convention.
- e) Consider the receipts and payments statement of the current year prepared and presented upto the close of previous month.

- f) Consider and adopt resolutions that come-up in the proper order.
- g) Consider proposals for amendment of Constitution and By-Laws moved in the proper procedure.
- h) Consider motions / amendments / resolutions submitted by the Sub Committee / Standing Committees including recommendations for consideration by Multiple District and / or Lions Clubs International.
- i) Consider the reports on District administration and service projects.
- j) Consider the reports from District 324 A6 Lions Foundation.

## **ARTICLE II**

### **Filling of Vacancies**

#### **Sec (1) Filling of District Governor Vacancy**

In the event a vacancy occurs in the office of District Governor, the International Board of Directors may make such appointment prior to the time when the terms of an elected District Governor commences under the constitution and if so made, such appointees shall be treated as if elected to the said office. In making such appointment and in filling any vacancy in the office of District Governor under these By-Laws or Constitution, the International Board of Directors shall not be bound by but shall consider any recommendation resolved at a meeting to which the District Governor, Region Chairpersons, Zone Chairpersons, District Cabinet Secretary, District Cabinet Treasurer and all the Past International Presidents, Past International Directors and Past District Governors who are members in good standing of chartered Lions Clubs in good standing in the District have received invitations to attend. The said meeting is to be held within fifteen (15) days of notification by the International Board of Directors. It shall be the duty of the Immediate Past district Governor or, if he is not available, the most recent Past District Governor who is available, to send out invitations to attend such meeting: it shall also be his responsibility to preside as Chairperson of the said meeting. It is the duty of the Chairperson to convey the results to the International Board of Directors within seven (7) days,

together with evidence of invitations sent and attendance at said meeting. Each Lion who is entitled to receive an invitation to attend and is present at such meeting shall be entitled to cast one vote for the Lion of his choice as the nominee for the appointment to the office of District Governor.

#### **Sec (2) Filling of First Vice District Governor Vacancy**

In the event of a vacancy occurs in the office of First Vice District Governor, the said vacancy shall be filled as follows:

- a) The District Governor shall notify the filling of vacancy to all cabinet members, Present and Past International officers of the District inviting nominations of eligible candidates as per Article III Sec 9(b) of By-Laws of International Constitution and By-Laws for the post of First Vice District Governor specifying the last date for receipt of nominations.
- b) The District Governor shall nominate a committee of not more than 5 lion members in good standing of different chartered Lions Clubs and entrust the committee to scrutinize the eligibility of the contesting candidates and to submit the final list of eligible candidates, after withdrawals.
- c) The District Governor shall convene a meeting specifying the place, date and time of consideration of filling of vacancy of First Vice District Governor allowing not less than 10 days and not more than 20 days time of holding the meeting, to which District Governor, Immediate Past District Governor and Present and Past International officers from this District, Cabinet Secretary, Cabinet Treasurer, Region Chairpersons and Zone Chairpersons who are members in good standing of chartered Lions Clubs in good standing shall receive notices to attend such a meeting. Each of these invitees present in person is eligible to cast his vote to one of the eligible candidates on the specified date of selection for filling the vacancy of First Vice District Governor.

The candidate securing the majority number of valid votes shall be declared elected to fill the vacancy.

The Chairperson shall convey the results to the International office within (7) seven days together with evidence of invitations sent and meeting attendance.

### **Sec (3) Filling of Second Vice District Governor Vacancy**

In the event of a vacancy occurs in the office of Second Vice District Governor, the said vacancy shall be filled as follows:

a) The District Governor shall notify the filling of vacancy to all cabinet members, Present and Past International officers of the District inviting nominations of eligible candidates as per Article III Sec 9(b) of By-Laws of International Constitution and By-Laws for the post of Second Vice District Governor specifying the last date for receipt of nominations.

b) The District Governor shall nominate a committee of not more than 5 lion members in good standing of different chartered Lions Clubs and entrust the committee to scrutinize the eligibility of the contesting candidates and to submit the final list of eligible candidates after withdrawals.

c) The District Governor shall convene a meeting specifying the place, date and time of consideration of filling of vacancy of Second Vice District Governor allowing not less than 10 days and not more than 20 days time of holding the meeting, to which District Governor, Immediate Past District Governor and Present and Past International officers from this District, Cabinet Secretary, Cabinet Treasurer, Region Chairpersons and Zone Chairpersons who are members in good standing of chartered Lions Clubs in good standing shall receive notices to attend such a meeting. Each of these invitees present in person is eligible to cast his vote to one of the eligible candidates on the specified date of selection for filling the vacancy of Second Vice District Governor.

The candidate securing the majority number of valid votes shall be declared elected to fill the vacancy.

The Chairperson shall convey the results to the International office within (7) seven days together with evidence of invitations sent and meeting attendance.

### **Sec (4) Vacancies in the District Cabinet**

Any vacancy in the District Cabinet except those of District Governor, First Vice District Governor and Second Vice District Governor and the Immediate Past District Governor may be filled by the District Governor for the unexpired term thereof.

## **ARTICLE III**

### **Formation of District Cabinet & Conduct of Meetings**

#### **Sec (1)**

By the time District Governor assumes office, he shall have appointed a Cabinet Secretary, a Cabinet Treasurer, one Region Chairperson (if the position is utilized during the District Governor's term) to each Region in the District, one Zone Chairperson to each Zone, and District Chairperson and such other officers as provided in District Constitution and By-Laws.

#### **Sec (2)**

The requirements for Region Chairperson if the position is utilized during the District Governor's term and Zone Chairperson shall

a) Be an active member in good standing of a Lions club in good standing in his Region or Zone.

b) Has served or will have served at the time of taking office as President of a Lions club for a full term or major portion thereof, and a member of the Board of a Lions club for not less than two (2) additional years.

A club member shall be appointed as a Region Chairperson or Zone Chairperson only over the Region or Zone in which his club is located. A Region Chairperson or Zone Chairperson shall not hold the same office for a consecutive term.

#### **Sec (3)**

If any District Cabinet Officer appointed by the District Governor ceases to be member of his club in the Zone, Region or District as the case may be, his term of office shall cease forthwith and the District Governor may appoint a successor to fill the vacancy.

#### **Sec (4)**

a) Regular meeting of District 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 International Convention. Fourteen (14) days written notice for meetings setting forth the date, time and place as determined by the District Governor, shall be given

to each member of the District Cabinet by the District Cabinet Secretary.

- b) Special meeting of the cabinet may be called by the District Governor at his discretion not less than five (5) and not more than ten (10) days by any media including electronic means notice for such special meeting, setting forth the purposes thereof and the date, time and place determined by the District Governor shall be given to each member of the District Cabinet by the District Cabinet Secretary.

**Sec (5)**

**A) QUORUM:** The presence of a minimum of fifty (50) voting members of the District Cabinet at the time of commencement of Cabinet Meeting shall constitute a Quorum for the District Cabinet Meeting. In the event of the minimum number of persons not present at the commencement of the District Cabinet Meeting, the District Governor or the Presiding Officer shall adjourn the meeting for want of quorum and reconvene the meeting at a time to be specified by the District Governor or the Presiding Officer and the number of cabinet officers present at the time of reconvening of the meeting shall constitute a quorum for the cabinet meeting to be conducted at the same venue and agenda.

**B) VOTING MEMBERS OF THE CABINET:**

The District Governor, Immediate Past District Governor, First Vice District Governor / Second Vice District Governor, Cabinet Secretary, Cabinet Treasurer, Region Chairpersons (if the position is utilized by the District Governor), Zone Chairpersons, District Chairpersons of the committees as suggested by the Lions Clubs International and all other Cabinet Officers appointed by the District Governor under Sec (4b) of Article VI of the Constitution shall be voting members.

**Sec (6)**

**A) REGIONS & ZONES:** The District Governor shall divide his District into Region of not less than ten (10) and not more than sixteen (16) Lions clubs and each such Region into Zones of not less than four (4) and not more than eight (8) Lions clubs giving due regard to location of clubs. All such Regions and Zones shall be subject to change by the District Governor. Each Region shall be under the charge of a Region Chairperson and each zone shall be under the charge of a Zone

chairperson all of whom shall be appointed by the District Governor. However The District Governor shall have the authority to utilize the position of Region Chairperson and if not utilized, there shall be no Regions during that District Governor's term.

**B) REGIONAL MEETING:** Meeting of the representatives of Lions clubs in each Region, with the Region Chairperson presiding, be held during the fiscal year at the time and place fixed by the Region Chairperson.

**Sec (7) District Governor's Advisory Committee:**

In each Zone, the Zone Chairperson, the Presidents, First Vice Presidents, Secretaries and Treasurers of all the clubs in the zone shall constitute the District Governor's Advisory Committee, with Zone Chairperson as the Chairperson thereof. The committee shall hold its first meeting within ninety (90) days after the adjournment of the International Convention, the second meeting in November / December and the third in February / March at the date, time and places fixed by the Zone Chairperson.

**Sec (8)**

District Governor's Honorary Committee: The District Governor shall appoint a District Honorary Committee comprising of Past International Officers, Past International Directors and Past District Governors who are members in good standing within District. This committee headed by a Past District Governor as nominated by the District Governor shall meet as and when called by the District Governor.

**ARTICLE IV  
Committees**

**Sec (1)**

- a) The Credential Committee of the Annual District Convention / Special Convention shall be composed of the District Governor, Cabinet Secretary, Cabinet Treasurer and three other Lions appointed by him. The Chairperson of the committee shall be the District Governor who may appoint a Co-Chairperson. It shall be the duty of the committee to certify the validity of the credentials issued and report to the Annual Convention / Special Convention, when called for,

the strength of the voting delegates and alternates certified must be announced at the beginning and end of each day of the Annual Convention / Special Convention.

- b) The Credentials Committee shall under no circumstance issue credentials before actual realization of all dues (District, Multiple and International) and shall only accept cash or demand draft towards such dues which remain unrealized at the time of issue of Credentials.
- c) The Credentials Committee shall provide candidates contesting for the office of the District Governor or First Vice District Governor or Second Vice District Governor or endorsement for International Director or International Second Vice President with the names of voting/alternate delegates and voting strength of the clubs in the District.

#### Sec (2)

The District Governor shall appoint before the Annual District Convention the following

District Convention Committee;  
Resolutions Committee,  
Constitution and By-Laws Committee  
Parliamentary Procedure Committee  
Rules of Procedure Committee,

besides appointing a Master of Ceremonies, if required. Each of these committees shall consist of not more than five(S) members each of whom shall be member of a different chartered Lions club in good standing in the District.

#### See (3)

The District Governor shall appoint a Chairman and members of the Election Committee. One member nominated by each candidate for election to the office of District Governor / First Vice District Governor / Second Vice District Governor / endorsement for International Director or International 2nd Vice President shall be co-opted to this committee. In the event of any candidate withdrawing, his nominee shall automatically cease to be on the committee. During the polling and counting of votes, the representative of each candidate shall be present.

## ARTICLE V

### District Officers / Cabinet

#### Sec (1) District Governor:

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

- a) Further the purposes of this association;
- b) Supervise the organization of new Lions clubs;
- c) Promote the Lions Clubs International Foundation and all service activities of the association;
- d) Preside over cabinet, convention and other District meetings. During any period he is unable to so provide, the presiding officer at any such meeting shall be the First Vice District Governor, and in his/her absence the Second Vice District Governor but if they are not available a cabinet member nominated by District Governor shall preside, in the absence of all the above the District officer chosen by the attending members shall preside;
- e) Promote harmony among the Chartered Lions clubs;
- f) Endeavour to visit each club at least once during his term of office;
- g) Exercise such supervision and authority over cabinet officers and District Committee appointees as is provided in this District Constitution;
- h) Submit a current itemized of total District receipts and payments to his District Convention or Annual Meeting of his District at a Multiple District Convention;
- i) Deliver, forthwith, at the termination of his term of office, all District Accounts and records to his successor in office;



- j) Report to Lions Clubs International all known violations of the use of Association's name and emblem;
- k) Perform such other functions and acts as shall be required of him/her by the International Board of Directors through the District Governor's Manual and other directives;
- l) Shall not create / establish any trust

**Sec (2) First Vice District Governor:**

The First Vice District Governor shall be chief administrative assistant to the District Governor subject to the supervision and direction of the District Governor. His specific responsibilities shall be to:

- a) Further the purposes of this association;
- b) Familiarize himself with the duties of the District Governor so in the event of the vacancy in the office of District Governor he will be better prepared to assume the duties and responsibilities of the said office;
- c) Perform such administrative duties as may be assigned to him by the District Governor;
- d) Perform such other functions and acts as may be required of him by the International Board of Directors through the Vice District Governor's manual and other directives;
- e) Actively participate in all Cabinet and Multiple council meetings and conduct all meetings in the absence of the District Governor;
- f) Participate in the preparation of the District budget;
- g) Be actively engaged in all matters to be continued during the next year;
- h) Participate in the review of the strengths and weaknesses of the clubs of the District particularly, identify existing and potential weak clubs within the District, establish plans to strengthen them, and submit plans to the International headquarters by the end of the Vice District Governor's term;

- i) At the request of the District Governor supervise appropriate District committees and
- j) Will chair the District Global Membership Team.

**Sec (3) Second Vice District Governor**

**Second Vice District Governor.** The second vice district governor is subject to the supervision and direction of the district governor. His/her specific responsibilities shall be to:

- (a) Further the purposes of this association.
- (b) Serve as the key District Governor Team liaison to the Global Leadership Team and actively participate and inspire other district officers to administer and promote effective leadership development.
- (c) Work with the District Governor, First Vice District Governor, and the Global Membership Team to develop and implement a district-wide plan for membership growth.
- (d) Perform such duties as assigned by the district governor.
- (e) Perform such other functions and act as required by the policy of the association.
- (f) Actively participate in all cabinet meetings and conduct all meetings in the absence of the district governor and the first vice district governor.
- (g) Participate in the preparation of the district budget.
- (h) Actively engage in all matters to be continued during the following year.
- (i) At the request of the district governor, supervise appropriate district committees and participate in the review of strengths and weaknesses of the district.
- (j) Will Chair the District Global Leadership Team.

**Sec (4) District Cabinet Secretary**

He shall act under supervision of the District Governor. His responsibilities shall be to;

- a) Further the purpose of this association;

- a) Keep an accurate record of the proceedings of all meetings of the Cabinet, and within (15) fifteen days after each meeting forward copies of the same to all the Lions Clubs, to all members of the Cabinet, to the office of, the Multiple District, and the office of Lions Clubs International;
- b) Take and keep minutes of the District Convention and furnish copies of the same to Lions Clubs International, the District Governor and the Secretary of each club in the District;
- c) Make reports to the Cabinet as the District Governor or cabinet may require;
- d) Keep minutes of all Cabinet and District meetings, and permit inspection of the same by the District Governor, any cabinet member and any club (or any authorized agent of any of them) at any reasonable time for any proper purpose;
- e) Under the direction of the District Governor issue cabinet meeting notices at least 14 days before the scheduled date and
- f) Perform such other functions and acts as may be required of him by directives of the International Board of Directors.

**See (5) District Cabinet Treasurer**

He shall act under the supervision of the District Governor. His responsibilities shall be to:

- a) Further the purposes of this association;
- b) Collect and issue receipt for all per capita taxes levied on members and clubs in the District, deposit the same in such bank or banks as the District Cabinet shall determine and disburse the same by order of the District Governor;
- c) Remit and pay over to the Multiple District Council Secretary/ Treasurer the Multiple per capita tax, if any, collected in the District, and secure a proper receipt;
- d) Upon direction of the District Governor or the cabinet, furnish any such books and records as requested by the auditor appointed by the District Cabinet;

- e) Keep accurate books and records of accounts and permit inspection of the same by the District Governor, any cabinet member and any club (or any authorized agent of any of them) at any reasonable time for any proper purpose;
- f) Perform such other functions and acts as may be required of him by directives of the International Board of Directors.

**See (6) Region Chairperson:** (if the position is utilized during the District Governor's term)

- 1) The Region Chairperson subject to the supervision and direction of the District Governor shall be the chief administrative officer in his Region. His specific responsibilities shall be to:
  - a) Further the purposes of this association;
  - b) Supervise the activities of the Zone Chairpersons in his Region and such District Committee Chairpersons as may be assigned to him by the District Governor;
  - c) Play an active role in organizing new clubs and in strengthening weak clubs;
  - d) Visit a regular meeting of each club in his Region at least once during his term of office, reporting his findings to the District Governor;
  - e) Visit a regular Board of Directors meeting of each club in his Region at least once during his term of office, reporting his findings to the District Governor;
  - f) Endeavour to have every club in his Region operating under a duly adopted club Constitution and By-Laws;
  - g) Promote representation at International and District (Sub and Multiple) Conventions by at least the full quota of delegates to which clubs in his Region are entitled;
  - h) Carry out such official visitations to club meetings and charter nights as shall be assigned to him by the District Governor;

- 1) Perform such additional assignments as shall be given to him from time to time by the District Governor and in addition the Region Chairpersons shall perform such other functions and acts as may be required by the International Board of Directors through Region Chairpersons manual and other directives;
- 2) In the event the Region Chairperson for any reason cannot or does not, in the judgment of the District Governor, perform the duties of his office, or in the event the office is for any reason vacated, the District Governor shall appoint a successor to serve for the unexpired term.

**See (7) Zone Chairperson:**

- 1) A Zone Chairperson subject to the supervision and direction of the District Governor and / or Region Chairperson shall be the chief administrative officer in his Zone. His specific responsibilities shall be to:
  - a) Further the purposes of this association;
  - b) Serve as Chairperson of the District Governor's Advisory Committee in his Zone as such Chairpersons to call regular meetings of said committee;
  - c) Make a report of each District Governor's Advisory Committee meeting and send copies within five (5) days thereafter to Lions Clubs International and to the District Governor and Region Chairperson;
  - d) Play an active role in organizing new clubs and oversee performance of the activities and well-being of all clubs in his Zone;
  - e) Represent each club in his Zone any problems with District, Multiple District or Lions Clubs International;
  - f) Supervise the progress of District, Multiple District and Lions Clubs International projects in his Zone;
  - g) Endeavour to have every club within his Zone operating under a duly adopted club Constitution and By-Laws;

- h) Promote representation at International and District (Sub and Multiple) conventions by at least the full quota of delegates to which clubs in his Zone are entitled;
- i) Visit a regular meeting of each club in his Zone once or more during his term of office, reporting his findings to the Region Chairperson particularly with respect to weaknesses he may have discovered (copy to District Governor);
- j) Perform such other functions and acts as may be required of him by directives of the International Board of Directors.
- 2) In the event of the Zone Chairperson for any reason cannot or, in the judgment of the District Governor, does not perform the duties of his office, or in the event the office is for any reason vacated, the District Governor shall appoint a successor to serve for the unexpired term.

**See (8) District Cabinet:**

The District Cabinet shall:

- a) Assist the District Governor in the performance of his duties and in the formulation of administrative plans and policies concerning the welfare of the clubs within the District;
- b) Receive, from the Region/Zone/District Chairpersons or other assigned District Cabinet members, reports and recommendations concerning the Clubs and Zones;
- c) Supervise the collection of all per capita taxes by the Cabinet Treasurer, designate a depository (s) for said funds and authorize and ratify the payment of all legitimate expenses pertaining to the administration of the affairs of the District;
- d) Secure, semi-annually or more frequently, District financial reports from the Cabinet Treasurer;
- e) Provide for an audit of the books and accounts by the Cabinet Treasurer, with the District Governor's approval, set up definite schedule of dates, times and places of cabinet meetings to be held during the fiscal year;

- f) Propose resolutions of administrative / service activities to be considered by the Annual District Convention / Special Convention.

**Sec (9) Executive Committee :**

The Executive Committee of the District shall consist of District Governor, First Vice District Governor, Second Vice District Governor, Cabinet Secretary, Cabinet Treasurer, Region Chairpersons (if appointed), and any other District Cabinet Officers as designated by the District Governor.

The meeting of the Executive Committee shall be convened at the discretion of the District Governor

**See (10) Sergeant-at-Arms:**

The Sergeant-at-Arms shall maintain order and decorum at the respective conventions and meetings and perform such other duties as are incidental to his office under Robert's Rules of Order (Newly Revised).

**ARTICLE VI  
District Administration Fund**

**See (1) (a) District Revenue & District Audit:**

To provide revenue to defray the administrative expenses of the District, an Annual District administrative fund per capita tax of Rs. 300/= is hereby levied upon each member of each club in the District and shall be collected and paid in advance by each club in two (2) semi-annual payments as follows: Rs.150/- per club member before August tenth of each year to cover the semi-annual period from July 1 to December 31; and Rs.150/- per club member before February tenth of each year, to cover the semi-annual period from January 1 to June 30 with billings of the same to be based upon the roster of each club as of the first day of July and January, respectively. The said tax shall be paid to the cabinet Treasurer by each club in the District, except newly chartered and reorganized clubs, which shall collect and pay said per capita tax on a pro-rata basis from the first day of the second month following the date of their organization or reorganization, as the case may be.

**Sec (1) (b)**

The per capita tax shall be utilized for administrative expenses of the District, and to conduct seminars and workshops, pre cabinet meetings and to reimburse a part

of traveling expenses to District Governor, The First Vice District Governor, The Second Vice District Governor and District awards and shall be disbursed only upon approval by District Cabinet and as per the budget provisions.

Disbursement there from shall be by cheques drawn and signed by the District Cabinet Secretary or District Cabinet Treasurer and countersigned by the District Governor.

**Sec (2)**

- (a) On enrolment of a new member the District shall levy an entrance fee of Rs.100/- (Rupees One Hundred only) or any higher amount as fixed through a resolution moved and adopted by a majority of the delegates / alternates present and voting at the Annual District Convention or Special Convention.
- (b) The Executive Committee of the District shall have the right to waive or give concessions in the entrance fee of family and women membership.
- (c) The Executive Committee of the District shall have the right to waive or give concession in the District per capita due to the family and women membership depending upon that year's membership growth program of the District Governor.

**Sec (3)**

An amount of Rs.100/- (Rupees One Hundred Only) per member per year shall be collected at the beginning the fiscal year towards District Service Fund and District Governor is authorized to disburse the amount to Lions clubs service activities, deserving cases of individual, institutions, and to District level service projects of his/her choice.

**Sec (4)**

No entrance fee shall be levied by the District on charter members of newly organized clubs.

**Sec (5)**

Budget for Administration A/c be presented for each fiscal year and be approved in the first meeting of District Cabinet. In case of need, such budget is revised only by the approval of the District Cabinet. The District Governor

and his cabinet shall not incur obligations in any fiscal year resulting in an unbalanced or deficit budget.

**Sec (6)**

The District Governor shall, hand over, pay, transfer, all cash and bank balances of the District to his successor on the termination of office. The District bank accounts shall not be operated by the District Governor after his successor assumed office.

**Sec (7)**

The District Cabinet shall maintain its accounts on mercantile system and the annual final statements of accounts shall comprise of the Balance Sheet and Receipts and Payments Account incorporating therein the figures of the previous year, excepting the first year of the Lions District 324 A6.

**Sec (8)**

All expenditure shall be duly authorized by the District Governor except when specified otherwise and shall under no circumstances exceed the budget.

(a) There shall be an audit committee appointed by the District Governor comprising of 1 (one) Region Chairperson, 1 (one) Zone Chairperson and 1 (one) District Chairperson from out of the Members of the District Cabinet. This committee shall go into the transactions of the District Fund and vouch for the transparency of the District accounts maintained by the District Cabinet Treasurer and certify the same before presentation to the District Cabinet meetings. This committee will also assist the District Cabinet Treasurer in due discharge of his functions on regular basis and before the statutory auditor appointed by the District Cabinet

**Sec (9)**

The accounts shall be audited annually and if found necessary, at more frequent intervals by a Chartered Accountant or a firm of Chartered Accountants appointed by the cabinet. The audit of the accounts shall be completed within two months of the close of fiscal year and the Auditor's report and the annual financial statements of the accounts shall be sent to the International and to the Multiple council and circulated among all clubs in the District within sixty (60) days from

the close of fiscal year. The audited final accounts and financial report of the cabinet shall be placed before the session of the Annual District Convention next following and shall be made available to the delegates and the alternates attending the annual convention. It shall be the responsibility of the cabinet of the fiscal year to which the accounts relate to answer questions or give explanations on matters arising from discussion on the accounts in the session of the District convention. The District Cabinet of the fiscal year shall not be responsible to answer questions on the Audited final accounts except in the session of an Annual District Convention.

**Sec (10)**

Within sixty (60) days after the close of the Annual District Convention an official report thereof shall be mailed to Lions Clubs International and to each Lions Club in the District by the Cabinet Secretary.

**Sec (11)**

The fiscal year shall be July 1 through June 30 of the succeeding year.

**ARTICLE VII  
Seminars**

**Sec (1)**

There shall be a seminar / seminars for Presidents Elect, Secretaries Elect and Treasurers Elect conducted under the direction of the District Governor by District before the close of the fiscal year. The hospitality expenditure shall be met by registration fee collected from each of the participant.

**Sec (2)**

The President elect, Secretary elect and Treasurer elect of each Lions club in the District shall be entitled to attend the seminar / seminars.

No traveling and other expenses shall be paid to attendees of the seminar by the District.

**Sec (3)**

a) The District Governor shall direct Region Chairpersons, Zone Chairpersons and District Chairpersons wherever necessary to arrange for relevant seminars. The expenditure shall be met

as decided by the Organizers or as decided by the District Cabinet.

- b) The Chairperson of the seminar shall submit a brief report and the Receipts & Payments A/c to the District Governor and may circulate to the Members of the District Cabinet.

### **ARTICLE VIII**

#### **Nomination & Endorsement:**

##### **International Director & International Second Vice President Nominees**

###### **Sec (1) Endorsement Procedure:**

Subject to the provisions of the International Constitution and By-Laws, any member of a Lions club in the District seeking endorsement of a District Convention as a candidate for the office of International Director or 2nd Vice-President shall:

- a) Deliver (by mail or in person) written notice of intention to seek such endorsement to the District Governor and if this is a Sub-District of a Multiple District to the Multiple District Council Secretary no less than thirty (30) days prior to the convening date of the District Convention and no less than ninety (90) days prior to the convening date of Multiple Convention at which such question of endorsement is to be voted upon;
- b) Deliver with said notice of intention, evidence of fulfillment of the qualifications for such office set forth in the International Constitution and By-Laws.

###### **Sec (2) Nomination:**

Each notice of intention so delivered shall be transmitted forthwith by the District Governor to the Nomination Committee of the respective convention, which shall review and perfect the same by obtaining from each prospective candidate any additional evidence of such intention and qualifications as may be necessary under the International Constitution and By-Laws, and shall place the nomination(s) at the respective convention the name of each such prospective candidate who has fulfilled the said procedural and constitutional requirements.

###### **Sec (3) Seconding Speech:**

Each such nominee for endorsement shall be entitled to one seconding speech of no more than five (5) minutes in duration.

###### **Sec (4)**

The vote on the question of endorsement shall be by secret printed ballot unless there shall be only one nominee seeking the same in which case a voice vote shall be taken and declared endorsed if the vote is in favor of the candidate.

The candidate receiving the highest number of valid votes shall be declared endorsed (elected). In case of a tie on highest votes re-balloting shall be conducted before the adjournment of the convention between the tied candidates and the candidate getting the higher valid votes shall be declared endorsed (elected).

###### **Sec (5)**

The Sub-District which is holding the Multiple Convention shall not have a candidate proposed for endorsement for the post of International Director / International Second Vice-President to be voted upon for endorsement in that Multiple Convention.

###### **Sec (6) Certification of Endorsement:**

- a) Certification of endorsement shall be made in writing on forms provided by the International office by the District Governor and District Cabinet Secretary. The Certification of endorsement shall be addressed to the International office on forms provided by the International office and mailed so as to reach International office no less than thirty (30) days in case of International Director candidates and no less than ninety (90) days in the case of International Second Vice President candidate before the convening date of the International convention at which the endorsed candidate is to be voted upon. Certification of endorsement may be made by fax or e-mail, provided the same is confirmed by the required certification of endorsement document mailed within three (3) days after the fax. or e-mail is sent.

- b) Any endorsement shall be valid only for the two (2) succeeding International conventions following said endorsement where the member is otherwise eligible under the By-Laws or Constitution to be elected. During the term of validity of endorsement (i) no rescission shall occur, (ii) no other endorsement is valid and (iii) in the event of death ineligibility, withdrawals of the candidate, the original resolution of endorsement is null and void. No further certification or endorsement shall be required during the valid term of the endorsement.

**Sec (7) Candidacy Requirements for International Second Vice President:**

A Candidate for the office of International Second Vice President shall:

1. Be an active member in good standing of a Lions club in good standing.
2. Have completed or be completing his term, by election or appointment, as International Director.
3. Secure the endorsement of a convention of his District (Single, Sub and Multiple)
4. Secure certification of endorsement by his District (Single, Sub and Multiple) as provided in these By-Laws or Constitution. Such action shall tantamount to certification or endorsement for all higher offices in the association if said candidate is elected International Second Vice President.

**Sec (8) Candidacy requirements for International Director:**

A candidate for the office of International Director shall:

- a) Be an active member in good standing of Lions club in good standing.
- b) Have completed or be completing a full term or major portion thereof as District Governor of this association:
- c) Secure the endorsement of a convention of his District and Multiple in accordance with these By-Laws or Constitution.

- d) The endorsement made is valid for two successive International conventions.

**Sec (9) District Candidacy Requirements:**

No qualification in addition to those set forth in the International Constitution may be required of any candidate for any International office. Such procedures may not contain requirements which cannot be fully met in each year.

**Sec (10) 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 VIII have been met.

**ARTICLE IX**

**Rules of Convention & Special Convention**

**Sec (1)**

- a) The District Governor shall arrange the order of business for the District convention / Special Convention or any other meeting at the District level and the same shall be the order of the day at all sessions. Except for registration and certification hours which may not be changed, deviation from the announced order of business shall be made only with the consent of 2/3rds of the certified delegates assembled at any session at which a quorum is present.
- b) Rules of procedure shall be placed at the beginning of the first business session for adoption and the same shall be followed.
- c) Except as otherwise specially provided in the Constitution and By-Laws of this District or in the rules of procedure adopted for a meeting all questions of order and procedure in any District meeting or convention, any meeting of the District Cabinet, Region, Zone or a member club or any group or a committee of any of them shall be determined by **ROBERT'S RULE", OF ORDER, (NEWLY REVISED)"**.
- d) The Election Committee shall prepare a comprehensive report of the election results containing the following components; date, time

and place of election; specific voting results by candidates; signature of each committee member and observer(s). The District Governor and all the candidates shall be provided each a copy of the committee's report.

- e) Voting will take place at a pre-determined and announced place at a previously announced time. The starting and the closing of the balloting shall be announced.

**Sec (2)**

A District Governor candidate is required to get a simple majority vote to get elected. If a simple majority vote is not received in the election of the District Governor, vacancy shall occur and Article III see 9(d) of International By-Laws shall apply.

**ARTICLE X**

**Code of Conduct for Elections**

**Sec(1)**

a) A club in good standing can propose only one member each to contest for the office of the First Vice District Governor / Second Vice District Governor / District Governor.

b) No candidate proposed by a club shall seek election for the post other than his nomination as approved by the club.

**Sec (2)**

No brochure / pamphlet / appeal or any other written communication announcing or appealing for support of candidate for the office of the District Governor/ First Vice District Governor / Second Vice District Governor shall be sent/circulated prior to the issue of official call of the District Governor for the District Convention or thirty (30) days before the date of District Convention, whichever is earlier.

**Sec (3)**

The candidates, their supporters and club / clubs shall not be permitted to canvas at the venue at the time of commencement of voting.

**Sec (4)**

No publicity material seeking vote shall be permitted at the venue on the day of election.

**Sec (5)**

To maintain the image of Lions in the community, candidates, their supporters and club / clubs to refrain from any activity that may spoil the image of the organization.

**Sec (6)**

The candidates shall not canvas through media (including newspaper ads & T.V. Channels)

**Sec (7)**

Any club contravening this will be debarred from taking part in the voting and any candidate contravening this provision shall be disqualified.

**ARTICLE XI**

**General**

**Sec (1)**

All the clubs in the District shall submit necessary information to the District as provided in the Constitution and By-Laws of Lions Clubs International, Multiple and District. They shall also provide necessary information whenever sought by the District Governor or his cabinet.

**Sec (2) Dispute Resolution:**

The Clubs in the District shall pursue all complaints, disputes or claims according to the terms and conditions of rules of procedure adopted from time to time by the International Board of Directors.

**Sec (3)**

All disputes arising between any member or members, or a former member or members, and the clubs, or any officer on the Board of the club, relating to membership, or the interpretation, or breach of, or application of the clubs Constitution and By-laws or the exclusion of any member from the club, or any other matter which cannot be satisfactorily resolved through other means shall be settled by dispute resolution as formulated by the Lions Clubs International from time to time.



## ARTICLE XII

### By-Laws Effective Dates & Amending Procedure

#### Sec (1)

These By-Laws shall come into full force immediately after District Convention / Special Convention at which the same is adopted by the affirmative vote of majority votes cast.

#### Sec (2)

These By-Laws may be amended only at a District Convention / Special Convention by resolution reported by the committee on Constitution and By-Laws and adopted by a majority of the votes cast in a meeting where at least twenty (20) certified delegates / alternates are present

#### Sec (3)

No amendment shall be so reported or voted unless the same shall have been furnished in writing to each club in the District not less than fifteen (15) days prior to the convening date of the Annual District Convention / Special Convention with notice that the same shall be voted upon at the said convention.



## Lions Code of Ethics

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

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

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

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

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

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

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

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

