

**THE INTERNATIONAL ASSOCIATION
OF LIONS CLUBS
DISTRICT 201N1 CONSTITUTION AND BY-LAWS
(As amended October 2011)**

ARTICLE I

NAME

SECTION 1. This organisation shall be known as District 201N1 of the International Association of Lions Clubs. (Hereinafter referred to as "**Lions Clubs International**").

SECTION 2. This District shall identify itself as the District of the Lions Clubs of Northern New South Wales with the official District motto: "**From Sweeping Plains to Jewel Sea**".

SECTION 3. The Objects of the District shall be to provide an administrative structure with which to advance the purposes and objects of the Association within the boundaries of the District.

ARTICLE II

MEMBERSHIP

SECTION 1. The members of this District shall be all Lions Clubs of this District Chartered by Lions Clubs International.

ARTICLE III

BOUNDARIES OF THE DISTRICT

The boundary lines of this District shall include the following Local Government areas as shown on the map of Local Areas in New South Wales.

City of Armidale Dumaresq	Bellingen	Clarence Valley
City of Coffs Harbour	Glen Innes	Great Lakes
Gunnedah	Gwydir	Guyra
Port Macquarie Hastings	Inverell	Kempsey
Liverpool Plains	Moree Plains	Nambucca
Narrabri	Severn	Tamworth Regional
City of Greater Taree	Uralla	Walcha
Former Murrurundi Shire.	Walgett (Part)	

ARTICLE IV

DISTRICT ORGANISATION

SECTION 1. Cabinet Officers.

- (a) The District shall have a District Cabinet composed of the District Governor, the Immediate Past District Governor, the First Vice District Governor, the Second Vice District Governor, the Region Chairmen (if appointed), the Zone Chairmen, a Cabinet Secretary, a Cabinet Treasurer and such District Chairmen as shall be appointed by the District Governor. The members of the District Cabinet shall be the Officers of the District. Each such Officer shall be a member in good standing of a Lions Club in good standing in the District.
- (b) The District Governor shall be elected at the annual convention of the District. He shall appoint by the time he takes office a Cabinet Secretary, a Cabinet Treasurer, or Cabinet Secretary/Treasurer, one Region Chairman for each Region, one Zone Chairman for each Zone in the District, and may appoint such District Chairmen as may be deemed necessary for the proper administration of the District.
- (c) With the exception of the District Governor, any vacancy in any District Office, or if any District Officer ceases to be a member of a Club in District 201N1, Region or Zone, as the case may be, that Officer's term of office shall cease, the District Governor shall appoint a successor to that office, with the exception that in the case of the First Vice District Governor, the Second Vice District Governor shall advance to be First Vice District Governor and a successor to the Second Vice District Governor will be appointed by the District Governor in accordance with the provisions of Article VII Section 2 (f) (ii) of the District Constitution.
- (d) No salary shall be paid to any officer of the District.

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 preceding International Convention. Ten (10) days written notice of meetings setting forth a date, time and place determined by the District Governor, shall be given to each member by the Cabinet Secretary.
- (b) Special: Special meetings of the Cabinet may be called at the discretion of the District Governor, and shall be called upon written requests made to the District Governor or the Cabinet Secretary by a majority of the members of Cabinet. Not fewer than five (5) nor more than ten (10) days written, faxed or telegraphic notice of special meetings, setting forth the purposes thereof and a date, time and place determined by the District Governor shall be given to each member by the Cabinet Secretary.
- (c) Quorum and Vote: The attendance of a majority of the members of the Cabinet shall constitute a quorum for any meeting thereof.
- (d) The District Cabinet is the deliberative and assisting body to the District Governor in the formulation of the administrative plans and policies affecting the welfare of Lionism within the District. Members of Cabinet shall have such voting rights as are determined by the District Governor.

SECTION 3. Regions and Zones.

- (a) The District Governor shall where possible divide the District into Regions of no more than sixteen (16) and no fewer than ten (10) Lions Clubs and each such Region into Zones of no more than eight (8) and no fewer than four (4) Lions Clubs, giving due regard to the geographical locations of the Clubs and the probability of extension. All such Regions and Zones shall be subject to change by the District Governor when, in his sole discretion he shall deem the same necessary to the best interests of Lions Clubs International.

SECTION 4. District Committees.

- (a) District Governor's Advisory Committee: In each Zone, the Zone Chairman and the Presidents and Secretaries of the Clubs in the Zone shall comprise a District Governor's Advisory Committee, with the Zone Chairman as Chairman thereof. At a date, time and place called by the Zone Chairman, this Committee shall hold a first meeting within sixty (60) days after the adjournment of the preceding International Convention, a second meeting in the month of November and a third meeting in the month of March.
- (b) District Governor's Honorary Committee: The District Governor may appoint a District Governor's Honorary Committee composed of Past International Officers who are members in good standing of Clubs within the District. This Committee shall meet when and as called upon by the District Governor.

SECTION 5. Paraphernalia.

District 201N1 Cabinet shall purchase all necessary paraphernalia for a newly formed Club. The cost shall be equally divided among the Clubs of the District according to membership thereof, at such price as Cabinet shall fix from time to time, provided however that Clubs within the Region of the newly formed Club shall be given the opportunity of purchasing and individually donating specific items of equipment if they so desire.

ARTICLE V
DISTRICT ADMINISTRATION FUND

SECTION 1.

- (a) To provide revenue to defray the administrative expenses of the District, annual District Administration Fund per Capita Dues of **\$22.00** shall be levied upon each member of each Club in the District, to be collected and paid in advance by each Club in two (2) semi-annual payments as follows; one half thereof per Club member by August the tenth each year to cover the semi-annual period 1 July to 31 December, and the remaining one half thereof per Club member by February the tenth of each year to cover the semi-annual period 1 January to 30 June, with the billing based upon the registered membership on the first day of July and January respectively.
- (b) This fund shall be disbursed only for administrative expenses of the District and only upon approval of the District Governor. Disbursements therefrom shall be by cheque drawn and signed by not less than two Cabinet Officers appointed for this purpose by the District Governor. The Cabinet Secretary and the Cabinet Treasurer shall be two (2) of the Officers so appointed.

SECTION 2.

Of the annual District Administration Fund per Capita Dues the sum of:

- (a) \$3.00 shall be set aside to pay for all expenses involved in producing and dispatching to Clubs the District Newsletter for six (6) bi monthly issues.
- (b) \$4.00 shall be set aside for administrative expenses of the District Convention;

These funds to be distributed in the following manner:

- (i) An initial advance of \$3000.00 to be made to the club holding the Convention to help defray expenses associated with the Convention. A further advance to be made after the collection of the First Semi Annual dues and such advance to make the total advance equal to \$3.50 per member. The additional \$0.50 per member to be disbursed as follows.
- (ii) \$0.50 per member to be made available to help cover entertainment costs at the Multiple District Convention and this to be at the discretion of the District Governor.
- (c) Other funds: Such further amounts as Cabinet shall from time to time determine shall be transferred from membership fees into any other administrative fund established by Cabinet.

SECTION 3.

- (a) From the District Administration Fund the District Governor will be allowed a sum equal to \$1.00 per member at each 1 July and 1 January during his term of office to defray the expenses of the District Governor other than those for which he is reimbursed by the International Association of Lions Clubs.
- (b) In addition thereto the District Governor may be reimbursed as a District Administrative expense for his personal accommodation expenses (not exceeding five (5) nights) incurred while attending the Multiple District Convention. The District Governor shall not be reimbursed for any other expenses incurred by him unless his claim for reimbursement shall be approved by the District Cabinet at a regular meeting thereof.
- (c) Expenses in excess of those reimbursed by Lions Clubs International in connection with official visits to Clubs within the District shall not be considered a District Administrative expense.
- (d) (i) Expenses incurred by the District Governor elect in attending no more than two (2) Multiple District 201 Council meetings and the Multiple District Convention (within Australia or Papua New Guinea) prior to the International Convention shall be considered a District Administrative expense.
- (ii) Expenses incurred by the First Vice District Governor elect in attending the training seminar only prior to the Multiple District Convention shall be considered a District Administrative expense.
- (e) Expenses of the Cabinet Secretary in connection with attending the Multiple District 201 Convention and necessary Multiple District 201 Council meetings (within Australia and Papua New Guinea) shall be considered a District Administrative expense.
- (f) Expenses for the partners of the District Governor, the District Governor elect and District Officers shall not be considered a District Administrative expense.
- (g) The expenses of the above authorised District Officers attending Multiple District Council Meetings and the Multiple District Convention shall be reimbursed as follows:
- (i) Air fare as per ticket, or car allowance as per rules laid down by Multiple District Council, whichever is cheaper.
- (ii) Single accommodation as per rules laid down by Multiple District Council.

(iii) Single Hospitality Book.

(iv) Meal expenses as per the rules laid down by the Multiple District Council.

SECTION 4. In any fiscal year any balance remaining in the Convention Fund in excess of five thousand dollars (\$5,000.00) after payment of all convention expenses of that year or accumulated, shall be used by future District Convention organising committees to off-set the cost of hospitality.

SECTION 5. The District Governor and his Cabinet shall not incur obligations in any fiscal year which will result in expenditure greater than income during the said fiscal year plus accumulated funds from previous years, or result in an overdrawn bank account at any time.

SECTION 6. The Cabinet Secretary and Treasurer shall be bonded.

SECTION 7.

(a) There shall be an audit of all books and accounts of the District after the close of each financial year. The Auditor shall be appointed by Cabinet. No person shall be appointed as Auditor unless he is a Registered Company Auditor or a member of the Australian Society of Accountants or of the Institute of Chartered Accountants or any professional body succeeding either of those bodies. The Auditor shall not be a member of a Lions Club in this District. The audit shall be completed in such time as to enable the audited statement to be presented to the incoming District Governor and forwarded to Lions Clubs International and to each Club within the District within sixty (60) days of the close of the fiscal year.

(b) At the time of the annual audit for District it will be the responsibility of the District Governor to hand to the Auditor the International Constitution, the Multiple District Constitution, the District 201N1 Constitution, the rules of Audit as established by the International Board of Directors and the District 201N1 Minute Book.

ARTICLE VI
DISTRICT CONVENTION

SECTION 1. An Annual Convention of the District shall be held in each year prior to the International Convention at a place selected by a previous annual convention of the District and at a date and time fixed by the District Governor.

SECTION 2. The District Governor shall receive invitations in writing from places desiring to host the annual convention. All invitations shall set forth such information as the District Governor shall from time to time require and shall be delivered to the Cabinet Secretary no later than sixty (60) days prior to the convening date of the convention at which they are to be voted upon. Procedure to be followed in investigation of bids and in presentation of the same to conventions, as well as action to be taken by a convention in the event that no bids are acceptable to, or received by, the District Governor shall be determined by the District Governor.

SECTION 3. The members of the District Cabinet shall be officers of the Annual District Convention.

SECTION 4. A Convention Sergeant-at-Arms shall be appointed by the District Governor.

SECTION 5. Each chartered Club in good standing in Lions Clubs International and the District shall be represented by one or more delegates at the Annual District Convention and shall be entitled in each such convention to one voting delegate and one alternate for each ten members, or a major fraction thereof, of said Clubs as shown by the records of the International office on the first day of the month last preceding that month during which the convention is held. The major fractions referred to in this section shall be five or more members. Each certified delegate present in person may cast one vote only on each issue to be voted on by members of said convention. Unless otherwise specified herein, the affirmative vote of the majority of the delegates voting on any question shall be the decision of the convention. Note: For an October Convention, the number of Delegates and Alternates is based upon a club's membership in the International Records Office as at the 1st September prior to said Convention. Since the August MMRs are recorded on International Records *after* 1st September, any entitlement is based upon the membership reported on the July MMR, provided that the membership so counted contains only members who have been financial for a minimum of one year and one day.

SECTION 6. Each Past District Governor who is a member of a Club within the District shall be a delegate of the convention with full rights as such independent of the ordinary Club quota of his Club.

SECTION 7. 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 8. The District Governor shall retain and have power to change at any time, for good reason, the convention site chosen by a previous District Convention, and neither the District Governor, nor the District, nor any member of the District Cabinet shall incur any liability thereby to any Club or Club member in the District.

SECTION 9. Within sixty (60) days after the closing of the Convention an official report of the Convention proceedings and audited financial reports shall be mailed to Lions Clubs International and to each Club in the District by the Cabinet Secretary.

SECTION 10. Such hospitality fee as the District Governor shall set may be collected under procedures set by the District Governor, from each delegate, alternate, Lion, partner and guest attending the District Convention to defray the actual cost of convention meals and entertainment.

SECTION 11. Such fees as may be set for hospitality shall not be collected from the District Governor, the Cabinet Secretary, the Cabinet Treasurer, the Convention Committee Chairman, official guests of the Convention and partners of the persons mentioned herein.

SECTION 12. No registration fee shall be charged any person attending the Convention.

ARTICLE VII
CONVENTION MOTIONS

SECTION 1. Subject to Section 6 hereof the only motions to be considered at a Convention shall be those which :

- (a) Have been submitted in writing to the Cabinet Secretary not less than sixty (60) days prior to the date of the opening of the Convention by a Club within the District and which are signed by a Club's President or Secretary; or
- (b) have been approved by Cabinet for submission to the Convention not less than sixty (60) days prior to the date of the opening of the Convention.

Provided that the limit of sixty (60) days shall be increased to ninety (90) days in the case of any motion to establish a District Project.

ELECTION OF DISTRICT GOVERNOR AND FIRST AND SECOND
VICE DISTRICT GOVERNOR

SECTION 2.

- (a) The delegates attending the Annual District Convention shall at each Convention elect a District Governor, a First Vice District Governor and a Second Vice District Governor for the following financial year by secret ballot by the preferential system of voting as set out in the Commonwealth Electoral Act for the election of Members of the House of Representatives.
- (b) Qualifications:
No person shall be entitled to be elected as District Governor or as First or Second Vice District Governor unless:
 - (i) Qualified in accordance with the provisions of the Constitution of the Association.
 - (ii) Nominated by his or her Club and such nomination is certified in writing by the President or Secretary of the Lions Club of which the nominee is a member (or is endorsed by the majority of the Lions Clubs in the District and such endorsement is certified in writing by the President or Secretary of such Clubs) and such certification or endorsements (as the case may be) together with the nominee's written consent is delivered to the Cabinet Secretary at least sixty (60) days prior to the date fixed for the opening of the District Convention; if no nominations are received by the constitutional time, then nominees shall be called from the floor of the convention.
 - (iii) The District Nominations Committee, or such other persons or committee appointed by the District Governor of the day for that purpose, shall have confirmed the nominee's eligibility.
- (c) Notice to Clubs.
The Cabinet Secretary shall post or deliver written advice of the persons nominated to each Club in the District thirty (30) days prior to the opening date of the District Convention.
- (d) Speeches.
At any Convention where an election is to be held a nominating speech on behalf of each candidate shall be made by a delegate to the Convention selected by the candidate. The nominating speech shall not exceed four (4) minutes for each candidate and a warning signal shall be given thirty (30) seconds before such time elapses. A candidate's speech shall be limited to five (5) minutes and a warning signal shall be given thirty (30) seconds before such time elapses.

- (e) No Contest.
Where only one eligible candidate is nominated in accordance with the provisions of this Section the District Governor shall conduct the election by secret ballot and, if the election of the candidate is approved by the District Convention, the District Governor shall declare such candidate duly elected and invite that candidate then to address the Convention. The District Governor may invite a delegate selected by the nominee to introduce the nominee to the Convention.
- (f) No Nominations.
 - (i) Should no proper nomination have been made for the District Governor under Clause (b) of this Section or should the only qualified nominee die or withdraw prior to the time of the matter being dealt with at the Convention, the International Board will fill this vacancy in accordance with the provisions of the International Constitution and By-Laws. In filling the vacancy the Board will consider, but is not bound by, any recommendation resolved at a meeting of all members of the existing Cabinet and all Past International Officers who are in good standing of a Club in good standing in the District.
 - (ii) Should no proper nomination for the Office of First and/or Second Vice District Governor be received in the manner described in Article VII Section 2 (b) (ii), or should the only qualified nominee/s die or withdraw prior to the time of the matter being dealt with at the Convention, a committee comprising the personnel described in the International Constitution By-Laws provisions for the nomination or replacement of a District Governor and including additionally the District Chairmen of the District Cabinet of the day shall recommend a replacement candidate/s to be appointed by the District Governor.
- (g)
 - (i) All candidates will be entitled to one scrutineer to be his/her representative during the counting of ballots cast in any election for office under the provisions of this Constitution.
 - (ii) Each appointed scrutineer may examine any ballot cast and is entitled to lodge an objection to the inclusion of any ballot paper.

DIRECTORS OF THE NSW-ACT SAVE SIGHT AND HEALTH CARE FOUNDATIONS

SECTION 3.

- (a) Voting. The delegates attending the District Convention shall at each Convention elect one Director for the following three (3).years term by secret ballot by the preferential system of voting as set out in the Commonwealth Electoral Act.
- (b) Retirement of Directors. In accordance with Clause 36 of the Articles of the Foundations one Director of each District by rotation (after serving his three year term) retires.
- (c) Eligibility for Re-election. The retiring Director is eligible for re-election.
- (d) Eligibility for Election. No person shall be entitled to be elected as a Director of the NSW-ACT Save Sight and Health Care Foundations unless
 - (i) He is nominated and seconded by Lions in good standing, who are members of a Club that is in good standing.
 - (ii) Nominations in writing and/or faxed together with the nominee's written consent must be in delivered to the Cabinet Secretary at least sixty (60) days prior to the date fixed for the opening of the District Convention.
- (e) No Nominations.
 - (i) Should no proper nominations have been made under Clause (d) of this Section or should the qualified nominee die or withdraw prior to the time of the matter being dealt with at Convention then nominations should be sought from the floor from delegates at the Convention.
 - (ii) Such nominations must be made at the time designated on the programme for that purpose on behalf of members who shall have signified their willingness to stand for election.
- (f) Nominating Speech. Where an election is to be held, a nominating speech on behalf of each candidate shall be made by a delegate to the Convention selected by the candidate. The nominating speech shall not exceed four (4)minutes for each candidate and a warning signal shall be given thirty (30) seconds before such time elapses.
- (g) That the elected Director/s of the NSW/ACT Save Sight & Health Care Foundations, shall present an annual verbal report to and at the District N1 Convention on the operation of the said Foundations.

PROJECTS

SECTION 4. Any motion to establish a District Project must contain full organisational details of the Project and the financial responsibilities of the Clubs within the District which decide to participate in the Project, and where the details of a District Project are being amended, such motion must contain sufficient information to identify the effect of the amendment on the organisational details of the project and the financial responsibilities of the participating Clubs.

NOTICE TO CLUBS

SECTION 5. The Cabinet Secretary shall post or deliver to all Clubs within the District a copy of all motions to be placed before the Convention (and the basic information submitted on a motion relating to a District Project) at least thirty (30) days (or in the case of motions to establish a District Project at least sixty (60) days) prior to the opening date of the Convention.

LATE NOTICES

SECTION 6. Notwithstanding any of the provisions of this Article a Motion (except any motion of a Constitutional nature or concerning the adoption of a District Project activity of any nature) may be considered by the Convention as a Late Notice of Motion provided that:

- (a) (i) it arises as the result of debate or action taken at the Convention relating to a motion received in time ; or
(ii) it arises as the result of a recommendation contained in an official forum report to the Convention on a matter pertaining to a topic scheduled for discussion at that forum ; or
(iii) it relates to a happening or event occurring between the due date for lodgement of motions and the commencement of the Convention and is approved by the District Governor as a proper matter for inclusion in the agenda of the Convention as a Late Notice of Motion, and.
- (b) at least two thirds of the delegates present and voting support the admission of such a motion to the Convention programme or agenda ; and
- (c) the Late Notice of Motion is supported by a written submission signed by the President of a Lions Club on behalf of his Club, or by the District Governor,
- (d) a copy of such Late Notice of Motion is printed and distributed, or displayed, to Delegates prior to consideration by the Convention.

DELEGATES VOTING

SECTION 7. A vote on any question can be cast only by a delegate present (which for the purpose of this Article includes alternate delegates acting as delegates).

ARTICLE VIII

AMENDMENTS TO CONSTITUTION

SECTION 1. This Constitution may be amended only at a District Convention by resolution adopted by the affirmative vote of two-thirds (2/3) of the votes cast.

SECTION 2. No amendment of this Constitution shall be voted upon unless the same shall have been furnished in writing to each Club no less than thirty (30) days prior to the convening date of the Annual Convention with notice that the same will be voted upon at said Convention.

SECTION 3. The Convention Committee shall cause to be printed in the official programme of the District Convention the Articles, Sections and Clauses of the District Constitution and By-Laws to be amended by relevant Notices of Motion for decision at District Convention.

ARTICLE IX

BY-LAWS

Subject to the International Constitution and By-Laws; to the Multiple District Constitution and By-Laws and to this District Constitution, the District Cabinet shall have the power to make such By-laws as it shall deem necessary with respect to the conduct and administration of the District Constitution, and for the purpose of carrying out its duties under such Constitutions. District Cabinet may repeal or amend such By-Laws.

ARTICLE X

EFFECTIVE DATE

Any motion carried at Convention, including amendments to the Constitution and By-Laws, shall take effect at the close of that Convention unless otherwise specified in that Motion.

ARTICLE XI

Where the specific requirements of constitutional matters are not provided for under this Constitution and By-Laws, the provisions of the Constitution and By-Laws of Multiple District 201 and the International Association of Lions Clubs shall apply.

ARTICLE XII
SUSPENSION OR CANCELLATION OF CLUB CHARTER

SECTION 1. Where the Charter of any Club within the N1 District is cancelled by the Association the property of the Club including all moneys standing to its credit at any Bank and all other funds shall forthwith vest in the District Governor on behalf of this District who may receive all property, moneys and funds and give all necessary receipts and discharges to any person or persons or incorporation for the time being holding such property, moneys or funds. The District may (if approved by Cabinet) satisfy any liabilities of such Club and dispose of nett assets of such Club (if any) for the benefit of the District and the area in which the Club is situated subject nevertheless to the law for the time being in force in this State.

SECTION 2. Status Quo. Where any Chartered Club within the District is placed in Status Quo by the Association for any period the District Governor may instruct the Club's bankers to suspend all operations on the Club's bank account and during such period no moneys may be withdrawn from the Club's accounts without the written consent of the District Governor.

ARTICLE XIII
DISTRICT DISPUTE RESOLUTION

All disputes relative to membership, club boundaries, of interpretation, breach of, or application of the District Constitution and By-Laws, or any policy or procedure adopted from time to time by the District Cabinet, or any other matter that cannot be satisfactorily resolved through other means arising between any clubs in the District, or any club(s) and the district administration shall be settled by the following form of dispute resolution.

Any party to the dispute may file a written request with the District Governor asking that dispute resolution take place. Within fifteen (15) days, the District Governor, with the approval of the District Cabinet, shall appoint a panel of three conciliators to hear the dispute. The conciliators shall be Lion leaders, preferably Past District Governors from within the District, who are members in good standing in clubs of good standing, other than a club which is a party to the dispute. Each party to the dispute will name one conciliator to the panel, and the conciliators will name a third conciliator who will serve as Chairman. In the event that the conciliators cannot agree on the appointment of the conciliator/chairman, the District Governor's decision relative to the appointment of the conciliator/chairman shall be final and binding.

Upon being selected, the conciliators shall arrange a meeting of the parties for the purpose of conciliating the dispute. The meeting shall be scheduled within thirty (30) days of the appointment of the conciliators. The objective of the conciliators shall be to achieve a prompt and amicable resolution of the dispute. If such conciliation is unsuccessful, the conciliators shall have the authority to issue their decision relative to the dispute, which decision shall be final and binding on all parties.

LIONS CLUBS INTERNATIONAL
DISTRICT 201N1 BY-LAWS
UNDER DISTRICT CONSTITUTION
ARTICLE 1
District Nominations and Elections

SECTION 1. (i) In the event of a vacancy in the office of District Governor the First Vice District Governor is to act until the vacancy is filled in accordance with the provisions of the International Constitution and By-Laws. The remaining Cabinet Officers and members of the District Governor's Honorary Committee shall convene a date, time and place called and determined by the Immediate Past District Governor to select a replacement for recommendation to the International board of Directors.

(ii) In the event of a vacancy in the offices of both First and Second Vice District Governor a qualified candidate may choose to nominate for each office. In such event the nomination for the office of Second Vice District Governor shall be deemed to be withdrawn if that candidate is elected to the office of First Vice District Governor. An election for the office of First Vice District Governor shall be conducted prior to the election of the office of Second Vice District Governor.

ARTICLE II
Duties

SECTION 1. Duties of District Officers shall be specified in Lions Clubs International handbook, "District Governor's Manual".

ARTICLE III
District Officers Re-imburements

SECTION 1.

- (a) District Officers may claim for re-imburement of petty cash expenses legitimately incurred as a consequence of their duties.
- (b) All such claims should reach the Cabinet Secretary no later than 31st May annually and shall fully detail each item for which a claim is made and the reason for the expense.
- (c) The District Governor, in consultation with the Cabinet Secretary and Treasurer, determine the amount of re-imburement if any, to be made to each officer submitting a claim.

ARTICLE IV
Destruction of Records

SECTION 1.

Subject to the prior approval of the District Governor, the Cabinet Secretary, Cabinet Treasurer and other District Officers, at the conclusion of their year in office, may destroy papers, banking records and other correspondence exceeding seven years in age, provided that complete records shall at all times be retained in perpetuity of: Cabinet Minutes and District Conventions.

ARTICLE V
Convention Committees

SECTION 1.

The District Governor shall in consultation with the District Governor-elect appoint the designate Chairman of, and fill any vacancies occurring in, the Convention Organising Committee, and in any of the following District Convention Committees: Resolutions, Elections, Constitution and By-Laws, Nominations, Rules of Procedure.

SECTION 2.

The Credentials Committee of the District Convention shall be composed of the District Governor as Chairman, the Cabinet Secretary, and two other Lions of the District appointed by the District Governor.

SECTION 3.

These committees shall perform such duties as the District Governor shall delegate.

ARTICLE VI
Rules for Convention Procedure

SECTION 1.

The District Governor shall arrange the Order of Business for the District Convention, and the same shall be the order of the day for all sessions.

SECTION 2.

Except as otherwise specifically provided in this Constitution and By-Laws, or in the Rules of Debate and Procedure adopted for a meeting, all questions of Order and Procedure in any District meeting or Convention, any meeting of the District Cabinet, a Region, Zone or any group or committee of any of them shall be determined by Joske's, "The Law and Procedure at Meetings in Australia".

Rules of Debate and Procedure

SECTION 3.

Preliminary.

1. These rules shall be self-sufficient except that in the case of a situation arising not covered by these Rules, that situation shall where necessary, be remedied by recourse to "The Law and Procedure at Meetings in Australia" by P.E.Joske.
2. These Rules are designed to permit their adoption by Clubs in addition to their use by District.
3. These Rules in no way limit or exclude the prerogative rights of a District Governor within his own District.

Definition.

4. Chairman: Unless otherwise provided in these Rules, Chairman means any person presiding over a properly constituted meeting; and includes the Chairman of Committees, District Governor and Club Presidents where applicable.
5. Committee: Means any properly constituted Committee, or "Committee Sessions" into which any District Convention may be divided for the purpose of facilitating business.
6. Plenary Session: "Plenary Session" means the main business sessions at Convention.
7. Delegate: Delegate means any properly accredited registered Delegate at a Convention and a properly appointed registered accredited alternate Delegate when acting as a Delegate.

General.

8. Quorum: A meeting shall not commence, or if commenced shall be adjourned by the Chairman if :

- (a) a majority of the members is not present at a Regular Club Meeting or a Club Board of Directors meeting; or
 - (b) a majority of the Delegates is not present at a Plenary Session of a Convention; or
 - (c) in the opinion of the Chairman, a representative number of the members of a Committee is not present.
9. Order of Business: Except in the case of a resolution to Suspend Standing Orders, business at any meeting shall be conducted strictly in accordance with the business paper or agenda prepared by the Secretary or other proper officer in conjunction with the Chairman, except that where notices of motion are materially related they may, at the discretion of the Chairman, be dealt with consecutively.
10. Minutes: A comprehensive and accurate record of any meeting shall be kept by the Minute Secretary, Secretary or other appointed Officer, and shall be recorded in a book known as a Minute Book which shall, upon confirmation at that or subsequent meeting, after necessary alterations and amendments have been duly made, be signed by the Chairman.

Power and Duties of the Chairman.

11. The Chairman shall preside over and control a meeting, and may require any speaker to resume his seat if he speaks over his time or does not keep to the point under discussion.
12. The Chairman may exercise his ordinary vote but shall not have a casting vote.
13. In the event of the voting on a motion, or an amendment to a motion being equally divided, the Chairman shall rule in such a way as to preserve the status quo.
14. Notwithstanding what appears elsewhere in these Rules, the Chairman may at any time request the approval of the meeting :
- (a) to suspend Standing Orders, for a definite proposal stated by him;
 - (b) to adjourn a matter under discussion to later in the order of business or to some other time;
 - (c) to grant leave to a person who is not a Delegate or member, to address the meeting;
 - (d) to terminate the debate if in his opinion reasonable discussion has taken place.
15. The Chairman may at his discretion refuse to accept notices of motion, motions and/or amendments, if in his opinion;
- (a) they are ambiguous ; or
 - (b) they are unconstitutional ; or
 - (c) they are invalid ; or
 - (d) their meaning is obscure.
16. The Chairman may at any time refuse to accept such formal motions as are permitted by these Rules, if in his discretionary judgement, they are contrary at that time to the interests of the meeting.
17. During the course of any meeting, the Chairman may require notices of motion, motions and/or amendments to be given in writing, and require any motion or amendment to be divided.

Points of Order.

18. Points of order may be raised by any delegate or member at a meeting at any time, and shall be immediately ruled upon by the Chairman.
19. In the event of a dispute arising on a matter of procedure, the Chairman shall give a ruling and such ruling shall be final, but subject to Rule 20.
20. If upon a properly framed motion which must be accepted and put to the meeting, the Chairman in the opinion of at least three-quarters of the delegates or members present and voting has in his conduct of the meeting been guilty of improper conduct, the Chairman shall forthwith accept the motion and vacate the Chair and the meeting shall be continued under the Chairmanship of some other qualified person appointed for that purpose.

Late Notices of Motion.

21. Late notices of motion may be dealt with only after the approval of a two-thirds majority of the delegates or members present and voting at a meeting. Such approval may be sought by the Chairman, at his discretion, either in a group of late notices of motion or singly.

Substantive Rules of Debate.

22. Motion: A motion shall be affirmative in form and shall be the property of a meeting when it has been moved and seconded and accepted by the Chairman. A seconder of any motion or amendment shall not be entitled to reserve his speech. A motion after being seconded cannot be withdrawn without the seconder's permission.
23. Time Allotted for Speaking: Except where otherwise or constitutionally provided, the mover of a motion shall be permitted to speak for no longer than five minutes whilst any other speaker shall be permitted to speak for no longer than three minutes, provided that subsequent extensions of a duration of three minutes each may be permitted with the approval of the meeting.
24. Amendments: An amendment to a motion shall become the property of a meeting when it has been duly moved and seconded and accepted by the Chairman. Such amendment may add to, or alter, but shall not directly negate the original motion or be of such nature that the original motion loses its identity.
25. Only one amendment to a motion at a time shall be dealt with although a further amendment may be foreshadowed. No amendment of an amendment shall be permitted.
26. Amended Motion: If an amendment is passed, then the motion as amended shall become the motion before the meeting and is capable for a further amendment. If the amendment is defeated, the motion remains the motion before the meeting.
27. Right of Reply: The mover of a motion shall be entitled to a right of reply which must be exercised immediately prior to the motion being finally put to the vote. The subject matter of the reply must be limited to matters raised in opposition and shall not include new material. The mover of an amendment shall have no right of reply thereto.
28. No person not being either a Delegate at any Convention or a member at another meeting may move or second a motion or an amendment or cast any vote.
29. Order of Speakers: The Chairman shall permit to speak the mover and seconder of a proposition, and then alternate one speaker against one speaker for the proposition provided that at a Convention, a majority of delegates may direct the Chairman to call upon two speakers for and two speakers against the proposition alternately.
30. Recognition of Speakers: A person wishing to speak to a motion or an amendment shall, in a Plenary Session, rise to his feet but remain in his place until recognised by the Chair, and in a committee shall raise his right hand until so recognised.
31. Subject Matter: The person speaking upon a motion or amendment shall confine himself strictly to the subject matter of that motion or amendment; and in the event of a failure to do so, shall accept lawful directions from the Chair.
32. Limitations Upon Speakers: Except by way of explanation, or by way of query, or by way of answering a question directly put (and in each case with the permission of the Chair), no person other than the mover shall speak more than once upon a motion.
33. No person may move or second more than one amendment to each motion. He may however speak with regard to amendments moved by others.
34. Interruption to Speakers: Apart from powers exercised by the Chair, a speaker may only be interrupted by:
(a) the raising of a Point of Order; or
(b) a motion, "That the question be now put"; or
(c) a motion, "That the speaker be no longer heard".
35. Recommittal: Upon it being properly moved and seconded and passed by a two-thirds majority of delegates or members present and voting, it shall be competent for a motion previously dealt with at THAT meeting to be reopened and recommitted for further decision provided however, that no motion shall be recommitted, if, in the opinion of the Chairman, sufficient steps have been taken to implement the terms of that motion, the retraction or material alteration of which would be prejudicial.

36. Rescission: At any time a resolution may be rescinded upon a motion to rescind being properly moved and seconded and passed by a two-thirds majority of the delegates or members present and voting, provided however that no resolution shall be rescinded if, in the opinion of the Chairman, sufficient steps have been taken to implement the terms of that resolution, the rescission of which would be prejudicial.
37. Incorporation of an Amendment: The mover and seconder of a motion may, by mutual agreement, incorporate a proposed amendment into their motion. Motions and amendments can only be withdrawn when the majority of those present consent.

Formal Motions.

38. In the proper exercise of his discretion, the Chairman may refuse to accept any formal motion. No formal motion may be moved or seconded by anyone who has moved, seconded or already spoken on the matter under consideration.
39. Speaking to a Formal Motion: A formal motion having been moved, the Chairman may at his discretion refuse discussion or permit short concise discussion, strictly limited to the subject matter of the motion itself.
40. Putting the Question: Subject to the Chairman's discretion, it shall be competent for any Delegate or member to move "That the Question be now put". If such a motion is passed, then without further discussion the matter under consideration shall immediately be put to a vote. If such a motion is unsuccessful, debate on the matter before the Chair continues.
41. Adjournment Motion: Subject to the Chairman's discretion, it shall be competent for any Delegate or member during the course of a debate to move that the matter under discussion be:
- (a) adjourned to a date and/or time to be stated; or
 - (b) referred back to a committee for further consideration and to be placed on the business paper at a later date; or
 - (c) adjourned indefinitely.

ARTICLE VII
NOTICES TO CLUBS

The Cabinet Secretary may post or deliver (including via electronic means) any items of correspondence in relation to this Constitution and or District matters.