

Constitution of District 201 Q1

Lions Clubs International

Interpretation

In this constitution and these By-Laws, except where inconsistent with the context:

“**CABINET**” means the Cabinet of this District.

“**CLUB MEMBER**” means a member of a Lions Club.

“**DISTRICT**” means District 201 Q1.

“**GENDER**” Wherever the male gender or pronoun presently appears in the District 201 Q1 Constitution and By-Laws it shall be interpreted to mean both Male and Female persons.

“**INTERNATIONAL CONSTITUTION AND BY-LAWS**” means the constitution and by-laws of the International Association of Lions Clubs as amended from time to time.

“**MULTIPLE DISTRICT COUNCIL**” means the Council of Multiple District 201, Lions Clubs International.

“**MULTIPLE DISTRICT**” means the area designated by the International Association of Lions Clubs under the name MULTIPLE DISTRICT 201, such area comprising such districts as from time to time are determined by the Multiple District Convention and approved by the International Board.

“**THE INTERNATIONAL ASSOCIATION**” means the International Association of Lions Clubs.

“**THE INTERNATIONAL BOARD**” means the International Board of Directors for the time being of the International Association of Lions Clubs.

LIONS DISTRICT 201 Q1 CONSTITUTION AND BY-LAWS

Article 1 - NAME

Section 1.

This organisation shall be known as District 201 Q1 of the International Association of Lions Clubs (hereinafter referred to as “Lions Clubs International”).

Article 2 - PURPOSES

The purposes of District 201 Q1 shall be

- 1 To promote the objects of the International Association
- 2 To hold manage and control an annual convention of the District.
- 3 To take appropriate action on all matters relating to the District consistent with the International Constitution and By-laws and the policies of the International Board.

- 4 To establish and maintain Trusts and Foundations for the purpose of rendering help and assistance in the fields of community aid, emergency relief and international understanding.”

Article 3 - MEMBERSHIP

Section 1.

The members of this organisation shall be all the Lions Clubs in the District chartered by Lions Clubs International.

Article 4 - DISTRICT ORGANISATION

Section 1.

The District shall be divided by the District Governor in accordance with the **”DISTRICT GOVERNOR’S ORGANISATIONAL PLAN”**, as approved by the International Board and the duties of the District Officers shall be as shown in that Plan.

Section 2.

The District Governor shall divide the District into Regions, and each Region into Zones, giving due regard to the geographical locations of the Clubs. 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 3.

The boundaries of the District shall be as approved from time to time by the association.

Article 5 - DISTRICT OFFICERS

Section 1.

The District Governor is the representative of Lions Clubs International in his District.

Section 2.

1. He shall, by the time he officially takes Office, appoint the following District Officers to assist him, they being members of good standing:
 - (a) One or more Region Chairmen.
 - (b) Two or more Zone Chairmen in each Region.
 - (c) A Cabinet Secretary.
 - (d) A Cabinet Treasurer who may also be the Cabinet Secretary.
 - (e) Such other Officers as he deems necessary.
2. The District Governor Elect (DGE) shall, in consultation with the Vice District Governor Elect (VDGE), appoint to the District Cabinet of the year in question, the following positions: Assistant Cabinet Secretary; Assistant Cabinet Treasurer; and, Assistant Constitution and By-Laws

Section 3.

The District Governor is empowered at any time to remove from Office any Officer appointed by him, and to appoint a successor.

Section 4.

REGION CHAIRMAN, ZONE CHAIRMAN - QUALIFICATIONS. A Region or a Zone Chairman must have served or will have served at the time of taking office, as a President, Secretary or Treasurer of a Lions Club for a full term or major portion thereof, and as a member of the Board of Directors of a Lions Club for not less than one additional year. Should a Region Chairman or a Zone Chairman during his term of Office, transfer to a Lions Club situated outside the Region or Zone for which he was appointed, his term of Office shall terminate immediately, and the District Governor shall appoint a successor.

Section 5.

- (a) The members of the Cabinet shall be Officers of the District. Each such Officer must be and remain an active member in good standing of a Lions Club in good standing in the District.
- (b) Should any Officer cease to be a member in good standing of a Lions Club in good standing in the District his term of Office shall likewise cease and the District Governor may appoint a successor to fill that Office.

Section 6.

The Cabinet Secretary under the supervision of the District Governor shall carry on such duties as the District Governor may assign to him. He shall give ten (10) days written notice of Cabinet Meetings, and shall as soon as possible after each meeting mail to each Cabinet Member, the Executive Officer of the Multiple District Council, The Regional Manager, and the Board of Directors of the International Association of Lions Clubs an accurate report of the proceedings. His records must be available at all times to the District Governor. He shall cause to be kept an accurate record of the proceedings at District Conventions and meetings. He shall be reimbursed for any approved expenses and may be paid an honorarium.

Section 7.

The Cabinet Treasurer under the supervision of the District Governor shall carry out such duties relating to finance and accounts as the District Governor may assign to him. His books and accounts must be available at all times to the District Governor and any duly qualified and appointed auditor of the State in which the audit is conducted. He shall pay to the Executive Officer of the Multiple District Council any money collected on behalf of the Multiple District Council. He shall be reimbursed for any approved expenses and he may be paid an honorarium.

Article 6 - CABINET MEETINGS

Section 1.

The District Governor's Cabinet shall be comprised of the following members:

- (a) The District Governor as Chairman.
- (b) The Immediate Past District Governor.
- (c) The Region Chairman, the Cabinet Secretary, The Cabinet Treasurer(or Secretary Treasurer) all of whom shall be appointed by the District Governor.
- (d) Vice District Governor and .
- (e) Such other Officers as the District Governor may appoint thereto.

Section 2.

Subject to any policy of the International Board, the District Governor shall call at least one meeting of his Cabinet in each quarter during the year, the first to be prior to the first Multiple Council Meeting after the adjournment of the preceding International Convention.

Section 3.

Special meetings may be called by the District Governor at his discretion.

Section 4.

At all Cabinet Meetings of the District Governor, the Immediate Past District Governor, the Region Chairmen, the Zone Chairmen, the Cabinet Secretary, and the Cabinet Treasurer (or Secretary Treasurer), Vice District Governor shall each be entitled to one vote, The District Governor may, at his discretion, extend the voting privilege to any of such other Officers whom he has appointed to the Cabinet. No members of Cabinet may cast more than one vote on any question.

Article 7 - DISTRICT GOVERNOR'S ADVISORY COMMITTEE

Section 1.

There shall be a District Governor's Advisory Committee in each Zone composed of the Zone Chairman, who shall be the Presiding Officer, and the Presidents, Secretaries and Membership Chairmen of the Clubs within the Zone.

Section 2.

The Zone Chairmen shall convene not less than four (4) meetings of this Committee during the financial year, as follows:

- (a) The first within sixty (60) days after the adjournment of the preceding International Convention.
- (b) The second in November.
- (c) The third in February.
- (d) The fourth in either May or June.

Article 8 - DISTRICT GOVERNOR'S HONORARY COMMITTEE

The District Governor may, at his pleasure, convene an honorary Committee of **PAST INTERNATIONAL OFFICERS** as an advisory body.

Article 9 - DISTRICT REVENUE AND FUNDS

Section 1.

Each Club shall pay to the District Treasurer to defray District administrative costs such fee per annum as shall be determined from time to time by the District Convention. This amount shall be due and payable in two (2) semi annual payments as follows:

- (a) One half thereof on the 1st August of each year to cover the period 1st July to 31st December.
- (b) One half thereof on the 1st February of each year to cover the period 1st January to 30th June.
- (c) These billing's shall be based on the membership of each Club at 1st July and 1st January respectively.

Section 2.

New Clubs will be liable for fees from 1st July or 1st January, which first occurs after the date which appears on the Charter and reorganised Clubs will be liable for fees from the 1st July or 1st January which first occurs after the date of reorganisation.

Section 3.

District fees shall become and shall remain a District fund and subject to Section 4 hereof shall be disbursed only for District administration expenses as approved by Cabinet.

Section 4.

A fee of \$3 per Club member per annum determined by District Convention shall be paid into the District Convention Fund to defray the administration costs associated with holding a District Convention.

Section 5.

There shall be an audit of all books and accounts of the District at the close of the financial year for presentation by the District Governor for that year to his successor, before the first meeting of the Cabinet following the close of the financial year, the auditor being a qualified Auditor as defined in the Associations Incorporation’s Act of the State in which the audit is being conducted and an audited financial statement shall be submitted to the following District Convention.

Section 6.

Any balance of District funds at the close of the financial year shall be handed to the incoming District Governor to be used at the discretion of his Cabinet.

Section 7.

All fees payable from time to time to the Multiple District Council shall be collected by the Cabinet Treasurer and forwarded by him to the Executive Officer of the Multiple District Council.

Section 8.

District funds raised as a result of activities undertaken by Lions Clubs of the District shall, unless raised for a specific purpose which was outlined at the commencement of the activity, be distributed in such amounts and at such times and in such areas as shall be determined by Cabinet unless the District Convention has made by resolution a specific determination relating to a particular fund.

Section 9.

Signatories for District financial transactions shall be the Cabinet Treasurer and any one of the following:

- District Governor
- Cabinet Secretary
- Vice District Governor

Section 10.

An insurance policy to provide fidelity bonding for the Cabinet Secretary and Cabinet Treasurer shall be effected at the expense of the District.

Section 11.

The Cabinet Treasurer shall open such deposit accounts as are consistent with this Constitution in such financial institutions as are approved by Cabinet. No other deposit account shall be opened by any other person for purpose associated with District administration, functions and/or activities.

Article 10 - DISTRICT CONVENTION

Section 1.

“The District shall conduct its Convention during the third weekend in October in accordance with the constitutional requirements of LCI provided that Cabinet may on the request of a Club conducting a convention authorize that club to conduct a convention on another weekend within the month of October”..

Section 2.

- (a) Any Club desiring to be the Convention Host Club of a District Convention shall make application in writing to the Cabinet Secretary at least sixty (60) days prior to the date fixed for the Convention to be held two years before the Convention in respect of which application is being made.
- (b) Each application shall set out particulars of the proposals and the Club’s reasons for considering the venue to be suitable.
- (c) Each Club applying to be Convention Host Club shall have five minutes to present its proposals to the Convention.
- (d) If more than one Club has applied to be Convention Host Club, the Host Club shall be determined by secret ballot using the preferential system of voting.

Section 3.

The District Governor shall appoint

- (a) “A Convention Standing Committee”.
- (b) “A Convention Organising Committee.

Section 4.

The District Governor shall preside over the Convention and all Convention arrangements shall be under his supervision and control.

Section 5.

- 1. “The District Governor shall in addition to the Convention Organising Committee and the Convention Standing Committee appoint the following convention committees.

- Credentials
- Constitution and By-Laws
- Nominations
- Elections

and may appoint such additional committees as he may think fit and designate their duties.”

Section 6.

The District Governor shall designate the Chairmen of these Committees.

Section 7.

A Convention Sergeant-at-Arms and Assistant Sergeant-at-Arms shall be appointed by the District Governor.

Section 8.

- (a) Each chartered Lions Club in good standing with Lions Clubs International and the District shall be entitled in each annual Convention of the District to one (1) delegate and one (1) alternate for each ten (10) members or major fraction thereof, of said Club as shown by the records of the International Office on the first day of the last month preceding the month in which the Convention is held provided, however, that each such Club shall be entitled to at least one (1) delegate and one (1) alternate. The major fraction referred to in this Section is five or more members. Any newly chartered Club and any other chartered Club which takes in new members prior to the convening of the Convention, shall have its delegate quota determined on the basis of members who have been enrolled in the Club for at least one year and a day as shown on such record date in the records of the International Office.
- (b) Delinquent dues may be paid to obtain good standing at any time prior to the close of credential certification, such closing time will be established by the rules of the respective Convention.

Section 9.

The attendance in person of a majority of the delegates registered at a Convention shall constitute a quorum at any session of the Convention. Each certified delegate present in person may cast one vote only for each Office to be filled, and one vote only on each issue to be decided by Convention. Unless otherwise specified herein, the affirmative vote of a majority of the delegates voting on any question shall be the act of the Convention.

Section 10.

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 11.

Within sixty (60) days after the close of the Convention an official report of the Convention proceedings shall be mailed to Lions Clubs International, each Lions Club within the District which shall request in writing from the Cabinet Secretary within 21 days of the close of Convention.

Article 11 - DISTRICT CONVENTION EXPENSES

Section 1.

The Convention Organising Committee, subject to direction from the District Governor or his Cabinet, shall be authorised to incur such expenses as are incidental to the running of the Convention out of District Funds.

Section 2.

A hospitality fee, the amount of which shall be determined by the District Governor or his Cabinet, shall be collected from each person who applies to attend each Convention. This fee will be collected by the Convention Organising Committee and used to meet hospitality expenses exclusively.

The Convention Organising Committee may make such refunds of hospitality fees as it shall think fair and proper, subject to any directions from the District Governor.

Section 3.

Any surplus made by a District Convention over and above the amount advanced by the District to assist with that Convention, is to be held over and used to reduce the actual hospitality cost for those members attending the following year's District Convention. Any deficit shall be dealt with as such Cabinet sees fit.

Section 4.

The Convention Organising Committee shall submit to the District Governor audited statements of the Convention accounts within sixty (60) days of the close of the Convention. Such audit having been made by a qualified Auditor of the State or Territory in which the audit is conducted and a copy of such audited statements shall be forwarded to each Club in that District during the following month and shall be submitted to the following District Convention.

Article 12 - CONVENTION MOTIONS

Section 1.

- (a) No motion in relation to a District Project shall be moved at a District Convention unless notice of the proposed project including full organisational details of the Project and the financial responsibilities of the participating Clubs shall have been received by the Cabinet Secretary at least sixty (60) days prior to the date of the opening of the Convention provided that where the Clubs in a Region as apportioned by the District Governor meet at a meeting duly convened by the Region Chairman of such Region and such meeting occurs not less than sixty (60) days prior to the opening of the District Convention then in that event Notice of the proposed District Project shall deemed to have been received by the Cabinet Secretary within the time prescribed provided that such Notice is received by the Cabinet Secretary less than seven (7) days after the expiration of such meeting. The Cabinet Secretary shall then post the copies of the proposal to all Clubs of the District within fourteen (14) days from receipt.
- (b) No Notice of the proposed Project shall be submitted to, received by or posted out by the Cabinet Secretary unless such Notice of the Proposed Project includes full organisational details of the Project and the financial responsibilities (if any) of the participating Clubs.
- (c) No amendment of any such proposal shall be permitted after the notice thereof shall have been given to the Clubs concerned until after the moving of the proposal as a motion at the Convention

Section 2.

- (a) No other motion may be moved at any District Convention unless notice in writing setting out the terms of the proposed motion shall have been received by the Cabinet Secretary at least sixty (60) days prior to the date of the opening of the Convention.
- (b) The Cabinet Secretary shall, at least forty-five (45) days prior to the opening of the Convention, post to each Club concerned a copy of such motion.

Section 3.

For a District Convention, Notices of Motion shall be submitted to the District Cabinet Secretary by the Cabinet, District Governor or a Lions Club of that District.

Section 4.

Notwithstanding the provision of Section 2 of the Article, Late Notices of Motion may be dealt with only after the approval of a two-thirds majority of the delegates present and voting and subject to the following conditions:

- (a) No late Notice of Motion concerning the adoption of a project or fund raising activity of any nature shall be admitted to a District Convention.
- (b) No other Late Notice or Motion shall be admitted to a District Convention unless:
 - (i) It arose as the result of a debate or action taken at the Convention relating to a motion received on time.

or
 - (ii) It related to a happening or event occurring between the due date for lodgement of motions and the commencement date the Convention and shall have been given in writing to the Cabinet Secretary not less than 12 hours prior to the business session at which it is proposed the Motion is to be moved.

or
 - (iii) It arose as the result of a recommendation contained in a forum report, in which case the 12 hours notice is to be waived, and the submission of any Late Notice of Motion has been consented to in writing by the District Governor or by the President of a Lions Club on behalf of his Club.

Article 13 - ELECTION OF DISTRICT GOVERNOR and VICE DISTRICT GOVERNOR

Section 1.

The delegates attending the Annual District Convention shall at each Convention elect a District Governor and a 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.

Section 2 - QUALIFICATIONS

No person shall be entitled to be elected as District Governor or Vice District Governor unless:

- (a) He is qualified in accordance with the provisions of the Constitution of the Association.
- (b) He is nominated by his Club and such nomination is certified in writing by the President or Secretary of the Lions Club of which he is a member (or he 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 (60) days prior to the date fixed for the opening of the District Convention; or is nominated from the floor of the District Convention in accordance with Section 6 of this Article; and

- (c) The District Nominations Committee, or such other person or Committee appointed by the District Governor of the day for that purpose, shall have confirmed the eligibility of the candidate.

Section 3. NOTICE TO CLUBS

The Cabinet Secretary shall post or deliver written advice of the persons nominated to each Club in the District, to the Executive Office of Multiple District 201, and the International Secretary of the Association immediately after the close of nominations.

Section 4 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 nomination 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.

Section 5 NO CONTEST

When only one candidate is nominated in accordance with the provisions of this Article a secret ballot will apply. Once the ballot is decided the District Governor will declare the successful candidate duly elected and invite the candidate to address the Convention. The District Governor may invite a delegate selected by the candidate to introduce the candidate to the Convention.

Section 6 NO NOMINATION

- (a) Should no proper nomination have been made under Section 2(a) and (b) of this Article or should the only qualified nominee die or withdraw prior to the time of the matter being dealt with at the Convention then nominations shall be sought from the floor from delegates at the Convention.
- (b) Such nominations must be made at a time designated on the programme for such purposes on behalf of members suitably qualified and who shall have signified their willingness to stand for election. If more than one proper nomination shall have been received under Section 2(c) of this Article and such nominations shall for any reason have been subsequently reduced to one, further nominations may be made from the floor of the District Convention with the consent of at least two-thirds of the accredited delegates present and voting.
- (c) Where nominations are made pursuant to this section the time for nominating speeches and candidates speeches shall be as set out in Section 4 hereof.

Article 14 SUSPENSION OR CANCELLATION OF CHARTER

Section 1.

- (a) Where the charter of any Club in the District is cancelled for cause by the International Board the property of the Club including all money standing to its credit at any bank and all other funds shall forthwith vest in the District Governor and the District Governor is hereby empowered to receive all property, moneys and funds and to give all necessary receipts and discharges to any person or persons or corporations for the time being holding such property, moneys or funds and the District Governor's Cabinet is empowered to satisfy any liabilities of the Club and to dispose of the net assets of the 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 the State or Territory in which the Club is situated.
- (b) Where any Chartered Club is placed in Status Quo by the International Board for any period the District Governor is hereby empowered to 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 consent of the District Governor.

Article 15 DISSOLUTION

Section 1.

Upon the dissolution of this District either by agreement of the District in accordance with a resolution carried at a District Convention by a two-thirds majority of delegates voting thereon, or by the decision of the Association, the property and assets of the District shall vest in such other Lions Clubs or Lions Districts and in such proportions as such resolution may provide, or by the Association (or in default the Council of Multiple District 201) shall determine provided that all such funds shall be applied to charitable purposes within the meaning of the laws of the State or Territory in which the majority of the Clubs in the District are located; or to another Lions Club or Clubs or Lions District constituted principally within that State or Territory. Funds held for a particular purpose should be applied to a purpose as closely as is practicable to that purpose.

Article 16 AMENDMENTS

Section 1.

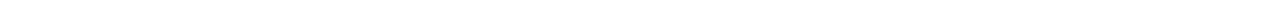
The Constitution may be amended only at a District Convention by amendment reported by the Committee on Constitution and By-Laws at such Convention and adopted by the affirmative vote of at least two-thirds of the registered delegates voting on such motion for amendment. No amendment shall be reported to a Convention for vote unless and until the same shall:

- (a) Have been approved by a Chartered Club in good standing or by the District Cabinet,
- and
- (b) Be presented in accordance with the provision in Article 12 hereof.

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

Article 17 PRECEDENCE

The provisions of the International Constitution and By-Laws shall take precedence over the provisions of this Constitution and By-Laws.



BY-LAWS

By-Law 1. DISTRICT NOMINATIONS AND ELECTIONS

Section 1.

Each District Governor shall appoint, by written notification received at least sixty (60) days prior to the District Convention a Nominations Committee of not more than five (5) members, each of whom shall be a member in good standing of a different Lions Club in good standing in the District.

Section 2.

Any member of a Club in the District seeking the Office of District Governor shall file his intention, and furnish therewith evidence of his compliance with the qualifications for said Office set out in the International Constitution and By-Laws. The Nomination Committee shall place in nomination at the District Convention the names of the candidates so qualified.

Section 3.

In the event of a vacancy in the Office of District Governor, the same shall be filled in accordance with the provisions of the International Constitution. The remaining Cabinet Officers and members of the District Governor's Honorary Committee shall convene at a date, time, and place called and determined by the Immediate Past District Governor to select a replacement for recommendation to the International Board of Directors.

Section 4.

All candidates seeking election to the position of District Governor or Vice District Governor, shall comply with the following conditions, in so far as their electioneering activities are concerned.

- (a) Electioneering material shall be limited to one sheet and the size shall not exceed A4 size (210mm x 297mm) but it may be printed on one or both sides thereof. It shall contain a statement of facts on the candidate's history, family, professional or business background, and may contain a statement by the candidate on his policies for his term of Office.
- (b) The colour shall be black print on white paper.
- (c) The electioneering material may include a current photograph of the candidate and a report by the candidate's nominating Club.
- (d) A copy of the material shall be submitted, in advance of any distribution, to the District Governor together with a written statement from the Secretary of the nominating Club, verifying the correctness of the information contained in the material.
- (e) The District Governor shall, immediately upon receipt of the material decide on its correctness, and will advise the candidate. Once approval has been granted the material may not subsequently be altered or amended in any way.
- (f) The electioneering material as defined above may not be distributed by other than the candidate himself, or his nominee, but only once, and in any event no later than fourteen (14) days prior to the date of the subject election, to each Club Secretary and/or Club President and/or District Officer and/or District Chairman within the District, except that one copy of such said electioneering material may also be inserted prior to the District Convention in the satchel handed to each Lion attending such Convention. However, otherwise than as above, no electioneering material shall be distributed or handed out or published at Conventions.
- (g) No organised functions, receptions, give a ways or similar promotions in support of a candidate shall be permitted.
- (h) No electioneering material shall be published or distributed by individual Lions or Clubs in the name of the individual Lions or Club endorsing, sponsoring or supporting any candidate for election to the above positions.
- (I) In the event that any candidate for election to the position of District Governor or of Vice District Governor or any person acting on behalf of that candidate shall contravene any of the conditions of this by-law, the District Governor or his nominee shall, immediately prior to the subject election, inform the delegates assembled of such contravention.

By-Law II DUTIES

Section 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 of this District and shall have direct supervision over the Region Chairmen, the Zone Chairmen, the Cabinet Treasurer (Secretary/Treasurer) and such other Cabinet members as shall be provided for in this Constitution and By-Laws. His specific responsibilities shall be to:

- (a) Further the purposes and objects of the Association;
- (b) Supervise the organisation of new Lions Clubs;
- (c) Preside, when present, over Cabinet, Convention and other District Meetings. During any period he is unable to so preside, the presiding Officer at any such meeting shall be the Vice District Governor or if he is not available the officer shall be the Region Chairman selected by the District Governor, but if none is selected the District Officer selected by the attending members shall preside;

- (d) Promote cordial relations among the chartered Lions Clubs;
- (e) Endeavour to visit each Club at least once during his term of Office;
- (f) Exercise such supervision and authority over Cabinet Officers and District Committee appointees as is provided for in this Constitution;
- (g) Submit a current itemised statement of total District receipts and expenditures to his District Convention;
- (h) Deliver, forthwith, at the termination of his term of Office all District accounts and records to his successor in Office;
- (I) Perform such other functions and acts as shall be required of him by the International Board of Directors through the District Governor's Manual and other directives.

Section 2.

Cabinet Secretary Treasurer.

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

- (a) Further the purposes and objects of this Association.
- (b) Perform such duties as are implied by the title of said Office, including but not by way of limitation the following:
 - (i) Keep accurate record of the proceedings of all meetings of the Cabinet, and within fourteen (14) days after each meeting forward copies of the same to all members of the Cabinet, and the Office of Lions Clubs International;
 - (ii) 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;
 - (iii) Make reports to the Cabinet as the District Governor or Cabinet may require;
 - (iv) Collect and receipt all per capita taxes levied hereunder on members and Clubs in the District, and deposit the same in such bank or banks as the District Governor shall determine and disburse the same by order of the District Governor;
 - (v) Remit and pay over to the Executive Officer of the Multiple District Council the Multiple District Per Capita Tax, if any, collected in the District, and secure a proper receipt therefore;
 - (vi) Keep accurate books and records of account, and minutes of all Cabinet and District meetings and permit inspection of the same by the District Governor, any Cabinet member and any Club (or authorised agent of any of them) at any reasonable hour for any proper purpose. Upon direction of the District Governor or the Cabinet, he shall furnish any such books or records as requested to any auditor appointed by the District Governor;
 - (vii) Secure bond for the faithful performance of his duties in such sum and with such sureties as may be required by the District Governor;
- (c) Perform such additional assignments as shall be given to him or them from time to time by the District Governor;
- (d) Perform such other functions and acts as may be required of each by the International Board of Directors through the Cabinet Secretary Treasurer's Manual or other directives.

Section 3.

Region Chairmen.

The Region Chairmen, 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 and objects of this Association;
- (b) Supervise the activities of the Zone Chairmen in his Region and such District Committee Chairmen as may be assigned to him by the District Governor;
- (c) Play an active role in organising 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 and incorporated under the laws of the State;
- (g) Promote representation at International, Multiple District and District 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;
- (j) Perform such other functions and acts as may be required of him by the International Board of Directors through the Region Chairman's Manual and other directives.

In the event the Region Chairman, for any reason cannot or does not, in the judgement 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 the unexpired term.

Section 4.

Zone Chairmen

The Zone Chairman, subject to the supervision and direction of the District Governor and/or Region Chairman, shall be the chief administrative Officer in his Zone. His specific responsibilities shall be to:

- (a) Further the purposes and objects of this Association;
- (b) Serve as Chairman of the District Governor's Advisory Committee meeting in his Zone and as such Chairman call regular meetings of said Committee;
- (c) Make a report of each District Governor's Advisory Committee meeting and send copies within fourteen (14) days thereafter to Lions Clubs International and to the District Governor and the Region Chairman;
- (d) Play an active role in organising new Clubs and in strengthening weak Clubs;
- (e) Represent each Club in his Zone in any problems with District, or Lions Clubs International;
- (f) Supervise the progress of District and Lions Clubs International Projects in his Zone;
- (g) Endeavour to have every Club in his Zone operating under a duly adopted Club Constitution and By-laws and incorporated under the laws of the State;
- (h) Promote representation at International, Multiple District and District 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 Chairman - particularly with respect to weaknesses he may have discovered. (Copy to the District Governor);
- (j) Perform such other functions and acts as may be required of him by the International Board of Directors through the Zone Chairman's Manual and other directives.

In the event the Zone Chairman, for any reason cannot or does not, in the judgement 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 the unexpired term.

Section 5.

District Governor's Cabinet.

The District Governor's Cabinet shall:

- (a) Assist the District Governor in the performance of his duties and in the formulation of administrative plans and policies affecting the welfare of Lionism with the District;
- (b) Receive, from the Region Chairmen, reports and recommendations which concern the Clubs and Zones;
- (c) Receive from the District Chairmen reports and recommendations which concern Clubs within the District.

Section 6.

District Governor's Advisory Committee.

It shall assist the Zone Chairmen in an advisory capacity, procure recommendation affecting the welfare of Lionism and the Clubs within the Zone, and relay the same through the Zone Chairman to the District Governor and his Cabinet.

Section 7.

Vice District Governor.

The Vice District Governor, subject to the supervision and direction of the District Governor, shall be chief administrative assistant to the District Governor. Specific responsibilities pertaining to the Office shall be to:

- (a) Further the purposes and objects of this Association;
- (b) To become familiar with the duties of the District Governor so in the event of a vacancy in the Office of District Governor those in this Office will be better prepared to assume the duties and responsibilities of said Office;
- (c) Perform such administrative duties as may be assigned by the District Governor;
- (d) Perform such other functions and acts as may be required, by the International Board of Directors through the Vice District Governor's Manual and other directives.
- (e) Actively participate in all Cabinet and Council Meetings and conduct all meetings in the absence of the District Governor ;
- (f) Participate in the preparation of the District budget ;
- (g) Actively engage in all matters to be continued during the next year ;
- (h) Participate in the review of the strengths and weaknesses of clubs in the District ; and
- (I) Supervise appropriate District committees at the request of the District Governor.

By-Law III CONVENTION AND CONSTITUTIONAL COMMITTEES

Section 1 Convention Organising Committee.

Under the supervision of the Cabinet, this Committee shall be responsible for the detailed arrangements for the particular District Convention referred to in its terms of appointment and shall make recommendations to the Cabinet as required on the following;

Date for the Convention;
Program and Entertainment;
Hospitality Fee;
Locations for Sessions and Formal Ceremonies

It shall arrange everything with the running and administration of the Convention subject to the direction of the District Governor.

It is also the duty of the Convention Organising Committee to draft a formal motion to be presented to the Convention to thank all who have assisted the Convention and to send a letter to those mentioned.

Section 2 Credentials Committee.

The Credentials Committee of the District Convention shall comprise the District Governor, as Chairman, the Cabinet Secretary, and two other non-Officers of the District appointed by the District Governor. It is the duty of the Committee to report to the District Convention when called upon, to :

- (1) Certify the delegates and alternates from the Chartered Clubs in good standing and who present proper credentials.
- (2) Refuse to certify those from Clubs not in good standing or more delegates and alternates from any Club than allowed under the provisions of the District Constitution.
- (3) Report to the Convention on the number of delegates and/or alternates certified.

Section 3 Constitution and By-Laws Committee.

This Committee shall consist of up to three (3) members.

It is the duty of this Committee to receive, analyse and redraft with the approval of the District Governor, the District Cabinet or the Club submitting the motion, all proposed motions designed to come before the District Convention. All such motions must be presented to this Committee in writing before presentation to the Convention. This Committee shall report to the Convention on the form of all motions submitted.

If this Committee does not recommend the form of a particular motion presented to it, either in its original or a redrafted form, it shall report to the Convention that the form of the motion is not recommended by the Committee, and shall move “that the motion not be presented to the Convention” giving the Committee’s reasons. A delegate of the Club presenting a motion that is not recommended by the Committee shall be notified of the Committee’s decision and the reasons therefore where possible prior to the business session dealing with the Committee’s report.

This Committee shall also deal with and report on any objection to, or any matters arising from the Rules of Procedure adopted by the District Convention.

It shall also be the duty of this Committee to consider the Rules of Procedure and Debate of the District Convention and to make recommendations relating thereto to the Cabinet where it shall think fit.

Section 4 Nominations Committee.

This Committee shall consist of such members as may from time to time be appointed to it by the District Governor.

All nominations received for the position of District Governor , Vice District Governor or any position on the International Board shall be examined by this Committee in order to ensure that the nominees concerned are qualified for nomination under the Constitution and By-Laws of Lions Clubs International.

The Nominations Committee shall report to the District Convention the names of the qualified candidates.

Section 5 Elections Committee.

This Committee shall consist of such members as may from time to time be appointed to it by the District Governor. It shall supervise the issuing of ballot papers for all District elections. The Chairman of this Committee shall act as a Returning Officer and the members as Assistant

Returning Officers who shall be responsible for counting the ballot papers. Each candidate may appoint a scrutineer who can be present when ballot papers are inspected and votes counted. A scrutineer may make representations on any matter relating to the ballot papers and their counting to the Returning Officer whose decision shall be final and conclusive. The Chairman shall ensure that, subject to this Constitution, the secrecy of the ballot is maintained and shall destroy ballot papers when ordered to do so by the District Governor

Section 6 Convention Standing Committee

The members of the committee shall consist of three members appointed by the District Governor of the day being

1. Cabinet secretary or designate
2. Immediate Past District Governor
3. A Past District Governor (resident closest to the applicant)

The Committee's duty will be to investigate the applications of those Clubs nominating as Convention Hosts and to check that adequate venues and facilities are available and are suitable for holding a Convention.

The Committee shall also give guidance, where required, to the Convention Organising Committee without over ruling the decisions of the Committee or the District Governor of the day.

Any expense incurred in carrying out its responsibility shall be charged against the District Convention Account in accordance with the Rules of Audit."

Section 7 Sergeant-at-Arms

Under the supervision and direction of the District Governor, the Sergeant-at-Arms shall be responsible for the following aspects of District Conventions:

- (1) Maintain order during the Convention within the Convention hall.
- (2) Marshall delegates into the Convention hall.
- (3) Ensure that a quorum is present during plenary sessions.
- (4) Call sessions to order.
- (5) Ensure Lions moving, seconding and speaking to motions are accredited delegates; and ensure that delegates voting card is displayed whenever a vote is taken.
- (6) In the event of a division, ensure that no delegate crosses the floor after voting, and that the count of delegates vote is accurate.
- (7) When a ballot is taken, close off the ballot boxes at the time designated by the Chairman and deliver ballot boxes to the tally room.
- (8) Arrange for, and supervise, distribution of papers to delegates.
- (9) Carry out other duties as assigned by the District Governor.

By-Law IV 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 of all sessions.

Section 2.

Except as otherwise specifically provided in this Constitution and By-Laws, or in the Rules of Procedure adopted for a meeting, all questions of Order and Procedure in any District meeting or Convention, a Region, Zone or Member Club or any group or Committee of any one of them shall be determined by "Law and Procedure of Meetings in Australia", by P. E. Joske.

Section 3.

A record of Convention proceedings shall be made in accordance with the International Constitution".

By-Law V NOMINATION AND ENDORSEMENT
International Director and Second Vice-President Nominees

Section 1.

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 Second 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 District is a Sub-District of a Multiple District, to the Executive Officer of the Multiple District Council, no less than sixty (60) days prior to the convening date of the respective Convention at which such question of endorsement is to be voted upon;
- (b) Deliver with said Notice of Intention evidence of fulfilment of the qualifications for such Office set forth in the International Constitution and By-Laws.

Section 2.

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 qualification as may be necessary under the International Constitution and By-Laws, and shall place in nomination at the respective Convention the name of each such prospective candidate who has fulfilled said procedural and Constitutional requirements.

Section 3.

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

Section 4.

The vote on the question of endorsement shall be by secret written ballot, unless there shall be only one nominee seeking the same, in which event a voice vote may be taken. The nominee receiving a majority of the votes cast shall be declared endorsed (elected) as the candidate of the Convention and District.

In the event of a tie vote, or failure of one nominee to receive the required majority, on any ballot, balloting shall continue with respect to the two nominees only who received the largest number of votes on the previous ballot until one receives the required majority of the votes cast.

Section 5.

Certification of Endorsement by the respective Convention shall be made in writing to the International Office by the District Officials designated, and in accordance with the requirements therefore set forth, in the International Constitution and By-Laws.

Section 6.

No endorsement of any candidacy of any member of a Lions Club in this District shall be valid unless and until the provisions of By-Law V have been met.

By-Law VI DISTRICT PROJECTS

Section 1

Listed here are only those projects passed by a 201Q1 Convention. All other projects of Lions remain listed as per their relevant amended constitutions and will vary from time to time as amended.

District Projects valid until 31 October 2008

The Lions Northern New South Wales Community Trust
Youth Insearch Programme
Lions Miss Personality Quest

Queensland and Northern NSW Lions Medical Research Foundation
Radio Lollipop
Annual White Cane Safety Day
East Timor Medical Support

By-Law VII FISCAL YEAR

Section 1.

Fiscal Year of this District shall be from 1st July to 30th June.

By-Law VIII DEALING WITH YOUNG PEOPLE

Section 1.

The District requests that all Clubs study closely the relevant legislation current in the State in which their Club operates and complies with the requirements of such legislation. In addition all Clubs are requested to put in place a Risk Management Plan to ensure that all requirements of the legislation are enacted. District is requested to place in the Cabinet Policy Minutes a similar requirement for District Officers

By-Law IX AMENDMENTS

Section 1.

These By-Laws may be amended only at a District Convention by resolution reported by the Convention Committee on Constitution and By-Laws and adopted by a majority of the votes cast.

Section 2.

No amendment shall be so reported or 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.

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

By-Law X DATE OF EFFECT

The Constitution and By-Laws shall take effect at the close of the District Convention at which the same is adopted by the affirmative vote of two-thirds (2/3) of the votes cast.

Correct as at October 2007