

LIONS DISTRICT 201 V1-4 CONSTITUTION & BY LAWS

LIONS CLUBS INTERNATIONAL

DISTRICT 201 V1-4

CONSTITUTION & BY LAWS

ISSUE 3

NOVEMBER 2008

adopted V1-4 Convention October 2007
updated V1-4 Convention November 2008

LIONS DISTRICT 201 V1-4 CONSTITUTION & BY LAWS

TABLE OF CONTENTS

ARTICLE 1: NAME.....	5
SECTION 1: DISTRICT NAME.....	5
ARTICLE 2: OBJECTIVE.....	5
SECTION 1: DISTRICT OBJECT.....	5
ARTICLE 3: MEMBERSHIP.....	5
SECTION 1: MEMBER CLUBS.....	5
ARTICLE 4: BOUNDARIES OF DISTRICT.....	5
SECTION 1: BOUNDARIES.....	5
SECTION 2: DIVISIONS.....	5
ARTICLE 5: DISTRICT ORGANISATION.....	5
SECTION 1: CABINET.....	5
SECTION 2: DUTIES.....	5
SECTION 3: OFFICERS.....	6
SECTION 4: APPOINTMENTS.....	6
SECTION 5: VACANCIES.....	6
SECTION 6: REGION CHAIRMEN & ZONE CHAIRMEN.....	7
SECTION 7: GOOD STANDING.....	7
SECTION 8: REMOVAL OF AN OFFICER.....	7
SECTION 9: PAYMENT TO DISTRICT OFFICERS.....	7
SECTION 10: CABINET MEETINGS.....	7
SECTION 11: SPECIAL MEETING.....	7
SECTION 12: QUORUM.....	8
SECTION 13: VOTING.....	8
SECTION 14: REGION AND ZONES.....	8
SECTION 15: REGION MEETINGS.....	8
SECTION 16: ZONE MEETINGS (District Governors Advisory Committee).....	8
SECTION 17: AGENDA.....	8
SECTION 18: DISTRICT GOVERNOR'S HONORARY COMMITTEE.....	8
SECTION 19: DISPUTE RESOLUTION.....	8
ARTICLE 6: FINANCES.....	9
SECTION 1: FEES.....	9
SECTION 2: NEW CLUBS.....	9
SECTION 3: CHEQUES.....	9
SECTION 4: CONVENTION FUND.....	9
SECTION 5: OTHER FUNDS.....	10
SECTION 6: AUDIT.....	10
SECTION 7: BALANCE OF FUNDS.....	10
SECTION 8: MULTIPLE DISTRICT FUNDS.....	10
SECTION 9: ACTIVITY ACCOUNT.....	10
SECTION 10: HEALTH AND WELFARE FUND.....	10
SECTION 11: FIDELITY BONDING.....	10
SECTION 12: REQUEST FOR FUNDS.....	11
ARTICLE 7: DISTRICT CONVENTION.....	11
SECTION 1: FREQUENCY.....	11
SECTION 2: HOST CLUB/CLUBS.....	11
SECTION 3: APPLICATION.....	11

LIONS DISTRICT 201 V1-4 CONSTITUTION & BY LAWS

SECTION 4: NO NOMINATION	11
SECTION 5: CONTROL	11
SECTION 6: DISTRICT GOVERNOR.....	11
SECTION 7: COMMITTEE	11
SECTION 8: DELEGATES.....	11
SECTION 9: PAST GOVERNORS.....	12
SECTION 10: QUORUM.....	12
SECTION 11: CONVENTION REPORT	12
ARTICLE 8: DISTRICT CONVENTION EXPENSES.....	12
SECTION 1: ORGANISING COMMITTEE	12
SECTION 2: HOSPITALITY FEE.....	12
SECTION 3: SURPLUS	12
SECTION 4: ACCOUNTS	12
SECTION 5: FIDELITY BONDING	12
ARTICLE 9: CONVENTION MOTIONS.....	13
SECTION 1: NOTICE OF MOTION	13
SECTION 2: DISTRICT PROJECTS.....	13
SECTION 3: NOTICE TO CLUBS	13
SECTION 4: LATE NOTICES.....	13
SECTION 5: VOTING	14
SECTION 6: FORMAL MOTIONS	14
SECTION 7: TAKE EFFECT.....	14
ARTICLE 10: CONSTITUTION AMENDMENTS	14
SECTION 1: AMENDMENT VALIDITY	14
SECTION 2: CONDITIONS	14
SECTION 3: TAKE EFFECT.....	14
ARTICLE 11: BY LAWS	14
SECTION 1: POWER TO MAKE.....	14
SECTION 2: CONVENTION.....	14
SECTION 3: CABINET	14
SECTION 4: NOTICE TO CLUBS	14
ARTICLE 12: LIMIT OF FUNDS DISTRIBUTION	15
SECTION 1: RESTRICTIONS.....	15
ARTICLE 13: PRECEDENCE.....	15
SECTION 1: OF CONSTITUTIONS	15
ARTICLE 14: SUSPENSION OR CANCELLATION OF A CLUB CHARTER.....	15
SECTION 1: CANCELLATION	15
SECTION 2: STATUS QUO	15
ARTICLE 15: DISSOLUTION	15
BY-LAWS.....	16
BY-LAW 1: DISTRICT NOMINATIONS AND ELECTIONS	16
SECTION 1: ELECTION OF DISTRICT GOVERNOR AND FIRST AND SECOND VICE DISTRICT GOVERNOR.....	16
SECTION 2: QUALIFICATIONS	16
SECTION 3: NOTICE TO CLUBS	16
SECTION 4: SPEECHES	16
SECTION 5: NO CONTEST	16
SECTION 6: NOMINATION.....	17
SECTION 7: NOMINATIONS & ELECTIONS COMMITTEE APPOINTMENT.....	17
SECTION 8: ELECTIONEERING.....	17
SECTION 9: ELECTIONS	18

LIONS DISTRICT 201 V1-4 CONSTITUTION & BY LAWS

SECTION 10: VOTING	18
SECTION 11: VICTORIAN LIONS FOUNDATION NOMINATIONS.....	18
SECTION 12: LIONS VILLAGE LICOLA INC BOARD OF MANAGEMENT NOMINATIONS.....	18
SECTION 13: VICTORIAN LIONS RHEUMATISM & ARTHRITIS MEDICAL.....	19
RESEARCH FOUNDATION.....	19
BY-LAW 2: DUTIES OF DISTRICT OFFICERS.....	19
SECTION 1: DISTRICT GOVERNOR.....	19
SECTION 2: FIRST VICE DISTRICT GOVERNOR	20
SECTION 3: SECOND VICE DISTRICT GOVERNOR	20
SECTION 4: CABINET SECRETARY	20
SECTION 5: CABINET TREASURER.....	21
SECTION 6: REGION CHAIRPERSON.....	21
SECTION 7: ZONE CHAIRMEN.....	21
SECTION 8: SERGEANT AT ARMS	21
SECTION 9: OTHER DISTRICT CABINET MEMBERS.....	21
BY-LAW 3: GUIDELINES FOR CONVENTION HOST CLUB NOMINATION.....	22
a. ACCOMMODATION.....	22
b. VENUES	22
c. CONVENTION SERVICE CENTRE.....	22
d. CONVENTION HEADQUARTERS	22
BY-LAW 4: CONVENTION COMMITTEES DUTIES.	22
BY-LAW 5: NEW CLUB REGALIA.	24
BY-LAW 6: DISTRICT GOVERNOR INCAPACITATION.....	24
BY-LAW 7: CLUB EXTENSION EXPENSES.....	24
BY-LAW 8: IMMEDIATE PAST DISTRICT GOVERNOR.....	24
BY-LAW 9: HIRE OF FLAG SET.....	24
BY-LAW 10: INCOMING CABINET ADVANCE	24
BY-LAW 11: DISTRICT AWARDS AND BANNER PATCHES.	24

LIONS DISTRICT 201 V1-4 CONSTITUTION & BY LAWS

ARTICLE 1: NAME.

SECTION 1: DISTRICT NAME

This organisation (hereinafter referred to as "The District) shall be known as District 201 V1-4 of the International Association of Lions Clubs (hereinafter referred to as "The Association").

ARTICLE 2: OBJECTIVE.

SECTION 1: DISTRICT OBJECT

The object of the District shall be to provide an administrative structure with which to advance the purpose and objects of the association within the boundaries of the District.

ARTICLE 3: MEMBERSHIP

SECTION 1: MEMBER CLUBS

The members of the District shall be all the Lions Clubs in the District chartered by the Association.

ARTICLE 4: BOUNDARIES OF DISTRICT.

SECTION 1: BOUNDARIES.

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

SECTION 2: DIVISIONS

The District shall be divided into such Regions and Zones as may be determined by the District Governor of the day in accordance with the provisions of the Constitution of the Association.

ARTICLE 5: DISTRICT ORGANISATION.

SECTION 1: CABINET

The District shall have a District Cabinet comprising:-

- the District Governor;
- the First and Second Vice District Governors;
- the Immediate Past District Governor;
- the Region Chairmen, (when this position is utilized);
- the Zone Chairmen;
- a Cabinet Secretary and a Cabinet Treasurer (or a Secretary/Treasurer) and,
- any other District Officers the District Governor of the day may from time to time appoint.

SECTION 2: DUTIES

The District Governors Cabinet shall;

- (a) assist the District Governor in the performance of his/her duties and in the formulation of administrative plans and policies affecting the welfare of the Association within the District;
- (b) receive and consider reports and recommendations that concern Clubs and Zones from the Region Chairmen and the District Chairmen.

LIONS DISTRICT 201 V1-4 CONSTITUTION & BY LAWS

SECTION 3: OFFICERS

The members of Cabinet shall be Officers of the District. Each such Officer must be and shall remain an active member in good standing of a Lions Club in good standing in the District.

SECTION 4: APPOINTMENTS.

The District Governor shall appoint, by the time of taking office, the Cabinet Secretary, the Cabinet Treasurer (or Secretary/Treasurer), one Region Chairman for each Region, one Zone Chairman for each Zone in the District and such other District Officers as the District Governor shall deem necessary. Provided, however, the District Governor shall have the authority to determine whether the position of Region Chairman will be utilized during his/her term. If not utilized, the position of Region Chairman shall remain vacant during the District Governor's term.

SECTION 5: VACANCIES

(a) Cabinet Officers

If any vacancy occurs in any office except that of District Governor, First Vice District Governor or Second Vice District Governor the District Governor of the day may appoint another Lion who is qualified to be an Officer to fill the unexpired term thereof.

(b) District Governor

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.

(c) Second Vice District Governor

When a vacancy exists in the office of Second Vice District Governor the District shall determine if there is sufficient opportunity to fulfil its constitutional provisions by electing a Second Vice District Governor for the upcoming term. In the event that there is insufficient opportunity then the following provision for filling any vacancy in the office of First Vice District Governor shall apply.

(d) First Vice District Governor

In filling any vacancy arising in the office of First Vice District Governor, the District shall convene a meeting of the members of the existing Cabinet as provided for in the International Constitution and By-Laws and all past international officers who are members in good standing of a chartered Lions Club in good standing in the District. It shall be the duty of the attendees at this meeting to appoint a qualified club member to fill the said vacancy for the remainder of the term. In filling said vacancy, it shall be the duty of the District Governor, or if not available, the most recent Past District Governor who is available, to send out invitations to attend said meeting and it shall also be his/her responsibility to preside as chairman of the meeting. The chairman shall convey the results to the International Office within seven (7) days together with evidence of invitations sent and meeting attendance. Each Lion that is entitled to receive an invitation to attend and is present at said meeting shall be entitled to cast one vote for the Lion of his/her choice.

(e) First Vice District and Second Vice District Governor

In the event of a vacancy in the office of both First and Second Vice District Governors 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 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 for the office of Second Vice District Governor.

LIONS DISTRICT 201 V1-4 CONSTITUTION & BY LAWS

SECTION 6: REGION CHAIRMEN & ZONE CHAIRMEN.

Each Region and Zone Chairman shall:

- (a) Be an active member in good standing in his/her respective Region or Zone; and
- (b) Have served or will have served at the time of taking office as Region or Zone Chairman as President of a Lions Club for a full term or major portion thereof, and a member of the Board of Directors of a Lions Club for no less than two (2) years.

Should a Region Chairman or Zone Chairman cease to be a member of a Club in the Region or Zone, as the case may be, to which the Lion was appointed, their term of office shall thereupon cease and the District Governor shall appoint a successor to fill that office.

SECTION 7: GOOD STANDING

Should an Officer cease to be a member in good standing of a Lions Club in good standing in the District their term of office shall likewise cease and the District Governor may appoint a successor to fill that office.

SECTION 8: REMOVAL OF AN OFFICER

The District Governor may at any time, by notice in writing to the Lion concerned, remove a person from any office to which they had been appointed and may appoint a successor to that office.

SECTION 9: PAYMENT TO DISTRICT OFFICERS

No District Officer shall be paid any form of salary or honorarium, but may be reimbursed for approved expenses.

SECTION 10: CABINET MEETINGS

A meeting of the Cabinet shall be held in each quarter of the financial year, the first to be held within sixty (60) days following the adjournment of the preceding Lions Clubs International Convention.

The Cabinet Secretary shall provide at least ten (10) days written notice to each Cabinet Officer of meetings setting forth the date, time and location (as determined by the District Governor).

The District Governor shall ensure that:

- (i) The minutes of each cabinet meeting are to be maintained by the Cabinet Secretary or other officer appointed by the District Governor;
- (ii) Within twenty-one (21) days of the date of each cabinet meeting, a copy of such proceedings shall be forwarded to:
The Office of the International Association of Lions Clubs and to each Cabinet Officer plus (upon written request) any Past District Governor and Lion in good standing within the District.

HOWEVER, any matter, deemed by the District Governor and Cabinet to be of a commercial or sensitive nature or containing personal information likely to be detrimental to this District or the greater network of Lionism and its Members, may be deleted from any or all copies so provided.

SECTION 11: SPECIAL MEETING

Special meetings of the Cabinet may be called at the discretion of the District Governor and shall be called upon written request made to the District Governor or the Cabinet Secretary by a majority of the members of the District Cabinet. The District Governor shall determine the date, time and place of the special meeting which shall take place within twenty one (21) days of receipt of the request. At least seven (7) clear days written, telegraphic or personal notice of the special meeting, setting forth the purpose thereof and the date, time and place, shall be given to each Officer by the Cabinet Secretary or some other person appointed for that purpose by the District Governor. The only business to be conducted shall be that set out on the notice of the meeting.

LIONS DISTRICT 201 V1-4 CONSTITUTION & BY LAWS

SECTION 12: QUORUM

The attendance of a majority of the Officers shall constitute a quorum for any meeting of the Cabinet.

SECTION 13: VOTING

The District Governor, Immediate Past District Governor, First and Second Vice District Governors, Cabinet Secretary, Cabinet Treasurer (or Secretary/Treasurer), Region Chairmen, Zone Chairmen and such other Officers to whom the District Governor may extend the voting privilege, shall have one (1) vote on any question, except that in the case of the vote being even, the District Governor or other Chairman of the meeting shall have a casting vote which may be used only to maintain the status quo.

SECTION 14: REGION AND ZONES

The District Governor shall divide the District into Regions of no more than sixteen (16) and no fewer than six (6) Lions Clubs and each such Region into Zones of no more than eight (8) and no fewer than three (3) Lions Clubs (unless exemption is given by the Association) or such other number as may be permitted by the policy of the Association from time to time giving due regard to the geographical location of the Clubs. Such division shall be made before the commencement of the District Governor's term of office but shall be subject to change at the sole discretion of the District Governor, when deemed to be necessary in the best interest of the District.

SECTION 15: REGION MEETINGS

At least one (1) meeting of representatives of all Clubs in a Region with the Region Chairman presiding, shall be held during the financial year at times and places determined by the Region Chairman of the Region. The Zone Chairmen for the Region and all Lions Clubs in that Region shall be invited to attend all such Region Meetings.

SECTION 16: ZONE MEETINGS (District Governors Advisory Committee)

In each Zone, the Zone Chairman and the Presidents and Secretaries of all Clubs in the Zone shall comprise a District Governor's Advisory Committee with the Zone chairman as Chairman thereof. This Committee shall meet at such time, date and place as shall be determined by the Zone Chairman, such meetings to be known as Zone Meetings, of which the first shall be within ninety (90) days of the adjournment of the preceding International Convention, the second in November and the third during March or April.

SECTION 17: AGENDA

Rules of procedure, the agenda and all other matters relating to Region and Zone Meetings shall be determined by the District Governor or may be delegated to the Chairman of the meeting to do so.

SECTION 18: DISTRICT GOVERNOR'S HONORARY COMMITTEE

The District Governor may appoint a Chairman of the District Governor's Honorary Committee, which is composed of all Past International Officers who are members in good standing of Clubs within the District. This Committee shall meet when and as called by the District Governor or when called upon by the Association. It shall act under the direction of the District Governor in the promotion of harmony throughout the District.

SECTION 19: DISPUTE RESOLUTION

All disputes arising between any member or members, or a former member or members, and the Cabinet or Club, or any member of the Cabinet and a Club, relative to membership, or the interpretation, breach of, or application of the statement of rules, or the expulsion of any member from the Cabinet, or any other matter whatsoever which cannot be satisfactorily resolved through other means, shall be settled by dispute resolution.

LIONS DISTRICT 201 V1-4 CONSTITUTION & BY LAWS

Any party to the dispute may file a written request with the district governor asking that dispute resolution take place. Within fifteen (15) days of receipt, the district governor with the approval of the district cabinet, shall appoint a panel of three (3) conciliators to hear the dispute. The conciliators shall be Lion leaders, preferably past district governors from within the district who are currently members in good standing of clubs in 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 those conciliators will name a third conciliator who will also serve as chairman. In the event the conciliators cannot agree on the appointment of the third conciliator, the district governor shall appoint 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 object of the conciliators shall be to find a prompt and amicable resolution to the dispute. If such conciliation efforts are unsuccessful, the conciliators shall have the authority to issue his/her or her decision relative to the dispute, which decision shall be final and binding on all parties.

ARTICLE 6: FINANCES

SECTION 1: FEES

Each Club shall pay to the Cabinet Treasurer, to defray District administration costs, such fee per member per annum as shall be determined by Convention. This amount shall be due and payable in two semi-annual payments as follows:

- a) One half thereof on the 10th of August of each year to cover the period 1st July to 31st December and;
- b) One half thereof on the 10th February of each year to cover the period 1st January to 30th June.
- c) The Cabinet Treasurer shall forward a statement of account for District Dues to each club not less than 21 days before the due date for payment.
- d) The sum of twenty cents (20c) shall be charged per member, per annum such amount to be paid to the Victorian Lions Foundation for administrative purposes.

These billings shall be based on the membership of each Club at the first of July and the first of January respectively. Should a member die during the months of July or January, semi-annual billing in respect of that member shall be waived.

SECTION 2: NEW CLUBS

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 on the 1st July or 1st January, which first occurs after the date of reorganising.

SECTION 3: CHEQUES

District fees shall become and remain a District Fund and subject to Section 4. hereof shall be disbursed only for District administration expenses as approved by Cabinet. Payment shall be by cheques drawn and signed by the Cabinet Treasurer and any other signatories approved by the Cabinet.

SECTION 4: CONVENTION FUND

Out of the fee referred to in Section 1. hereof the Cabinet may determine such amount per club member per annum that shall be paid into the District Convention fund to defray District Convention costs for purposes other than hospitality.

LIONS DISTRICT 201 V1-4 CONSTITUTION & BY LAWS

SECTION 5: OTHER FUNDS

Such further amounts as Cabinet may from time to time determine shall be paid from membership fees into any other funds established by Cabinet.

SECTION 6: AUDIT

There shall be an audit of all books and accounts of the District after the close of each financial year for presentation to the succeeding District Governor, and to the International office of the Association, by the end of the month of August after taking office. The Auditor shall be appointed by Cabinet.

No person shall be appointed as auditor unless they are a Registered Company Auditor or a member of the Australian Society of the Accountants or of the Institute of Chartered Accountants or any professional body succeeding either of those bodies. Provided however that the financial report shall be published in the papers for the following District Convention and distributed with the Notice of Motion to the Clubs.

SECTION 7: BALANCE OF FUNDS

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 the Cabinet.

SECTION 8: MULTIPLE DISTRICT FUNDS

Any fees payable from time to time to Multiple District Council shall be collected by the Cabinet Treasurer of the District and forwarded to the Multiple District Council.

SECTION 9: ACTIVITY ACCOUNT

District Funds raised as a result of activities undertaken by Lions Clubs of the District shall, unless raised for a specific purpose that was outlined at the commencement of the activity, be distributed in such amounts and such areas as shall be determined by Convention or Cabinet.

SECTION 10: HEALTH AND WELFARE FUND

- a) The proceeds allocated by the cabinet from the Christmas Cake sales rebate, paid to the District each year by Multiple District Council, shall be directed to the Health and Welfare Fund, held within the Activity Account under the control of District Cabinet.
- b) Funds in the 'Health and Welfare Account', shall be applied to subsidising single health projects submitted by Clubs in the District for approval of the District Cabinet.
- c) Allocation of funds from the 'Health and Welfare' Account will be governed by the following criteria;
 - i. The maximum subsidy provided for any individual approved project will be on a one-to-one contribution matching that from the applicant.
 - ii. No subsidy will be approved for a sum that exceeds 20% of the 'Health and Welfare Fund' balance as reported at the first cabinet meeting in each financial year.
 - iii. Allocation of funding is to be limited at any one time such that the residual balance of funds in the 'Health and Welfare' Account does not fall below 10% of the balance as reported at the first Cabinet meeting in each financial year.

SECTION 11: FIDELITY BONDING

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

LIONS DISTRICT 201 V1-4 CONSTITUTION & BY LAWS

SECTION 12: REQUEST FOR FUNDS

No request for funds for projects operating beyond the ambit of the District (other than Multiple District projects) shall be directed to Lions Clubs of Districts without first being approved by the District Governor of the District to which such requests are directed.

ARTICLE 7: DISTRICT CONVENTION.

SECTION 1: FREQUENCY

The District shall hold a Convention each financial year at least ninety (90) days prior to the International Convention.

SECTION 2: HOST CLUB/CLUBS

The club or clubs where a Convention shall be held shall be determined by the Convention held two (2) years before.

SECTION 3: APPLICATION

Any Club desiring to be host Club of a Convention shall make application in writing to the Cabinet Secretary at least sixty (60) days prior to the date fixed for the Convention at which the decision shall be made. Each such application shall set out the particulars of the proposals and the Club's reasons for considering the same to be suitable and shall be submitted to the convention for consideration. Procedure to be followed in investigation of each application, made according to By-Law 3, and the presentation of the report to Convention shall be determined by the District Governor.

SECTION 4: NO NOMINATION

If no nomination is submitted at the Convention in accordance with Section 3, of this article or if the Convention should not accept the nomination made, the District Governor in office at the time shall determine the club or clubs where the Convention shall be held.

SECTION 5: CONTROL

The date, premises and other phases of the Convention shall be under the control of the District Governor of the day. The time and programme for a Convention shall be determined by the District Governor in office when the Convention is held.

SECTION 6: DISTRICT GOVERNOR

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

SECTION 7: COMMITTEE

The District Governor shall appoint a Convention Chairman (in consultation with the host club or clubs), a Credentials Committee, a Resolutions, Constitution and By-Laws Committee, a Nominations and Election Committee, a Sergeant at Arms and such other Convention Committees as may be determined and shall appoint the Chairman of all such Committees and designate the duties of all such Chairman and their Committees. The District Governor may remove and/or replace any person so appointed.

SECTION 8: DELEGATES

The Delegates at each Convention shall be determined in accordance with the provision in By-Laws Article V Section 8 (or as amended from time to time), of the Constitution of the Association.

LIONS DISTRICT 201 V1-4 CONSTITUTION & BY LAWS

SECTION 9: PAST GOVERNORS

Each Past District Governor who is a member of a Club within the District shall be a delegate of the Convention with full rights independent of the quota of delegates of his/her Club.

SECTION 10: QUORUM

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 11: CONVENTION REPORT

Within sixty (60) days of the close of the Convention an official report of the Convention proceedings shall be mailed by the Cabinet Secretary to the International Office of the Association, the District Governor and to each Club in the District upon a request to the Cabinet Secretary.

ARTICLE 8: DISTRICT CONVENTION EXPENSES.

SECTION 1: ORGANISING COMMITTEE

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

SECTION 2: HOSPITALITY FEE

A Hospitality Fee, the amount of which shall be determined by the District Governor or the Cabinet, shall be collected from each person who applies to attend functions at the 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 directive from the District Governor.

SECTION 3: SURPLUS

Any surplus from the monies collected from the Convention Organising Committee shall be handed to the Cabinet Treasurer and returned to the District Convention Fund. Any deficit shall be dealt with as Cabinet shall think fit.

SECTION 4: ACCOUNTS

The Convention Organising Committee shall submit to the District Governor audited statements of the Convention accounts within ninety (90) days of the close of the Convention, such audit having been made by a person qualified to audit the District accounts pursuant to Article 6, Section 6, hereof and a copy of such audited statements shall be forwarded to each Club in the District during the following month and shall be submitted to the following District Convention.

SECTION 5: FIDELITY BONDING

An insurance policy to provide fidelity bonding of all Lions who are signatories to Convention accounts shall be arranged with the approval of the District Governor and shall be a Convention administration expense.

LIONS DISTRICT 201 V1-4 CONSTITUTION & BY LAWS

ARTICLE 9: CONVENTION MOTIONS.

SECTION 1: NOTICE OF MOTION

Subject to Section 4 & 6 hereof, the only motions to be considered at the Convention (other than those of a formal nature) shall be those which have been reported to the convention by the Constitution and By Laws Committee as being acceptably drafted and:

- a. Establish a District project and have been submitted in writing to the Cabinet Secretary not less than sixty (60) days prior to the opening of the Convention and have been signed by the Club President or Secretary.
- b. Have been submitted in writing to the Cabinet Secretary not less than sixty (60) days prior to the opening of the Convention by a Club within the District and have been signed by the Club President or Secretary.
- c. Have been approved by Cabinet for submission to the Convention not less than sixty (60) days prior to the opening of the Convention.
- d. Propose a District project arising from a meeting of Clubs in a Region convened by the Region chairman not less than sixty (60) days prior to the opening of the Convention and notice shall deemed to have been received within the prescribed time providing a suitable notice of motion shall be received by the Cabinet Secretary within seven (7) days of the date of such meeting.

SECTION 2: DISTRICT PROJECTS

Any motion to establish a District project must contain full organizational details of the project and the financial responsibility 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.

SECTION 3: NOTICE TO CLUBS

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 prior to the opening of the Convention.

SECTION 4: LATE NOTICES

Notwithstanding any of the provisions of this article a motion (except any motion 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 a result of a 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 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 written submission signed by the President of a Lions Club, or by the District Governor.

LIONS DISTRICT 201 V1-4 CONSTITUTION & BY LAWS

SECTION 5: VOTING

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

SECTION 6: FORMAL MOTIONS

Sections 1, 3, and 4, of this Article shall not apply to motions of a formal nature.

SECTION 7: TAKE EFFECT

Any motion carried at a Convention should take effect at the Close of the Convention unless otherwise specified in that motion.

ARTICLE 10: CONSTITUTION AMENDMENTS.

SECTION 1: AMENDMENT VALIDITY

This Constitution may be amended only at a Convention by a resolution adopted by the affirmative vote of two thirds of the votes cast on such a motion.

SECTION 2: CONDITIONS

Article 9. hereof shall apply to any notice of any motion to amend this Constitution.

SECTION 3: TAKE EFFECT

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

ARTICLE 11: BY LAWS

SECTION 1: POWER TO MAKE

Subject to the Constitution of the Association and it's By-Laws and to this Constitution, the District Cabinet and the District Convention shall have the power to make such By-Laws as shall be deemed necessary for the conduct and administration of the District and may repeal or amend such By-Laws which shall require an affirmative vote of two thirds of the votes cast to be adopted.

SECTION 2: CONVENTION

The District Convention shall make, repeal or amend the By-Laws by Notice of Motion submitted and approved in accordance with the Constitution.

SECTION 3: CABINET

The District Cabinet members shall receive fourteen (14) days notice of any notice of motion to make, repeal or amend the By-Laws and any change made by Cabinet shall be put to the next Convention for ratification.

SECTION 4: NOTICE TO CLUBS

All Clubs in the District shall be notified within thirty (30) days of any change made to the By-Laws.

LIONS DISTRICT 201 V1-4 CONSTITUTION & BY LAWS

ARTICLE 12: LIMIT OF FUNDS DISTRIBUTION.

SECTION 1: RESTRICTIONS

The income and property of the District, however derived, shall be applied solely towards the promotion of the object of the District and no portion thereof shall be paid or transferred directly or indirectly by way of dividend bonus or otherwise however by way of profit to the Clubs of the District or to Lions members or to relatives of such members, provided that nothing herein shall prevent the payment in good faith of an honorarium to any Officer or Servant of the District or to any Lion member in return for any services rendered to the District or the payment of interest on any monies borrowed by the District from a Club or a Lions member.

ARTICLE 13: PRECEDENCE

SECTION 1: OF CONSTITUTIONS

The provision of the Constitution and By-Laws of the Association shall take precedence over the provisions of this Constitution and the provisions of the Constitution relating to matters affecting the District shall take precedence over the provisions of the Constitution and By-Laws of Lions Clubs within the District.

ARTICLE 14: SUSPENSION OR CANCELLATION OF A CLUB CHARTER.

SECTION 1: CANCELLATION

Where the Charter of any Club within the District is cancelled by the Association, the property of that Club including all monies standing to it's 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, money and funds and give all necessary receipts and discharges to any person or persons or corporation for the time being holding such property, money or funds. The District may (if approved by Cabinet) satisfy any liabilities of such a Club and dispose of the net 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 the state or territory in which the Club is situated.

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 that Club's bankers to suspend all operations on the Clubs bank account and during such a period no monies may be withdrawn from the Club's accounts without the written consent of the District Governor.

ARTICLE 15: DISSOLUTION

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 be vested in such other Lions Clubs or Lions Districts and in such proportions related to the number of individual active Lion memberships taken up by other Lions Districts, provided that:

- a) All Activity Account monies and stock shall be applied to charitable purposes within the meaning of Lions International definitions, and,
- b) All funds held for a particular purpose should be applied to a purpose as close as practicable to that purpose.

LIONS DISTRICT 201 V1-4 CONSTITUTION & BY LAWS

BY-LAWS

BY-LAW 1: DISTRICT NOMINATIONS AND ELECTIONS

SECTION 1: ELECTION OF DISTRICT GOVERNOR AND FIRST AND SECOND VICE DISTRICT GOVERNOR

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

SECTION 2: QUALIFICATIONS

No member shall be entitled to be elected as District Governor or First or Second Vice District Governor unless:

- a) They are qualified in accordance with the provisions of the International Constitution (By-Law article III section 4 and article III section 9b, or as amended from time to time)
- b) The nomination shall have been delivered in writing to the Cabinet Secretary at least sixty (60) days prior to the date fixed for the opening of the District Convention, together with candidate's consent in writing or;
- c) Shall have been made from the floor of the Convention in accordance with Section 6 of this By-Law.
- d) The District Nominations Committee shall have affirmed the nominees eligibility.

SECTION 3: NOTICE TO CLUBS

- a) The Cabinet Secretary shall, in writing, to all Clubs, call for nominations for the positions of District Governor and First and Second Vice District Governor ninety (90) days prior to the opening of Convention or at such time so as to allow reasonable time for the nomination to arrive with the Cabinet Secretary as required under By-Law 1, Section 2 (b) of this Constitution.
- b) The Cabinet Secretary shall immediately after the close of nominations advise each Club in the District of all nominations and the International Secretary and the Multiple District Executive Officer of the persons nominated for the District Governors position.

SECTION 4: SPEECHES

At any Convention where an election is to be held a nominating speech on behalf of each candidate shall not exceed four (4) minutes 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

Where there is only one candidate for the office of any of First or Second Vice District Governor and/or District Governor, it is considered desirable that a ballot paper for each candidate be employed and each featuring a YES/NO legend with the name of the Candidate clearly shown. For either Candidate to achieve success, he/she is required to obtain more than one half of the valid votes cast, excluding blanks and abstentions.

LIONS DISTRICT 201 V1-4 CONSTITUTION & BY LAWS

SECTION 6: NOMINATION

- a) Should no proper nomination have been made under Section 2 of this By-Law or should the only qualified nominee die or withdraw prior to the matter being dealt with at the Convention then nominations should be sought from the floor from delegates at the Convention.
- b) Such nominations must be made at the time designated on the programme for that purpose on behalf of members suitably qualified and who shall have signified their willingness to stand for election. If more than one (1) proper nomination shall have been received under Section 2. of this By-Law and such nominations shall for any reason have been subsequently reduced to one (1), further nominations may be made from the floor of the Convention with the consent of at least two thirds of the accredited delegates present and voting.

SECTION 7: NOMINATIONS & ELECTIONS COMMITTEE APPOINTMENT

The District Governor shall appoint, by written notification at least sixty (60) days prior to the District Convention, a Nominations & Elections Committee of not more than five (5) members each of whom shall be a member in good standing of a Lions Club in the District. The names and addresses of Lions so appointed shall be sent to all Clubs in the District at least thirty (30) days prior to the convening day of the District Convention.

SECTION 8: ELECTIONEERING

All Candidates from District seeking election shall comply with the following conditions:

- a) Electioneering material shall be limited to:
 - a. One sheet and the size shall not exceed A4 size (210mm x 297mm) and may be printed on both sides in black print. It may contain a statement of facts on the candidates history, family, professional or business background and Lions service and may contain a statement by the candidate on their policies for their term of office and their civic, sporting and other community activities in the past and present. The sheet may contain one (1) current photograph of the candidate.
 - b. A letter printed on the letterhead of the Club nominating the Candidate which shall be one single sheet printed on one side only and must be signed by either the President or the Secretary.
- b) The proposed electioneering material shall be submitted to the Cabinet Secretary or other such officer that the District Governor may appoint and must be approved in writing by the District Governor prior to distribution. The Secretary of the nominating Club shall certify as to the correctness or otherwise of the material in the statement of facts mentioned in paragraph (a) (i) hereof.
- c) The electioneering material as defined in (a)(i) and (a)(ii) hereof may be distributed by the Candidate or a Lion of their Club but only once and no later than fourteen (14) days prior to the date of the election to each Secretary and Club President and District Officer and District Chairman within the District except that one copy of said electioneering material may be inserted in the satchel handed to each Lion attending such Convention. However no other electioneering material shall be distributed or handed out or published at Convention or any other place.
- d) No organised functions, receptions, giveaways or other promotions in support of a Candidate shall be permitted within the District.
- e) No electioneering material shall be published or distributed by individual Lions or Clubs or District in the name of the individual Lions or Clubs or District endorsing, sponsoring or supporting any Candidate for elections except in a manner provided in paragraphs (a) and (c) herein.
- f) No candidate or other person on behalf of a Candidate shall supply an article or be interviewed on television, radio or newspaper in support of a Candidate prior to the election.

LIONS DISTRICT 201 V1-4 CONSTITUTION & BY LAWS

- g) Subject to the District Governor's approval and the availability of space the candidate may provide one photograph and a short statement of facts in line with this section for inclusion in the District Newsletter; and
- h) Nothing in this section should be construed as limiting or forbidding personal representations by the candidates and other individual Lions to Clubs and individual Lions.

SECTION 9: ELECTIONS

The Chairman of the Nominations and Election Committee shall act as Returning Officer and the members as Assistant Returning Officers who shall be responsible for supervising the issuing of ballot papers at the District Elections.

Each Candidate may appoint a scrutineer to be present when the ballot papers are inspected and the votes counted. A scrutineer may make representations to the Returning Officer on any matter relating to the ballot papers and their counting after which the decision of the Returning Officer shall be final and conclusive.

The Chairman shall ensure the ballot is properly conducted and shall destroy the ballot papers when directed to do so.

SECTION 10: VOTING

The election shall be by secret ballot using the preferential system as set in the Commonwealth Act for the Election of Members of the House of Representatives.

- a) When only one eligible candidate is nominated in accordance with this Article the District Governor shall be entitled to conduct the election on the voice of delegates and if the election of the candidate is approved by the District Convention he shall be entitled to declare that candidate duly elected and invite the candidate to address the Convention. The District Governor may invite a Lion selected by the candidate to introduce the candidate to the Convention; and
- b) In the event of a tie in the final count the candidate receiving the greatest number of primary votes shall be elected but should there also have been a tie in the primary votes a fresh ballot shall be held between the final candidates.

SECTION 11: VICTORIAN LIONS FOUNDATION NOMINATIONS

The Cabinet Secretary in each District shall call for nominations sixty (60) days before the opening of the District Convention; such nominations shall close thirty (30) days prior to the opening of the Convention; nominations may be made by a Lions Club or two (2) individual Lions who are members of Clubs within the District, provided no more than one (1) candidate from each Club and if so the first nominated. The election for representatives shall be conducted in the same manner as applied for the election of District Governors, provided that candidates may speak for three (3) minutes in support of their nomination, but no speech may be made by any other person on behalf of a candidate. Candidates shall be permitted to circulate material in accordance with Multiple District 201 Rules for Elections.

SECTION 12: LIONS VILLAGE LICOLA INC BOARD OF MANAGEMENT NOMINATIONS

Two representatives being Lions Club members in good standing from each participating Victorian based District, such representatives being elected at their respective district convention for the term and in the manner as hereinafter mentioned,

- (a) The Cabinet Secretary in each District shall call for nominations for a representative to the Board of Management at least sixty (60) days before the opening of the District convention; such nominations shall close thirty (30) days prior to the opening of the District Convention; nominations may be made by a Lions Club or two individual Lions who are

LIONS DISTRICT 201 V1-4 CONSTITUTION & BY LAWS

members of Clubs within the District. The election for representatives shall be conducted in the same manner as applied for the election of District Governors, provided that candidates may speak for three minutes in support of their nomination, but no speech may be made by any other person on behalf of a candidate. Candidates shall be permitted to circulate material in accordance with Multiple District 201 Rules for elections.

- (b) At each subsequent District convention the delegates may elect a representative to fill any vacancy due to rotation, such representative to take office at the conclusion of the Annual General Meeting following his/her election. Their shall serve for a period of two years and retire at the conclusion of the Annual General Meeting in his/her second year of office. Any representative retiring by rotation shall be eligible for re-election.
- (c) In the case of equal votes between candidates the Returning Officer of the district concerned shall decide by lot which candidate shall be declared elected.

SECTION 13: VICTORIAN LIONS RHEUMATISM & ARTHRITIS MEDICAL RESEARCH FOUNDATION

At each District convention subsequent to that of 2007/2008 two representatives being Lions Club members in good standing from each participating District shall be elected as trustees to serve for two years commencing on the first day of July immediately following the District Convention.

The Cabinet Secretary in each District shall call for nominations for two trustee positions to the Foundation at least sixty (90) days before the opening of the District convention; such nominations shall close thirty (60) days prior to the opening of the District Convention. Nominations must be in writing from a Lions Club of the District in good standing and must be accompanied by the written consent of the member nominated.

The election for representatives shall be conducted in the same manner as applied for the election of District Governors, provided that candidates may speak for three minutes in support of their nomination, but no speech may be made by any other person on behalf of a candidate, Candidates shall be permitted to circulate material in accordance with Multiple District 201 Rules for elections,

- a) Should less than two nominations be available for election then nominations may be made from the floor of convention in accord with Section 6 of this By-Law.
- b) Any representative retiring by rotation shall be eligible for re-election.
- c) In the case of equal votes between candidates the Returning Officer of the district concerned shall decide by lot which candidate shall be declared elected.
- d) Should a vacancy occur other than by rotation the District Governor shall appoint an eligible person to fill such vacancy until the time of the next Convention following the occurrence of the vacancy when delegates to the Convention shall elect a trustee to fill the position until the expiration of the term of office of the person who created the vacancy.

BY-LAW 2: DUTIES OF DISTRICT OFFICERS

SECTION 1: DISTRICT GOVERNOR

The District Governor, under the supervision of the International Board of Directors, shall represent the Association in the District. In addition he/she shall be the Chief Administrative Officer in the District and have direct control and supervision over all District Officers.

The District Governor's specific responsibilities shall be to:

- a) Further the purposes of the Association.
- b) Actively participate and inspire other district officers to administer and promote effective membership growth and new club organization.
- c) Actively participate and inspire other district officers to administer and promote leadership

LIONS DISTRICT 201 V1-4 CONSTITUTION & BY LAWS

development at the club and district levels.

- d) Support and promote the Lions Clubs International Foundation
- e) Preside, when present, over the district convention, and cabinet, and other district meetings.
- f) Perform such other functions as are required by the International Board of Directors.

SECTION 2: FIRST VICE DISTRICT GOVERNOR

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

- a) Further the purposes and objects of the Association
- b) Play an active role in membership development including extension of new clubs and leadership development within District
- c) Become familiar with the duties of the District Governor so in the event of a vacancy in the office of District Governor he/she will be better prepared to assume the duties and responsibilities of said office.
- d) Perform such administrative duties as may be assigned by the District Governor
- e) Perform such other functions and acts as may be required of him/her by the International Board of Directors.
- f) Actively participate in all Cabinet meetings and conduct all meetings in the absence of the District Governor.
- g) Participate in Council of Governor's meetings as appropriate.
- h) Participate in the preparation of the district budget.
- i) Engage actively in all matters to be continued during the next year.
- j) At the request of the District Governor, supervise appropriate district committees and participate in the review of the strengths and weaknesses of the District.

SECTION 3: SECOND VICE DISTRICT GOVERNOR

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

- a) Further the purposes and objects of this association
- b) Actively participate and inspire other district officers and promote effective membership growth and new club organization
- c) Perform such duties as assigned by the District Governor, including assisting the district retention chairperson.
- d) Perform such other functions and acts as may be required by the policy of the Association.
- e) Actively participate in all Cabinet meetings and conduct all meetings in the absence of the District Governor and the First Vice District Governor.
- f) Participate in the preparation of the district budget.
- g) Actively engage in all matters to be continued during the following year.
- h) At the request of the District Governor, supervise appropriate district committees and participate in the review of the strengths and weaknesses of the District.

SECTION 4: CABINET SECRETARY

The Cabinet Secretary shall act under the supervision of the District Governor.

The specific responsibilities shall be to:

- a) Further the purposes of the Association
- b) Perform such other functions and acts as may be required by the International Board of Directors through a Cabinet Secretary's manual and other directives.

LIONS DISTRICT 201 V1-4 CONSTITUTION & BY LAWS

SECTION 5: CABINET TREASURER

The Cabinet Treasurer shall act under the supervision of the District Governor.

The specific responsibilities shall be to:

- c) Further the purposes of the Association
- d) Perform such other functions and acts as may be required by the International Board of Directors through a Cabinet Treasurer's manual and other directives.

SECTION 6: REGION CHAIRPERSON

The region chairperson, if the position is utilized during the District Governor's term, is subject to the supervision and direction of the District Governor and shall be the chief administrative officer in his/her region.

His/her specific responsibilities shall be to:

- a) Further the purposes of this Association.
- b) Supervise the activities of the Zone Chairperson in his/her region and such district committee chairperson as may be assigned by the District Governor.
- c) Play an active role in membership development including organization of new clubs and strengthening of clubs in the District.
- d) Play an active role in leadership development at the club level
- e) Perform such other functions and acts as may be required by the International Board of Directors through the district officers manual and other directives.

SECTION 7: ZONE CHAIRMEN

The zone chairperson, subject to the supervision and direction of the District Governor and/or region chairperson, shall be the chief administrative officer in his/her zone. His/her specific responsibilities shall be to:

- a) Further the purposes of this Association.
- b) Serve as chairperson of the District Governor's Advisory Committee in his/her Zone and as such chairperson to call regular meeting of such committee.
- c) Play an active role in membership development including extension of new clubs.
- d) Play an active role in leadership development at the club level.
- e) Perform such other functions and acts as may be required by the International Board of Directors through the district officers manual and other directives.

SECTION 8: SERGEANT AT ARMS

His/her specific responsibilities shall be to:

- a) The Sergeant-at-Arms shall maintain order and decorum at the respective conventions and meetings and perform such other duties as are incident to this office under Joske's 'The Law and Procedure at Meetings in Australia and New Zealand'
- b) The Sergeant-at-Arms, whilst a member of the Convention Committee structure, may also hold district cabinet status.

SECTION 9: OTHER DISTRICT CABINET MEMBERS

Subject to the supervision of the District Governor, they shall perform such functions and acts as may be required by the International Board of Directors or by provisions of the respective single, sub and multiple district constitution or by-laws that are consistent with the constitution and by-laws and policies of the International Board of Directors.

LIONS DISTRICT 201 V1-4 CONSTITUTION & BY LAWS

BY-LAW 3: GUIDELINES FOR CONVENTION HOST CLUB NOMINATION

a. ACCOMMODATION

Rooms with their own facilities are desirable. Motels and Hotels are of a reasonable standard. A profile of each Motel and Hotel including their facilities is to be provided. Firm and final room rates should, if possible, be established no later than six (6) months prior to the Convention date. Motel and Hotel rates should be of a varying scale so as not to disadvantage any Lion who may wish to attend the Convention.

Caravan parks home billeting, etc. can be offered as an alternative provided they are of a good standard. Complete details of such alternative facilities are to be included in the nomination details.

b. VENUES

The desired size of Venues is:

- (I) Opening Ceremony - to seat at least 350 people in concert style
- (ii) Informal Reception - to stand at least 350 people.
- (iii) Business Sessions - to seat at least 300 people in concert style.
- (iv) District Banquet - to seat at least 300 people
- (v) Forums - up to three (3) individual venues with a range of sizes to seat up to sixty (60) people.

All venues are to have excellent public address systems with the Business Session venue to provide one (1) microphone for the top table, one (1) lectern with microphone on the stage and at least two (2) microphones on the Convention floor. It is essential that excellent recording facilities are available at the Business Session. Arrangements will need to be made to record every official word spoken at these venues.

c. CONVENTION SERVICE CENTRE

Space to be provided within or adjacent to the confines of the Convention venue for:

- (i) Registration area.
- (ii) Promotion or display area.
- (iii) Lions shop, (if required).

d. CONVENTION HEADQUARTERS

The nomination is to include a Motel or Hotel of good standard suitable for use as a Convention Headquarters within such distance from the Convention venue to allow easy passage.

BY-LAW 4: CONVENTION COMMITTEES DUTIES.

Subject to Article 7, Section 7, The District Governor shall appoint the following Convention Committees and shall designate the Chairman of each committee:

- a) Nominations and Election Committee
- b) Credential Committee
- c) Resolution, Constitution and By-Laws Committee

The duties of the committees are as follows:

LIONS DISTRICT 201 V1-4 CONSTITUTION & BY LAWS

Nomination & Election Committee.

All the nominations for any position on the International Board or District Governor or Convention Venue shall be examined by this committee in order to ensure that the nominees concerned are qualified for nomination under the Constitution & By-Laws of the International Association of Lions Clubs or Multiple District Constitution or District Constitution.

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

The committee shall instruct candidates of the procedure laid down for the conduct of an election as specified in Article 10 of the Multiple District Constitution or Article 6 of the District Constitution and the Chairman of the Committee shall act as timekeeper.

The Chairman of the committee shall act as Returning Officer and the members as scrutineers of an election.

The Committee shall provide ballot boxes and ballot papers as required and be responsible for the security thereof. They shall Co-opt if necessary the minimum number required to count the ballot papers and supervise the issue of ballot papers.

The Chairman shall ensure that, subject to the Multiple District and District Constitutions, the secrecy of the ballot is maintained and shall destroy ballot papers when ordered to do so by the District Governor.

Credential Committee

It is the duty of the committee to report to the District Convention when called upon and to:

- a) Certify the delegates and alternates from the chartered Clubs in good standing and who present proper credentials
- b) 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 International Convention.
- c) Report to the Convention on the number of delegates and/or alternates certified

Resolutions, Constitution & By-Law Committee

It is the duty of this committee to receive, analyse and re-draft with the approval of the Club or District Cabinet submitting the motion, all proposed motions designed to come before a 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 in its re-drafted 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 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 District Cabinet where it shall think fit.

LIONS DISTRICT 201 V1-4 CONSTITUTION & BY LAWS

BY-LAW 5: NEW CLUB REGALIA.

In the case of a newly chartered Club the provision of a Club banner will be made by the District administration and the provision of other articles of regalia shall be provided as follows:

- a. Gong and gavel by the sponsoring Club.
- b. International flag set shared by all Clubs in the Zone except the sponsoring Club.
- c. Leonie shared by all Clubs in the Zone except the sponsoring Club.

BY-LAW 6: DISTRICT GOVERNOR INCAPACITATION.

In the event of the District Governor being unable to carry out his/her duties for a period of more than four (4) weeks for whatever cause other than death, the affairs of the District shall be administered by the Cabinet Secretary and the Cabinet Treasurer in conjunction with the District Governor's Honorary Committee until such times as the District Governor resumes duties or is replaced by the Association.

BY-LAW 7: CLUB EXTENSION EXPENSES.

Extension activity expenses incurred by a Club may be paid from the Club's activity account but not from the Club's Community Service Fund Account.

BY-LAW 8: IMMEDIATE PAST DISTRICT GOVERNOR

The Immediate Past District Governor will be given the opportunity, if so desired, to speak on the year's financial report and/or their year, at a suitable time during the Convention.

BY-LAW 9: HIRE OF FLAG SET.

The District Flag set may be hired out to other Lions Districts for a fee of \$300.00. The District hiring the set is responsible for transport (both ways) and safekeeping.

BY-LAW 10: INCOMING CABINET ADVANCE

An advance of up to \$5,000.00 (if required) shall be made available to each incoming District Administration, after March 1st of each year, for the purpose of defraying Administration cost incurred prior to assuming office and that this amount be allocated for in each annual budget.

BY-LAW 11: DISTRICT AWARDS AND BANNER PATCHES.

Each year the Immediate Past District Governor, or his/her Deputy, shall present at the District Convention, the following awards: -

- Host Club, District Convention.
- Gus Shannon Membership Award
- Russell Eastwood Project Award.
- Elaine Bouchier Media Award
- Loyola Jackson Environmental Project Award
- District Bulletin Competition.
- District Governor's Activity Hours Competition.
- District Governor's Competition First.

LIONS DISTRICT 201 V1-4 CONSTITUTION & BY LAWS

District Governor's Competition Second.
District Governor's Competition Third.
District Lioness Activity Hours Competition
District Governor's Lioness Competition
District Governor's Home Club

The host club patch is presented to the Club or Clubs that organised the previous convention.

The Gus Shannon Membership Award shall be decided by the Immediate Past District Governor based on information provided by the Cabinet Secretary of the day's record of Monthly Membership Reports received during their year as District Governor from July 1st through to June 30th.

The Russell Eastwood Award - Best Club Project - shall be decided by the Immediate Past District Governor following the receipt of nominations from the Clubs in the District. A call for nominations shall be made at a suitable time.

The Elaine Bouchier Media Award shall be decided by a committee appointed by the District Governor to recognise public relations activities;
That District 201V1-4 presents an annual 'Media Award' for the most significant media story published, or presented on television, depicting a Lions Project within this District.

The Loyola Jackson Environmental Project Award shall be decided by the immediate Past District Governor following receipt of nominations from the Clubs in the District. The award is for the project adjudged to have the most environmental benefit.

District Bulletin Competition shall be decided by Immediate Past District Governor on advice from the District Newsletter Chairman. The Chairman shall take into account the number of issues received, the editorial content, and presentation.

District Activity Hours Competition shall be decided by the Immediate Past District Governor based on information provided by the Assistant Cabinet Secretary of the day's record of Monthly Activity Reports received during their year as District Governor from July 1st through to June 30th.

District Governor's Competition First, Second, and Third shall be decided by the Immediate Past District Governor based on information provided the Assistant Cabinet Secretary of the day's record of Monthly Membership and Activity Reports received during their year as District Governor from July 1st through to June 30th. Note, the District Governor of the day is responsible for compiling the points score for the District Governor's Competition.

District Lioness Activity Hours Competition shall be decided by the Immediate Past District Governor based on information provided by the Assistant Cabinet Secretary of the day from records of Monthly Activity Reports received from July 1st through to June 30th of the year served as District Governor.

District Governor's Lioness Competition shall be decided by the Immediate Past District Governor based on information provided by the Assistant Cabinet Secretary of the day from records of Monthly Membership and Activity Reports 's received from July 1st through to June 30th of the year served as District Governor. The District Governor is responsible for compiling the points criteria for scoring the competition during his/her year as governor.