

INTERNATIONAL ASSOCIATION OF LIONS CLUBS



CONSTITUTION AND BY-LAWS

LIONS CLUBS OF DISTRICT 20-N

REVISED AND AMENDED, May 4, 2003
REVISED AND AMENDED AT THE 2005 MD-20 CONVENTION

CONSTITUTION

ARTICLE I: NAME

Section 1:

The organization shall be known as District 20-N of the International Association of Lions Clubs (hereinafter referred to as Lions Clubs International).

ARTICLE II: OBJECTS

Section 1:

To provide an administrative structure with which to advance the educational and charitable purposes and objects of District 20-N.

ARTICLE III: MEMBERSHIP

Section 1:

The members of this organization shall be all Lions Clubs in District 20-N chartered by Lions Clubs International.

Section 2:

The boundary lines of District 20-N shall be as follows: Cattaraugus, Chautauqua, Erie, Niagara, and a portion of Wyoming County.

ARTICLE IV: DISTRICT ORGANIZATION

Section 1: Cabinet Membership

- A. The District shall have a District Cabinet composed of the District Governor, as Chairperson, Vice-District Governor, the Immediate Past District Governor, the Region Chairpersons, the Zone Chairpersons, and the Cabinet Secretary and Cabinet Treasurer (or Secretary-Treasurer). Provided, however, each respective District Governor shall have the authority to determine whether the position of Region Chairperson will be utilized during his/her term. If not so utilized, the position of Region Chairperson shall remain vacant during said District Governor's term. Each such officer of the District Cabinet shall be an Active Member in good standing of a chartered Lions Club of District 20-N.
- B. The District Governor and the Vice-District Governor shall be elected at the Annual Convention for a term of one year which term shall begin with the close of the International Convention held in the calendar year of his/her election and shall end at the close of the next convention of the Association. The District Governor shall appoint by the time he/she takes office, the Cabinet Secretary and Cabinet Treasurer

- (or Secretary-Treasurer), one Region Chairperson for each Region, if the position of Region Chairperson is utilized during the District Governor's term, and one Zone Chairperson for each Zone, and such other Cabinet Members as may be provided for in this Constitution and By-Laws.
- C. Zone or Region Chairperson should be limited to serving two consecutive one-year terms. This requirement could be waived by the District Governor in situations involving extenuating circumstances and after a search by the District Governor.
 - D. Any vacancy in any District Cabinet Office, except that of the District Governor, shall be filled by appointment by the District Governor for the unexpired term thereof.
 - E. If any Region Chairperson or Zone Chairperson shall cease to be a member of a Club in the Region or Zone, as the case may be, to which he/she was appointed, his/her term of office shall thereupon cease and the District Governor may appoint a successor to fill said office.
 - F. No salary may be paid to any office of the District.

Section 2: District Cabinet Meetings

- A. Regular. A regular meeting of the Cabinet shall be held four times during the fiscal year, with the first to be held within ninety (90) days after the adjournment of the preceding International Convention. Ten (10) days written notice of the meetings setting forth a date, time and place determined by the District Governor, shall be given to each member, Committee chairperson and club president by the Cabinet Secretary (or Secretary-Treasurer).
- B. Special. Special meetings of the Cabinet may be called by the District Governor at his/her discretion, and shall be called upon written request made to the District Governor or the Cabinet Secretary (or Secretary-Treasurer) by a majority of the members of the Cabinet. Not fewer than seven (7) not more than fifteen (15) days written or telegraphic notice of special meeting, setting forth the purposes thereof and a date, time, and place determined by the District Governor, shall be given to each member by the Cabinet Secretary (or Secretary-Treasurer).
- C. Quorum and Vote. The attendance by a majority of the members of the Cabinet shall constitute a quorum for any meeting thereof. In all such meeting, the voting privilege shall extend to the District Governor, the Vice District Governor, the Immediate Past District Governor, the Region Chairpersons, the Zone Chairpersons, and the Cabinet Secretary and Cabinet Treasurer (or Secretary-Treasurer).

Section 3: Region and Zones

- A. The District Governor shall divide the District into Regions of not more than sixteen (16) nor less than ten (10) Lions Clubs, and each such Region into Zones of no more than eight (8) nor less than four (4) Lions Clubs, 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/her sole discretion, he/she shall deem the same necessary to the best interests of District 20-N.

- B. Regional Meetings. If the position of Region Chairperson is utilized during the District Governor's term, meetings of representative of all Clubs in the Region, with the Region Chairperson presiding, may be held during the fiscal year at times and places fixed by the Region Chairperson of the respective Region.
- C. Zone Meetings. Meetings of all member Clubs in a Zone shall be designated and known as Zone Meetings. Zone Meetings may be held throughout the District during the year at times and places to be fixed by the Zone Chairperson of each individual Zone who shall be in active charge. Such Zone Meetings shall be so arranged and of such a number as will make it possible and convenient for the members of each Club in each Zone to attend at least one such meeting each year. A Zone Meeting may be held in conjunction with any Advisory Committee Meeting (ACM).

Section 4: Other Meetings

- A. Cabinet Orientation. Each year the District Governor will hold an Orientation Meeting for the officers of the Cabinet and such other committee chairpersons, committee members, and others designated by the District Governor. This meeting may be held prior to the first regular Cabinet Meeting or in conjunction with the first regular Cabinet Meeting.
- B. Fall Conference. Each year, in the fall, there shall be a Conference of Lions of District 20-N at a date, time, and place selected by the District Governor. The topics and agenda shall be set by the District Governor. This meeting may be held in conjunction with a regular Cabinet Meeting.
- C. Spring Conference. Each spring, between the time when Club Officers are elected and the State Convention of MD-20, there shall be an Officer's Training Program to be held at date, time, and place selected by the District Governor or by the Region Chairpersons, if the position of Region Chairperson is utilized during the District Governor's term, in consultation with their Zone Chairpersons.

Section 5: District Committees

- A. District Governor's Advisory Committee
 - 1. There shall be a District Governor's Advisory Committee in each Zone, composed of the Zone Chairperson and the Presidents and Secretaries of the Clubs in the Zone.
 - 2. The Zone Chairperson in each particular Zone shall during the fiscal year hold the number of meetings as determined by the District Governor. The number of meetings shall be not less than three (3).
 - 3. A Zone Meeting may be held in conjunction with any Advisory Committee Meeting (ACM).

- B. District Governor's Honorary Committee. There may be in District 20-N a District Governor's Honorary Committee. The membership of the Committee shall consist of Past International Officers, Past International Directors, and Past District Governors within District 20-N. The Past District Governor who is two (2) years removed from his/her term of office as District Governor shall be the Chairperson of this Committee. The District's Honorary Committee shall meet when and as called upon by the Chairperson or the District Governor. The Immediate Past District Governor shall be the Vice-Chairperson of this committee.
- C. Committees. District 20-N shall have such Committees as necessary to carry out the objects and goals as determined by the District Governor. The Immediate Past District Governor will serve as LCIF Chairperson.

ARTICLE V: FINANCE AND BUDGET

Section 1:

District 20-N shall have a Finance Committee of three (3) members appointed by the District Governor, one of whom shall be designated as Chairperson.

- A. It is the responsibility of this committee to review and monitor the budget, recommend a depository for District funds, recommend bonding for the District Cabinet Secretary (or Secretary-Treasurer), arrange for an audit of District funds at the end of the fiscal year, and advise the District Governor and the Cabinet on financial matters.

Section 2:

The District Governor should at the second regular meeting of the Cabinet present an administrative budget.

Section 3:

All District 20-N administrative funds received by the District may be disbursed only for administrative expenses as approved in the annual budget of District 20-N. Payment out of said District administrative funds shall be by checks drawn and signed by the Cabinet Treasurer (or Secretary-Treasurer) and countersigned by the District Governor.

Section 4:

The District Governor and his/her Cabinet shall not incur contractual obligations in any fiscal year which will effect an unbalanced budget or deficit in said fiscal year.

Section 5:

The Finance Committee as directed by the District Governor shall provide for an annual or more frequent audit of the books and accounts of the District by an Auditing Committee appointed by

the District Governor. A statement of the financial condition of the District shall be sent to Lions International, to the Multiple District 20 (State) Office, to the Cabinet and to each Club in the District within sixty (60) days after the close of the fiscal year by the District Governor.

Section 6:

Each edition of Niagara Frontier Lion, the official publication of the District, shall contain material in sufficient quantity and content as delineated in the terms of the contract agreed upon by and between the editor and the District. The fee shall be determined from time to time by the District Governor. A delinquent fee of \$.25 per subscription will be assessed for subscriptions not paid by November 1st of each year.

Section 7: District Dues

- A. District dues, amount as determined by the District Governor elect and the Cabinet, shall be assessed as of July 1 of the coming fiscal year.
- B. The District dues shall be payable on a semi-annual basis with each payment due on July 1 and January 1.
- C. The District Dues shall be used to foster and promote all authorized District Lions administrative needs and programs as authorized by either the District Governor's budget or by the Voting Cabinet.

ARTICLE VI: DISTRICT CONVENTION

Section 1:

An annual Convention of District 20-N may be held in each year prior to the International Convention and Multiple District 20 Convention at a date, place, and time fixed by the District Governor.

Section 2:

The District Governor shall receive invitations in writing from places desiring to entertain the Annual Convention.

Section 3:

The Officers of the District Cabinet shall be the Officers of the Annual District 20-N Convention.

Section 4:

The following Chairmen and Committees for the District 20-N Convention shall be appointed by the District Governor.

- A. Sergeant-At-Arms
- B. Parliamentarian

- C. Certification
- D. Convention

- E. Voting and Elections
- F. Constitution and By-Laws

Section 5:

Each chartered club in good standing in District 20-N shall be entitled in each annual convention of it's district to one (1) voting delegate and one (1) alternate for each ten (10) members or major fraction thereof who have been enrolled for at least one year and a day in said club as shown by the records of the International Office on the first day of the month last preceding that month during which the Convention is held provided, however, that each said club shall be entitled to at least one (1) voting delegate and one (1) alternate. The major fraction, referred to in this section, shall be five or more members. Each such vote based on membership can be cast only by a certificated delegate present in person at the Convention and no delegate shall cast more than one vote on each question. It is, however, provided that the District Governor, by virtue of his office, and each Past District Governor, who is an active member of a chartered Lions Club in good standing, shall be a certified delegate to each such Convention, but shall not be included in the delegate quota of his Club of any such Convention.

Section 6:

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

Section 7:

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 any member of the District Cabinet, shall incur any liability thereby to any Club or Club members in the District.

ARTICLE VII: DISTRICT 20-N CONVENTION FUND

Section 1:

Such fees as the District Governor shall set may be collected, under procedures set by the District Governor, from each Delegate, Alternate, and guest attending the District Convention to defray the cost of the Convention.

Section 2:

The District Governor shall provide for an annual, or more frequent audit of the District Convention Fund and shall give an annual financial report of said Fund to the District Cabinet Members.

ARTICLE VIII: AMENDMENTS

Section 1:

The Constitution may be amended at a District Convention or Multiple District Convention by resolution reported by the Convention Committee appointed by the District Governor on Convention and By-Laws and adopted by the affirmative vote of two-thirds (2/3) 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 in the District, no less than thirty (30) days prior to the convening date of the Annual District 20-N Convention with notice that the same will be voted on 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-LAWS

ARTICLE I: DISTRICT NOMINATIONS AND ELECTIONS

Section 1:

Each District Governor shall appoint a member to the Multiple District (State) Nomination Committee who shall be an active member of a Lions Club in good standing in the District, and shall not at the time of the appointment hold any Multiple District (State) or International Office. Each such appointment shall receive notification of his/her appointment at least thirty (30) days prior to the Annual Multiple District (State) Convention.

Section 2:

The Nominating Committee person of District 20-N shall receive the written notification of any member in good standing for District Governor and Vice District Governor who meet the qualifications set forth by Lions Clubs International Constitution and By-Laws, provided that the nomination is endorsed by his/her Club, or by a majority of the Clubs in District 20-N. Such nominations must be filed at least thirty (30) days prior to the Annual Multiple District (State) Convention date with the Multiple District Secretary-Treasurer.

The Nominating Committee person of District 20-N shall report to the Multiple District Meeting of the State Convention the names of such nominees as have been qualified. A nomination for District Governor and/or Vice District Governor may be made from the floor of the State Convention only with the approval of the Nominations Committee of said Convention, and only when District 20-N reaches a Convention without any qualified candidate for District Governor and/or Vice District Governor who has not previously filed a nomination in the Multiple District Office.

Section 3:

The election shall be by secret written ballot. The candidate receiving the largest number of the votes cast shall be declared elected. In case of a tie, balloting for those tied, shall continue until one candidate is elected.

Section 4:

- A. In the event a vacancy occurs in the office of District Governor, the Vice District Governor shall act as District Governor and shall perform the duties of, and have the same authority as the District Governor until such time as said vacancy is filled by the International Board of Directors for the remainder of the term.
- B. In the event a vacancy occurs in the office of the Vice District Governor, said vacancy shall be fulfilled by appointment by the District Governor of a Lion who meets the qualifications of the By-Laws, Article II, Duties and Qualifications, Section 10, for the remainder of the term.

Section 5:

No candidate for District Governor or Vice District Governor shall formally announce his/her candidacy prior to the second regular Cabinet meeting.

ARTICLE II: DUTIES AND QUALIFICATIONS

Section 1:

District Governor. Under the general supervision of the International Board of Directors, the District Governor shall represent the Association in his/her District. In addition, he/she shall be the Chief Administrative officer of this District and shall have direct supervision over the Vice District Governor, Region Chairpersons, the Zone Chairpersons, and Cabinet Secretary and Cabinet Treasurer (or Secretary-Treasurer) and such other Cabinet Members as may be provided for in this Constitution and By-Laws. His/her specific responsibilities shall be to:

- A. Further the Purposes and Objects of this Association.
- B. Supervise the organization of new Lions Clubs.
- C. Promote the Lions Clubs International Foundation and all service activities of the Association.
- D. Preside, when present, over Cabinet, Convention and other District meetings.
- E. Perform such other functions and acts as shall be required of him/her by the International Board of Directors through the District Governor's Manual and other directives.

Section 2:

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. His/her specific responsibilities shall be to:

- A. Further the Purposes and Objects of this Association.
- B. Familiarize himself/herself 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.
- C. Perform such administrative duties as may be assigned to him/her by the District Governor.
- D. Perform such other functions and acts as may be required of him/her 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. Be actively engaged in all matters to be continued during the next year.
- H. Participate in the review of the strengths and weaknesses of the Clubs of the District;
and
- I. At the request of the District Governor supervise appropriate district committees.

Section 3:

Region Chairperson. The Region Chairperson, if the position is utilized during the District Governor's term, subject to the supervision of the District Governor, shall be the chief administrative officer in his/her Region. His/her specific responsibilities shall be to:

- A. Further the Purposes and Objects of this Association.
- B. Supervise the activities of the Zone Chairpersons in his/her Region and such District Committee Chairs as may be assigned to him/her by the District Governor.
- C. Play an active role in organizing new clubs and in strengthening weak clubs.
- D. Perform such other functions and acts as may be required of him/her by the International Board of Directors through the Region Chairperson's Manual and other directives.

Section 4:

Zone Chairperson. 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 and Objects of this Association.
- B. Serve as Chair of the District Governor's Advisory Committee in his/her Zone and as such Chair to call regular meetings of said Committee.
- C. Play an active role in organizing new clubs and keep informed on the activities and well-being of all clubs in his/her Zone.
- D. Perform such other functions and acts as may be required of him/her by the International Board of Directors through the Zone Chairperson's Manual and other directives.

Section 5:

Cabinet Secretary and Cabinet Treasurer (or Secretary-Treasurer). Each shall act under the supervision of the District Governor. Their specific responsibilities shall be to:

- A. Further the Purposes and Objects of this Association.
- B. 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 and other directives.

Section 6:

Other District Cabinet Members. Subject to the supervision of the District Governor, they shall perform such functions and acts as may be required of them by the International Board of Directors and by provisions of the District Constitution and By-Laws which are consistent with the Constitution and By-Laws and policies of the International Board of Directors.

Section 7:

District Governor's Cabinet. The District Governor's Cabinet is the deliberative and assisting body to the District Governor in the formulation of administrative plans and policies affecting the welfare of Lionism within the District. It shall serve in an advisory and administrative capacity only. Voting members of the District Governor's Cabinet shall be the District Governor, Vice District Governor, Immediate Past District Governor, Region Chairpersons, if the position is utilized during the District Governor's term, Zone Chairpersons and the Cabinet Secretary and Cabinet Treasurer (or Secretary-Treasurer).

Section 8:

District Governor's Advisory Committee. This committee is an advisory body from the Zone level to the District Governor and his/her cabinet, and represents all the District Clubs. It shall serve in an advisory and administrative capacity only. This Committee shall meet not less than four (4) times during the fiscal year. Additional meetings may be held at the discretion of the District Governor. Meetings are usually held in September, November, and February.

Section 9: Qualifications for the Office of District Governor.

A candidate for the office of District Governor shall:

- A. Be an active member in good standing of a chartered Lions Club in good standing in District 20-N.
- B. Secure an endorsement of his/her Club or a majority of the Clubs in District 20-N
- C. Currently be serving as the Vice District Governor within the District from which he/she is to be elected.
- D. Only in the event the current Vice District Governor does not stand for election as District Governor, or a vacancy in position of Vice District Governor exists at the time of the District Convention, any club member who fulfills the qualifications for the office of Vice District Governor as set forth in Section 10 of this Article II and who is currently serving or has served one (1) additional year as a member of the District Cabinet, shall fulfill the requirements of Subsection C of this Section.

Section 10: Qualifications for the Office of Vice District Governor

A candidate for the office of Vice District Governor shall:

- A. Be an active member in good standing of a chartered Lions Club in good standing in District 20-N.
- B. Secure the endorsement of his/her Club or a majority of the Clubs in District 20-N
- C. Have served or will have served at the time he/she takes office as Vice District Governor
 - a. As President of a Lions Club for a full term or a major portion thereof, and a member of the Board of Directors of a Lions Club for no less than two (2) additional years; and
 - b. As Zone Chairperson or Region Chairperson or Cabinet Secretary or Cabinet Treasurer (or Secretary-Treasurer) for a full term or major portion thereof.
 - c. With none of the above being accomplished concurrently.

Section 11: Qualifications for Region and Zone Chairs.

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

ARTICLE III: RULES FOR DISTRICT 20-N CONVENTION AND/OR MEETING PROCEDURES

Section 1:

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

Section 2:

The Credentials Committee of the Convention shall be composed of the District Governor, as Chairperson, the Cabinet Secretary (or Secretary-Treasurer), and all Region Chairpersons. The Credential Committee shall have the powers and perform the duties set forth in Robert's Rules of Order (Newly Revised).

Section 3:

The Convention Committee shall be responsible for Resolutions, Elections, and Rules of the Convention. This committee shall have at least one representative for each Region. The Committee shall perform such duties as the District Governor shall designate.

Section 4:

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

Section 5:

The Voting and Elections Committee shall be responsible for the integrity, of the voting process. It shall designate the voting place, voting hours, and supervise the voting process. At the conclusion of the voting, the committee person shall make the results available to the District Governor.

Section 6:

Except as otherwise specifically provided in the Constitution and By-Laws, or in the rules of procedure adopted for a meeting, all questions of order and procedures in any District Cabinet meeting or Convention, or any meeting of the District Cabinet, or any meeting of the Region, Zone, or member club or any group or Committee of any one of them, shall be determined by Robert's Rules of Order (Newly Revised).

Section 7: International Office Endorsement and Nomination.

Any candidate seeking endorsement of the District, shall be made at the District Convention. Certification of such endorsement must be made in writing by the District Governor and Cabinet Secretary (or Secretary-Treasurer) to the Multiple District Office. An International Director or International Second Vice President Candidate shall:

- A. File by mail or in person a written notice of intention to seek endorsement by the Convention, to the District Governor and Multiple District (State) Office no less than sixty (60) days prior to the convening of the District Convention.
- B. Deliver with said notice of intention, evidence of fulfillment of qualifications for said Office as required by the International Association of Lions Club's International Constitution and By-Laws.

ARTICLE IV: HONORS, AWARDS, AND CONTESTS

Section 1:

The District Governor may at his/her discretion, authorize and establish suitable honors, awards, and contests.

ARTICLE V: FISCAL YEAR

Section 1:

The fiscal year of this District shall be July 1st of a particular year through June 30th of the following calendar year.

ARTICLE VI: AMENDMENTS

Section 1:

These By-Laws may be amended only at a District Convention or Multiple 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 District 20-N 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 unless otherwise specified in the amendment.

Section 4:

All revisions/amendments proposed must be submitted to the MD-20 Constitution and By-Laws Committee for review prior to presentation to the district members for a vote.

ARTICLE VII: PRECEDENCE

Section 1:

Should any provision of the District 20-N Constitution and By-Laws contravene that of the Multiple District 20 or International Constitution and By-Laws and/or of the policies of the Association, the latter would be controlling.

Constitution/By-Laws amended by vote at the 2005 MD-20 Convention.