

**The International Association of Lions Clubs**  
**District 14-H**

**Constitution**

**&**

**By-Laws**

# **The International Association of Lions Clubs**

## **District 14-H**

### **Constitution**

#### **ARTICLE I; NAME**

This organization shall be known as **District 14-H, The International Association of Lions Clubs (Lions Clubs International)**. District 14-H is a Sub-District of Multiple District-14 (MD-14), the Pennsylvania State Council of Lions Clubs.

#### **ARTICLE II; OBJECTIVES**

To provide both an administrative and a financial structure directed towards promoting and advancing the Objects of Lions Clubs International within this District.

#### **ARTICLE III; MEMBERSHIP**

The membership of this organization shall consist of all Lions Clubs, duly organized and properly chartered under the provisions of the International Association of Lions Clubs, and which exist within the territorial boundaries of this District as prescribed by the Pennsylvania State Council of Lions (MD-14) and approved by the International Board of Directors.

#### **ARTICLE IV; DISTRICT ORGANIZATION**

##### **SECTION 1. CABINET & OFFICERS**

A. The District shall have a Cabinet comprised of the District Governor, the Vice-District Governor, the Immediate Past District Governor, the Region Chairmen, the Zone Chairmen, the Cabinet Secretary, the Cabinet Treasurer and the District Committee Chairmen. The members of the District Cabinet shall be the officers and voting members of the District. Each such officer must be a member, in good standing, of a chartered Lions club, in good standing, within the District.

- B. The District Governor and the Vice-District Governor shall be elected at the annual District Convention. Having been duly elected, the District Governor shall subsequently appoint the Cabinet Secretary, the Cabinet Treasurer, and the Zone Chairmen in a timely manner so that they may assume the responsibilities of their office by July 1<sup>st</sup> of the Lion year. The District Governor may also appoint a Chairman for each Region within the District.
- C. Any vacancy in the District Cabinet, with the exception of the District Governor and the Vice-District Governor, shall be filled through appointment by the District Governor for the remainder of the term of office thereof.
- D. A club member shall be appointed as a Region Chairman or a Zone Chairman only over the Region or Zone in which his/her club is located. Should any Region Chairman or Zone Chairman cease to be a member of a Club within the respective Region or Zone to which he/she was appointed, his/her term of office shall thereupon cease and the District Governor shall appoint a successor to complete the term of office.
- E. No form of remuneration, such as a salary, shall be made to any officer of the District.

## SECTION 2. DISTRICT CABINET MEETINGS

- A. REGULAR: A regular meeting of the Cabinet shall be held within each quarter of the fiscal year, with the first meeting to be held by August 31<sup>st</sup> of each year following the adjournment of the preceding International Convention. The Cabinet Secretary shall give ten (10) days written notice of meetings to each member setting forth the date, time and place determined by the District Governor.
- B. SPECIAL: Special meetings of the Cabinet may be called by the District Governor at his/her discretion, and shall also be called upon by written request made to the District Governor or the Cabinet Secretary by a majority of the members of the Cabinet. Not less than five (5) nor more than ten (10) days of written notice of special meetings, setting forth the purpose thereof and the date, time and place determined by the District Governor, shall be given to each member by the Cabinet Secretary.
- C. QUORUM and VOTE: The attendance of a majority of the members of the Cabinet shall constitute a quorum for any meeting thereof. The District Governor shall have a vote in such meetings, in case of a tie.

### SECTION 3. REGIONS and ZONES

- A. The District Governor shall divide the District into Regions of no more than sixteen (16) and no less than ten (10) Lions clubs and each such Region into Zones of no more than eight (8) and no fewer than four (4) Lions clubs. All such Regions and Zones shall be subject to change by the District Governor when, through his/her discretion, it is deemed necessary and in the best interests of the District and Lions Clubs International.
- B. Regional Meetings. Meetings of representatives of all of the clubs within the Region, with the Region Chairman presiding, may be held during the fiscal year at times and places fixed by the Region Chairman. At least one meeting should be held during the fiscal year.
- C. Zone Meetings: Meetings of representatives of all clubs within a Zone, with the Zone Chairman presiding, shall be held during the fiscal year at times and places fixed by the Zone Chairman. These meetings should be held during the months of September, November and March.

### SECTION 4: DISTRICT COMMITTEES

- A. District Governor's Advisory Committee. Within each Zone, the Zone Chairman as well as the club presidents and secretaries within that zone, shall comprise the District Governor's Advisory Committee with the Zone Chairman acting as the committee chairman thereof. At a date, time and place called by the Zone Chairman, this committee shall hold its first meeting during the month of September, a second meeting during the month of November and a third meeting during the month of March; in accordance with the policies of Lions Clubs International.
- B. District Governor's Honorary Committee. The District Governor may appoint a District Governor's Honorary Committee composed of Past International Officers who are members in good standing of clubs within the District. This committee shall meet at the discretion of the District Governor. It shall act under the direction of the District Governor in the promotion of harmony throughout the District.

## **ARTICLE V; DISTRICT DUES**

**SECTION 1.** In order to provide revenue with which to defray the non-convention expenses of the District, an annual DISTRICT ADMINISTRATIVE FUND PER CAPITA TAX of two-dollars (\$2.00) will be levied upon each member of the District. This per capita may be collected on an annual, semi-annual or quarterly basis, and will be used, in part, to offset the expenses of the District newsletter. In order to provide revenue which will defray the annual DISTRICT CONVENTION FUND expenses, a PER CAPITA TAX of one-dollar (\$1.00) will be assessed upon each member within the District. The District Cabinet Treasurer may bill these as a combined semi-annual assessment to each club within the District as follows: one-dollar-and fifty cents (\$1.50) per club member due by September 10<sup>th</sup> of each year, covering the semi-annual period between July 1<sup>st</sup> and December 31<sup>st</sup>; and one-dollar-and-fifty-cents (\$1.50) per club member due by March 10<sup>th</sup> of each year, covering the semi-annual period between January 1<sup>st</sup> and June 30<sup>th</sup>. Billings for each per-capita will be based upon club membership as of July 1<sup>st</sup> and January 1<sup>st</sup>, respectively. Said per-capita tax shall be paid to the Cabinet Treasurer by each club, except for newly chartered clubs and reorganized clubs, which shall collect and pay said per-capita tax on a pro-rata basis from the first day of the second month of their organization or reorganization, as the case may be. Said per-capita taxes shall be disbursed upon approval by the District Governor. All disbursements there from shall be by checks; these checks shall be signed by the Cabinet Treasurer and countersigned by the District Governor.

**SECTION 2.** During the execution of their offices, both the District Governor and the Vice-District Governors incur numerous and substantial “out-of-pocket” expenses including travel, lodging and required clothing for which they receive little or no compensation. In as much as this is a District Administrative expense, a DISTRICT GOVERNOR’S/VICE-DISTRICT GOVERNOR’S ADMINISTRATION FUND shall be established through an annual per-capita tax of one-dollar-and fifty-cents (\$1.50) with any personal compensation to either the District Governor or the Vice-District Governor being subject to the “Rules of Audit”. Any funds not used during the term of office will remain in the fund to be carried into the following year. Excessive funds, if any, could be reassigned to the DISTRICT ADMINISTRATIVE FUND at the discretion of the presiding District Governor.

**SECTION 3.** The District Governor and his Cabinet shall not incur obligations during the fiscal year, which will effect an unbalanced budget deficit in said fiscal year.

**SECTION 4.** The District Cabinet Secretary and the District Cabinet Treasurer, or the District Cabinet Secretary-Treasurer, shall be bonded in such amount and with such surety company as shall be approved by the District Governor and the cost of same shall be an administrative expense.

**SECTION 5.** The District Governor must provide for an annual, or more frequent, audit of the books and accounts of the Cabinet Treasurer by a CPA not affiliated with a Lions Club of District 14-H. All District records pertinent to such audit, i.e.; bank statements, records of purchases and expenditures, as well as any other records necessary to complete a fiscal audit or inventory, along with the District 14-H Counselors treasurer’s books shall be furnished to the

District Governor no later than the final day of his/her term of office. Upon completion of this audit, all records and District property shall be forwarded to the succeeding District Governor. A surety bond, in the amount of \$100,000, will be maintained by the District Counselors. This audit should be completed by the November cabinet meeting. The cost of the audit will be done by the District Counselor.

#### SECTION 6. District 14-H Counselor's Fund

In support of the District, the Counselor's Fund will reimburse the Second Vice District Governor's expenses when funds are available.

### **ARTICLE VI; DISTRICT CONVENTION**

SECTION 1. An annual DISTRICT CONVENTION shall be held at least thirty (30) days prior to the Multiple District (MD-14) Convention at a date and time fixed by the District Governor.

SECTION 2. The selection of a site for the District Convention shall preferably be within the geographical territory occupied by District 14-H. The responsibility for the selection of this site shall rotate from Region to Region in numerical order or become the responsibility of the District Convention Chairman at the discretion of the District Governor. In the event that an assigned Region is unable to host the District Convention, either the next Region in line or the District Convention Chairman will assume the responsibility for hosting the District Convention, at the discretion of the District Governor. Should District 14-H become the host District for the Pennsylvania State Council of Lions Convention (MD-14), a District Convention will not be held that year. All business will be transacted at the annual convention.

SECTION 3. The officers of the annual District Convention shall be the District Convention Committee Chairmen appointed by the District Governor to manage and conduct the business of the convention. These officers shall be Lions in good standing in the District.

SECTION 4. A convention "Sergeant-at-Arms" and an "Assistant Sergeant-at-Arms" shall be appointed by the District Governor.

SECTION 5. Each chartered club, in good standing with both Lions Clubs International and District 14-H, shall be entitled to representation by one, or more, Delegates at the District Convention for voting with one Delegate and one Alternate Delegate for every ten (10) members, or major fraction thereof, of the club as shown by Lions Clubs International records on the first day of the month last preceding the month during which the convention is held. A major fraction shall be considered to be five (5) or more members. Full Delegate status shall be granted to each Past District Governor who is a member, in good standing, of a club, in good standing, in the District independent of, and not to be included in the regular quota of Delegates for which his/her club is entitled. Each "Certified Delegate" present may personally cast one vote only for each office to be filled and one vote only for each issue to be voted upon by the

members of the Convention. Unless otherwise specified, the affirmative vote of a majority of the voting Delegates on any question shall be the will and act of the Convention.

SECTION 6. The attendance of a majority of registered Delegates at a Convention shall constitute a quorum at any session of the Convention.

SECTION 7. The District Governor shall remain the final authority as to the time, place and conduct of the District Convention held during his/her term of office. The selection of a site as well as all expenses associated with the District Convention shall remain the responsibility of the District, itself, and any liabilities incurred shall not be reassigned to any local club or member.

SECTION 8. Within sixty (60) days following the close of the Convention, an official report of the Convention proceedings shall be mailed to Lions Clubs International as well as to each club within the District by the Cabinet Secretary.

## **ARTICLE VII: DISTRICT CONVENTION FUND**

Section 1. In lieu of a District Convention Fee, an annual DISTRICT CONVENTION FUND PER CAPITA TAX of one-dollar (\$1.00) shall be levied upon each member within the District and shall be billed semi-annually with \$0.50 per capita due by September 10<sup>th</sup> of each year and \$0.50 per capita due by March 10<sup>th</sup> of each year. Respective billing will be based upon club membership as of July 1<sup>st</sup> of each year and January 1<sup>st</sup> of each year. This per capita shall be remitted to the Cabinet Treasurer. All funds collected shall be used exclusively towards defraying the expenses associated with the District Convention and shall be expended through District checks signed by the Cabinet Secretary/Treasurer and countersigned by the District Governor. Any club, which has been either newly chartered or reorganized, shall pay this per-capita on a pro-rata basis from the first day of the second month following their organization or reorganization as the case may be.

SECTION 2. During any fiscal year, any balance remaining in the District Convention Fund after payment of all convention administrative expenses for that year shall remain in the District Convention Fund for future convention expenses. These funds shall be treated as income during any fiscal year in which they are expended or otherwise budgeted for payment of expenses.

SECTION 3. 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 in order to defray the actual cost of Convention meals and entertainment.

SECTION 4. 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 Convention.

## **ARTICLE VIII; AMENDMENTS**

**SECTION 1.** This Constitution may be amended only at a District Convention by Resolution reported by the Convention Committee on Constitution & By-Laws and adopted by the affirmative 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 within the District no less than thirty (30) days prior to the convening date for the annual District Convention and with notice that the same will be voted upon at said Convention.

**SECTION 3.** Each amendment shall take effect at the close of the Convention at which it was adopted unless otherwise specified in the amendment.

# The International Association of Lions Clubs

## District 14-H

### By-Laws

#### **ARTICLE I: DISTRICT NOMINATIONS AND ELECTIONS**

**SECTION 1.** Each District Governor shall appoint, by written notification received at least sixty (60) days prior to the District Convention, a Nominating Committee of not more than five (5) members, each of whom shall be a member, in good standing, of a club, in good standing, within the District. The names and addresses of all Lions so appointed shall be sent to all clubs within the District at least forty (40) days prior to the convening date of the District Convention.

**SECTION 2.** Any member of a club, within the District, seeking the office of either District Governor or Vice-District Governor, shall make his/her intention to so run in writing with either the District Governor or the Nominating Committee thirty (30) days prior to the convening date for the District Convention furnishing evidence of his/her compliance with the qualifications for said office as set forth in the International Association of Lions Clubs Constitution and By-Laws. At the District Convention, the Nominating Committee shall place in nomination the names of all qualified candidates. Then, and only then, may nominations for each office be accepted from the floor. Each candidate shall be allowed one nominating speech of no more than five minutes duration and one seconding speech of no more than three minutes duration.

**SECTION 3.** The election shall be done through secret written ballot, only. The candidate receiving the majority of votes cast shall be declared elected. In the case of a tie-vote on any ballot, the tie shall be broken by the candidates drawing straws or through any other means acceptable to the candidates.

**SECTION 4.** In the event a vacancy occurs in the office of District Governor, the same shall be filled in accordance with the provisions set forth in the International Association of Lions Clubs Constitution and By-Laws. The remaining Cabinet officers as well as the members of the District Governor's Honorary Committee shall convene at a date, time and place determined by the Immediate Past District Governor with the intent of choosing a replacement suitable for recommendation to the International Board of Directors.

SECTION 5. Any club within the District which is in arrears by an amount exceeding fifty (\$50.00) on any bill past-due for a period in excess of sixty (60) days prior to the convening date of the District Convention, shall not be eligible to vote at that Convention.

## **ARTICLE II; DUTIES**

SECTION 1. DISTRICT GOVERNOR. The District Governor shall act under the general supervision of the International Board of Directors as the representative of Lions Clubs International within this District and shall have general supervision over all Lions Clubs therein. In addition, he/she shall:

- A. Further the Purposes and Objects of Lions Clubs International;
- B. Supervise the organization of new Lions Clubs;
- C. Promote cordial relations among the chartered Lions Clubs;
- D. Preside over all Cabinet, Convention and other District meetings;
- E. Visit each club at least once during his/her term of office;
- F. Exercise such supervision and authority over Cabinet officers and District committee appointees as is provided in this constitution, including but not limited to the following:
  - 1. Supervise the collection of per-capita taxes by the Cabinet Treasurer, designate a depository for said funds and authorize the payment there from of all legitimate expenses pertaining to the administration of District affairs;
  - 2. Secure, set the amount of, and approve the surety company;
  - 3. Secure, semi-annually or more frequently, District financial reports from the Cabinet Treasurer;
  - 4. Provide for an annual, or more frequent, audit of the books and accounts of the Cabinet Treasurer and set up a definite schedule of dates, times and places for Cabinet meetings to be held during the fiscal year;
- G. Submit a current itemized statement of the total District receipts and expenditures to the annual District Convention;

- H. Submit such other reports and perform such other duties as may be required by the International Board of Directors;
- I. Surrender all District property, accounts, funds and records to his/her successor at the end of his/her term of office;
- J. All accounts of District 14-H where monies are provided will be audited and an audit report be given for the November Cabinet Meeting.

SECTION 2. 1<sup>ST</sup> VICE-DISTRICT GOVERNOR. The 1<sup>ST</sup> Vice-District Governor shall assist the District Governor in carrying out the District Governor's duties while learning the skills and responsibilities necessary for that position.

- A. The 1<sup>ST</sup> Vice-District Governor is subject to the supervision and direction of the District Governor and shall be chief administrative assistant to the District Governor. Specific responsibilities shall be to:
  - 1. Further the purpose and objects of this association;
  - 2. Familiarize himself/herself with the duties of the District Governor so that, 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 that office;
  - 3. Perform such administrative duties as may be assigned by the District Governor;
  - 4. Perform such other functions and acts as may be required by the International Board of Directors, the Vice-District Governor's Manual or through other directives;

B. Reimbursement of Expenses ( See Attached Section: Rules of Audit)

SECTION 2.A. 2<sup>ND</sup> VICE-DISTRICT GOVERNOR. The 2<sup>ND</sup> Vice-District Governor shall assist the District Governor and 1<sup>ST</sup> Vice District Governor in carrying out the District Governor's duties while learning the skills and responsibilities necessary for that position.

- A. The 2<sup>ND</sup> Vice-District Governor is subject to the supervision and direction of the District Governor and shall be an administrative assistant to the District Governor. Specific responsibilities shall be to:
  - 1. Further the purpose and objects of this association;
  - 2. Familiarize himself/herself with the duties of the 1<sup>ST</sup> Vice District Governor so that, in the event of a vacancy in the office of 1<sup>ST</sup> Vice District Governor, he/she will be better prepared to assume the duties and responsibilities of that office;

3. Perform such administrative duties as may be assigned to the 2<sup>ND</sup> Vice District Governor;
4. Perform other functions and acts as may be required by the International Board of Directors, the District Governor, the Vice-District Governor's Manual or through other directives;
5. Perform such duties as assigned by the District Governor, including assisting the district retention chairperson.
6. Attend a State Council Meeting and the State Convention to observe the State Council at work. Reimbursement will follow the rules of audit.

B. Reimbursement of Expenses (See Attached Section: Rules of Audit)

SECTION 3: CABINET SECRETARY/CABINET TREASURER. Under direct supervision of the District Governor, the Cabinet Secretary or the Cabinet Treasurer shall:

- A. Keep an accurate record of the proceedings of all Cabinet meetings and forward copies of these minutes to all Cabinet members and to Lions Clubs International within five (5) days after each meeting;
- B. Keep minutes of the proceedings of the District Convention and furnish copies of these to Lions Clubs International, the District governor and to the secretary of each club within the District;
- C. Assist the District governor and the Cabinet in conducting the business of the District and perform such other duties as are specified or implied in this Constitution & By-Laws or as may be assigned from time to time by the District Governor or the Cabinet;
- D. Sign all notices and documents by the District;
- E. Make an annual report to the Cabinet at the annual District Convention and such other reports and at such other times as the District governor or the Cabinet may require;
- F. Collect and receipt all per-capita taxes levied hereunder on members and clubs within the District, deposit the same in such bank accounts as the District Governor shall determine and disburse the same funds by direction of the District Governor;
- G. Remit and pay over to the Multiple District Council Secretary/Treasurer the Multiple District Convention Fund Per Capita Tax, if any, and secure proper receipt thereof;

- H. Keep accurate books and records of accounts and minutes of all Cabinet and District meetings, permitting inspection of same by the District Governor, any Cabinet member, or any authorized agent of a club at any reasonable time for any proper purpose. Upon direction by the District Governor or the Cabinet he/she shall furnish any district property, books and records as requested to any auditor appointed by the District Governor ;
- I. Secure bond for the faithful performance duties in such sum and with such sureties as may be required by the District Governor

SECTION 4. REGION CHAIRMAN. Shall:

- A. Attend the regular and special meetings of the Cabinet;
- B. Assist the District Governor in promoting Lionism within his Region by performing such duties as may be delegated to him/her from time to time by the District Governor;
- C. Recommend qualified Lions within his Region for appointment as Zone Chairmen;
- D. Endeavor to have every club within his Region operating under duly adopted Club Constitution & By-Laws;
- E. Promote representation at International, State Council and District Conventions by at least the full quota of delegates to which clubs in his/her Region are entitled;
- F. Supervise and assist the Zone Chairmen of his/her Region in the performance of their official duties and cooperate with them in arranging and holding Zone meetings and District Governor's Advisory Committee meetings;
- G. Hold at least one Regional meeting during his/her term;
- H. In the event the Region Chairman , for any reason, cannot or does not perform the duties of his/her office in the judgment of the District governor, or in the event the office becomes vacated, the District governor may appoint a successor to serve out the remainder of his/her term.

SECTION 5. ZONE CHAIRMAN. Under the direction and supervision of the District Governor and his/her Region Chairman, the Zone Chairman shall:

- A. Make a report of each District Governor's Advisory Committee meeting and submit copies, within five (5) days to Lions Clubs International, the District Governor and the Region Chairman;

- B. Endeavor to have every club within his/her Zone operating under a duly adopted Club Constitution & By-Laws;
- C. Arrange regularly scheduled Zone meetings;
- D. Encourage inter-club meetings and social activities;
- E. Submit a proper report to the District Governor indicating which club presidents within his/her Zone meet the eligibility criteria for the 100% President Award;
- F. Conduct at least three (3) Zone meetings during his/her term; preferably during the months of September, November and March;
- G. Promote attendance at charter nights of newly organized clubs;
- H. Promote representation at International, State Council and District Conventions by at least the full quota of delegates to which the clubs within his/her Zone are entitled
- I. In the event the Zone Chairman can not or does not, for any reason in the judgment of the District Governor, perform the duties of his/her office, or in the event the office is vacated, the District Governor shall appoint a successor to serve out the remainder of the term.
- J. All accounts of District 14-H where monies are provided will be audited and an audit report be given for the November meeting.

**SECTION 6. DISTRICT GOVERNOR'S CABINET.** The District Governor's 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 Lionism within the District;
- B. Receive reports and recommendations from the Region Chairmen, which concern the clubs and the Zones.
- C. Serve in an advisory and administrative capacity only;

**SECTION 7. DISTRICT GOVERNOR'S ADVISORY COMMITTEE.** Shall assist the Zone Chairman in an advisory capacity, procure recommendations affecting the welfare of Lionism in clubs within the Zone, and relay the same through the Zone Chairman to the District Governor and his Cabinet.

**SECTION 8. DISTRICT REGION EYE BANKS.** Eye Banks may be organized on a Regional basis in order to promote eye pledges and donors, conduct eye safety and vision conservation programs, promote testing and information concerning eye diseases, and conduct programs for the general welfare of the blind. The Regional Eye Banks may elect officers to conduct its programs, administration and coordination of eye bank activities throughout the District.

SECTION 9. SERGEANT-AT-ARMS. The “Sergeant-at-Arms” shall maintain order and decorum at the respective conventions and meetings, and perform such other duties as are incident to the office under *Robert’s Rules of Order, Newly Revised*.

### **ARTICLE III; CREDENTIALS COMMITTEE**

The CREDENTIALS COMMITTEE of the District Convention shall be comprised of the District Governor, as Chairman, the Cabinet Secretary and two other non-officers of the District appointed by the District Governor. The Credentials Committee shall have the powers and perform the duties as set forth in *Robert’s Rules of Order, Newly Revised*.

### **ARTICLE IV; RULES FOR CONVENTION PROCEDURE**

SECTION 1. The District Governor shall arrange and set the Order of Business for the District Convention and the same shall be the Order of the Day for all sessions.

SECTION 2. Except as may be otherwise specified either in this “Constitution & By-Laws” or in the “Rules of Procedure” adopted for a meeting, all questions of order and procedure at any District meeting or Convention, any meeting of the District Cabinet, Region, Zone or local club, or any committee of any one of these, shall be determined by *Robert’s Rules of Order, Newly Revised*.

### **ARTICLE V; NOMINATION AND ENDORSEMENT**

#### **INTERNATIONAL DIRECTORS AND THIRD VICE-PRESIDENT NOMINEES**

SECTION 1. Subject to the provisions of the International Association of Lions Clubs Constitution and By-Laws, any member, in good standing, of a Lions club, in good standing, within the District seeking the endorsement of a District Convention as a candidate for the office of International Director or Third Vice-President shall:

- A. Deliver, either by mail or in person, written “Notice of Intention” to seek such endorsement to the District Governor and if, this is a Sub-District, to the Multiple District Council Secretary-Treasurer no less than 30 days prior to the convening date of the respective convention at which such question of endorsement is to be voted upon;

- B. Deliver, along with said “Notice of Intention”, evidence of fulfillment of the qualification for such office as set forth in the International Constitution and By-Laws.

SECTION 2. Each “Notice of Intention”, so delivered, shall be transmitted by the District Governor to the Nominating Committee of the respective convention which shall review and perfect the same by obtaining from each prospective candidate any additional evidence of such intention and qualifications as may be necessary under the International Constitution and By-Laws and shall place into nomination at the respective convention the name of each prospective candidate who has fulfilled said procedures and constitutional requirements.

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

SECTION 4. The vote on the question of endorsement shall be by secret written ballot unless there should be only one nominee seeking the same, in which event, a voice vote may be taken. The nominee receiving a majority of the votes cast shall be declared endorsed (elected) as the candidate of the Convention and the District. In the event of a tie-vote or failure of any one nominee to receive the required majority of votes, balloting shall continue with respect to the two nominees receiving the largest number of votes on the previous ballot until one receives the required majority of the votes cast.

SECTION 5. Certification of Endorsement by the respective convention shall be made in writing to Lions Clubs International by the District officials designated and in accordance with the Constitution and By-Laws.

SECTION 6. No endorsement of any candidacy of any member of any Lions club within this District shall be valid unless and until the provisions of Article V have been met.

## **ARTICLE VI; FISCAL YEAR**

The fiscal year of this District shall run from July 1<sup>st</sup> until June 30<sup>th</sup> of the following year.

## **ARTICLE VII; AMENDMENTS**

SECTION 1. These By-Laws may be amended only at a District Convention through Resolution reported by the Convention Committee on Constitution and By-Laws and adopted through an affirmative 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 within the District no less than thirty (30) days prior to the convening date for the annual District Convention with notice that the same will be voted upon at said Convention.

SECTION 3. Each amendment shall take effect at of the close of the Convention at which it was adopted unless otherwise specified in the amendment.

## **ARTICLE VIII**

This “Constitution and By-Laws” shall take effect at the close of the District Convention at which it was adopted through an affirmative majority of the votes cast.

## **ARTICLE IX**

The following Policy Manuals shall be utilized for guidance and as a procedural guide supplementing District 14-H’s Constitution and By-Laws:

- A. Policy Manual- The District Cabinet (Structure-Selection of Cabinet, Honorary Committee and District Committees)
- B. Policy Manual- District Governor; Part A; Section I & II (District Governor’s Responsibilities; Section II Candidate’s Campaign)
- C. Policy Manual- District Governor; Part B; Section I (Responsibilities as a member of State Council)
- D. Policy Manual- Extension
- E. Policy Manual- Presidential Ball

Adopted: March 19, 1972  
Revised: April 16, 1978  
Revised: March 24, 1985  
Revised: April 25, 1993  
Revised: April 22, 2001  
Adopted: April 27, 2003  
Adopted: April 24, 2005  
Adopted: March 25, 2007  
Revised: March 22, 2009  
Revised: April 2, 2011

Revised: April 8, 1973  
Revised: March 16, 1980  
Revised: April 5, 1992  
Revised: April 29, 1994  
Revised: April 21, 2002  
Not Adopted: 2004 MD 14 State Convention  
Revised: March 26, 2006  
Revised: March 24, 2008  
Revised: April 25, 2010