

LIONS CLUBS INTERNATIONAL DISTRICT 37 CONSTITUTION AND BY-LAWS



Effective Date: July 1, 2015 --- Amended October 10, 2015

**CONSTITUTION
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ARTICLE I
Name

This organization shall be known as District 37, hereinafter referred to as “District”.

ARTICLE II
Purpose

The purposes of this District and this constitution shall be:

- a. To provide an administrative structure with which to advance the purposes of Lions Clubs International in this district.
- b. To unite the members in the bonds of friendship, good fellowship and mutual understanding.

ARTICLE III
Membership

The members of this organization shall be all Lions Clubs in the District chartered by and in good standing with Lions Clubs International. The boundary lines of this District shall be the entire state of Montana.

ARTICLE IV
Supremacy

The District Constitution and By-Laws shall govern the District unless otherwise amended so as not to conflict with the International Constitution and By-Laws and policies of Lions Clubs International. Whenever there may exist a conflict or a contradiction between the provisions set out in the District Constitution and by-laws and the International Constitution and By-Laws, then the International Constitution and By-Laws shall govern.

ARTICLE V
Officers and District Cabinet

Section 1: **Officers:** The officers of this District shall be the District Governor, the Immediate Past District Governor, the First and Second Vice District Governors, the Region Chairpersons (if the position is utilized during the District Governor’s term), the Zone Chairpersons and a Cabinet Secretary-Treasurer or a Cabinet Secretary and a Cabinet Treasurer. Each such officer shall be a member in good standing of a Lions Club in good standing within the District. Each of these members shall have one vote at Cabinet meetings.

Section 2: **District Cabinet:** The District shall have a District Cabinet composed of the District Governor, the Immediate Past District Governor, the First and Second Vice District Governors, the Region Chairpersons (if the position is utilized during the District Governor’s term), the Zone Chairpersons and a Cabinet Secretary-Treasurer or a Cabinet Secretary and a Cabinet Treasurer, and such other Club members as may be included in this section as enumerated in the By-Laws or Policy Manual. Each of these members shall have one vote at Cabinet meetings.

Section 3: **Executive Committee:** The Executive Committee shall consist of the District Governor, the Immediate Past District Governor, the First and Second Vice District Governors, Cabinet Secretary-Treasurer or a Cabinet Secretary and a Cabinet Treasurer.

Section 4: **Election:** The District Governor and First and Second Vice District Governors shall be elected at the annual Convention of the District.

ARTICLE VI

Amendments

Section 1: **Amending Procedure:** This Constitution may be amended only at a District Convention, by resolution of the Constitution and By-Laws Committee; or a resolution proposed by 25% of the Clubs in good standing in the District; and adopted by the affirmative vote of two-thirds (2/3) of the votes cast.

Section 2: **Automatic Update:** When amendments to the International Constitution and By-Laws are passed at the International Convention, any amendments that would have an effect on this District Constitution and By-Laws shall automatically be updated in this District Constitution and By-Laws at the close of the International Convention.

Section 3: **Notice:** No amendment shall be so reported or voted upon unless the same shall have been published by regular post or electronic means to each Club no less than thirty (30) days prior to the convening date of the annual convention with notice that the same will be voted upon at said convention.

Section 4: **Effective Date:** Each amendment shall take effect at the close of the convention at which adopted unless otherwise specified in the amendment.

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ARTICLE I
District Nominations, Elections and Appointments

Section 1: **Nominating Committee:** 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 different Lions club in good standing in the District, and shall not at the time of their appointment hold any elected District or International Office. In addition to the above, a Chairperson is to be appointed and the Clubs notified of the Chairperson appointed. Then Clubs in good standing may submit nominations to such Chairperson or District Governor for the consideration of the Nominating Committee. Notifications must be in writing. They can be by e-mail, or United States Postal Service, or hand delivered. Verbal communications need to be reduced to a written format and provided to the Nominating Committee Chairperson or other appointed Nominating Committee Member.

Section 2: **District Governor; First or Second Vice Governor Election Procedures:** Any qualified member of a Club in the District seeking the office of District Governor; First or Second Vice Governor shall file his/her intention to so run in writing with the Nominating Committee a minimum of thirty (30) days prior to its report to the convention, and furnish evidence of his/her compliance with the qualifications for said office set out in the International Constitution and By-Laws. The Nominating Committee shall place in nomination at the district convention the name(s) of all candidate(s) so qualified. If none are so received and/or so qualified, then, but then only, nominations for the office may be made from the floor. A candidate shall be allowed one nominating speech of no more than five (5) minutes duration, and one seconding speech of no more than three (3) minutes duration.

Section 3: **BALLOT:** The election shall be by secret written ballot, with the candidate or candidates required to secure a majority of the votes cast by the delegates present and voting in order to be declared elected; for purpose of such election, a majority is defined as a number more than one-half of the total valid votes cast excluding blanks and abstentions. If, on the first ballot, and subsequent ballots, no candidate receives a majority, the candidate or tied candidates receiving the lowest number of votes shall be eliminated and balloting shall continue until one candidate receives a majority. In case of a tie on any ballot, balloting shall continue on the tied candidates until one is elected.

Section 4: **DISTRICT GOVERNOR VACANCY.** 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 and By-Laws. The immediate past district governor, first and second vice district governors, the region chairpersons, zone chairpersons, the cabinet secretary and cabinet treasurer (or cabinet secretary/treasurer) and all Past District Governors shall convene at a date, time and place called and determined by the immediate past district governor to select a replacement for recommendation to the International Board of Directors. (See Exhibit B in the Policy Manual.) In order for a Lion to be eligible and qualified to be selected to fill a vacancy in the office of district governor, he/she must: (See District 37 Policy Manual

Section 5: **FIRST AND SECOND VICE DISTRICT GOVERNORS AND OTHER VACANCIES.** Any vacancy in office except that of district governor and first and second vice district governors shall be filled by appointment from the district governor for the unexpired term. In event of a vacancy arising in the office of first or second vice district governor, the district governor shall convene a meeting of the members of the existing cabinet as provided for in the International Constitution and By-Laws and all Past District Governors 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 as first or second vice district governor 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 chairperson of the meeting. The chairperson 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. In order for a Lion to be eligible and qualified to be selected to fill a vacancy in the office of first or second vice district governor, he/she must: (See District 37 Policy Manual)

Section 6: **Appointment:** The District Governor shall appoint, by the time he/she takes office, the Cabinet Secretary-Treasurer, or a Cabinet Secretary and a Cabinet Treasurer, one Region Chairperson for each Region (if the position is utilized during the District Governor's term), and one Zone Chairperson for each Zone, in the District, a Sergeant-at-Arms and such other Club members as may be included in the District Cabinet.

Section 7: **Removal:** Members of the District Cabinet other than the District Governor, First Vice District Governor and Second Vice District Governor may be removed from office by the affirmative vote of two-thirds (2/3) of the entire number of the District Cabinet.

ARTICLE II Meetings

Section 1: DISTRICT CABINET MEETINGS:

- (a) **Regular.** A regular meeting of the cabinet shall be held in each quarter of the fiscal year, with the first of which should be held within thirty (30) days after the adjournment of the preceding international convention. Ten (10) days written notice of meetings setting forth a date, time and place determined by the district governor shall be given to each member by the cabinet secretary.
- (b) **Special.** Special meetings of the cabinet may be called by the district governor at his/her discretion, and shall be called upon written request made to the district governor or the cabinet secretary by a majority of the members of the cabinet. No fewer than five (5) nor more than twenty (20) days written (including letters, electronic mail, facsimile transmission, or cable) notice of special meetings, setting forth the purposes and a date, time and place determined by the district governor, shall be given to each member by the cabinet secretary.
- (c) **Quorum.** The attendance of a majority of the officers of this district shall constitute a quorum for any cabinet meeting.
- (d) **Vote.** The voting privilege shall extend to all members of the district cabinet.

ARTICLE III District Convention

Section 1: **CONVENTION SITE SELECTION:** The District Governor shall receive invitations in writing from places desiring to entertain the succeeding year(s) annual convention. All invitations shall set forth such information as the district governor shall from time to time require and shall be delivered to him/her no later than thirty (30) days prior to the convening date of the convention at which the convention site shall be voted upon by the delegates of said convention. Procedure to be followed in investigation of bids and in presentation of the same to conventions, as well as action to be taken by a convention in the event no bids are acceptable to or so received by the district governor shall be determined by the district governor.

Section 2: **OFFICIAL CALL:** The Executive Committee shall issue an official printed call for the annual district convention not less than thirty (30) days prior to the date fixed for holding the same, stating the place, day and hour thereof.

Section 3: **SITE CHANGE:** The district cabinet shall retain, and have, power to change at any time, for good reason, the convention site chosen by a previous district convention, provided that the convention site shall be located within the district, and neither the district, officers of the district nor any member of the district cabinet, shall incur any liability thereby to any club or club member in the district. Notice of this site change shall be furnished in writing to each club in the district no less than sixty (60) days prior to the convening date of the annual convention.

Section 4: **OFFICERS:** The members of the district cabinet shall be the officers of the annual district convention.

Section 5: **SERGEANT-AT-ARMS:** A convention sergeant-at-arms and such assistant sergeant-at-arms as deemed necessary shall be appointed by the district governor.

Section 6: **OFFICIAL REPORT:** Within sixty (60) days after the close of the district convention, the cabinet secretary shall transmit one copy of the complete proceedings to the international office. Upon written request from any club in the respective district a copy shall be furnished to said club.

Section 7: **CREDENTIALS COMMITTEE:** The Credentials Committee of the district convention shall be composed of the district governor, as chairperson, the cabinet-secretary treasurer and two other non-officers of the district appointed by the district governor. The Credentials Committee shall have the powers and perform the duties set forth in ROBERT'S RULES OF ORDER, NEWLY REVISED.

Section 8: **ORDER OF CONVENTION BUSINESS:** The district governor shall arrange the order of business for the district convention, and the same shall be the order of the day for all sessions.

Section 9: **DISTRICT CONVENTION COMMITTEES:** The District Governor shall appoint the chairperson of, and fill any vacancies occurring in the following district convention committees: Resolutions, Elections, Constitution and By-Laws, Rules and International Convention. Each region shall have at least one representative on each such committee. These committees shall perform such duties as the district governor shall designate.

ARTICLE IV District Administration Fund

Section 1: **DISTRICT REVENUE:** To provide revenue for approved district projects and to defray the administrative expenses of the district, an annual district administrative fund tax of \$25.00 is hereby levied upon each member of each club in the district. **Payment shall be billed to each Club on January 1 to cover the entire Lion's fiscal year with billings of the same to be based upon the International roster of each club as of the last day of November, of the year billed.** *(bold section is amendment passed 10/10/2015)* Said tax shall be paid to the cabinet treasurer (or cabinet secretary-treasurer) by each club in the district, except newly chartered and reorganized clubs, which shall collect and pay said tax on a pro-rata basis from the first day of the second month following the date of their organization or reorganization, as the case may be. Said tax shall be disbursed only for administrative, or other related expenses, of the district and only upon approval by the district governor's cabinet. Disbursement therefrom shall be by checks drawn and signed by the cabinet treasurer.

Section 2: **REMAINING FUNDS:** In any fiscal year, any balance remaining in the district administrative fund after payment of all district administrative expenses in that year shall remain in said district administrative fund and become available for future district administrative expenses and be treated as income in any fiscal year in which expended or otherwise budgeted for payment of such expenses.

1. Section 3: **LIFE MEMBERSHIP:** The following criteria: District 37 life membership may be granted to a Lion who has maintained active membership as a Lion for 20 years of service, or 15 years and reached the age of 70, or is critically ill. The cost of District 37 Life membership is US\$250.00, and is based on 10 years at the yearly rate of \$25.00. This is a one-time application fee and does not cover club, or Lions Clubs International dues. It is at the discretion of the club's board of directors to decide whether or not to charge club dues. *(Life membership added by amendment 10/10/2015)*

ARTICLE V
Miscellaneous

Section 1: **DISTRICT GOVERNOR EXPENSES – INTERNATIONAL CONVENTION:** Expenses of the district governor elect in connection with his/her attending the international convention shall be considered a district administrative expense, and will be voted and approved by the District Cabinet. Reimbursement for such expenses shall be made by the district on the same basis as outlined in the Rules of Audit of Lions Clubs International.

Section 2: **FINANCIAL OBLIGATIONS:** The district governor and his/her cabinet shall not incur obligations in any fiscal year which will affect an unbalanced budget or deficit in said fiscal year.

Section 3: **CABINET SECRETARY-TREASURER BOND:** The cabinet secretary-treasurer and authorized signatories may be bonded in such amount and with such surety company as shall be approved by the district governor's cabinet and the cost of same shall be an administrative expense.

Section 4: **AUDIT OR REVIEW OF BOOKS:** The district governor's cabinet shall provide for an annual or more frequent audit or review of the books and accounts of the District.

Section 5: **COMPENSATION:** No officer shall receive any compensation for any service rendered to this district in his/her official capacity with the exception of the cabinet secretary and/or cabinet treasurer (or secretary/ treasurer) whose compensation, if any, shall be fixed by the district cabinet. Reimbursement is not to be considered as compensation.

Section 6: **FISCAL YEAR:** The fiscal year of this district shall be from July 1st to June 30th.

Section 7: **RULES OF PROCEDURE:** Except as otherwise specifically provided in this constitution and by-laws, or in the rules of procedure adopted for a meeting, all questions of order and procedure adopted for a meeting, all questions of order and procedure in any district meeting or convention, any meeting of the district cabinet, region, zone or member club or of any group or committee of any one of them shall be determined by ROBERT'S RULES OF ORDER, NEWLY REVISED.

ARTICLE VI
Amendments

Section 1: **AMENDING PROCEDURE:** These by-laws may be amended only at a district convention, by resolution reported by the Constitution and By-Laws committee and adopted by a majority of the votes cast.

Section 2: **AUTOMATIC UPDATE:** When amendments to the International Constitution and By-Laws are passed at the International Convention, any amendments that would have an effect on this District Constitution and By-Laws shall automatically be updated in this district constitution and by-laws at the close of the International Convention.

Section 3: **NOTICE:** No amendment shall be so reported or voted upon unless the same shall have been furnished in writing to each club no less than thirty (30) days prior to the convening date of the annual convention with notice that the same will be voted upon at said convention.

Section 4: **EFFECTIVE DATE:** Each amendment shall take effect at the close of the convention at which adopted unless otherwise specified in the amendment.