

LIONS CLUBS INTERNATIONAL

DISTRICT 37 POLICY MANUAL



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Adopted
11 October 2015

DISTRICT 37 POLICY MANUAL

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Modifications will be noted by showing a date next to the paragraph that is impacted which indicates the date that the change was voted and approved by the Cabinet. Additionally the cover page will reflect the same date that covers the most recent change captured within the text of the document.

ARTICLE 1: POLICY MANUAL

Section A: Statement

This is the Policy Manual of District 37 of the International Association of Lions Clubs. Its purpose is to enhance, improve and clarify the organization of District 37. The Cabinet shall adopt and maintain a current and accurately revised District 37 Policy Manual. This manual shall contain all policies established by the Cabinet.

Section B: Changes

Lions Clubs in good standing, District Committees, members of the Cabinet, or individual delegates from the floor at regularly scheduled or Special Cabinet meetings may recommend Policy Manual changes to the Cabinet giving details and explanation of the recommendation, including page number, section, etc. in their recommendation.

Section C: Perpetuity

This District 37 Policy Manual shall be perpetual, but may be amended by the Cabinet within the following guidelines:

1. Change Procedure: *(Amended to refer to Executive Committee January 28, 2017)*
 - a. Any Proposed Policy Manual changes shall be presented to the Executive Committee following the Cabinet meeting at which said changes were proposed.
 - b. The Executive Committee shall submit the requested changes to the Cabinet for discussion and action (by majority vote) at their next regularly scheduled meeting.
 - c. Proposed changes to the Policy Manual scheduled to come before the Cabinet at their next regularly scheduled meeting shall be so noted in the next issue of the District Newsletter and posted to the website.
2. All changes to the Policy Manual shall be identified on the Cabinet meeting Agenda as “Action Items” and recorded in the minutes with motion maker and seconder as passed, defeated or postponed.
3. Any Policy revisions adapted will be provided as “Addenda” to the appropriate Article until full text revision is completed, usually but not necessarily, at the close of the fiscal year. All such revisions (addenda) shall be dated and sent to District Officers, District Committee Chairpersons and posted to the District website.

Section D: Availability

A copy of this Policy Manual shall be available to every Lion within the District by accessing <http://news.montanalions.org/>. This is the District 37 website.

ARTICLE 2: DISTRICT OFFICERS and CABINET: Qualifications and Duties

Section A: Qualifications for District Governor

In Order for a Lion to be eligible and qualified to be selected to fill the vacancy in the office of District Governor, she/he must meet the requirements as outlined in the International Constitution and By-Laws. Specifically the requirements are listed in the International By-Laws under Article IX – “District Conventions and Elections”; under Section 4: “Candidacy Requirements for District Governor”.

Section B: Duties of the District Governor

The duties of the District Governor are listed in the International By-Laws under Article X – “Duties of District Officers”. Specifically the duties for District Officers are listed under Section 2 – “District Officers”; with the duties specific to the District Governor listed under paragraph (a): “District Governor”.

Section C: Qualifications for First and Second Vice District Governor

In Order for a Lion to be eligible and qualified to be selected to fill the vacancy in the office of First or Second vice District Governor, she/he must meet the requirements as outlined in the International Constitution and By-Laws. Specifically the requirements are listed in the International By-Laws under Article IX – “District Conventions and Elections”; under Section 6: “District Governor/First and Second Vice District Governor Elections”. The candidacy requirements for the position of First Vice District Governor are captured under paragraph (b): “First Vice District Governor”. The candidacy requirements for the position of Second Vice District Governor are captured under paragraph (c): “Second Vice District Governor”.

Section D: Duties of the First vice District Governor

The duties of the First Vice District Governor are listed in the International By-Laws under Article X – “Duties of District Officers”. Specifically the duties for District Officers are listed under Section 2 – “District Officers”; with the duties specific to the First Vice District Governor listed under paragraph (b): “First Vice District Governor”.

Section E: Duties of the Second vice District Governor

The duties of the Second Vice District Governor are listed in the International By-Laws under Article X – “Duties of District Officers”. Specifically the duties for District Officers are listed under Section 2 – “District Officers”; with the duties specific to the Second Vice District Governor listed under paragraph (c): “Second Vice District Governor”.

Section F: Qualifications for Region/Zone Chairperson

In Order for a Lion to be eligible and qualified to be selected to fill the vacancy in the office of Region/Zone Chairperson, she/he must:

1. Be an active member in good standing of a chartered Lions Club in good standing in the District.

Section G: Duties of the Region Chairperson (If the position is utilized during the district governor’s term)

The duties of the Region Chairperson are listed in the International By-Laws under Article X – “Duties of District Officers”. Specifically the duties for District Officers are listed under Section 2 – “District Officers”; with the duties specific to the Region Chairperson listed under paragraph (d): “Region Chairperson”.

Section H: Duties of the Zone Chairperson

The duties of the Zone Chairperson are listed in the International By-Laws under Article X – “Duties of District Officers”. Specifically the duties for District Officers are listed under Section 2 – “District Officers”; with the duties specific to the Zone Chairperson listed under paragraph (e): “Zone Chairperson”.

Section I: Duties of the Cabinet Secretary and Cabinet Treasurer (or Secretary-Treasurer)

The duties of the Cabinet Secretary and Cabinet Treasurer (or Secretary-Treasurer) are listed in the International By-Laws under Article X – “Duties of District Officers”. Specifically the duties for District Officers are listed under Section 2 – “District Officers”; with the duties specific to the Cabinet Secretary and Cabinet Treasurer (or Secretary-Treasurer) listed under paragraph (f): “Cabinet Secretary and Cabinet Treasurer (or Secretary-Treasurer)”.

Section J: District Governor’s Cabinet

The duties of the other District Cabinet Members are listed in the International By-Laws under Article X – “Duties of District Officers”. Specifically the duties for District Officers are listed under Section 2 – “District Officers”; with the duties specific to the other District Cabinet Members listed under paragraph (g): “Other District Cabinet Members”.

Section K: Duties of the 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 her/his office under Robert’s Rules of Order, Newly Revised.

ARTICLE 3: DISTRICT BUDGET AND FINANCE

Section A: Appointment

The District Governor shall appoint a Budget and Finance Committee consisting of: Herself/himself, the First and Second vice District Governors, the District Treasurer and other Lions as the District Governor deems necessary.

Section B: Mandate

The Budget and Finance committee shall review the budget prepared by the Governor Elect and provide its recommendations to the Cabinet at its first meeting of the fiscal year.

The proposed budget shall be a balanced budget based upon the revenue anticipated from the number of dues-paying members in the clubs of District 37 as of November 30 of the Lionistic year, the funds on hand and other anticipated revenues and expenditures.

The District Governor and the Cabinet may make changes to the budget at any time during the year, but said changes must continue to reflect a balanced budget.

Thereafter, the committee shall monitor the status of the District’s budget and finances and report to the Cabinet at each of its subsequent meetings.

ARTICLE 4: RULES OF EXPENSES AND REIMBURSEMENTS

Section A: Lions Clubs International Rules of Audit

The International Association of Lions Clubs, through the International Board of Directors, has established guidelines for the compensation of the officers of our association. With regard to our District, these International "Rules of Audit" may govern the compensation, in part, for related expenses of travel, lodging, meals and office of our District Governor on behalf of Lions Clubs International during the District Governor's year as the International Officer of our District. Final decisions regarding reimbursement of expenses will be based upon a majority vote of the District Cabinet.

Section B: District 37 Rules of Expenses and Reimbursements

District 37 may use the International "Rules of Audit" established by Lions Clubs International, during the fiscal year, to compensate, in part, for related expenses of travel, lodging and meals for members of the Cabinet that are conducting "official business" of the District. These expenses and definition of "official business" shall be approved by a vote of the Cabinet.

Section C: District Governor, First and Second Vice District Governors Expense Fund

1. The District Governor's Expense Fund is payable to the District Governor when the funds are available and when requested. The District Governor's requests are not required to be supported by original receipts and/or invoices (because the original of the receipts and/or invoices must be submitted to LCI); copies of the receipts and/or invoices will be accepted. A maximum amount of \$2,000.00 may be claimed for their term of office. All claims must be made to the Cabinet on or before August 1 of the Lionistic year immediately following their year as District Governor.
2. The First vice District Governor Expense Fund is payable to the First vice District Governor when the funds are available and when requested. The First vice District Governor is required to supply original receipts and/or invoices. A maximum amount of \$1,000.00 may be claimed for their term of office. All claims must be made to the Cabinet on or before August 1 of the Lionistic year immediately following their year as First vice District Governor. In addition the First vice District Governor may claim up to an additional \$1,000.00 to attend the USA/Canada Leadership Forum with accompanying original receipts (includes such receipts as airfare, mileage, hotel, meals, and registration).
3. The Second vice District Governor Expense Fund is payable to the Second vice District Governor when the funds are available and requested. The Second vice District Governor is required to supply original receipts and/or invoices. A maximum of \$500.00 may be claimed for their term. All claims must be made to the Cabinet on or before August 1 of the Lionistic year immediately following their year as Second vice District Governor. In addition the Second vice District Governor may claim up to an additional \$1,000.00 to attend either Advance Lions Leadership Institutes (ALLI) or Regional Lions Leadership Institutes (RLLI), during their year as 2VDG, with accompanying original receipts (includes such receipts as airfare, mileage, hotel, meals, and registration).

Section D: Region Chair Expenses

Region Chairs may claim up to a maximum of \$300.00 providing the substantiating paperwork, receipts and criteria outlined by the Cabinet are met. All claims must be made to the Cabinet on or before August 1 of the Lionistic year immediately following their year as Region Chair.

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Section E: Zone Chair Expenses

Zone Chairs may claim up to a maximum of \$100.00 providing the substantiating paperwork, receipts and criteria outlined by the Cabinet are met. All claims must be made to the Cabinet on or before August 1 of the Lionistic year immediately following their year as Zone Chair.

Section F: District 37 Friendship Committee Funds

Funds shall be transferred from the District 37 Administrative funds to the District 37 Friendship Committee. This transfer is to cover \$1.00 per member, which is collected as part of the District 37 dues that has been set-aside for the District 37 Friendship Fund. See Article 10 – regarding the District Friendship Fund.

Section G: Disbursements

All disbursements for expense under District 37 Rules of Expense and Reimbursements shall be deemed to reflect the District’s financial ability to pay.

Section H: Leadership Training Expenses

The Cabinet may budget \$2,000.00 each Lionistic year, when funds are available, for the purpose of developing future District Leaders. The First and Second Vice District Governors are excluded from applying for these funds. This money will be used for attending only Lions International sanctioned training institutions or programs, such as Advance Lions Leadership Institutes (ALLI), Regional Lions Leadership Institutes (RLLI) or the USA/Canada Forum. The maximum claim any one Lion can make for reimbursement of expenses shall be \$500.00 and must include original receipts and/or invoices. Should a situation occur where more than 4 Lions apply for this expenditure the money shall be divided equally amongst all attending and making a request to the District Cabinet. All claims must be made to the Cabinet on or before the 1st of August of the Lionistic year following their attendance.

ARTICLE 5: DISTRICT DRESS CODE

This article is to give guidance to the District Governor and Vice District Governors as to the appropriate dress for Lions functions within the jurisdiction of the District. It also provides guidance for Lions in attendance at the International Convention, regarding the proper attire for the International Parade.

Section A: Business Dress (District Governor & Vice District Governors)

Gray coat, white shirt or blouse, tie, black dress slacks or skirt, and black dress shoes or boots.

Section B: Parade Dress

TBD? (We need to come up with something here. VDG Jayne is doing research on one thought for this.)

ARTICLE 6: DISTRICT COMMITTEES

Section A: District Executive Committee

The Executive Committee shall consist of the District Governor as the Chief Executive Office, the Immediate Past District Governor, the Vice District Governors, the Cabinet Secretary and the Cabinet Treasurer. The District Governor may appoint the Region Chairpersons to serve on the Executive

Committee. This committee to address issues referred to it by the full Cabinet for decisions on an ad hoc basis. The Executive Committee will also deal with issues that arise between full Cabinet meetings.

Section B: District Governor's Advisory Committee

In each Zone, the Zone Chairperson and the Presidents and Secretaries of the Clubs in the Zone shall compose a District Governor's Advisory Committee, with the Zone Chairperson as Chairperson. At a date, time and place called by the zone chairperson, this committee shall hold a first meeting within ninety (90) days after the adjournment of the preceding International Convention; a second meeting in the month of November; a third meeting in the month of February or March; and a fourth meeting approximately 30 days prior to District Convention or International Convention, should the District Convention be held in the autumn. It shall assist the zone chairperson in an advisory capacity, procure recommendations affecting the welfare of Lionism and the Clubs in the Zone, and relay the same through the zone chairperson to the District Governor and her/his Cabinet.

Section C: District Governor's International Advisor Committee

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

Section D: District Cabinet Committees

The District Governor may establish and appoint such other committees and/or chairpersons as she/he deems necessary and appropriate for the efficient operations of the District. Such committee chairperson shall be deemed voting members of the District Cabinet.

ARTICLE 7: DISTRICT ENDORSED PROJECTS

Section A: Lions Clubs International Endorsed Projects

All projects that are endorsed by Lions Clubs International are hereby included as endorsed projects for District 37. They are automatically updated as a result of changes by LCI.

Section B: District 37 Specific Endorsed Projects

At the first Cabinet meeting of each Lionistic year, the District 37 Cabinet shall:

1. Review the existing endorsed projects and shall extend or cancel endorsement.
2. Review applications for endorsement and shall approve the project for endorsement or may request additional information from the applicant or may reject the application. (See Section C for application requirements)

List of District 37 Endorsed Projects:

1. Montana Lions Sight and Hearing Foundation
2. Leader Dogs for the Blind
3. Ronald McDonald House – Billings and Missoula
4. Camp-Mak-A-Dream
5. American Diabetes Association/Montana Chapter
6. American Flags
7. Florence Crittenton

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Section C: Application and Approval Procedures for Project Endorsement

To receive Cabinet endorsement as a District Endorsed Project, the application for endorsement must include any or all of the following:

1. A statement of need or purpose.
2. Identification of the beneficiaries of the project.
3. Identification of the expected involvement of the Lions of the District.
4. An organization structure including the names and roles of Lions, or Leos who will be involved in leadership roles.
5. A copy of the financial statements for currently operating projects, including administrative cost breakout.
6. A business plan including project goals and objectives and fiscal year.
7. Evidence that an investigation was conducted to determine that the proposed project does not duplicate services of other Lions International or District 37 projects.
8. Evidence that the proposed project complies with Lions International and/or District 37 Constitution and By-Laws.
9. Identification of how the involvement of District 37 will be recognized.

The application is to be submitted in duplicate, four (4) weeks prior to the Cabinet meeting. All applications for endorsement will be reviewed by a committee appointed by the District Governor. This committee will recommend approval or disapproval to the District Cabinet at the Cabinet meeting.

Section D: Reporting Requirements to Maintain Endorsement

To maintain endorsement, all endorsed projects shall submit an annual report including but not limited to the following:

1. A summary of annual activities including measures of achievement of goals.
2. Any proposed changes to the project and project goals.
3. A financial statement.

ARTICLE 8: DISTRICT CONVENTION

Section A: Time and Place

An annual convention of the District shall be held each year to conclude no less than thirty (30) days prior to the convening of the International Convention at a place selected by the delegates of a previous annual convention of the District and at a date and time fixed by the District Governor.

Section B: Club Delegate Formula

Each chartered club in good standing in Lions Clubs International and this District shall be entitled in each annual convention of this District to one (1) delegate and one (1) alternate for each ten (10) members, who have been enrolled for at least one year and a day in the club or major fraction thereof, of 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. The major fraction referred to in this section shall be five (5) or more members. Each certified delegate present in person shall be entitled to cast one (1) vote only on each question submitted to the respective convention. All eligible delegates must be members in good standing of a club in good standing within this District.

Section C: Quorum

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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 D: Convention Chairperson

The Chairperson of the Convention shall be chosen, Not Later Than, April 1, two year priors to the District Convention.

Section E: Convention Advisory Committee

A District 37 Convention Advisory Committee shall be created and/or maintained to ensure excellence in District 37 Conventions and to provide continuity and long range planning. The Committee shall be composed of one (1) Past District Governor and one (1) Past Host Convention Chairperson and the upcoming District Convention Chairperson.

Section F: Convention Fund

1. Convention Fund Tax: In lieu of or in addition to a district convention registration fee, an annual district convention fund tax of \$1.00 shall be levied upon each member of each club within the District. This tax is part of the present dues being collected. These funds will be used to help the convention host committee with initial expenses, startup costs, associated with the annual district convention. Funds will be provided to the convention committee upon Cabinet approval of a draft budget for the upcoming convention.
2. Within 60 days of the conclusion of the annual convention the convention committee chair shall submit a final detailed financial report, and lessons learned, to the District Secretary.
3. Based on the final financial report, the host committee chair may request up to a 50 percent split with the District, of the proceeds from the convention. The final decision on any split will rest with the sitting Cabinet.
4. The District portion of the proceeds will be retained as a separate District Convention account. The use of these funds will be based on a vote of the sitting Cabinet, limited to use for future conventions or to cover losses sustained by the convention committee.

ARTICLE 9: LEADERSHIP DEVELOPMENT

Section A: Attending Leadership Development

Lions within the District are encouraged to attend Lions sanctioned leadership development. To help with the expenses incurred to attend training District 37 will provide financial assistance to attendees, based on the following criteria. Priority will be given to Lions presently on or coming on the District Cabinet. All claims must be made within 30 days of attendance, or at the latest by August 1 of the Lionistic year immediately following their attendance of a Lions sanctioned training, such as USA/Canada Forum, ALLI, or RLLI. The attendee must forward to the Cabinet Treasurer original receipts for travel such as hotel, meals or mileage/gas receipts. There shall be a \$500 limit per attendee, which could be less based on the total number of attendees in a given year and the amount of funds that are available from the District for disbursement for leadership development. Total amount of available funds will be determined by the District Cabinet each Lionistic Year. Lions are encouraged to have their Clubs help defray some of the expenses, such as registration fee or additional travel above the \$500 limit from the District.

ARTICLE 10: DISTRICT FRIENDSHIP COMMITTEE

Section A: Committee

The Committee shall consist of the District Governor, who will serve as Chairperson, the 1st Vice District Governor, any current International Director (or their representative), and any Past International Director from District 37. The Cabinet Secretary shall be an ex-officio, non-voting member of the committee. The committee will select a treasurer and funds will be disbursed only on approval of the committee.

Section B: Function

The primary function of the District Friendship Fund is to enable District 37 Lions to be elected to International Office.

Additionally the fund will be used to entertain International Lion guests to Montana.

Assist District 37 in projecting a favorable image to International Lions and VIPs from outside District 37.

Supervise the Political Advisor and International participation.

Section C: Funding

The District Friendship Fund will receive \$1.00 per Lion Member from the dues that are collected by the District. The number of members will be established by the total number of Lions within District 37 as shown on the final report for the Month of November for the Lionistic Year billed.

The committee will manage funds assessed annually from dues, special fundraising events and any surpluses from previous years designated for the Friendship Committee and retain all funds in a special Friendship Account.

The Friendship funds are to be independent of all other District 37 funds.

The committee will prepare and present a budget to the Cabinet annually.

The committee will report to the Cabinet as requested.

The committee shall handle the purchase and sale of the regular and prestige pins, with the funds to become part of the Friendship Fund.

The Committee shall assist the 1st Vice District Governor to attend the USA/Canada Leadership Forum by providing the registration fee.

The committee will also plan and conduct fundraising events when needed.

ARTICLE 11: DISTRICT 37 HALL OF FAME

Section A: Hall of Fame

Any Lion or Lioness may nominate a candidate from the District to be included in the District 37 Hall of Fame.

1. The District Governor must receive nominations at least 30 days prior to the District's Annual Convention.
2. The award may be presented to either a Lion or Lioness, with only one recipient annually.
3. The award may be presented posthumously.
4. Each Candidate must have 15 years of service, been a participating member of a District Cabinet for 5 years, and not be a member of current Executive Committee.
5. The current Executive Committee shall decide on the recipient for the District 37 Hall of Fame from all of the candidates received by the District Governor within the required timeframe and meeting all of the other minimum qualifications to be considered.

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6. Each candidate should have qualifications above and beyond the call of duty including social and human endeavors. She/he should be of good moral charter and have a good reputation in his/her community.
7. The sponsor will ensure the candidate, or a representative, will be in attendance at the District Convention.
8. The successful candidate will be inducted to the Hall of Fame at the District Convention.
9. A brief biography of the inductee shall be announced to the delegates attending the District Convention.
10. All sponsor(s) shall use the standard District nomination form. No others will be accepted. (Exhibit D of this Policy Manual)
11. A perpetual plaque will be kept and displayed at the annual District Convention.
12. All past honorees of Multiple District 37 Hall of Fame, which are, or were, Lions from a Club within District 37 will automatically be members of the District 37 Hall of Fame.

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EXHIBIT A
SAMPLE RULES OF PROCEDURE

These Sample Rules of Procedure are guidelines and may be amended by the district cabinet and adopted by the delegates of the convention.

DISTRICT 37 CONVENTION

Rule 1: The district governor shall arrange the order of business for the district convention. Except for registration and certification hours, which may not be changed, deviation from the announced order of business shall be made only by consent of three-fourths (3/4) of the certified delegates assembled at any session at which a quorum is present. A majority of those certified delegates present in person at any session shall constitute a quorum.

Rule 2: Except as otherwise provided in the Lions Clubs International Constitution and By-Laws, the District 37 Constitution and By-Laws, national custom and practice or these rules, Robert's Rules of Order, Newly Revised shall govern all questions of order and procedure.

Rule 3: (a) The credentials committee 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; provided, however, the district governor may designate any other committee member as chairperson. The credentials committee's primary responsibility shall be to verify club delegate credentials. In carrying out this responsibility, the credentials committee shall have the powers and shall perform the duties as established by national custom and practice or as set forth in Robert's Rules of Order, Newly Revised.

(b) The registration and certification of delegates shall occur on the day(s) of _____ between the hours of _____ and _____.

(c) The number of certified delegates shall be announced to the convention upon close of certification and prior to the commencing of voting.

Rule 4: (a) 60 days prior to the convening of the convention, the district governor, unless otherwise provided, shall appoint, and designate the chairperson of, a nominations committee consisting of three (3) members. It shall be the committee's responsibility to review the qualifications of each nominated candidate within 5 days prior to the election and rule on the eligibility of the same.

(b) Candidate may withdraw from the contest at any time prior to the issuance of the final report of the nominations committee.

Rule 5: Replacement of delegates and alternate delegates.

(a) To replace a delegate and/or alternate delegate already certified, the replacement must surrender the copy of the credential certificate issued to the member he/she is replacing.

(b) On the day of voting, a duly certified alternate delegate shall be allowed to obtain a ballot and vote in lieu of a duly certified delegate from the same Lions club by presenting his/her copy of his/her alternate credential certificate together with the copy of the certified delegate's credential certificate to the voting

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personnel at which time the voting personnel will make the necessary notation on the credential records marking that a substitution has been made on the respective club's delegate entitlement. Alternate delegates who were not certified cannot replace a certified or uncertified delegate.

Rule 6: Nominations for the offices of district governor, first and second vice district governor and such other offices to be filled by the convention shall be limited to nominating/ seconding speeches not to exceed five (5) minute(s) for each nominee.

Rule 7: (a) Prior to the convention, the district governor shall appoint, and designate the chairperson of, an elections committee consisting of three (3) members. Each duly nominated candidate shall also be entitled to designate one (1) observer through his/her club. The observers may oversee election procedures only, but may not participate directly in the committee's decision making.

(b) The elections committee shall be responsible for preparation of elections materials, vote tabulation, and resolving questions concerning the validity of individual ballots. The committee's decision shall be final and binding.

(c) The elections committee shall prepare a comprehensive report of the election results containing the following components: date, time and place of election; specific voting results by candidate; signature of each committee member and observer. The district governor, council chairperson and all candidates shall be provided a copy of the committee's report.

Rule 8: Voting: (a) Voting will take place at a predetermined location and time.

(b) To secure a ballot card, the delegate shall present his/her credential certificate to voting personnel for verification. Once verified, the delegate shall be issued a ballot.

(c) The voter shall indicate his/her vote by placing a mark in the appropriate location by the name of the candidate of his/her choice. The mark must be placed in the proper location to constitute a valid vote. Any ballot containing votes for more than the specified number of offices to be filled in any section shall be declared invalid to that particular section.

(d) A majority vote shall be necessary to elect the district governor, first vice district governor and second vice district governor. A majority is defined as a number more than one-half of the total valid votes cast excluding blanks and abstentions. If a majority vote is not received in the election of district governor, first vice district governor and second vice district governor, a vacancy shall occur and Article IX, Section 6(d) of the International By-Laws shall apply.

(e) A majority vote shall be necessary to elect all other candidates. In the event any one candidate shall fail to receive the required number of votes to be elected, additional balloting shall take place as outlined in this section until such time as one candidate secures a majority vote.

EXHIBIT B
RULES OF PROCEDURE
SPECIAL MEETING TO RECOMMEND A LION
FOR APPOINTMENT AS DISTRICT GOVERNOR

Rule 1: In the event a vacancy arises in the office of district governor, it shall be the duty of the immediate past district governor, or if not available, the most recent past district governor who is available, upon notification from the international office, to convene a meeting of the district governor, immediate past district governor, first and second vice district governors, the region chairpersons, zone chairpersons and the secretary and treasurer or secretary/treasurer and all past international presidents, past international directors and past district governors **who are members in good standing of a chartered Lions club in the district** for the purpose of recommending a Lion for appointment by the International Board of Directors.

Rule 2: Written invitations to this meeting shall be sent as soon as possible so that the meeting is held within the required fifteen **(15) days** of receipt of notification. The immediate past district governor, as the meeting's chairperson, shall have the authority to select the meeting site, date and time. However, he/she shall use his/her best efforts to select a centrally located meeting venue, and schedule the meeting at a convenient date and time within the required fifteen (15) days.

Rule 3: The chairperson shall maintain a **written** attendance roster.

Rule 4: Each Lion that is entitled to attend the meeting may make one nomination of his/her choice from the floor.

Rule 5: Each such nominee shall be entitled to one seconding speech, only, in his/her behalf of not more than three (3) minutes in duration, and may speak personally for five (5) additional minutes. When each nominee has had an opportunity to present his/her remarks, the chairperson shall declare the nominations closed. No additional nominations shall be accepted after the close of nominations.

Rule 6: Voting: (a) Voting will occur immediately after the close of nominations.

(b) Voting will be by written ballot unless a majority of the members attending the meeting select another voting method.

(c) The member shall indicate his/her vote by writing the name of his/her choice on the ballot. Any ballot containing votes for more than one nominee shall be declared invalid.

(d) A majority vote shall be necessary to recommend a member for appointment as district governor. In the event any one candidate shall fail to receive the required number of votes to be selected, additional balloting shall take place as outlined in this Rule 6 until such time as one candidate secures a simple majority vote.

Adopted
11 October 2015

Rule 7: At the conclusion of the meeting, but in no event more than seven (7) days after the conclusion of the meeting, the chairperson will forward a written report of the voting results to the international office together with evidence of invitations sent and attendance at the meeting.

Rule 8: The International Board of Directors, pursuant to Article IX, Sections 6(a) and (d) of the International By-Laws shall consider, but is not bound by, any recommendation resolved at the special meeting. The International Board of Directors reserves the right to appoint the recommendee or any club member as district governor for the (remainder of the) term.

**SUMMARY OF RULES
SPECIAL MEETING TO RECOMMEND A LION
FOR APPOINTMENT AS DISTRICT GOVERNOR**

1. The international office has advised the district to convene a special meeting to recommend a member for appointment as district governor.
2. The immediate past district governor prepares invitations for the special meeting. Invitations are to be sent to the district governor, immediate past district governor, first and second vice district governors, the region chairpersons, zone chairpersons and the secretary and treasurer or secretary-treasurer and all past international presidents, past international directors and past district governors who are members in good standing of a chartered Lions club in the district. The invitations should state the date, time and location for the meeting.
3. The chairperson maintains an attendance roster at the meeting.
4. Nominations are made from the floor. Each nominee may speak for five (5) minutes, and his/her seconder may speak for an additional three (3) minutes.
5. Voting begins immediately after nominations close. Voting is by written ballot unless a majority of attendees select another voting method.
6. A majority of votes cast by those present and voting is necessary to be recommended. If no one candidate secures a majority vote, voting continues as outlined in the rules of procedure.
7. The chairperson forwards the meeting results at the conclusion of the meeting.

Adopted
11 October 2015

EXHIBIT C
RULES OF PROCEDURE
SPECIAL MEETING TO RECOMMEND A LION
FOR APPOINTMENT AS FIRST OR SECOND VICE DISTRICT GOVERNOR

Rule 1: In the event a vacancy arises 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 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 as first or second vice district governor for the remainder of the term.

Rule 2: 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 written invitations to attend said meeting and it shall also be his/her responsibility to preside as chairperson of the meeting. The district governor, as the meeting's chairperson, shall have the authority to select the meeting site, date and time. However, he/she shall use his/her best efforts to select a centrally located meeting venue, and schedule the meeting at a convenient date and time.

Rule 3: The district governor shall maintain a written attendance roster.

Rule 4: Each Lion that is entitled to attend the meeting may make one nomination of his/her choice from the floor.

Rule 5: Each such nominee shall be entitled to one seconding speech, only, in his/her behalf of not more than three (3) minutes in duration, and may speak personally for five (5) additional minutes. When each nominee has had an opportunity to present his/her remarks, the chairperson shall declare the nominations closed. No additional nominations shall be accepted after the close of nominations.

Rule 6: Voting: (a) Voting will occur immediately after the close of nominations.

(b) Voting will be by written ballot unless a majority of the members attending the meeting select another voting method.

(c) The member shall indicate his/her vote by writing the name of his/her choice on the ballot. Any ballot containing votes for more than one nominee shall be declared invalid.

(d) A majority vote shall be necessary to recommend a member for appointment as district governor. In the event any one candidate shall fail to receive the required number of votes to be selected, additional balloting shall take place as outlined in this Rule 6 until such time as one candidate secures a majority vote.

Rule 7: At the conclusion of the meeting, but in no event more than seven (7) days after the conclusion of the meeting, the chairperson will forward a written report of the voting results to the international office together with evidence of invitations sent and attendance at the meeting.

Adopted
11 October 2015

EXHIBIT D
Nomination Form
District 37 Hall of Fame

Date:

Candidate's Name:

Candidate's next of Kin:

Candidate's Address:

Candidate's Phone #:

Candidate's Immediate Family:

Sponsor:

Sponsor Contact:

Sponsor's Address:

Sponsor's Phone #:

CRITERIA:

Date Candidate joined Lions:

Candidate's current Club:

List of all clubs in which Candidate has held membership:

List Past Club Offices held:

List Current Club Offices:

List District positions held:

List LCI positions held:

List all Lion's awards and honors received:

Is candidate a Life Member of District37 or LCI?_____If so, how long?

How many new members has candidate sponsored?

Adopted
11 October 2015

State reasons why you think this member is a worthy candidate for the District 37 Hall of Fame:

List any other information that you feel may be applicable:

Please feel free to include any news articles.

Note: This form/application must be filed with the District Governor at least 30 days before the District Convention.

Adopted
11 October 2015