

## **By-Laws**

### **ARTICLE I**

#### **District Nominations and Elections**

Section 1. Any qualified member of a club in the District seeking the office of District Governor shall file his/her intention to so run in writing with the District Governor prior to the day of nominations at the Convention, and furnish therewith evidence of his/her compliance with the qualifications for said office set out in the International Constitution and By-Laws. If no nominations 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 (1) nominating speech of no more than five (5) minutes duration, and two (2) seconding speeches of no more than three (3) minutes duration each.

Section 2. Any qualified member of a club in the District seeking the office of Vice District Governor shall file in writing his/her intention to so run with the District Governor prior to the day of the nominations at the Convention, and furnish therewith evidence of his/her compliance with the qualifications for said office set out in the International Constitution and By-Laws. If no nominations 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 (1) nominating speech no more than five (5) minutes duration, and two (2) seconding speeches of no more than three (3) minutes duration each.

Section 3. Any qualified member of a club in the District seeking the office of Deputy District Governor shall file in writing his/her intention to so run with the District Governor prior to the day of nominations at the Convention, and furnish therewith evidence of his/her compliance with the qualifications for said office set out in the Ohio Lions, Inc. Constitution and By-Laws. If no nominations are so received and/or qualified, then, but then only, nominations for the office may be made from the floor. A candidate shall be allowed one (1) nominating speech of no more than five (5) minutes duration, and two (2) seconding speeches of no more than three (3) minutes duration each. Should no qualified candidate be selected at the Convention, the office will be filled by a vote of the District's registered delegates at the Ohio Lions, Inc. State Convention.

Section 4. The election for District Governor, Vice District Governor and Deputy District Governor shall be by secret ballot. In case there are more than one candidate, the candidate receiving a simple majority of votes cast shall be declared elected. If on the first ballot, no candidate receives a majority the candidate receiving the lowest number of votes shall be eliminated and balloting shall continue until one candidate receives a majority.

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Section 5. In the event of a vacancy in the office of District Governor or Vice District Governor, the same shall be filled in accordance with the provisions of the International Constitution and By-Laws.

### **ARTICLE II Duties**

Section 1. **District Governor.** Under the general supervision of the International Board of Director, he/she shall represent the Association in this District. In addition, he/she shall be the chief administrative officer of this District and shall have direct supervision over the Vice District Governor, the Deputy District Governor, the Region Chairmen, the Zone Chairmen, the Cabinet Secretary/Treasurer, and such other Cabinet members as may be provided for in this Constitution and By-Laws. His/her specific responsibilities shall be to:

- a) Further the Purposes and Objects of this Association.
- b) Supervise the organization of new Lions Clubs.
- c) Preside, when present, over cabinet, convention, and other District meetings. During any period he/she is unable to so preside, the presiding officer at any such meeting will be the Vice District Governor, but if he/she is not available, the presiding officer shall be the Deputy District Governor, but if he/she is not available, the presiding officer shall be the District Officer chosen by the attending members of said meeting.
- d) Promote cordial relations among the chartered Lions Club.
- e) Endeavor to visit each Lions 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 for in this Constitution.
- g) Submit a current itemized statement of total District receipts and expenditures to his/her District Convention or annual meeting of his/her District at Multiple District 13 Convention.
- h) Deliver forthwith, at the termination of his/her term of office, all District accounts and records to his/her successor in office.
- i) Report all known violations of the use of the Association name and emblem.
- j) Perform such other functions and acts as shall be required of him/her by the International Board of Directors through the District Governor's Manual and other directives.

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Section 2. **Vice District Governor.** The Vice District Governor, subject to the supervision of the District Governor shall be the chief administrative assistant to the District Governor. His/her specific responsibilities shall be to:

- a) Further the Purposes and Objects of this Association.
- b) Familiarize himself/herself with the duties of the District Governor so in the event of a vacancy in the office of District Governor he/she will be better prepared to assume the duties and responsibilities of said office.
- c) Perform such administrative duties as may be assigned to him/her by the District Governor.
- d) Perform such other functions and acts as may be required to him/her by the International Directors through the Vice District Governor's Manual and other directives.
- e) Actively participate in all cabinet and council meetings, and conduct meetings in the absence of the District Governor.
- f) Participate in the preparation of the District budget.
- g) Be actively engaged in all matters to be continued during the next year.
- h) Participate in the review of the strengths and weaknesses of the clubs in the District.
- i) At the request of the District Governor supervise appropriate District Committees.
- j) Endeavor to visit all Lions Clubs in Region 1.
- k) If requested, act as Region I Chairman.

Section 3. **Deputy District Governor.** The Deputy District Governor shall be an administrative assistant to the District Governor. His/Her specific responsibilities shall be to:

- a) Further the Purposes and Objects of this Association.
- b) Familiarize himself/herself with the duties of the Vice District Governor and District Governor.
- c) Attend and participate in all cabinet and council meetings.
- d) Act as Sergeant-At-Arms at Ohio Lions, Inc. State Convention.
- e) At the request of the District Governor supervise appropriate District Committees.
- f) Participate in the review of the strengths and weaknesses of the clubs in the District.
- g) Endeavor to visit all Lions Clubs in Region II.
- h) If requested, act as Region II Chairman.

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Section 4. **Cabinet Secretary/Treasurer.** He/She shall act under the supervision of the District Governor. His/Her specific responsibilities shall be to:

- a) Further the Purposes and Objects of this Association.
- b) Perform such duties as are implied by the title of said office, including, but not by way of limitation the following:
  - 1. Keep an accurate record of the proceedings of all meetings of the Cabinet and within sixty (60) days after each meeting forward copies of the same to all members of the Cabinet, and the office of Lions Clubs International.
  - 2. Take and keep minutes of the District Convention and furnish copies of the same to Lions Clubs International, the District Governor, the Vice District Governor, and the Deputy District Governor. Upon written request from any club in the District, a copy shall be furnished to said club.
  - 3. Make reports to the Cabinet as the District Governor or Cabinet may require.
  - 4. Collect and receipt for all per capita taxes levied hereunder on members and clubs in the District, deposit the same in such bank or banks as the District Governor shall determine and disburse the same by order of the District Governor.
  - 5. Remit and pay over to the Multiple District 13 Secretary or Treasurer the Multiple District 13 per capita tax, if any, collected in this District, and secure a proper receipt.
  - 6. Keep accurate books and record of account, and minutes of all Cabinet and District 13-E meetings, and permit inspection of the same by the District Governor, any Cabinet member, and any club (or authorized agent of them) at any reasonable time for any proper purpose. Upon direction of the District Governor or the Cabinet, he/she shall furnish any such books and records as requested to any auditor appointed by the District Governor.
  - 7. Secure bond for the faithful performance of his/her duties in such sum and with such sureties as may be required by the District Governor.
  - 8. Prepare and file the I.R.S. Form 990 for the year just completed.
  - 9. Transfer no later than June 15<sup>th</sup>, 25% of the estimated year-end balances of both the District Administration Fund and the District Convention Fund to the incoming Cabinet Secretary/Treasurer as an advance to provide start-up.
- c) Perform such additional assignments as shall be given to him/her from time to time by the District Governor.
- d) Perform such other functions and acts as may be required by the International Board of Directors through the Cabinet Secretary's Manual and other directives.

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Section 5. **Region Chairman.** The Region Chairman, subject to the supervision and direction of the District Governor shall be the chief administrative officer in his/her region, supervising the activities of the Zone Chairmen in his/her Region.

Section 6. **Zone Chairman.** The Zone Chairman, subject to the supervision and direction of the District Governor and Region Chairman, shall be the chief administrative officer in his/her Zone. His/her specific responsibilities shall be to:

- a) Further the Purposes and Objects of this Association.
- b) Serve as Chairman of the District Governor's Advisory Committee in his/her Zone and as such Chairman to call regular meetings of said committee.
- c) Make a report of each District Governor's Advisory Committee meeting and send copies within five (5) days thereafter to Lions Clubs International and to the District Governor and Region Chairman.
- d) Play an active role in organizing new Lions Clubs and keep informed on the activities and well-being of all clubs in his/her Zone.
- e) Represent each club in his/her Zone in any problems with District, Multiple District, or Lions Clubs International.
- f) Supervise the progress of District, Multiple District and Lions Clubs International projects in his/her Zone.
- g) Endeavor to have every club within his/her Zone operating under a duly adopted Club Constitution and By-Laws.
- h) Promote representation at International, Multiple District 13, and District 13-E Conventions by at least the full quota of delegates to which clubs in his/her Zone are entitled.
- i) Visit a regular meeting of each Lions Club in his/her Zone at least two (2) times during the fiscal year.
- j) Perform such other functions and acts as may be required of him/her by the International Board of Directors through the Zone Chairman's Manual and other directives.

In the event the Zone Chairman for any reason cannot or does not, in the judgment of the District Governor, perform the duties of his/her office, or in the event the office is for any reason vacated, the District Governor shall appoint a successor to serve for the unexpired term of office.

Section 7. **District Governor's Cabinet.** The District Cabinet shall:

- a) Assist the District Governor in the performance of his/her duties and in the formulations of administrative plans and policies affecting the welfare of Lionism within District 13-E.
- b) Receive, from the Region Chairmen or other assigned District 13-E cabinet members, reports and recommendations which concern the clubs and Zones within District 13-E.

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Section 8. **District Governor's Advisory Committee.** It shall assist the Zone Chairman in an advisory capacity; procure the recommendations affecting the welfare of Lionism and the clubs in the Zone, and relay the same through the Zone Chairman to the District Governor and his/her Cabinet.

Section 9. **District Governor's Honorary Committee.** It shall act under the direction of the District Governor in the promotion of harmony throughout District 13-E. The Chairman of this Committee shall attend meetings of the Cabinet when requested by the District Governor.

Section 10. **Sergeant-At-Arms.** The Sergeant-At-Arms shall maintain order and decorum at the District Convention and meetings, and perform such other duties as are incident to his/her office under *Robert's Rules of Order*.

Section 11. **Parliamentarian.** The Parliamentarian, appointed by the District Governor, shall assure that *Robert's Rules of Order* are followed in all District meetings, and at the District 13-E Convention. His/Her decision (s) shall be final in all questions of Order and Procedure.

### **ARTICLE III Committees**

Section 1. The **Credentials Committee** of the District 13-E Convention shall be composed of the District Governor, as Chairman, the Cabinet Secretary/Treasurer, and two (2) 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*.

Section 2. The District Governor shall appoint, designate the Chairman of, and fill any vacancies occurring in the District 13-E Convention Committee.

### **ARTICLE IV Rules for Convention Procedures**

Section 1. The District Governor shall arrange the Order of Business for the District 13-E Convention, and the same shall be the order of the day for all sessions.

Section 2. 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 in any District 13-E meeting or convention, any meeting of the District 13-E Cabinet, a Region, a Zone, or member club or of any other group or committee of any one of them shall be determined by the Parliamentarian, using *Robert's Rules of Order*.

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### **ARTICLE V Nomination and Endorsement International Director and Vice President Nominees**

Section 1. Subject to the provisions of the International Constitution and By-Laws, any member of a Lions Club in District 13-E seeking endorsement of a District Convention as a candidate of the office of International Director or Vice President shall follow the provisions of the Ohio Lions, Inc. Constitution and By-Laws.

### **ARTICLE VI Fiscal Year**

Section 1. The fiscal year of District 13-E shall be from July 1<sup>st</sup> to June 30th.

### **ARTICLE VII Amendments**

Section 1. These By-Laws may be amended only at a District 13-E Convention, by resolution reported by the Convention Committee on Constitution and By-Laws and adopted by a two-thirds (2/3) majority of the votes cast.

Section 2. No amendment shall be so reported or voted upon unless the same shall have been furnished in writing to each club no less than thirty (30) days prior to the convening date of the Annual District 13-E Convention with notice that the same will be voted upon at said Convention.

Section 3. Each amendment shall take effect at the close of the Convention at which adopted, unless otherwise specified in the amendment.

### **ARTICLE VIII**

This Constitution and By-Laws shall take effect at the close of the District 13-E Convention at which adopted by the affirmative vote of two-thirds (2/3) of the votes cast.