

Ohio Lions District 13-E

Constitution and By-Laws

Adopted April 19, 1998

Amended last on April 30, 2006

Constitution

ARTICLE I Name

Section 1. This Organization shall be known as District 13-E of the International Association of Lions Clubs (hereinafter referred to as "*Lions Clubs International*").

ARTICLE II Objects

Section 1. To provide an administrative structure with which to advance the Purpose and Objects of Lions Clubs International in this District.

ARTICLE III Membership

Section 1. The members of this Organization shall be all Lions Clubs in the District chartered by Lions Clubs International. The boundary lines of this District shall be as follows:

Auglaize County, Champaign County, Clark County, Darke County, Hardin County, Logan County, Mercer County, Miami County, Shelby County, and Union County.

ARTICLE IV District Organization

Section 1. **Cabinet and Officers.**

- A. The district shall have a District Cabinet composed of the District Governor, the Immediate Past District Governor, the Vice District Governor, the Deputy District Governor, the Region Chairmen, the Zone Chairmen, and a Cabinet Secretary/Treasurer. The members of the District Cabinet shall be the Officers of the District. Each such Officer shall be a member in good standing of a Lions Club in good standing in the District.
- B. The District Governor, the Vice District Governor, and the Deputy District Governor shall be elected at the annual convention of the District. The District Governor shall appoint, by the time he/she takes office, the Cabinet Secretary/Treasurer, one Region Chairman for each Region, and one Zone Chairman for each Zone in the District.

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- C. Any vacancy in any District office, except that of District Governor and Vice District Governor, shall be filled by appointment of the District Governor for the unexpired term thereof.

In filling any vacancy arising in the office of Vice District Governor, the District 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 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. The chairman shall convey the results to the international office within seven (7) days together with evidence of invitations sent and meeting attendance. Each Lion who is entitled to receive an invitation to attend and is present at said meeting shall be entitled to cast one vote for the Lions of his/her choice.

- D. Each Region and Zone Chairman shall:

1. Be an active member in good standing in his/her respective Region or Zone; and
2. Have served or will have served at the time of taking office as Region or Zone Chairman, as president of a Lions Club for a full term or major portion thereof, and a member of the board of directors of a Lions Club for no less than two (2) additional years.

- E. If any Region Chairman or Zone Chairman shall cease to be a member of a Club in the Region or Zone, as the case may be, to which he/she was appointed, his/her term of office shall thereupon cease and the District Governor shall appoint a successor to fill the said office. Provided, however, the District Governor in his/her discretion may determine not to use the position of Region Chairman for the remainder of the term.

- F. No salary shall be paid to any Officer of the District.

Section 2. **District Cabinet Meetings.**

- A. **Regular.** A regular meeting of the Cabinet shall be held in each quarter of the fiscal year, with the first to 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/Treasurer.

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- B. **Special.** Special meeting 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/Treasurer by a majority of the members of the Cabinet. Not fewer than five (5) nor more than ten (10) days written notice of special meetings, setting forth the purposes thereof and a date, time, and place determined by the District Governor, shall be given to each member by the Cabinet Secretary/Treasurer.
- C. **Quorum and Vote.** The attendance of a majority of the members of the Cabinet shall constitute a quorum for any meeting thereof. In such meetings, the voting privilege shall extend to the District Governor, the Immediate Past District Governor, the Vice District Governor, the Deputy District Governor, the Region Chairmen, the Zone Chairmen, and the Cabinet Secretary/Treasurer. Voting privileges may be extended to the entire Cabinet, if a motion, second, and majority vote of the above District Officers is obtained.

Section 3. **Regions and Zones.**

- A. The District Governor shall divide the District into two (2) Regions, and each Region into Zones of no more than ten (10) and no fewer than three (3) Lions Clubs, giving due regard to the geographical locations of the clubs. All such Regions shall deem the same necessary to the best interests of Lions Clubs International.
- B. **Regional Meetings.** Meetings of representatives of clubs in a Region, with the Region Chairman, or other District Cabinet member as may be assigned by the District Governor, presiding may be held during the fiscal year at times and places fixed by the Region Chairman or other Cabinet member assigned to a respective Region.
- C. **Zone Meetings.** Meetings of representatives of all the clubs in a Zone, with the Zone Chairman presiding, shall be held during the fiscal year at times and places fixed by the Zone Chairman of the respective Zone. Three (3) such meetings shall be held each fiscal year.

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Section 4. **District Committees.**

- A. **District Governor's Advisory Committee.** In each Zone, the Zone Chairman and the Presidents and secretaries of the clubs in the Zone shall comprise a District Governor's Advisory Committee, with the Zone Chairman as Chairman thereof. At a date, time, and place called by the Zone Chairman, 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; a fourth meeting is optional, at the discretion of the Zone Chairman, and can be a "Zone Social."
- 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 when and as called upon by the District Governor.

ARTICLE V

District Administration Fund

Section 1. To provide revenue to defray the non-convention administrative expenses of the District, an annual District Administration Fund Per Capita Tax of \$11.00 is hereby levied upon each member of each club in the District, including affiliate members. It shall be collected and paid in advance by each club in two (2) semi-annual payments of \$5.50 per member on July 1st (based on membership as of May 31st), and January 1st (based on membership as of November 30th). This per-capita tax is payable in advance and is delinquent 30 days after the billing. Said tax shall be so paid to the Cabinet Secretary/Treasurer by each club, except newly chartered or reorganized clubs, which shall collect and pay said per capita 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 per capita tax shall be disbursed only for non-convention administrative expenses of the District and only upon approval of the District Governor. Disbursements therefrom shall be by checks drawn and signed by the Cabinet Secretary/Treasurer, and may be countersigned by the District Governor.

Section 2. Expenses of the District Governor in connection with his/her attending the International Convention shall be considered a District Administrative expense. Reimbursement for such expenses shall be made on the same basis as outlined in the Rules of Audit of Lions Clubs International.

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Section 3. The District Governor and his/her Cabinet shall not incur obligations in any fiscal year which will effect an unbalanced budget or deficit in an ensuing fiscal year.

Section 4. The Cabinet Secretary/Treasure 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 shall provide for an annual or more frequent audit of the books and accounts of the Cabinet Secretary/Treasurer, and a statement of the financial condition of the District shall be sent to Lions Clubs International and each club in the District within sixty (60) days after the close of the fiscal year by the District Governor then in office.

ARTICLE VI District Convention

Section 1. An Annual Convention of the District shall be held in each year prior to the International Convention, at a place selected by the District Governor, and at a date and time fixed by the District Governor. A meeting of the registered delegates of the District in attendance at the District Convention of the Multiple District of which this District shall be a part may constitute the annual convention of the District.

Section 2. The members of the District Cabinet shall be the officers of the Annual District Convention.

Section 3. A Convention Sergeant-at-Arms and a Convention Parliamentarian shall be appointed by the District Governor.

Section 4. Each chartered club in good standing in Lions Clubs International and the District shall be represented by one (1) or more delegates at the annual District Convention and shall be entitled in each such convention to one (1) voting delegate and one (1) alternate for each ten (10) members, or major fraction thereof, of said club who have been enrolled for at least one year and a day in the club as shown by the record 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 may cast one (1) vote only for each office to be filled by, and one (1) vote only on each issue to be voted on by the members of the said convention. Unless otherwise specified herein, the affirmative vote of the majority of the delegates voting on any question shall be the act of the convention. Delinquent dues may be paid and good standing acquired at any time prior to the close of the credential certification, as such closing time shall be established by the rules of the respective convention.

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Section 5. All Past District Governors of Multiple District 13 who, on the date of any District Convention, may be members in good standing of any club belonging to District 13-E, shall be considered Delegates-At-Large and shall be irrespective and exclusive of any Delegate quota of their respective clubs, but nothing herein shall be construed to allow any person more than one vote upon the occasion or in connection with any question before a District Convention.

Section 6. 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 7. Within (60) days after the close of the annual Convention, the Secretary/Treasurer shall transmit one copy of the complete proceedings thereof to the International Office. Upon written request from any club in the District, a copy shall be furnished to said club.

ARTICLE VII District Convention Fund

Section 1. In lieu of, or in addition to a District Convention registration fee, an annual per capita District Convention Fund Tax of \$1.00 may be levied upon each member of each club in the District and shall be collected and paid in advance by each club on July 1st (1st semi-annual billing) of each year. This tax shall be collected from the clubs by, and be remitted to, the Cabinet Secretary/Treasurer, who shall deposit the monies so collected in a special account in the bank or other depository chosen by the District Governor. The fund so collected shall be used exclusively for defraying expenses of District Conventions and shall be expended only by District checks drawn and signed by the Cabinet Secretary/Treasurer, and may be countersigned by the District Governor.

Section 2. In any fiscal year, any balance remaining in the Convention Fund after payment of all Convention Administrative expenses in that year shall remain in said Convention Fund and become available for future Convention expenses, and be treated as income in any fiscal year in which expended or otherwise budgeted for payment of such 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 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 each District Convention.

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ARTICLE VIII Amendments

Section 1. This Constitution may be amended only at a District Convention by resolution reported by the Convention Committee on Constitution and By-Laws and adopted by the affirmative vote of two-third (2/3) of the votes cast.

Section 2. No amendment shall be so reported or voted upon unless the same shall have been furnished in writing to each club no less than thirty (30) days prior to the convening date of the Annual District 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.