

# LIONS CLUBS INTERNATIONAL

## DISTRICT 2-S2



## CONSTITUTION

## AND

## BY-LAWS

Amended May 5, 2018

**ARTICLE I - NAME .....5**

**ARTICLE II - AUTHORITY.....5**

**ARTICLE III - OBJECTIVE.....5**

**ARTICLE IV - MEMBERSHIP AND ORGANIZATION.....5**

**ARTICLE V - DISTRICT OFFICERS.....5**

**ARTICLE VI - REVISIONS TO DISTRICT CONSTITUTION AND BY-LAWS .....6**

**ARTICLE VII - DISTRICT ORGANIZATION .....6**

    Section 1 - Organization: ..... 6

    Section 2 - Membership: ..... 6

    Section 3 - District Governor: ..... 7

        (a) Qualifications..... 7

        (b) Election ..... 7

        (c) Ballot..... 7

        (d) Term of Office..... 7

        (e) Duties and Responsibilities..... 8

        (f) Removal from Office..... 9

        (g) Vacated Office ..... 9

    Section 4 - First Vice District Governor..... 9

        (a) Qualifications..... 9

        (b) Election ..... 10

        (c) Term of Office..... 10

        (d) Duties and Responsibilities..... 10

        (e) Removal from Office..... 10

        (f) Vacated Office ..... 10

    Section 5. Second Vice District Governor ..... 10

        (a) Qualifications..... 10

        (g) Election ..... 11

        (h) Term of Office..... 11

        (i) Duties and Responsibilities..... 11

        (j) Removal from Office..... 11

        (k) Vacated Office ..... 11

    Section 6 - District Governor’s Honorary Committee:..... 11

    Section 7 - Council Chairman:..... 11

        (a) Qualifications..... 12

(b) Election ..... 12

(c) Term of Office..... 12

(d) Duties and Responsibilities..... 12

(e) Removal from Office..... 12

(f) Vacated Office ..... 12

**ARTICLE VIII - DISTRICT GOVERNOR’S CABINET.....12**

Section 1 - Membership: ..... 12

Section 2. Authority: ..... 13

Section 3 - Duties and Responsibilities: ..... 13

(g) Purpose..... 13

(h) Cabinet Meetings..... 13

(i) Surety Bond ..... 14

(j) Minutes and Records..... 14

(k) District Revenue ..... 14

(l) Duties and Responsibilities..... 15

(m) District Convention ..... 15

(n) Lions District 2-S2 International Convention Fund..... 15

(o) *State Convention* ..... 16

(p) *International Convention*..... 16

(q) Financial Reports and Audits ..... 16

(r) Surplus and Unbudgeted Funds ..... 16

**ARTICLE IX - DISTRICT CONVENTION .....17**

Section 1. Provisions and Purpose: ..... 17

Section 2 - Time and Place..... 17

Section 3 - Administration ..... 17

Section 4 - Program ..... 17

Section 5. - Nominations and Proposals..... 17

(a) District Governor ..... 17

(b) First Vice District Governor..... 17

(c) (c) Second Vice District Governor..... 18

(d) Director of Texas Lions Camp, Inc. .... 18

(e) Trustee of the Lions Eye Bank of Texas, Inc..... 18

(f) Director Lighthouse of Houston ..... 19

(g) Director Humanitarian Relief Fund..... 19

(h) Nomination and Motion Speeches..... 20

(i) *International Candidates* ..... 20

Section 6 - Delegates ..... 20

Section 7 - Elections:..... 20

**ARTICLE X - REVENUE .....21**

Section 1. - Collection ..... 21

Section 2 - District Administrative Fund ..... 21

Section 3 - District Convention Fund ..... 21

Section 4 - State Convention Fund ..... 22

Section 5. Multiple District 2 Administration Fund ..... 22

Section 6 - Promote Texas Fund ..... 23

Section 7 - Texas Lions Camp, Inc. Fund ..... 23

Section 8 - (Left blank intentionally)..... 24

Section 9 – Student per Capita Tax..... 24

Section 10 – Campus Clubs Per Capita Tax..... 24

**ARTICLE XI - ADOPTION .....24**

**ARTICLE XII - AMENDMENTS AND REVISIONS .....24**

**ARTICLE XIV DISTRICT ELECTION PROCEDURES .....25**

## **ARTICLE I - NAME**

The name of this organization is the International Association of Lions Clubs District 2-S2, a part of Multiple District 2, State of Texas, U.S.A., hereinafter referred to as "District".

## **ARTICLE II - AUTHORITY**

The International Association of Lions Clubs, hereinafter called Lions International, Constitution and By-Laws is hereby made a part of this document. Where conflict occur the latest edition of Lions International Constitution and By-Laws shall take precedence.

## **ARTICLE III - OBJECTIVE**

To provide this District with an efficient organization, for the purpose of advancing Lionism in accordance with the objects of Lions International.

## **ARTICLE IV - MEMBERSHIP AND ORGANIZATION**

The membership of this organization shall consist of all Lions Clubs within the boundaries of this District duly chartered by Lions International and in good standing.

## **ARTICLE V - DISTRICT OFFICERS**

The officers of the District shall be the

- District Governor
- First Vice District Governor
- Second Vice District Governor
- Region Chairmen
- Zone Chairmen
- Cabinet Secretary
- Cabinet Treasurer
- Immediate Past District Governor
- Directors of the Texas Lions Camp, Inc.
- Trustees of the Lions Eye Bank of Texas
- Directors of the Lighthouse of Houston
- Directors of the Humanitarian Relief Fund

and there shall be no salary paid to any officer.

## ARTICLE VI - REVISIONS TO DISTRICT CONSTITUTION AND BY-LAWS

The District Cabinet and/or any District 2-S2 club in good standing shall have the authority and it shall be its duty to recommend change(s) to this Constitution and By-Laws (including change(s) to the District's per capita tax), for good and just cause, in the best interest of Lionism within the District.

Procedures:

- Recommended change(s) to this District Constitution and By-Laws shall be placed in the hands of the District Governor's office not later than thirty (30) days after that Cabinet meeting at which the recommendation(s) receive the heretofore provided approval, but not less than thirty (30) days prior to the beginning of the annual District Convention.
- The District Governor shall then transmit said recommended change(s) to a, hereinafter provided, District Constitution and By-Laws Committee (Article VII, Sec. 3, Paragraph D7) and to each Club in the District not later than thirty (30) days prior to the District Convention. The same shall be presented to the District Convention through a District Constitution and By-Laws Committee.
- All voting in this regard at the District Convention shall be by individual secret printed ballots.
- A tabulation of votes cast for and votes cast against the aforementioned recommended change(s) shall be made at the District Convention by a, hereinafter provided, District Election Committee (Art. VII, Sect. 3, Paragraph D7) and certified by the District Governor.
- A two-thirds (2/3) majority of the delegates or alternates, present in person, qualified and legally voting at the District Convention shall be required to change the provisions of this document. The decision of the majority shall be binding on all members, the District Cabinet, and all succeeding District Cabinets.
- Upon passage of said change(s) by the aforementioned majority the same shall become effective with the beginning of the next fiscal year.

## ARTICLE VII - DISTRICT ORGANIZATION

**Section 1 - Organization:** The District Organization shall be in accordance with Lions International Constitution and By-Laws without exception and the booklet entitled "District Governor's Organization" except as noted and/or expanded upon herein.

**Section 2 - Membership:** The membership of District 2-S2 shall consist of all Lions Clubs which have been duly chartered by Lions International and are in good standing

**Section 3 - District Governor:** The District shall have a District Governor duly elected as provided herein and in accordance with Lions International Constitution and By-Laws

**(a) Qualifications**

- (1) A candidate for District Governor must satisfy all the requirements as stated in Lions International Constitution and By-Laws and in addition must be willing and must attend, unless providentially hindered, the District Governors School at the Lions International Convention immediately prior to taking office.
- (2) A candidate for District Governor shall be required to have the written endorsement (nomination) of the members, in good standing, of his/her club.
- (3) A candidate for District Governor is required to serve as First Vice District Governor prior to serving as a District Governor unless an exception specified in the Lions International Constitution and By-Laws applies.
- (4) No incumbent District Governor elected or appointed and serving a full term, may stand for election or be appointed to succeed himself/herself in the same district.

**(b) Election**

The election of a District Governor must conform to the Lions International Constitution and ByLaws. The following procedures and rules shall apply in lieu of more definitive provision in said International Constitution and By-Laws.

- (1) Nominations for the office of District Governor shall not be made from the floor of the District Convention, except as hereinafter provided.
- (2) In the event the District Convention convenes with no pre-endorsed (predominated) candidate, then nominations from the floor of a duly notified Convention Assembly shall be the order of the day. Each nominee for District Governor must satisfy all the requirements as stated in Lions International Constitution and By-Laws.

**(c) 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 the tied candidates until one is elected.

**(d) Term of Office**

The term of office for a District Governor shall be from the adjournment of the International Convention next succeeding his/her election to the adjournment of the next

following International Convention as provided in the International Constitution and By-Laws.

**(e) Duties and Responsibilities**

The District Governor is the chief executive of his/her District. He/she shall supervise the work and activities of the District. He/she shall perform all duties as set forth herein and in the Lions International Constitution and By-Laws, and all such duties as may be required of him/her in the best interest of Lionism.

- (1) The District Governor shall, by the time he/she takes office, divide the District into Zones of eight (8) or less clubs each.
- (2) The District Governor shall, by the time he/she takes office, appoint a Zone Chair man for each Zone within the District.
- (3) The District Governor shall, by the time he/she takes office, appoint a District Cabinet Secretary. Cabinet Treasurer and a Bookkeeper. The District Cabinet Treasurer shall serve no more than two consecutive terms.
  - a. The District Governor may hire and supervise an administrative assistant. Duties to be determined by the District Governor. The District Governor shall make recommendation to the District Cabinet as to compensation.
  - b. The District Governor shall appoint District Committees and designate the chairmen thereof and such other officers deemed necessary for the furtherance of Lionism within the District.
- (5) The District Governor shall issue an official call for a District Convention, as hereinafter provided.
- (6) The District Governor shall appoint Committees and designate the chairman thereof for the operation and function of the, hereinafter provided, District Convention. Such committees are hereinafter referred to as Convention Committees. Said appointments shall be made as follows: The District Governor shall appoint, and he/she shall receive notification of acceptance, at least sixty (60) days prior to the District Convention, a Convention Constitution and By-Laws Committee, provided that recommended revisions to the State and/or International Constitution and By-Laws are to be presented at the District Convention. Said committee shall consist of not more than five (5) members, each of whom shall be members of different Lions Clubs within the District.
- (7) The District Governor shall appoint all other Convention Committees such as Credentials, Election, International Convention, Necrology, Parliamentary, Registration, Resolutions, Rules, Sergeant-at-Arms and etc., at least fifteen (15) days prior to the District Convention.
- (8) The District Governor has the authority and it shall be his/her duty to remove from office any officer appointed by him/her who is derelict and negligent in his/her responsibility or for any good and just cause in the best interest of Lionism.



- (9) In the event of vacancy in any district office, except that of District Governor or Club President and Secretary, the District Governor has the authority and it shall be his/her duty to fill such vacancy for the unexpired time thereof.
- (10) It shall be the duty of the District Governor to inform the Cabinet of any elected District Officer who is negligent in his/her duties and responsibilities. Any elected District Officer who is negligent in his /her duties and responsibilities or for any good and just cause may be removed from office. The procedure will be a two-thirds (2/3) vote for removal by the District Cabinet.
- (11) It shall be the duty of the District Governor to attend all regular and special Board of Director(s) meeting of which he/she is a member.
- (12) As retiring District Governor, he/she shall transmit to his/her successor all district files, financial records and all other records and communications pertinent to the functioning, organization and conducting of District business prior to the first cabinet meeting of the new administration, or not more than 45 days after the Lions Clubs International Convention.

**(f) Removal from Office**

Any District Governor, who is negligent in his /her duties and responsibilities, or for any good and just cause, may be removed from office by the following procedure in its entirety and sequence:

- (1) A two-thirds vote for removal by the District Cabinet.
- (2) A two-thirds vote for removal by the Boards of Directors of the clubs in the District.
- (3) Submission of a petition to Lions International stating full particulars. The subsequent decision of Lions International Board of Directors shall be final.

**(g) Vacated Office**

In the event of a vacancy in the District Governor's office, for any reason for a period in excess of sixty (60) days, said vacancy shall be filled as outlined in the International Constitution and ByLaws.

**Section 4 - First Vice District Governor:** The District shall have a First Vice District Governor duly elected as provided herein.

**(a) Qualifications**

A candidate for the office of First Vice District Governor shall satisfy all the requirements of a District Governor as provided herein (Article VII, Section 3, (a)) except that he/she shall not be required to attend the District Governor's school at the International Convention.

A candidate for First Vice District Governor is required to serve as Second Vice District Governor prior to serving as a District Governor unless an exception specified in the Lions International Constitution and By-Laws applies.

No incumbent First Vice District Governor elected or appointed and serving a full term, may stand for election or be appointed to succeed himself/herself in the same district.

**(b) Election**

Procedures for the election of a First Vice District Governor shall be the same as procedures for the election of a District Governor as set out herein Article VII, Section 3, (b).

**(c) Term of Office**

The term of office for a First Vice District Governor shall be the same as the term of office for a District Governor (Article VII, Section 3, (c)).

**(d) Duties and Responsibilities**

The First Vice District Governor's duties and responsibilities shall be as directed by the District Governor and as provided herein and in the Lions International Constitution and By-Laws.

**(e) Removal from Office**

A First Vice District Governor, who is negligent in his /her duties and responsibilities, or for any other good and just cause, may be removed from office by the following procedure in its entirety and sequence.

- (1) A two-thirds vote for removal by the District Cabinet.
- (2) Submission of a petition to Multiple District 2 Council stating full particulars.
- (3) Submission of a petition to Lions International stating full particulars.

**(f) Vacated Office**

In the event of a vacancy in the First Vice District Governor's office, for any reason for a period in excess of sixty (60) days, said vacancy shall be recognized as such and may be filled by the District Cabinet until a new election is held at the District Convention.

**Section 5. Second Vice District Governor:** The District shall have a Second Vice District Governor duly elected as provided herein.

**(a) Qualifications**

A candidate for the office of Second Vice District Governor shall satisfy all the requirements of a District Governor as provided herein (Article VII, Section 3, (a)) except that he/she shall not be required to attend the District Governor's school at the International Convention. No incumbent Second Vice District Governor elected or appointed and serving a full term, may stand for election or be appointed to succeed himself/herself in the same district.

**(g) Election**

Procedures for the election of a Second Vice District Governor shall be the same as procedures for the election of a District Governor as set out herein Article VII, Section 3, (b)).

**(h) Term of Office**

The term of office for a Second Vice District Governor shall be the same as the term of office for a District Governor (Article VII, Section 3, (c)).

**(i) Duties and Responsibilities**

The Second Vice District Governor's duties and responsibilities shall be as directed by the District Governor and as provided herein and in the Lions International Constitution and By-Laws.

**(j) Removal from Office**

A Second Vice District Governor, who is negligent in his /her duties and responsibilities, or for any other good and just cause, may be removed from office by the following procedure in its entirety and sequence.

- (1) A two-thirds vote for removal by the District Cabinet.
- (2) Submission of a petition to Multiple District 2 Council stating full particulars.
- (3) Submission of a petition to Lions International stating full particulars.

**(k) Vacated Office**

In the event of a vacancy in the Second Vice District Governor's office, for any reason for a period in excess of sixty (60) days, said vacancy shall be recognized as such and may be filled by the District Cabinet until a new election is held at the District Convention.

**Section 6 - District Governor's Honorary Committee:**

There shall be in the District a District Governor's Honorary Committee. The membership of said committee shall consist of Past International Officers and Past District Governors who are members of Lions Clubs within the District. The Immediate Past District Governor shall be chairman of the committee. Said committee shall meet when and as called upon by the District Governor or the Honorary Committee Chairman.

**Section 7 - Council Chairman:**

The District shall have a Council Chairman duly elected as provided herein and in accordance with Multiple District 2 Constitution and By-Laws.

**(a) Qualifications**

A candidate for Council Chairman must satisfy all the requirements as stated in Multiple District 2 Constitution and By-Laws. The candidate must be a Past District Governor prior to the election. No Lion shall serve more than one term as Council Chairman.

**(b) Election**

Procedures for the election of a Council Chairman shall be the same as procedures for the election of a District Governor as set out herein (Article VII, Section 3, (b)).

**(c) Term of Office**

The Council Chairman shall serve as Council Chairman-Elect for the year prior to the year the State Conference is scheduled to be held in this District as provided by Multiple District 2 Constitution and By-Laws. The Council Chairman shall serve for the year the State Conference is scheduled to be held in this District as provided by Multiple District 2 Constitution and By-Laws.

**(d) Duties and Responsibilities**

The Council Chairman's duties and responsibilities shall be as defined by the Multiple District 2 Constitution and By-Laws and Multiple District Policy Manual.

**(e) Removal from Office**

A Council Chairman, who is negligent in his /her duties and responsibilities, or for any other good and just cause, may be removed from office by the following procedure in its entirety and sequence.

- (1) A two-thirds vote for removal by the District Cabinet.
- (2) Submission of a petition to Lions International stating full particulars.
- (3) The subsequent decision of Lions International Board of Directors shall be final.

**(f) Vacated Office**

In the event of a vacancy in the Council Chairman's office, for any reason for a period of sixty (60) days, said vacancy shall be recognized as such and may be filled by the District Cabinet.

## **ARTICLE VIII - DISTRICT GOVERNOR'S CABINET**

### **Section 1 - Membership:**

The membership of the District Governor's Cabinet, hereinafter called the Cabinet, shall be the

- District Governor as the presiding officer
- First Vice District Governor
- Second Vice District Governor
- Region Chairmen
- Zone Chairmen
- Cabinet Secretary
- Cabinet Treasurer
- Bookkeeper
- District Chairmen as designated by Lions Clubs International
- Elected Directors of Texas Lions Camp, Inc.

Elected Trustees of the Lions Eye Bank of Texas, Inc.  
elected Directors of the Lighthouse of Houston  
elected Directors of the Humanitarian Relief Fund  
Trustee to the Texas Lions Foundation  
President and Secretary of the President's and Secretary's Council  
Past District Governors

and such Committee Chairmen and Co-Chairmen as the District Governor shall appoint with the approval of the Cabinet.

## **Section 2. Authority:**

The Cabinet shall function within the limits of the International Constitution and By-Laws and this document. The Cabinet shall be the Executive Body of the District, and as such, all corporate powers of the District expressed or implied, are vested in the Cabinet.

The attendance of a majority of the officers of this district, as listed in Article V shall constitute a quorum for any cabinet meeting.

## **Section 3 - Duties and Responsibilities:**

### **(g) Purpose**

The Cabinet purpose is to supervise, coordinate and promote the general welfare of Lions Clubs and the individual members thereof, and to assist the District Governor in performing the duties of his/her office. The Cabinet shall act in behalf of and transact all business of the District in the best interest of the membership.

### **(h) Cabinet Meetings**

The Cabinet shall meet at least four (4) times during the year (once each quarter) and/or as set by the District Governor. All Cabinet Meetings shall be held in accordance with Robert's Rules of Order.

The first meeting shall be held within thirty (30) days after adjournment of the preceding International Convention for the purpose of:

- approving the surety company from which a bond, as hereinafter provided, shall be secured
- approving the depository for District funds
- adopting a budget for the year
- discussing matters and transacting business pertaining to the District.

Ten (10) days written notice of Cabinet meetings shall be given to each member by the Cabinet Secretary.

Special meetings of the Cabinet may be called at the discretion of the District Governor or shall be called by him/her upon the written request by a majority of the members

thereof. Not less than five (5) days nor more than ten (10) days written notice of special meetings of the Cabinet shall be given to each member thereof.

One (1) of said regular meetings may be held in conjunction with (immediately prior to) the District Convention as hereinafter provided.

The District Governor's Cabinet may transact business by mail (including letters, electronic mail, facsimile transmission, or cable), provided that no such action shall be effective until approved in writing by three-fourths (3/4) of the entire number of the members of said cabinet. Such action may be initiated by the District Governor or any five (5) members of said cabinet, but votes thereon, to be valid, must be received by the cabinet secretary within fifteen (15) days after the original mailing thereof, which mailing shall be by an expeditious method.

**(i) Surety Bond**

The Cabinet shall require the posting of a surety bond in the amount of \$50,000 minimum on the District Governor and the Cabinet Treasurer, if this is not provided by Multiple District 2 or Lions International.

**(j) Minutes and Records**

The Cabinet shall require that accurate records of each and all Cabinet meetings and all District proceedings, including District Convention, shall be kept, and that minutes of said meetings and/or proceedings, including financial reports, shall be presented to the District Convention, shall be transmitted by the Cabinet Secretary to the District Governor, each member of the Cabinet, Lions International and the State Office within fifteen (15) days after each meeting and that copies of same shall be given to the succeeding District Governor and Cabinet Secretary.

**(k) District Revenue**

The Cabinet shall require

- That all monies collected as District Revenue and all other monies deposited with or transmitted through the District for any reason shall be deposited in the approved depository of the District
- That said monies shall be disbursed as payments or withdrawals, after approval by the Cabinet and only by check signed by two of the three designated signatories
- Those signatories being
  - the Cabinet Treasurer
  - the District Governor
  - the Immediate Past District Governorand all disbursements are approved by the Cabinet.

In the event that, for any reason, the Cabinet Treasurer and/or the District Governor and/or the Immediate Past District Governor cannot sign a check, a notarized attestation of approval by a majority of the Cabinet shall be sufficient to release the monies or provide for another signatory or signatories.

**(l) Duties and Responsibilities**

- a. Cabinet Treasurer
  - i. Receive and Deposit all funds received the District, in a timely manner.
  - ii. Transmit copies of deposits – including each check to the Bookkeeper
  - iii. Sign all checks or transfers issued by the District, along with one other authorized signer.
- b. Bookkeeper
  - i. Record all deposits
  - ii. Maintain all accounts payables
  - iii. Maintain all accounts receivables
  - iv. Issue semiannual per capita tax (dues) invoices to the District Clubs
  - v. Prepare checks for payment, ensuring that all checks are signed by two of the authorized signers. The Bookkeeper does not have authority to sign checks/transfers.
  - vi. Reconcile Bank Statements
  - vii. Prepare Financial Reports

**(m) District Convention**

The Cabinet shall provide for a District Convention annually. The Cabinet shall have the absolute power to change at any time, for good and sufficient reason, without liability to the District or State, the city or place of holding the District Convention.

The District Governor's expenses in conjunction with the District Convention shall be considered a District Administrative expense. Reimbursement for said expenses shall be in accordance with the Rules of Audit of Lions International or District.

**(n) Lions District 2-S2 International Convention Fund**

If funds are available, the Cabinet shall reimburse the outgoing District Governor and/or the outgoing Cabinet Treasurer for attending the International Convention as follows:

- i. Convention registration fee actually paid to Lions International
- ii. Hotel/Motel room cost actually paid, up to an amount equal to the daily double occupancy rate available through Lions International for the Texas Delegation hotel. The maximum number of days allowable is six (6) during the convention
- iii. Air or ground transportation expenses as follows:
- iv. Airfare actually paid, up to an amount equal to coach class for the most direct airline route to and from the Lions International Convention, or If ground transportation is used, mileage rate paid to District Governors by Lions International for the number of miles to and from the Lions International Convention by the most direct highway route.

The Cabinet shall not provide reimbursement for any additional expenses of the outgoing District Governor and/or Cabinet Treasurer, including meals other than those covered by convention registration fee, lodging for days other than those specified above, or expenses of others who may accompany the District Governor and/or the outgoing Cabinet Treasurer to the Lions International Convention.

Reimbursement shall be made upon submission to and approval by the Cabinet, at the first Cabinet meeting following the Lions International Convention, of a detailed expense account(s) setting forth actual outlays and accompanied supporting receipts.

**(o) *State Convention***

The Cabinet shall be responsible for providing for and coordinating any District Functions at the State Convention. The Cabinet shall, when requested by the Executive Committee of the Council of Governors, assist in every way in providing for, organizing and coordinating the State Convention held in its District.

**(p) *International Convention***

The Cabinet shall be responsible for donations and favors for the International Convention as requested by the District Governor.

**(q) *Financial Reports and Audits***

The Cabinet shall receive from the Cabinet Treasurer financial reports at least ten (10) days prior to each Cabinet meeting and shall make provisions for an annual audit (more frequently if required) of the books and accounts of the District. Said audit(s) shall be made by a competent accountant, who shall have a current permit to practice accounting and shall show all receipts and disbursements made by the District during the fiscal year. A copy of said audit(s) shall be furnished to all District Officers, the State Office and Lions International.

The Cabinet shall provide for the transfer of all records of the District including canceled checks, bank statements, record book, account book, etc., to the succeeding District Governor and his/her Cabinet Treasurer at the first Cabinet meeting following the International Convention.

**(r) *Surplus and Unbudgeted Funds***

The Cabinet shall provide in the District Administrative budget an amount neither less than five per cent (5%) nor more than ten per cent (10%) of the total annual District Administrative per capita tax, which shall be designated as a special unbudgeted fund. Said fund shall be retained intact and transferred to the succeeding District Governor to provide District Administrative operating expenses between the beginning of the fiscal year and receipt of first semiannual per capita taxes from the clubs in the District.

The Cabinet shall provide for the transfer of said special unbudgeted fund and any surplus fund(s) as there may be in any District account(s) to the succeeding District Governor and his/her Cabinet Treasurer.

The District Governor shall not expend more than 10% of the surplus funds transferred to his/her administration without approval by 2/3 (two-thirds) of the Cabinet.



## **ARTICLE IX - DISTRICT CONVENTION**

**Section 1 - Provisions and Purpose:** There shall be a District Convention held annually.

The District Convention shall

- (1) elect a District Governor to serve the next year
- (2) elect a First Vice District Governor to serve the next year
- (3) elect a Second Vice District Governor to serve the next year
- (4) elect a Director of the Texas Lions Camp to serve for the next two (2) years
- (5) elect a Trustee for the Lions Eyes of Texas Eye Bank to serve the next two (2) years
- (6) elect a Director for the Lighthouse of Houston for the next two (2) years; elect a Director for the Humanitarian Relief Fund for the next three (3) years
- (7) elect a candidate if proposed for nomination for an International office
- (8) vote on proposed changes (as presented) to the provisions of this Constitution and By-Laws
- (9) vote on all matters of statewide business (as presented)
- (10) and conduct such District business as may require District action.

**Section 2 - Time and Place:** The District Convention shall be held at a place and time selected in accordance with Lions International Constitution and By-Laws.

The District Governor shall issue an official call for the annual District Convention not earlier than ninety (90) days nor later than thirty (30) days prior to the date fixed for holding same.

**Section 3 - Administration:** The District Governor and his/her Cabinet shall have full supervision over all phases of the convention and all members of the Cabinet shall be officers of the convention.

**Section 4 - Program:** There shall be a printed program of convention sessions and events stating time and place and occurrence. Said program shall be the order of the day for the convention.

**Section 5. - Nominations and Proposals:** All nominations and proposals shall be first presented to the, hereinafter provided, applicable Convention Committee.

**(a) District Governor**

The Convention Nominations Committee shall receive the written endorsement (nomination) of any member, who satisfies the qualifications as heretofore stated for the office of District Governor. Such endorsement (nominations) shall be received not later than thirty (30) days prior to the opening of the District Convention. Nominations for the office of District Governor shall NOT be made from the floor of the District Convention, except as heretofore provided in Article VII, Section 3(b).

**(b) First Vice District Governor**

The Convention Nominations Committee shall receive the written endorsement

(nomination) of any member, who satisfies the qualifications as hereinafter stated for the office of First Vice District Governor. Such endorsement (nominations) shall be received not later than thirty (30) days prior to the opening of the District Convention. Nominations for the office of First Vice District Governor shall NOT be made from the floor of the District Convention, except as heretofore provided in Article VII, Section 3(b).

**(c) Second Vice District Governor**

The Convention Nominating Committee shall receive the written endorsement (nomination) of any member, who satisfies the qualifications as hereinafter stated for the office of Second Vice District Governor. Such endorsement (nominations) shall be received not later than thirty (30) days prior to the opening of the District Convention. Nominations for the office of Second Vice District Governor shall NOT be made from the floor of the District Convention, except as heretofore provided in Article VII, Section 3(b).

**(d) Director of Texas Lions Camp, Inc.**

The Nominating Committee shall receive the written nomination (endorsed by the majority of the members of the nominee's club) of any member for the office of Director of Texas Lions Camp. The nomination shall be received by the Nominating Committee not later than thirty (30) days prior to the opening of the District Convention. Should there be no written nominations received, nominations from the floor of the convention shall be the order of the day as provided in Texas Multiple District 2 Constitution and By-Laws. All nominees shall be members in good standing of a Lions Club within the District, likewise in good standing.

Nominees shall have the following qualifications:

- 1 Shall have been a member of a Lions Club for three (3) years;
- 2 Shall have served as President of his/her club or as Chairman of his/her Club's Camp Committee;
- 3 Be willing to attend, unless providently hindered,
  - a) all regular and special meetings of the Texas Lions Camp Board of Directors
  - b) the Cabinet meetings of his/her District
  - c) and in cooperation with the other Director in his/her District, to present, if possible, the message of the Texas Lions Camp to each Club in his/her District

The elected Director shall be limited to two (2) consecutive terms.

**(e) Trustee of the Lions Eye Bank of Texas, Inc.**

The Nominations Committee shall receive the written nomination (endorsed by the majority of the members of the nominee's club) of any member for the office of Trustee of the Lions Eye Bank of Texas, Inc. The nomination shall be received by the Nominations Committee not later than thirty (30) days prior to the opening of the District Convention. Should there be no written nominations received, nominations from the floor of the convention shall be the order of the day. All nominees shall be members in good standing of a Lions Club within the District, likewise in good standing.

Nominees shall have the following qualifications:

- (1) Shall have been a member of a Lions Club for three (3) years;
- (2) Shall have served as President of his/her Club's Committee on Lions Eye Bank of Texas, Inc.
- (3) Be willing to attend, unless providently hindered
  - a. all regular and special meetings of said Board of Trustees
  - b. the Cabinet meetings of his/her District
  - c. And in cooperation with the other Trustee in his/her District, present, if possible, the message of the Board of Trustees to each Club in his/her District.

The elected Trustee shall be limited to two (2) consecutive terms.

**(f) Director Lighthouse of Houston**

The Nominations Committee shall receive the written nomination (endorsed by the majority of the members of the nominee's club) of any member for the office of Director Lighthouse of Houston. The nomination shall be received by the Nominations Committee not later than thirty (30) days prior to the opening of the District Convention. Should there be no written nominations received, nominations from the floor of the convention shall be the order of the day. All nominees shall be members in good standing of a Lions Club within the District, likewise in good standing.

Nominees shall have the following qualifications:

- (4) Shall have been a member of a Lions Club for three (3) years,;
- (5) Shall have served as President of his/her club or Chairman of his/her Club's Committee on Lighthouse of Houston;
- (6) Be willing to attend, unless providently hindered
  - a. all regular and special meetings of said Board of
  - b. Directors
  - c. the Cabinet meetings of his/her District
  - d. And in cooperation with the other Director in his/her District, to present, if possible, the message of the Board of Directors to each Club in his/her District.

The elected Director shall be limited to two (2) consecutive terms.

**(g) Director Humanitarian Relief Fund**

The Nominations Committee shall receive the written nomination (endorsed by the majority of the members of the nominee's club) of any member for the office of Director Humanitarian Relief Fund. The nomination shall be received by the Nominations Committee not later than thirty (30) days prior to the opening of the District Convention. Should there be no written nominations received, nominations from the floor of the convention shall be the order of the day. All nominees shall be members in good standing of a Lions Club within the District, likewise in good standing.

Nominees shall have the following qualifications:

- (7) Shall have been a member of a Lions Club for three (3) Years;

- (8) Shall have served as President of his/her club or Chairman of his/her Club's Committee on Humanitarian Relief Fund;
- (9) Be willing to attend, unless providently hindered
  - a. all regular and special meetings of said Board of Directors
  - b. the Cabinet meetings of his/her District
  - c. And in cooperation with the other Directors in his/her District, present, if possible, the message of the Board of Directors to each Club in his/her District.

The elected Director shall be limited to two (2) consecutive terms.

**(h) Nomination and Motion Speeches**

Nomination and seconding speeches shall be limited to one (1) each, with the exception of two (2) seconding speeches for the District Governor, which shall be limited to five (5) minutes and three (3) minutes respectively for each candidate.

**(i) International Candidates**

The Nominations Committee shall receive from the State Office, as heretofore prescribed, all presentations (resolutions) of State candidates for an International office. The Nominations Committee shall report the resolution to the District Convention assembly in fullest detail.

**Section 6 - Delegates:** Each chartered club in good standing shall be entitled, at its District Convention, to one (1) voting delegate for ten (10) members and alternates in accordance with Lions International Constitution and By-Laws.

The District Governor, Past International Officers and Past District Governors may vote; that are members of Lions clubs in the District in good standing, in addition to their club's normal delegates.

**Section 7 - Elections:** All elections shall be in accordance with Lions International Constitution and By-Laws and this document.

All voting on any question submitted to the District Convention Voting shall be by individual secret printed ballot.

Such questions to include:

- Items of a statewide nature
- Electing a
  - District Governor
  - First Vice District Governor
  - Second Vice District Governor
  - Director of Texas Lions Camp
  - Trustee of the Lions Eye Bank of Texas
  - Director of the Lighthouse of Houston
  - Humanitarian Relief Fund Director
- and all other matters as deemed advisable by the District Cabinet

Each legal delegate or alternate present in person shall be entitled to cast one (1) vote on every question submitted to the District Convention. The delegate or alternates present in person, qualified and voting at the District Convention shall constitute a quorum.

The decision of the majority on all questions, except as otherwise provided herein, shall be binding upon all the members.

## **ARTICLE X - REVENUE**

District, State, Texas Lions Camp and other deemed advisable by the District Cabinet.

**Section 1. - Collection:** It shall be the duty and responsibility of the District Cabinet Treasurer to collect and disburse the revenue as hereinafter and heretofore provided.

### **Section 2 - District Administrative Fund**

#### ***a) Provision and Amount***

To provide a District Administrative Fund, a semi-annual per capita tax in the amount of \$11.00 annually (\$5.50 semi-annually) shall be levied on each member thereof. Said tax shall be remitted by each club in the District to the Cabinet Treasurer as hereinafter provided.

#### ***(b) Billings***

Each club in the District shall be billed, by the Cabinet Treasurer, not sooner than sixty (60) days nor later than thirty (30) days prior to the due date as hereinafter provided.

#### ***(c) Base***

Said tax shall be based upon the membership of the club as shown by its membership reports of June and December respectively.

#### ***(d) Due Date***

Said tax shall be paid semi-annually by each club as soon as possible after billing but not later than September 10th and March 10th respectively of each fiscal year.

#### ***(e) New and Reorganized Clubs***

Newly organized and reorganized clubs shall pay pro-rata semi-annual per capita tax beginning the first day of the second month following that in which the club is chartered or reorganized. Said tax shall be due and payable not later than the first day of the second month following that in which the club is chartered or reorganized

### **Section 3 - District Convention Fund**

#### ***(a) Provision and Amount***

To provide a District Convention Fund, a semi-annual per capita tax in the amount of \$3.00 annually (\$1.50 semi-annually), shall be levied on each member thereof. Said tax shall be remitted by each club in the District to the Cabinet Treasurer as hereinafter provided.

(b) **Billings**

Section 2 (b) of this article shall apply in its entirety.

(c) **Base**

Section 2 (c) of this article shall apply in its entirety.

(d) **Due Date**

Section 2 (d) of this article shall apply in its entirety.

(e) **New and Reorganized Clubs**

Section 2 (e) of this article shall apply in its entirety.

#### **Section 4 - State Convention Fund**

(a) *(left blank intentionally)*

**(b) Retention of Funds**

These funds are to be retained from year to year for the purpose of hosting the State Convention. The State Convention Chairman shall submit a budget, for approval, at the first Cabinet Meeting of the Lions year in which the State Convention is to be held. All surplus funds are to be retained and expended for future State Conventions only, unless so released by 2/3 (two-thirds) of the Cabinet, to only be returned to the current Lions Clubs on a pro-rata basis according to the last Monthly Membership Report (MMR) on record with Lions Clubs International

**(c) Billings**

Section 2 (b) of this article shall apply in its entirety.

**(d) Base**

Section 2 (c) of this article shall apply in its entirety.

**(e) Due Date**

Section 2 (d) of this article shall apply in its entirety.

**(f) New and Reorganized Clubs**

Section 2 (e) of this article shall apply in its entirety.

#### **Section 5. Multiple District 2 Administration Fund**

**(a) Provision and Amount**

To provide a Multiple District 2 Administration Fund, a semi-annual per capita tax as designated by the Cabinet and club membership, and as provided for in the Multiple District 2 Constitution and By-Laws, annually shall be levied on each member thereof. Said tax shall be remitted by each club in the District to the Cabinet Treasurer as hereinafter provided.

(b) **Billings**

Section 2 (b) of this article shall apply in its entirety.

(c) **Base**

Section 2 (c) of this article shall apply in its entirety.

(d) ***Due Date***

Section 2 (d) of this article shall apply in its entirety.

(e) ***New and Reorganized Clubs***

Section 2 (e) of this article shall apply in its entirety.

(f) ***Remittance to State***

Said tax shall be remitted by the Cabinet Treasurer to the Council Treasurer biannually, not later than November 15th and May 15th respectively of each fiscal year. The Cabinet Treasurer shall remit only that amount collected from the clubs. A statement of delinquent clubs, if such exist, shall accompany said remittance.

## **Section 6 - Promote Texas Fund**

(a) ***Provision and Amount***

To provide a Multiple District 2 Convention Fund, a semi-annual per capita tax as designated by the Cabinet and club membership, and as provided for in the Multiple District 2 Constitution and By-Laws, annually shall be levied on each member thereof. Said tax shall be remitted by each club in the District to the Cabinet Treasurer as hereinafter provided.

(b) ***Billings***

Section 2 (b) of this article shall apply in its entirety.

(c) ***Base***

Section 2 (c) of this article shall apply in its entirety.

(d) ***Due Date***

Section 2 (d) of this article shall apply in its entirety.

(e) ***New and Reorganized Clubs***

Section 2 (e) of this article shall apply in its entirety.

(f) ***Remittance to State***

Said tax shall be remitted by the Cabinet Treasurer to the Council Treasurer biannually, not later than November 15th and May 15th respectively of each fiscal year. The Cabinet Treasurer shall remit only that amount collected from the clubs. A statement of delinquent clubs, if such exist, shall accompany said remittance.

## **Section 7 - Texas Lions Camp, Inc. Fund**

(a) ***Provision and Amount***

To provide a "Texas Lions Camp" Fund, a semi-annual per capita tax as designated by the Cabinet and club membership, and as provided for in the Multiple District 2 Constitution and By-Laws, annually shall be levied on each member thereof. Said tax shall be remitted by each club in the District to the Cabinet Treasurer as hereinafter provided.

(b) ***Billings***

Section 2 (b) of this article shall apply in its entirety.

(c) **Base**

Section 2 (c) of this article shall apply in its entirety.

(d) **Due Date**

Section 2 (d) of this article shall apply in its entirety.

(e) **New and Reorganized Clubs**

Section 2 (e) of this article shall apply in its entirety.

(f) **Remittance to the Texas Lions Camp, Inc.**

Said tax shall be remitted by the Cabinet Treasurer to the Kerrville office not later than November 15th and May 15th respectively of each fiscal year. The Cabinet Treasurer shall remit only that amount collected from the clubs unless directed by his/her District Governor. Concurrent with this remittance, the Cabinet Treasurer shall report delinquent clubs to the Children's Camp Directors and clubs concerned.

### **Section 8 - (Left blank intentionally)**

### **Section 9 – Student per Capita Tax**

For student membership programs as adopted by the International Board of Directors, eligible student members shall pay a semiannual per capita tax equal to one-half (1/2) of the total amount of dues as provided in Sections 2(a), 5(a), 6(a) and 7(a) above.

### **Section 10 – Campus Clubs Per Capita Tax**

(a) **Base**

Per Capita Tax shall be based upon the membership of the campus club as shown on its membership reports of September and March respectively.

(b) **Due Date**

Said tax shall be paid semi-annually by each campus club as soon as possible after billing, but not later than October 15th and April 15th respectively of each fiscal year.

## **ARTICLE XI - ADOPTION**

This Constitution and By-Laws shall become in full force, and effect with the beginning of the next fiscal year after same has been adopted by a two-thirds (2/3) affirmative vote of the delegates at the District Convention.

## **ARTICLE XII - AMENDMENTS AND REVISIONS**

This constitution may be amended or revised only in accordance with the procedure outlined in Article VI of this Constitution



## ARTICLE XIV DISTRICT ELECTION PROCEDURES

Effective July 1, 2016 as mandated by Lions clubs International –The below Procedures supersede any and all election procedures spelled out in previous Articles of this Constitution.

### ***District Convention: Timeline***

Annual district convention to conclude at least thirty (30) days prior to the convening date of the International Convention. (See Article VII, Section 1 of Standard Form District Constitution)

District Governor shall issue an official call to all clubs at least sixty (60) days prior to the district convention. (See Article VI, Section 2 of Standard Form District By-Laws)

Each district's nominating committee must be selected at least sixty (60) days prior to the convening date of the district convention. (See Article II, Section 1 of Standard Form District By-Laws)

Within fifteen (15) days after the close of each single and sub-district convention, the cabinet secretary shall transmit one copy of the complete proceedings to the international office. (See Article VI, Section 6 of Standard Form District By-Laws)

### ***District Convention: Site***

The location shall be selected by the delegates of a previous annual convention. (See Article VII, Section 1 of Standard Form District Constitution).

There is no restriction to holding the location of the district convention outside the geographic location of the district unless otherwise restricted by amendment of the district constitution and by-laws.

The district cabinet shall retain, and have, the power to change at any time, for good reason, the convention site. (See Article VI, Section 3 of Standard Form District By-Laws)  
Notice of any site change shall be furnished in writing to each club in the district at least thirty (30) days prior to the convening date of the annual convention. (See Article VI, Section 3 of Standard Form District By-Laws)

### **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. (See Article VI, Section 8 of Standard Form District By-Laws)

The number of certified delegates shall be announced to the convention upon close of certification and prior to the commencement of voting. (See Exhibit A, Rule 3 of Standard Form District Constitution and By-Laws)

The attendance in person of a majority of the delegates registered at a convention shall constitute a quorum at any session of the convention. (See Article VII, Section 3 of Standard Form District Constitution)

### ***Delegates***

(See Article IX, Section 3 of International By-Laws)

Each chartered Lions club in good standing in the association and its district (single, sub- and multiple) shall be entitled in each annual convention of its district to one (1) delegate and one (1) alternate delegate for each ten members who have been enrolled for at least one year and a day in the club, or major fraction thereof.

Each certified delegate present in person shall be entitled to cast one (1) vote of his/her choice for each office to be filled by, and one (1) vote of his/her choice on each question submitted to, the respective convention.

Eligible delegates must be members in good standing of a chartered Lions club in good standing in the district.

Delinquent dues may be paid and good standing acquired up to fifteen (15) days prior to the close of credential certification.

Replacement of delegate and alternate delegate provisions are provided for in *Exhibit A, Rule 5 of Standard Form District Constitution and By-Laws*.

### **Committees**

#### ***Nominating Committee***

Each member shall be a member in good standing of a different Lions club in good standing in the district and shall not through the duration of the appointment hold any district or international office. *(See Article II, Section 1 of Standard Form By-Laws)*

Shall consist of no less than three (3) and no more than five (5) members. *(See Article II, Section 1 of Standard Form By-Laws)*

Responsible for reviewing qualifications of each nominated candidate within thirty (30) days prior to the election and rule on the eligibility of same. *(See Exhibit A, Rule 4(a) of Standard Form District Constitution and By-Laws)*

Shall submit a completed checklist for each nominated candidate to the elections committee prior to district governor and first and second vice district governor elections. *(See Exhibits D, E & F of Standard Form District Constitution and By-Laws)*

#### ***Credentials Committee***

Shall be composed of the district governor, as chairperson, the cabinet secretary/treasurer and two other nonofficers of the district that are appointed by the district governor. *(See Article VI, Section 7 of Standard Form District By-Laws)*

Each member shall be a member in good standing of a different Lions club in good standing in the district and shall not through the duration of the appointment hold any district or international office. *(See Article VI, Section 7 of Standard Form District ByLaws)*

Responsible for verifying club delegate credentials. *(See Exhibit A, Rule 3 of Standard Form District Constitution and By-Laws)*

**Elections Committee**

*(See Exhibit A, Rule 7 of Standard Form District Constitution and By-Laws)*

Shall consist of three (3) members appointed by the district governor.

Responsible for preparation of materials, vote tabulation, and resolving questions concerning the validity of individual ballots.

Shall prepare a comprehensive report of election results.

**Candidate Qualifications**

District Governor candidate qualifications are provided for in *Article IX, Section 4 of the International By-Laws*.

First and second vice district governor candidate qualifications are provided for in *Article IX, Section 6 of the International By-Laws*.

Candidate(s) may withdraw from the contest at any time prior to the issuance of the final report of the nominations committee. *(See Exhibit A, Rule 4(b) of Standard Form District Constitution and By-Laws)*

**Voting**

*(See Exhibit A, Rule 8 of Standard Form District Constitution and By-Laws)*

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.

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.

**Form of Ballot**

*(See Exhibit G of Standard Form District Constitution and By-Laws)*

See Exhibit G - Sample 1 ballot format for election(s) when there are two (2) candidates.

See Exhibit G – Sample 2 ballot format for election(s) when there is only one (1) candidate.

See Exhibit G – Sample 3 ballot format for election(s) when there are three (3) or more candidates.

Officers of the convention shall designate an appropriate symbol or approved stamp to indicate the vote of the delegate(s). The symbol or approved stamp must be placed in the proper location to constitute a valid vote.

A candidate must receive a majority of affirmative votes to move forward.